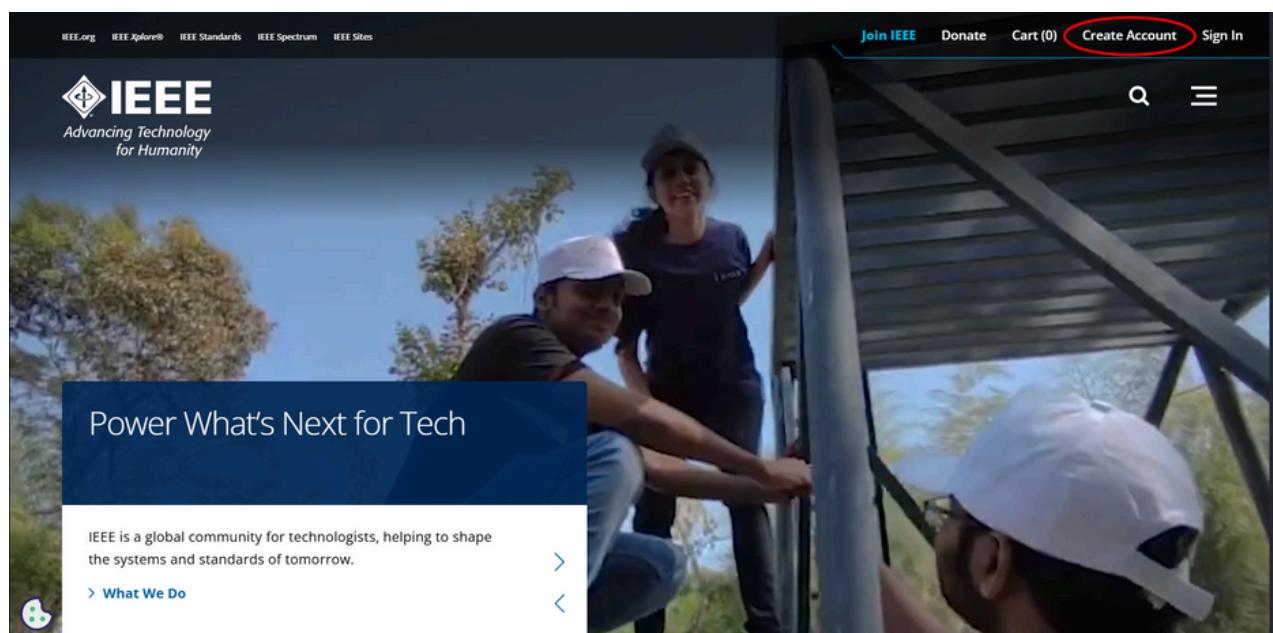


How to create your IEEE ACCOUNT

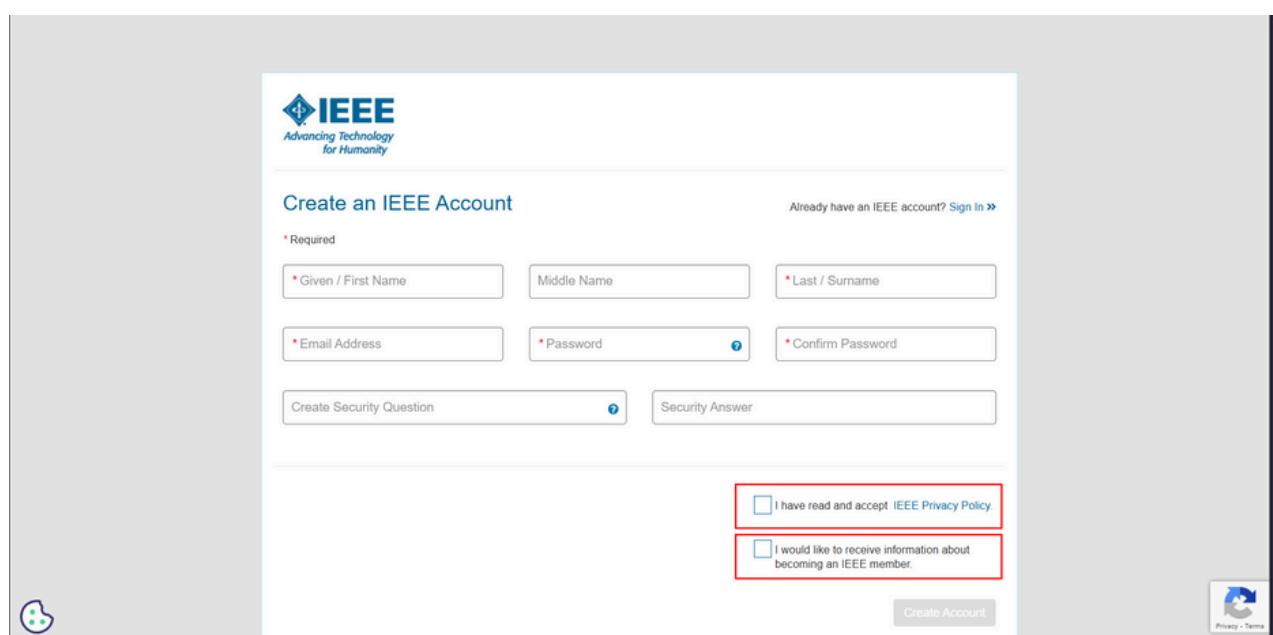
1- Go to the Official IEEE website: [ieee.org](https://www.ieee.org)

