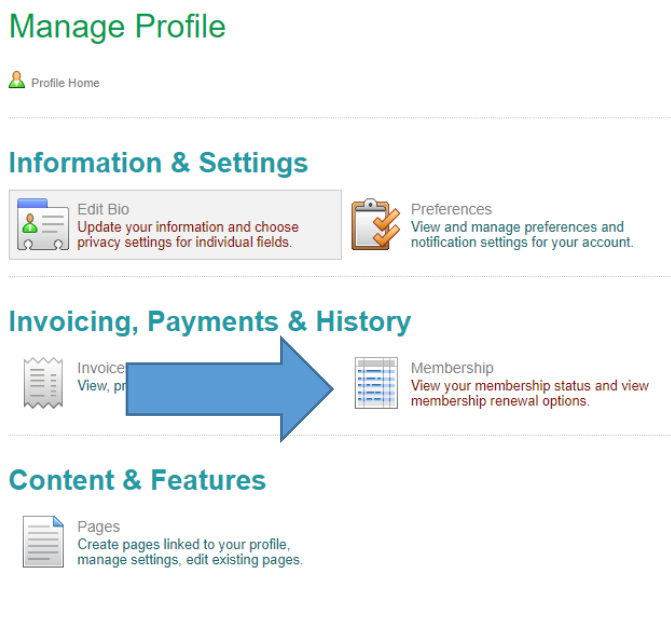


How to change your membership from a Non-member to Full, Student, or Affiliate

1. Go to - <https://autisminsar.site-ym.com/login.aspx> then login using your username and password.
2. On the right hand side you will see “My Profile” options like the picture below. Select “**Manage Profile**”.

