

## How To Join the IIA

<https://na.theiia.org/Pages/IIAHome.aspx>

### Step 1: Creating an Account with the IIA

Follow the above link and click “Join the IIA,” as seen below:

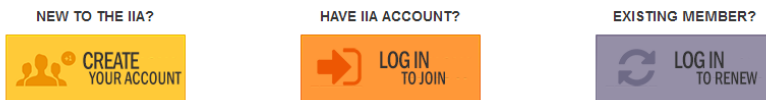


This should take you to the following page:

### Join/Renew

You've made a great decision to join The IIA. We will connect you with the resources and people you need to succeed in your career. The IIA offers membership for individuals residing in the United States, Canada, Caribbean, Bermuda, Guyana, and Trinidad & Tobago. If you reside outside of these areas, please visit [The IIA's global website](#) to find an IIA Institute near you.

For groups of 3 or more, learn about [Group Membership](#) to save up to 40%.



You will revisit this page later on, but for now click the “Create your account” button under “New to the IIA?” Enter your preferred email address. The IIA will send a confirmation email to this address. Follow that link to begin the set-up process.

\* First Name (Given Name)  Middle Name

\* Last Name (Surname)

\* Country of Residence

\* Current Employer Name

\* Job Code/Level

\* Primary Industry Code Group

\* Primary Industry Code

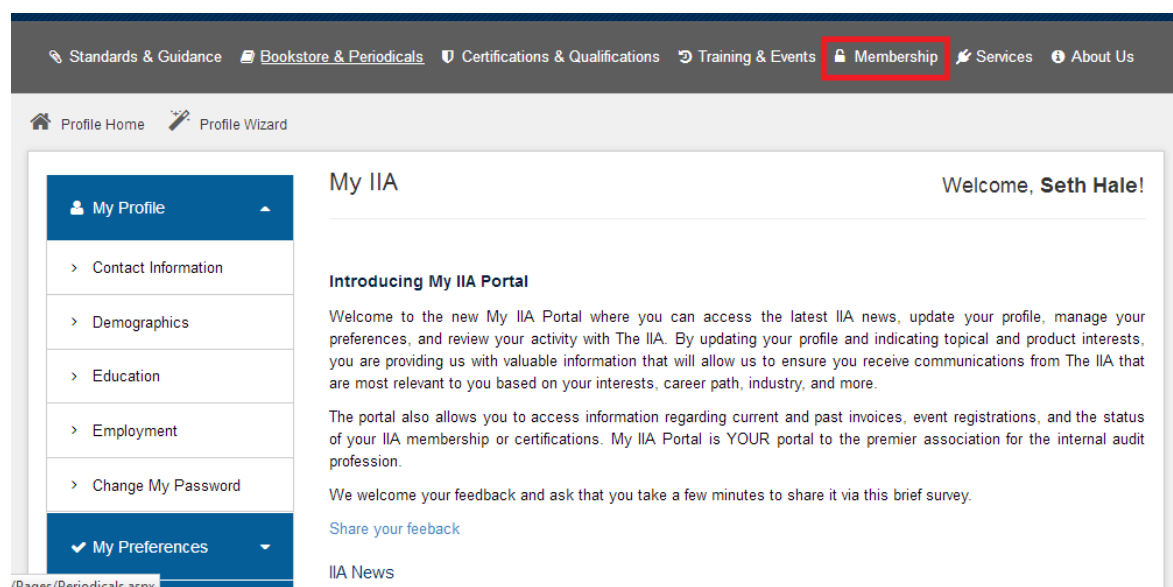
Enter your personal information. The required fields include several questions related to your current position. If you are not currently employed in internal audit, type “The University of Texas at Dallas” as your Employer Name. Select Job Code 320 – Student. For Primary Industry Code Group, select 61 – Educational Services, and for Industry Code, select 611- Educational Services (see the image to the left for an example). These fields are just demographic data for the IIA. Once you get your full-time job in internal audit, remember to update this data with your employer!

After this page, continue filling out your profile as required. When you see the field requiring “Job Title,” type “Student.” This is another field to update once you become employed.

Once you’ve read and agreed to the IIA’s privacy policy, you will be able to log in. You will also receive an email from the IIA with your “Customer ID.” This number is the Membership number required to register for on our website, [www.utdallasiaep.com](http://www.utdallasiaep.com). That email will also contain a link you can follow to complete your profile.