- Press “Create Account” on the top right corner



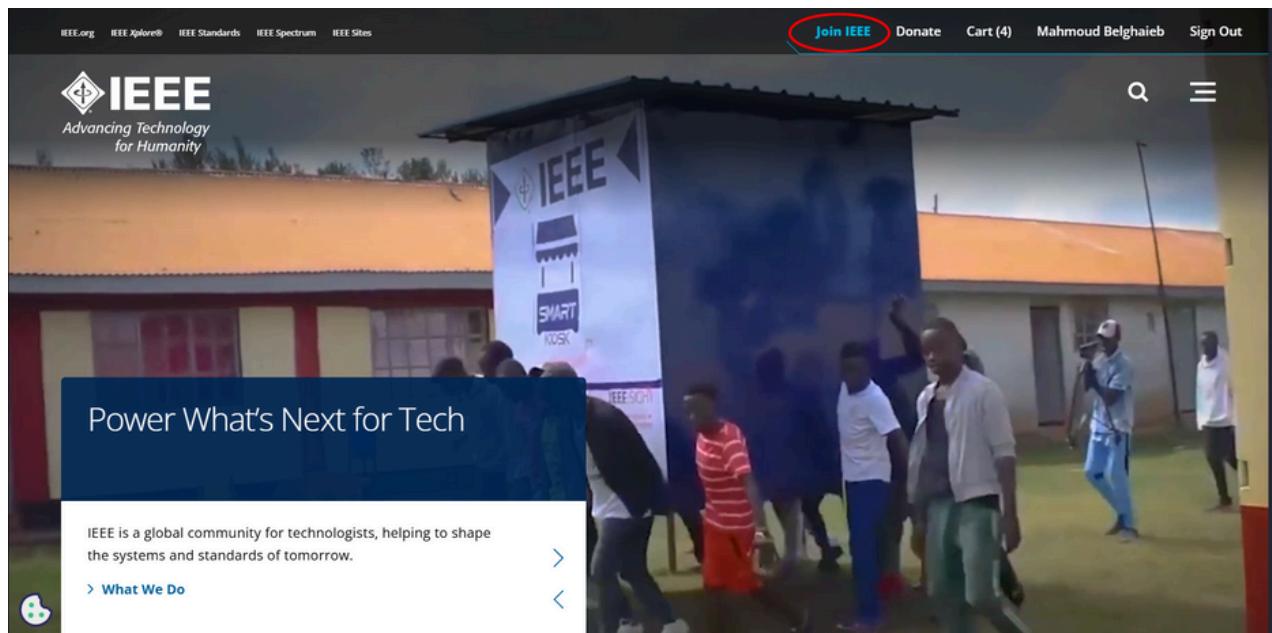
2-Fill your Account Informations:

- Don't forget to tick the check boxes hilighted in RED
- Make sure to remember your informations specially the **PASSWORD**

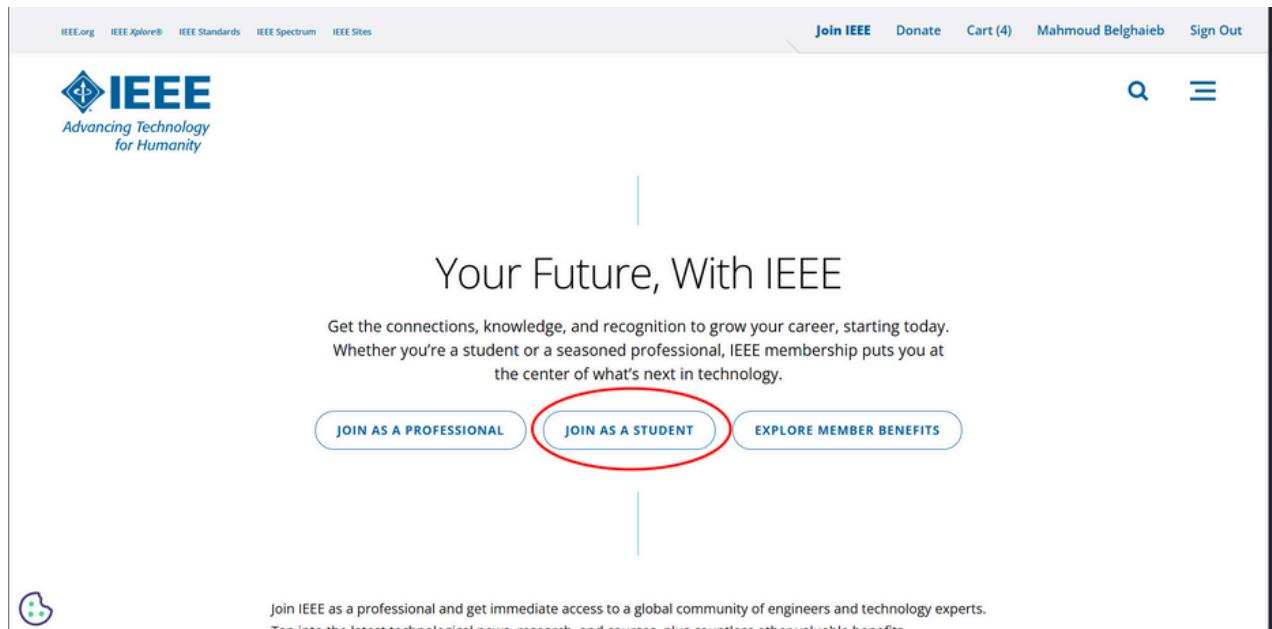

 A screenshot of the "Create an IEEE Account" form. The form includes fields for Given / First Name, Middle Name, Last / Surname, Email Address, Password, Confirm Password, Create Security Question, and Security Answer. At the bottom, there are two checkboxes: "I have read and accept IEEE Privacy Policy" and "I would like to receive information about becoming an IEEE member." Both of these checkboxes are highlighted with red boxes.