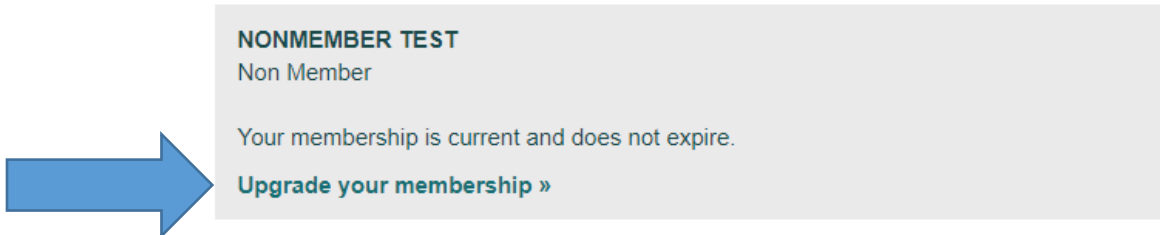


3. Now select the “**Membership**” option as seen below.



4. Now select **“Upgrade your membership”** as seen below.

Membership Information



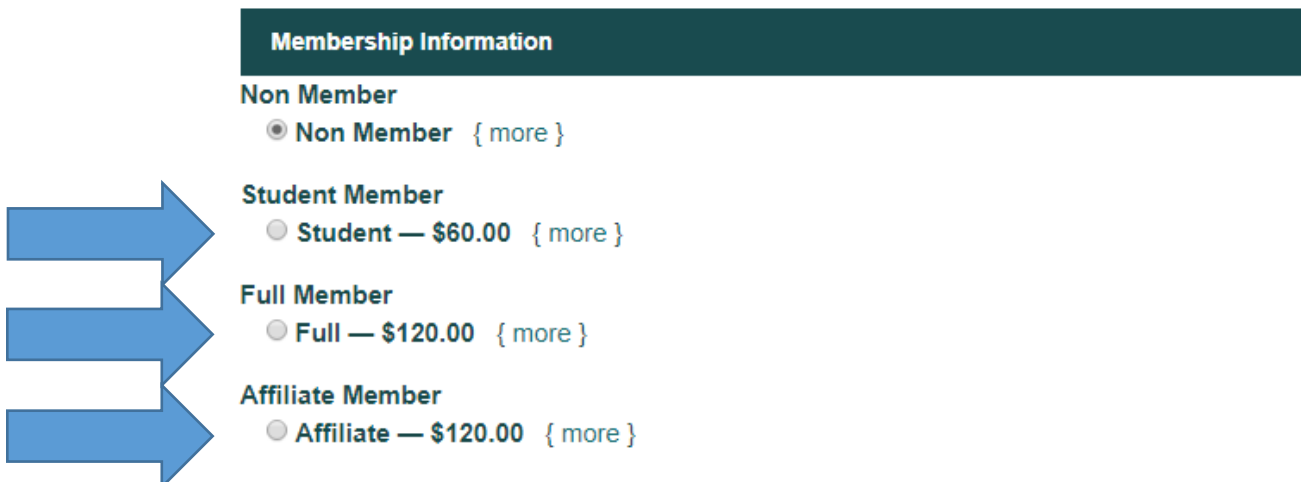
NONMEMBER TEST
Non Member

Your membership is current and does not expire.

[Upgrade your membership »](#)

5. Once you click “Upgrade your Membership” it will bring you to a page that will allow you to review your information and update as needed. After you have finished updating scroll to the bottom of the screen and click the [Save Changes](#) button.

6. At this point is where you will choose your new member type. Choose either **Full**, **Student**, or **Affiliate** from the area you see below.



Membership Information

Non Member

Non Member { more }

Student Member

Student — \$60.00 { more }

Full Member

Full — \$120.00 { more }

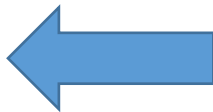
Affiliate Member

Affiliate — \$120.00 { more }

7. Scroll down and fill out your **Billing Information** and your **Payment Information**. Then click **“Submit Securely”** at the bottom of the page.
8. Your membership has now been updated if you have chosen **Affiliate** the process is complete. If you have chosen **Student** or **Full** you have to update your profile one last time in order for your membership to be validated.
10. If you are a Full or student member please click on **“Manage Profile”** on the right hand side as seen below.

My Profile


- Profile Home
- Manage Profile
- Groups
- Messages
- Membership Info
- Refer A Friend




11. Then click on **“Edit Bio”** as seen below.


Information & Settings




 **Edit Bio**
Update your information and choose privacy settings for individual fields.


 **Preferences**
View and manage preferences and notification settings for your account.


Invoicing, Payments & History

 **Invoices**
View, print and pay your invoices.

 **Membership**
View your membership status and view membership renewal options.

Content & Features







 **Favorites**
Manage your favorites and share them with the community.

 **Networks**
View and manage social/professional networks.








Professional Information

12. Scroll down to the **Professional Information** Section. (Please Note: #13 below is for “Full” members and #14 & #15 below is for “Student” members.)

13. For “Full” membership, an individual must have a graduate degree from an accredited university, have **at least two (2) publications in peer reviewed journals** related to autism research, **and/or** have **external funding for autism related research**. Either or both of these requirements must be noted in the appropriate fields provided on the application form. You must now enter this information in the area below.

| | | |
|---|--|---|
|  |  Publication 1 * (Not visible in profile) | <input type="text"/> <i>Please list one of your articles published in a peer reviewed journal. (required if no funding source(s) listed.</i> |
|  |  Publication 2 * (Not visible in profile) | <input type="text"/> <i>Please list one of your articles published in a peer reviewed journal. (required if no funding source(s) listed.</i> |
|  |  Funding Source Related to Autism Research * (Not visible in profile) | <input type="text"/> <i>List any funding source(s) related to autism research (required if no publications listed).</i> |

14. Student members must fill out their “Program or Position Completion Date”, “Major/Department” and “Advisor/Mentor Name” as seen below.

| | | |
|---|--|--|
|  |  Program or Position Completion Date * (Not visible in profile) | <input type="text"/>  <i>This is the date of scheduled completion of this coursework/certificate/degree program.</i> |
|  |  Major/Department * (Not visible in profile) | <input type="text"/> <i>The major course of study, or department in which the student is currently working/studying.</i> |
|  |  Advisor/Mentor Name * (Not visible in profile) | <input type="text"/> |

15. Lastly, Student applicants must upload an [INSAR Student Eligibility Form](#) once it has been completed by the student's advisor/mentor. The Procedures to upload the form can be [FOUND HERE](#).



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