## Step 2: Paying Dues and Becoming a Full Member of the IIA

Follow the link in your membership email in order to log into the IIA using your new account information (email address or membership number and password). Agree to the Privacy Policy and click “Save.” You can now view your profile! Your next step will be to apply for full membership in the organization. Click the “Membership” link, as marked below:



After you click the Membership button, click on “Join IIA.” This will take you back to the same page you used to create your account (see image at top of document). This time, click the middle button that says “Log in to Join.” From here, log into your new account once again. Now you can start the process to become a full member of the IIA.

When prompted for membership type, select “Student Member.” This will get you the student member rate. Any special memberships are completely optional- if you are interested in any of those groups, feel free to join them! It is not required for you to join them for our purposes.

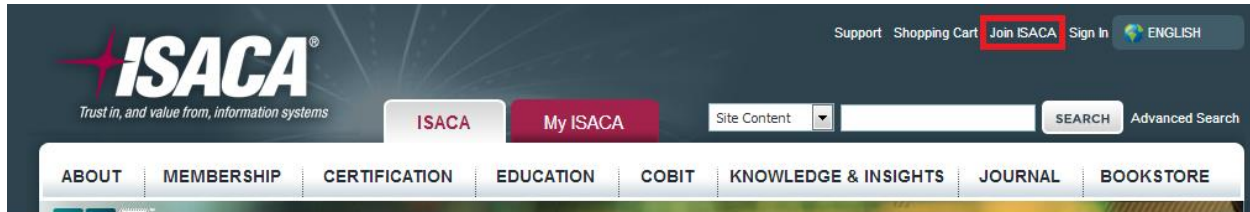
Next, select your local chapter. This will likely be Dallas. View your shopping cart to ensure that you are satisfied with your purchases. Unfortunately, our organization does not have any discount codes at this time. From here, click check out to complete the payment process. Once you have completed the membership process, you will be able to enjoy the benefits, such as free attendance to the IIA's monthly meetings!

## How To Join ISACA

<https://www.isaca.org/pages/default.aspx>

### Step 1: Creating an Account with ISACA

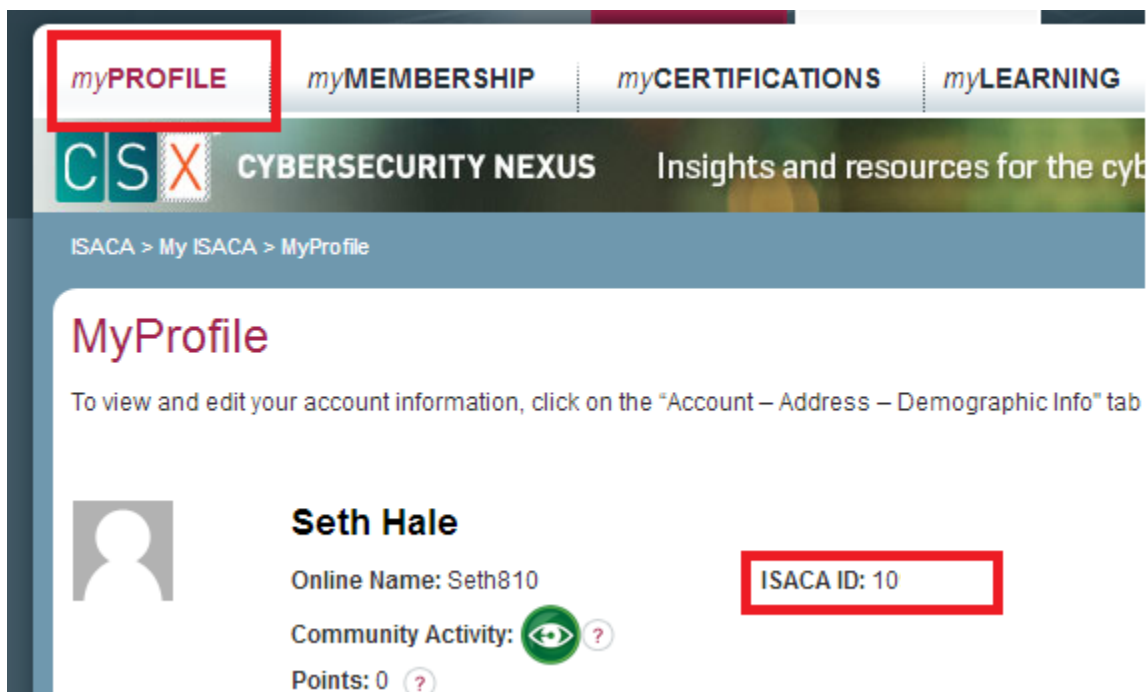
Follow the link above and click “Join ISACA,” as seen below.



On the following page, select “Become a Student Member.” Ensure you meet the qualifications on the following page, then click “Join Online.” This will take you to a log in page. You will revisit this page later on, but for now, find the “Create an account” link, and follow it to begin the setup process.