- You will be redirected to the landing page Loged in

3- Press the JOIN IEEE

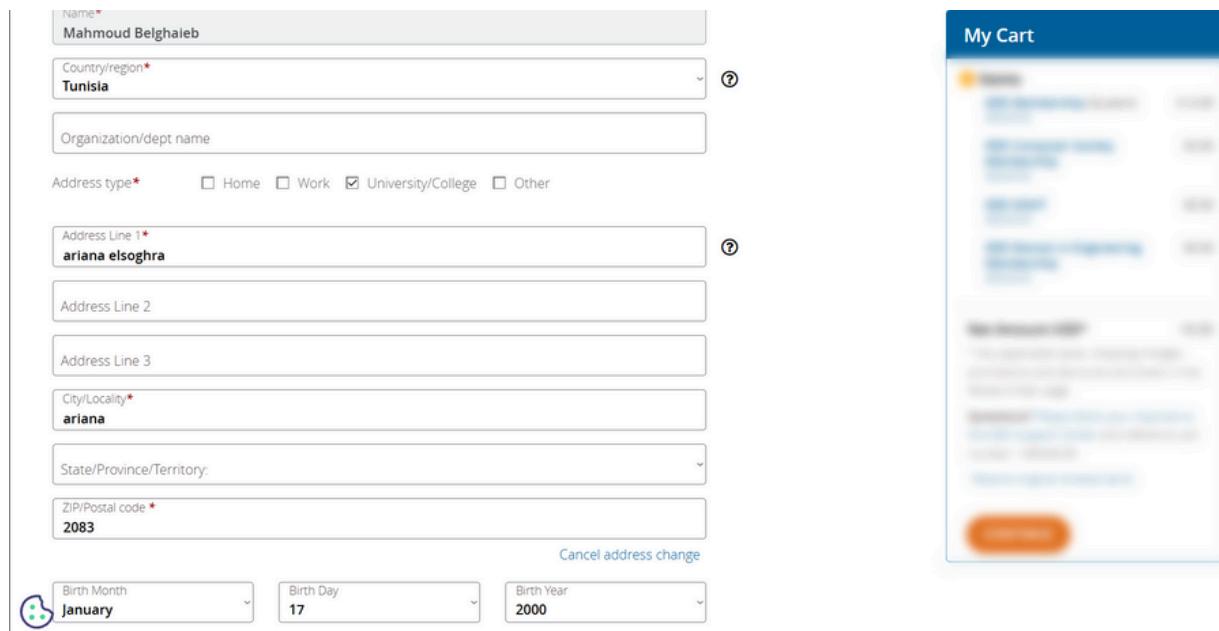


4- Scroll down and make sure you choose JOIN AS STUDENT :



5-Scoll down and fill your informations:

- Don't forget to tick the check box that says "UNIVERSITY/COLLEGE"



Name*
Mahmoud Belghaieb

Country/region*
Tunisia

Organization/dept name

Address type* Home Work University/College Other

Address Line 1*
ariana elsoghra

Address Line 2

Address Line 3

City/Locality*
ariana

State/Province/Territory:

ZIP/Postal code*
2083

Cancel address change

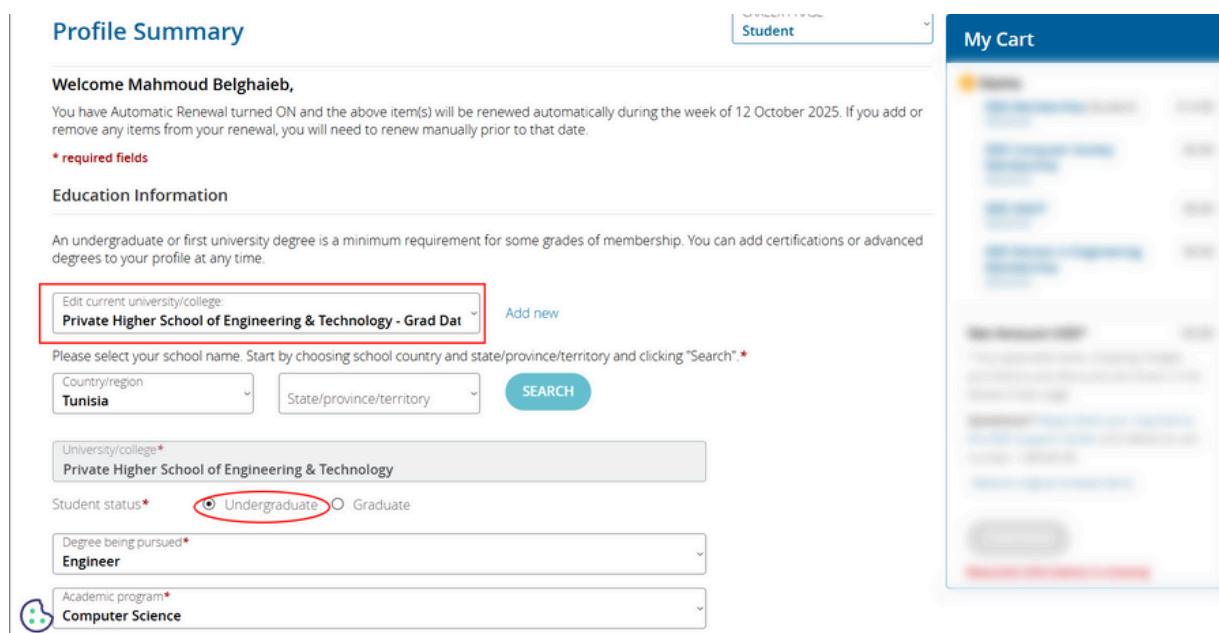
Birth Month: January Birth Day: 17 Birth Year: 2000

My Cart

- Then press **CONTINUE** on the end of the page not the one in the right

6- Continue filling your informations in the new page:

- for the university make sure to select **Private Higher School of Engineering & Technology** not ESPRIT
- And check the **Undergraduated** checkbox



Profile Summary

Welcome Mahmoud Belghaieb, Student

You have Automatic Renewal turned ON and the above item(s) will be renewed automatically during the week of 12 October 2025. If you add or remove any items from your renewal, you will need to renew manually prior to that date.

* required fields

Education Information

An undergraduate or first university degree is a minimum requirement for some grades of membership. You can add certifications or advanced degrees to your profile at any time.

Edit current university/college: **Private Higher School of Engineering & Technology - Grad Dat** Add new

Please select your school name. Start by choosing school country and state/province/territory and clicking "Search".*

Country/region: Tunisia State/province/territory: SEARCH

University/college*: **Private Higher School of Engineering & Technology**

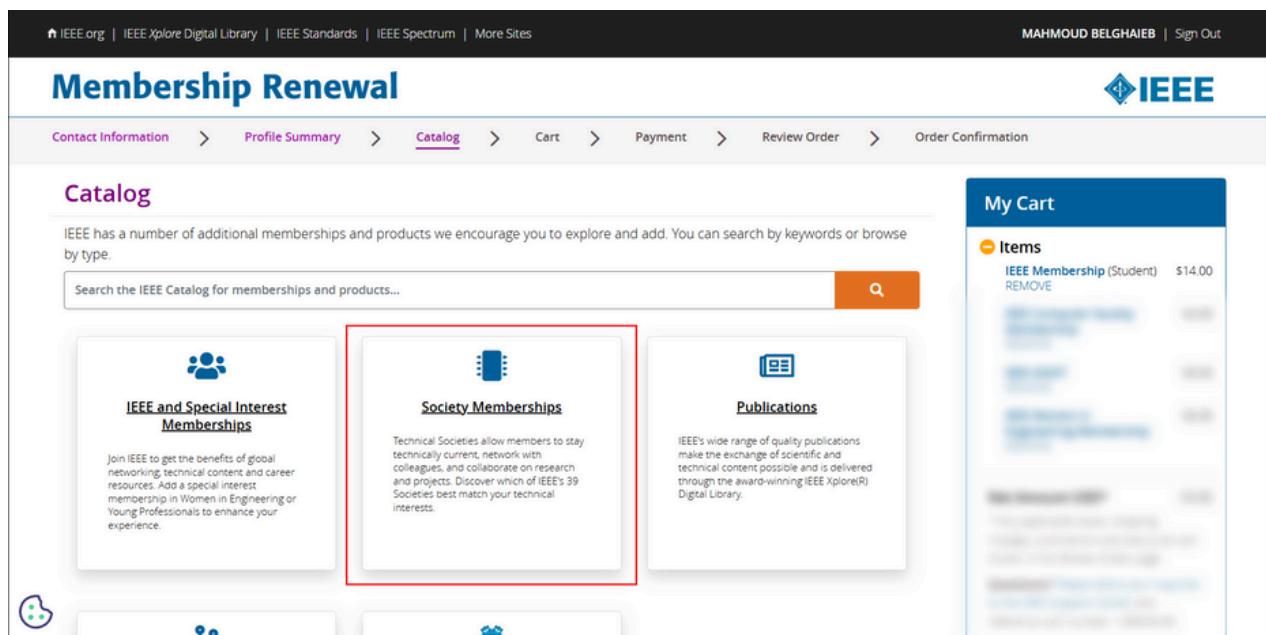
Student status* Undergraduate Graduate

Degree being pursued*: **Engineer**

Academic program*: **Computer Science**

My Cart

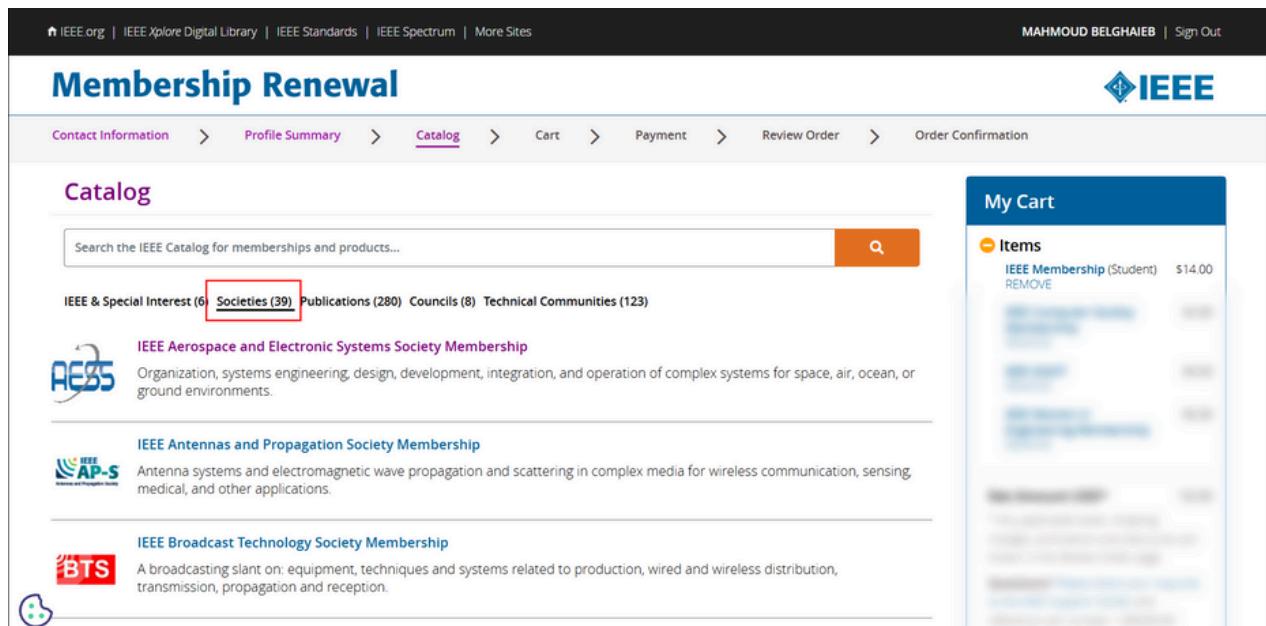
7- Select the societies you want to join:



The screenshot shows the IEEE Membership Renewal process at the Catalog step. The 'My Cart' sidebar indicates an IEEE Membership (Student) item at \$14.00. A red box highlights the 'Society Memberships' section, which describes Technical Societies allowing members to stay current, network, and collaborate.