Complete the required fields in the Contact Information box, then click Next. You will be prompted to verify your email address. Click “OK,” then continue with the account set up process. Select the “Home” radio button, then type in your mailing address, then click Next. On the next page, select your Username and complete all other required fields, selecting “Student” as your professional role if no other roles are applicable, then click Next. Finally, select and confirm your password. Once you have completed this step, check your email address to find an email from ISACA. This email will include a link to complete your profile.

Follow the link, then type in your username and password. Once you’ve logged in, you can find your ISACA ID by clicking on “My Profile,” as shown below. This number is the Membership number required to register for on our website, [www.utdallasiaep.com](http://www.utdallasiaep.com).



## Step 2: Paying Dues and Becoming a Full Member of ISACA

Click “My Membership,” the tab to the right of the “My Profile,” then click “Join Now.” On the next page, select “Become a Student Member,” then click “Join Online.” This will take you to the log in page you saw at the beginning of this process. Log into your account using your username and password. On the next page, select “Join Now-Student Membership.” Confirm the information you entered earlier, then click “Save my changes (Continue).” On the next page, fill out the information as required, selecting “Class Schedule (University issued)” as your Full-time Student Supporting Document. If any questions do not apply, select “Not applicable.” These fields are just demographic data for ISACA. Once you get your full-time job in internal audit, remember to update this data with your employer!

The next page will show your basic membership dues, and have you select a local chapter. This will likely be the North Texas Chapter. View your shopping cart to ensure that you are satisfied with your purchases. Unfortunately, our organization does not have any discount codes at this time. From here, click “Proceed to Check Out” to complete the payment process.

In order to prove that you qualify for the student membership, ISACA will require a supporting document. In the setup process above, you selected to submit your Class Schedule. You will be able to use a screenshot of your course schedule in Galaxy- you can find this by going to <http://www.utdallas.edu/galaxy/>, then selecting “Class Schedule” under Orion Self-Service. Take a screenshot of your schedule as shown below:

The screenshot shows the Galaxy system interface for a student named Seth Michael Hale. The navigation bar includes links for Favorites, Main Menu, My Menu, Orion Self-Service, and Class Schedule. The student's name and semester are displayed as Seth Michael Hale, 2014 Fall > Undergraduate > University of Texas at Dallas.

The course schedule is organized into several sections:

- BLAW 2301 - BUSINESS AND PUBLIC LAW**

Status	Units	Grading	Grade
Enrolled	3.00	Graded - Undergraduate Courses	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
84908	003	1 LEC	TuTh 1:00PM - 2:15PM	SOM 1.212	Matthew Michael Polze	08/25/2014 - 12/10/2014
- ACCT 3331 - INTERMEDIATE FINANCIAL ACCT I**

Status	Units	Grading	Grade
Enrolled	3.00	Graded - Undergraduate Courses	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
84785	002	1 LEC	TuTh 2:30PM - 3:45PM	SOM 2.106	Rebecca Lynn Files	08/25/2014 - 12/10/2014
- BCOM 3311 - BUSINESS COMMUNICATION**

Status	Units	Grading	Grade	Requirement Designation
Enrolled	3.00	Graded - Undergraduate Courses		Core - 010 Communication (Taken)

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
84889	004	1 LEC	MoWe 11:30AM - 12:45PM	SOM 2.902	Joe T. Marchant	08/25/2014 - 12/10/2014
- ECON 2302 - PRINCIPLES OF MICROECONOMICS**

Status	Units	Grading	Grade	Requirement Designation
Enrolled	3.00	Graded - Undergraduate Courses		Core - 080 and 090 Social & Beh Sci & CompResOpt (Taken)

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
86546	0W1	1 LEC		TBA	Timothy Wunder	08/25/2014 - 12/10/2014
- OPRE 3333 - QUANTITATIVE BUSINESS ANALYSIS**

Status	Units	Grading	Grade
Enrolled	3.00	Graded - Undergraduate Courses	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
85668	501	1 LEC	TuTh 5:30PM - 6:45PM	SOM 12.210	Walter L Johnston	08/25/2014 - 12/10/2014

## How To Join ACFE

There are multiple options of becoming active with the ACFE. ACFE has a National Chapter and a Dallas Chapter. You may choose to join either, or both. The details are as follows:

NATIONAL	DALLAS
Join Here: <a href="http://www.acfe.com/join-acfe.aspx">http://www.acfe.com/join-acfe.aspx</a>	Join Here: <a href="https://www.dallasacfe.org/Apply-Online">https://www.dallasacfe.org/Apply-Online</a>
Cost: \$25/year for students	Cost: \$10/year for students
NO REQUIREMENT to join local chapter	NO REQUIREMENT to join national chapter
Requirements: Undergrad 9+ hours; Grad 6+	Requirements: Undergrad 12+ hours; Grad 9+
Benefits: CFE Eligibility, <i>Fraud Magazine</i> subscription, discounts and information on national events	Benefits: Discounts and information on local events
More details: <a href="http://www.acfe.com/associate-membership.aspx">http://www.acfe.com/associate-membership.aspx</a>	More details: <a href="https://www.dallasacfe.org/Membership-Info">https://www.dallasacfe.org/Membership-Info</a>

### Joining National

Follow the link above and click "Join Now." On the following page, fill out the required field, then click "Continue Application." Select the button labelled "APPLY NOW - \$25.00." Undergraduate students must be enrolled in at least 9 hours, graduate students in at least 6. Choose the Electronic Membership plan, then continue through the registration process.

In order to prove that you qualify for the student membership, ACFE will require a supporting document. You will be able to use a screenshot of your course schedule in Galaxy- you can find this by going to <http://www.utdallas.edu/galaxy/>, then selecting "Class Schedule" under Orion Self-Service. Take a screenshot of your schedule as shown below:

The screenshot displays the Galaxy system interface for a student named Seth Michael Hale. The navigation bar includes links for Favorites, Main Menu, My Menu, Orion Self-Service, and Class Schedule. The student's name and semester are shown as "Seth Michael Hale 2014 Fall > Undergraduate > University of Texas at Dallas".

The class schedule is organized into several sections, each with a table of course details:

- ACCT 3331 - INTERMEDIATE FINANCIAL ACCT I**: Status: Enrolled, Units: 3.00, Grading: Graded - Undergraduate Courses. Course table includes Class Nbr 84785, Section 002, Component 1 LEC, Days & Times TuTh 2:30PM - 3:45PM, Room SOM 2.106, Instructor Rebecca Lynn Files, and Start/End Date 08/25/2014 - 12/10/2014.
- BCOM 3311 - BUSINESS COMMUNICATION**: Status: Enrolled, Units: 3.00, Grading: Graded - Undergraduate Courses, Requirement Designation: Core - 010 Communication (Taken). Course table includes Class Nbr 84889, Section 004, Component 1 LEC, Days & Times MoWe 11:30AM - 12:45PM, Room SOM 2.902, Instructor Joe T. Marchant, and Start/End Date 08/25/2014 - 12/10/2014.
- BLAW 2301 - BUSINESS AND PUBLIC LAW**: Status: Enrolled, Units: 3.00, Grading: Graded - Undergraduate Courses. Course table includes Class Nbr 84908, Section 003, Component 1 LEC, Days & Times TuTh 1:00PM - 2:15PM, Room SOM 1.212, Instructor Matthew Michael Polze, and Start/End Date 08/25/2014 - 12/10/2014.
- ECON 2302 - PRINCIPLES OF MICROECONOMICS**: Status: Enrolled, Units: 3.00, Grading: Graded - Undergraduate Courses, Requirement Designation: Core - 080 and 090 Social & Beh Sci & CompAreaOpt (Taken). Course table includes Class Nbr 86546, Section 0W1, Component 1 LEC, Room TBA, Instructor Timothy Wunder, and Start/End Date 08/25/2014 - 12/10/2014.
- OPRE 3333 - QUANTITATIVE BUSINESS ANALYSIS**: Status: Enrolled, Units: 3.00, Grading: Graded - Undergraduate Courses. Course table includes Class Nbr 85668, Section 501, Component 1 LEC, Days & Times TuTh 5:30PM - 6:45PM, Room SOM 12.210, Instructor Walter L Johnston, and Start/End Date 08/25/2014 - 12/10/2014.

Once you have uploaded this screenshot, continue through the registration process. At this point, you will be able to pay. Ensure that the charge amount is correct, then click “Add to Cart.” Unfortunately, our organization does not have any discount codes at this time. Continue through the payment process until you get your receipt. You should also receive an email confirmation at this time. On either document, locate your Invoice #. This number is the Membership number required to register for on our website, [www.utdallasiaep.com](http://www.utdallasiaep.com).

### **Joining Local**

Follow the link above and select the “Student Affiliate” option, then click Next. Fill out the required fields. For company, type “The University of Texas at Dallas,” and for position type “Student.” Ensure that the charge amount is correct, then select “Pay Now” to be directed to PayPal. If you do not have a PayPal account, you can pay with a credit card.