8- seach for the societies you want:

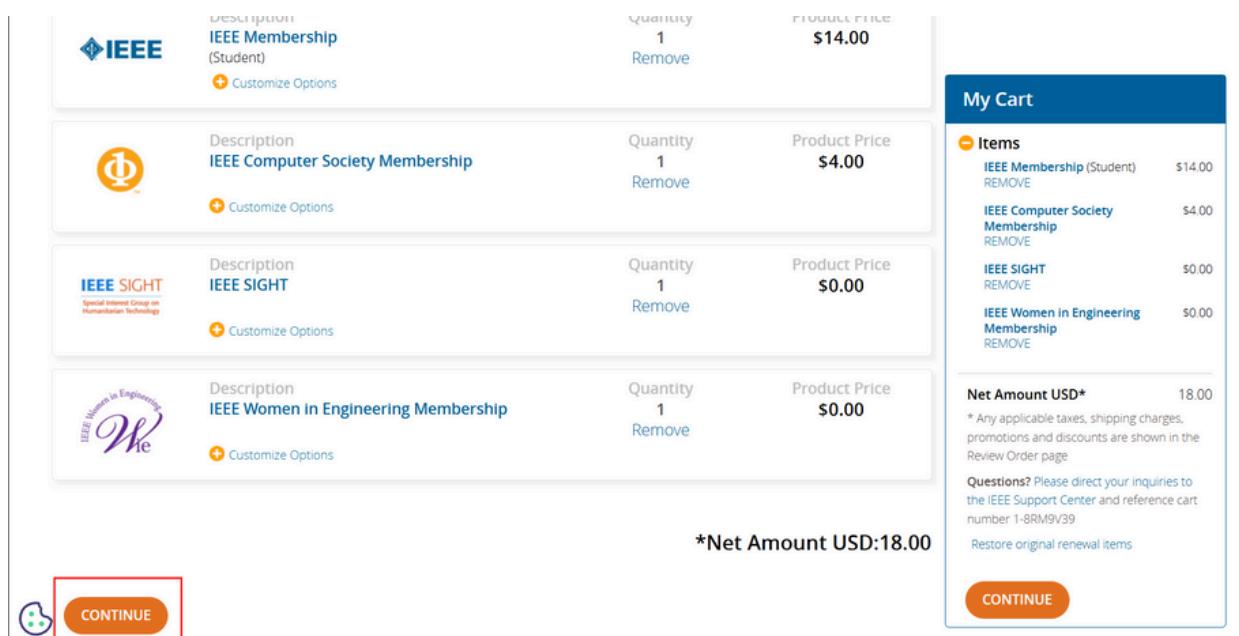
- Make sure to always choose from the **Societies** filter hilitaged in red



The screenshot shows the IEEE Membership Renewal process at the Catalog step. The 'My Cart' sidebar indicates an IEEE Membership (Student) item at \$14.00. The 'Societies' filter is highlighted in red. Below it, three society memberships are listed: IEEE Aerospace and Electronic Systems Society Membership, IEEE Antennas and Propagation Society Membership, and IEEE Broadcast Technology Society Membership.

9-After selecting the societies you want they will be added to your cart with the price for the Students membership:

- After you done selecting press the continue at the end of the page



My Cart

Description	Quantity	Product Price
IEEE Membership (Student)	1	\$14.00
IEEE Computer Society Membership	1	\$4.00
IEEE SIGHT	1	\$0.00
IEEE Women in Engineering Membership	1	\$0.00

***Net Amount USD:18.00**

Items

- IEEE Membership (Student) \$14.00 REMOVE
- IEEE Computer Society Membership \$4.00 REMOVE
- IEEE SIGHT \$0.00 REMOVE
- IEEE Women in Engineering Membership \$0.00 REMOVE

Net Amount USD* 18.00

* Any applicable taxes, shipping charges, promotions and discounts are shown in the Review Order page.

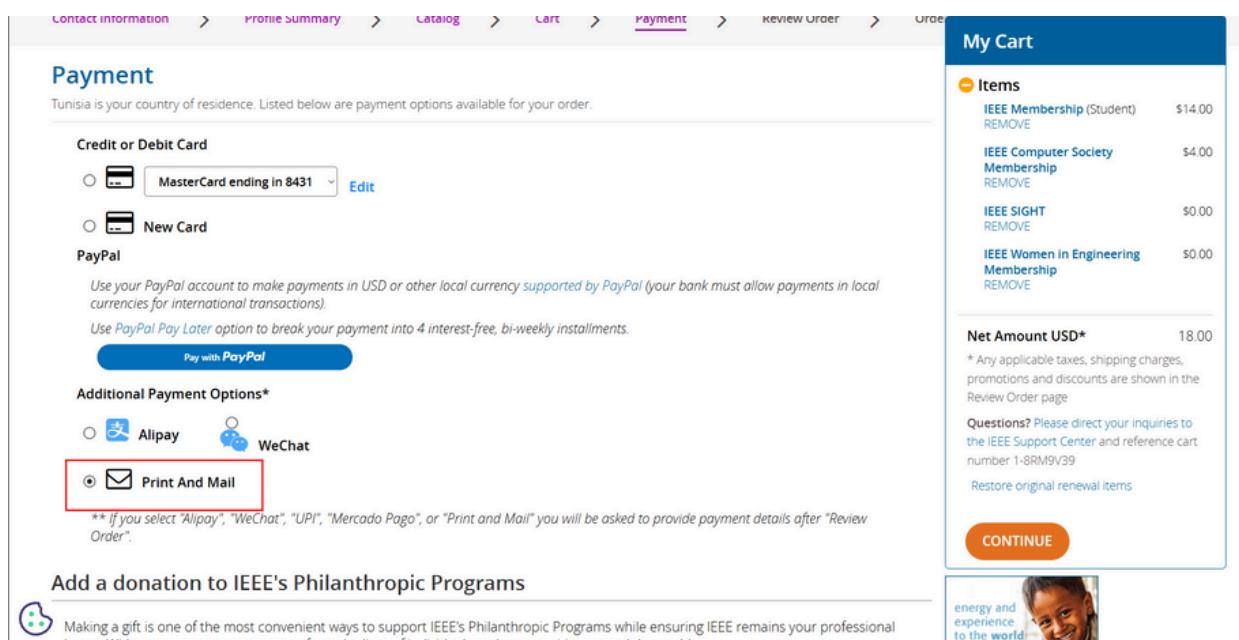
Questions? Please direct your inquiries to the IEEE Support Center and reference cart number 1-8RMV939.

Restore original renewal items.

CONTINUE

10- Finaly finish your payment process with filling your card informations

- If you want, press the print and mail to get payment proof to your email



Payment

Tunisia is your country of residence. Listed below are payment options available for your order.

Credit or Debit Card

-  MasterCard ending in 8431
-  New Card

PayPal

Use your PayPal account to make payments in USD or other local currency supported by PayPal (your bank must allow payments in local currencies for international transactions).

Use PayPal Pay Later option to break your payment into 4 interest-free, bi-weekly installments.

Additional Payment Options*

-  Alipay
-  WeChat
-  Print And Mail

** If you select "Alipay", "WeChat", "UPI", "Mercado Pago", or "Print and Mail" you will be asked to provide payment details after "Review Order".

Add a donation to IEEE's Philanthropic Programs

Making a gift is one of the most convenient ways to support IEEE's Philanthropic Programs while ensuring IEEE remains your professional home. With your support, you can transform the lives of individuals and communities around the world.



My Cart

Description	Quantity	Product Price
IEEE Membership (Student)	1	\$14.00
IEEE Computer Society Membership	1	\$4.00
IEEE SIGHT	1	\$0.00
IEEE Women in Engineering Membership	1	\$0.00

Items

- IEEE Membership (Student) \$14.00 REMOVE
- IEEE Computer Society Membership \$4.00 REMOVE
- IEEE SIGHT \$0.00 REMOVE
- IEEE Women in Engineering Membership \$0.00 REMOVE

Net Amount USD* 18.00

* Any applicable taxes, shipping charges, promotions and discounts are shown in the Review Order page.

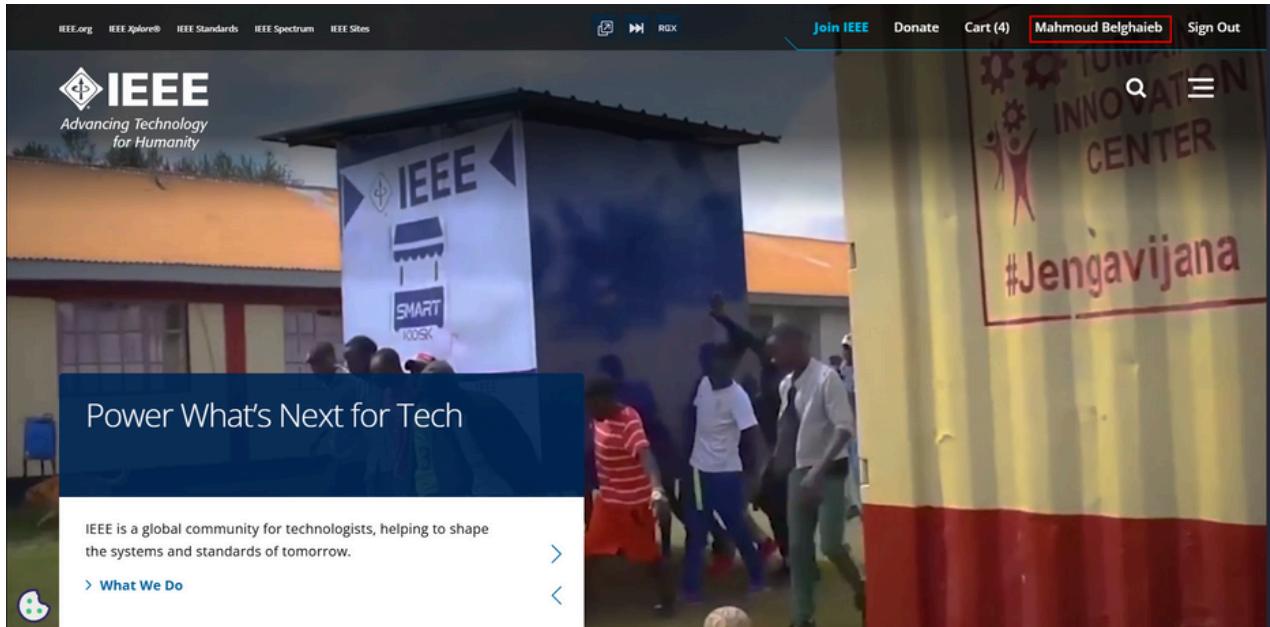
Questions? Please direct your inquiries to the IEEE Support Center and reference cart number 1-8RMV939.

Restore original renewal items.

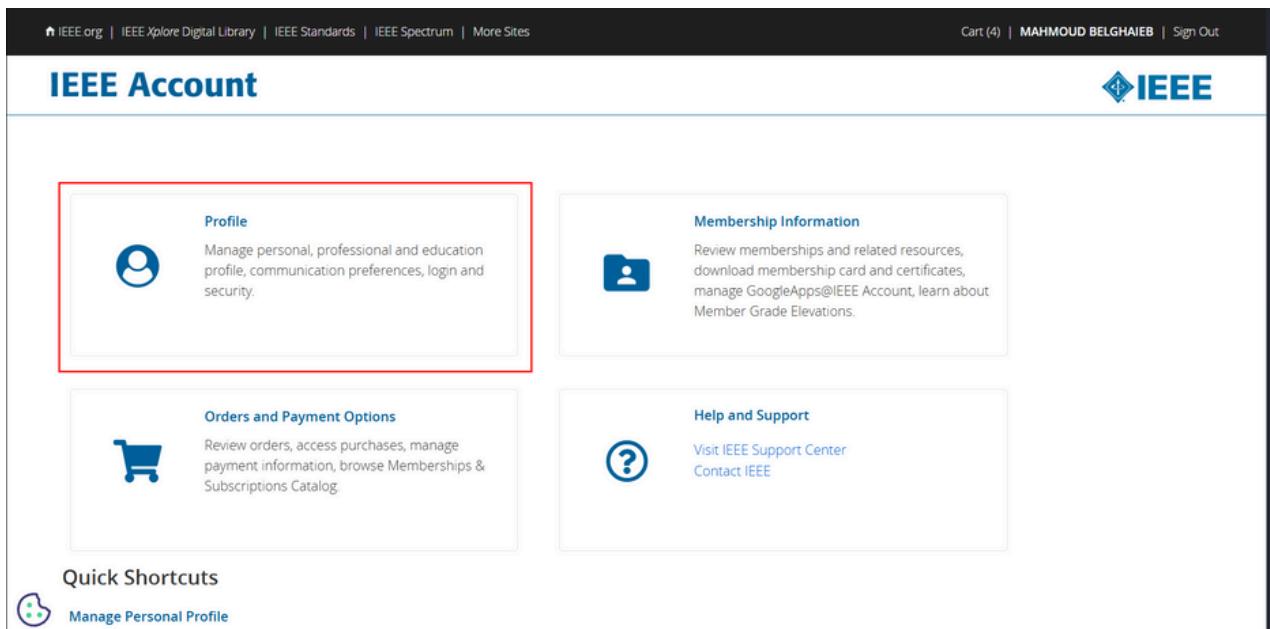
CONTINUE

IEEE ID and changing the primary IEEE email

11- Press your account name in the top right corner:



12- Go to **Profile** :

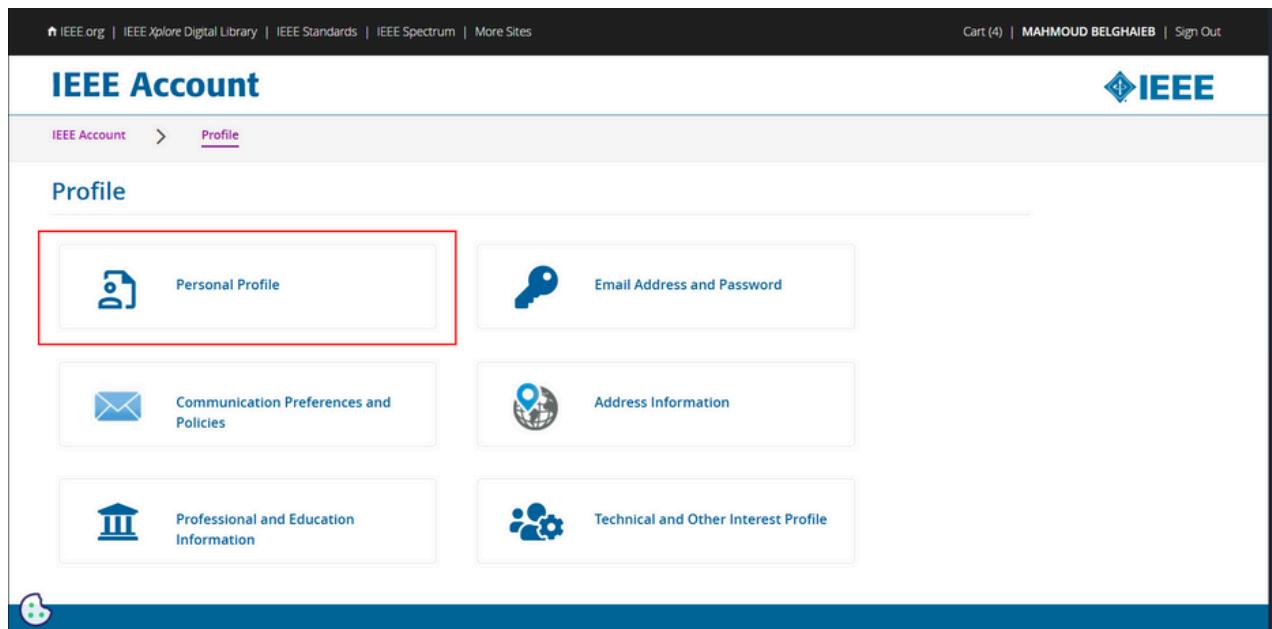


The screenshot shows the IEEE Account page with several sections:

- Profile**: Manage personal, professional and education profile, communication preferences, login and security.
- Membership Information**: Review memberships and related resources, download membership card and certificates, manage GoogleApps@IEEE Account, learn about Member Grade Elevations.
- Orders and Payment Options**: Review orders, access purchases, manage payment information, browse Memberships & Subscriptions Catalog.
- Help and Support**: Visit IEEE Support Center, Contact IEEE.

At the bottom left, there is a "Quick Shortcuts" section with a "Manage Personal Profile" link.

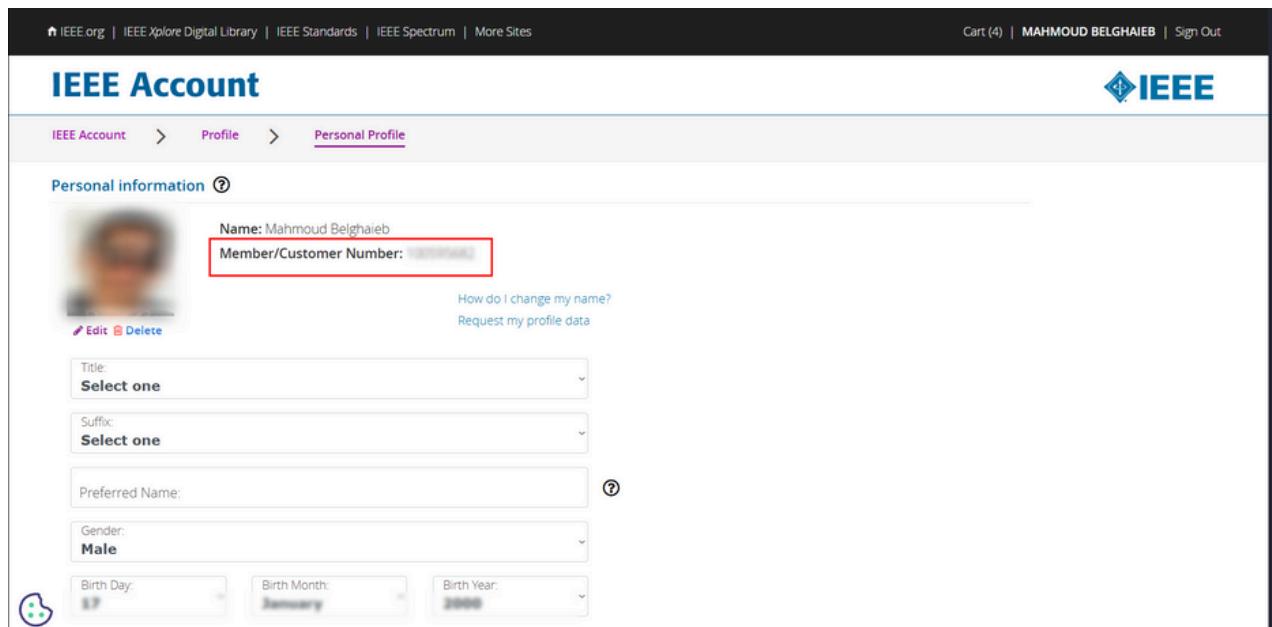
13- Go to Presonal Profile :



The screenshot shows the IEEE Account Profile page. At the top, there are links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, it shows Cart (4), MAHMOUD BELGHAIEB, and Sign Out. Below the header, the page title is "IEEE Account" and the current section is "Profile". There are six main profile sections displayed in boxes:

- Personal Profile** (highlighted with a red border)
- Email Address and Password
- Communication Preferences and Policies
- Address Information
- Professional and Education Information
- Technical and Other Interest Profile

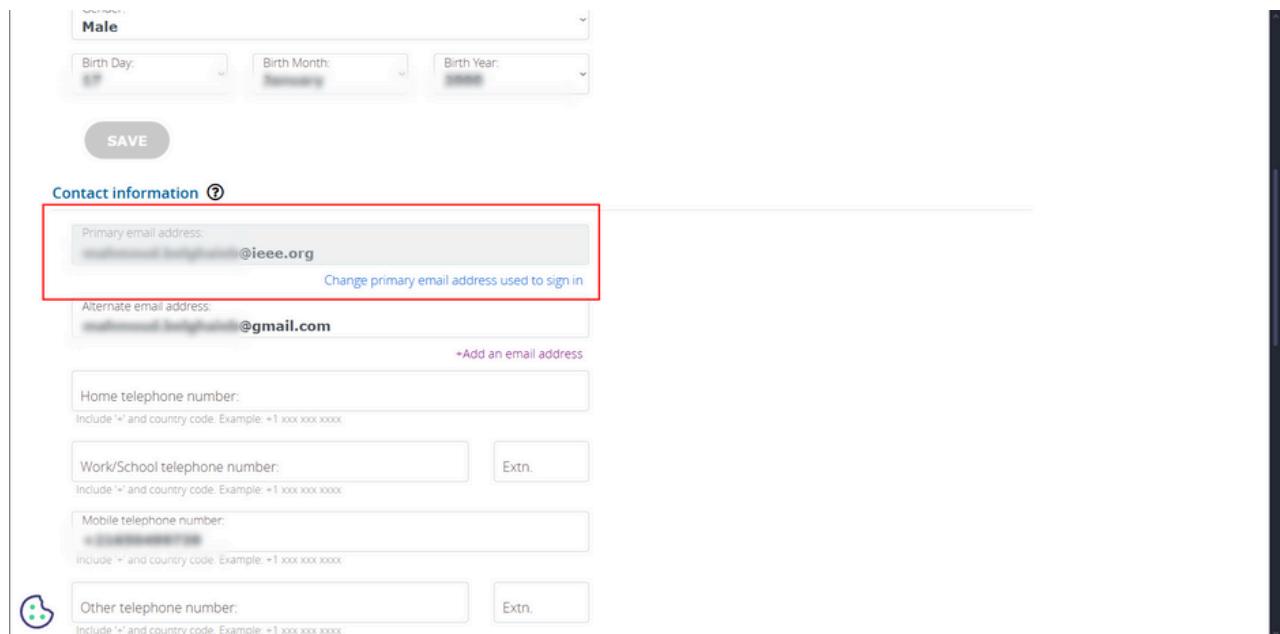
14- Your IEEE ID will be displayed next to your account image:



The screenshot shows the IEEE Account Personal Profile page. At the top, there are links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, it shows Cart (4), MAHMOUD BELGHAIEB, and Sign Out. Below the header, the page title is "IEEE Account" and the current section is "Personal Profile". The "Personal information" section is shown with the following fields:

- Name:** Mahmoud Belghaieb
- Member/Customer Number:** 123456789 (highlighted with a red border)
- Edit** and **Delete** buttons
- Title:** Select one
- Suffix:** Select one
- Preferred Name:** (with a help icon)
- Gender:** Male
- Birth Day:** 17
- Birth Month:** January
- Birth Year:** 2000

15- Change your Primary email for the *****@ieee.org:



The screenshot shows a user profile edit form. At the top, there are dropdown menus for gender (Male), birth day, month, and year. Below these is a large 'SAVE' button. The next section is titled 'Contact information' with a help icon. It contains fields for 'Primary email address' (containing '@ieee.org') which is highlighted with a red box, and 'Alternate email address' (containing '@gmail.com'). There is also a link to 'Change primary email address used to sign in'. Below these are fields for 'Home telephone number', 'Work/School telephone number' (with an 'Extn.' field), 'Mobile telephone number', and 'Other telephone number' (also with an 'Extn.' field). A small blue circular icon with a white 'e' is visible on the left side of the contact information section.

Thank you for following these steps

- If you have any problem with IEEE information please contact:

IEEE ESPRIT SB HR manager Mahmoud BELGHAIEB

- If you have problem with the payment or don't have anyone that can help you with a card contact:

IEEE ESPRIT SB treasurer Mohamed HERGUEM

