Instructions on Becoming a Student Member of AHIMA via WGU

AHIMA Student Membership Registration

2. From the options listed in the blue bar on the left side of the screen, click MEMBERSHIP.
3. On this next screen, find the heading STUDENT and click JOIN NOW.
4A. OPTION A (for those who have not yet created an account with AHIMA)
   a. Find “Create AHIMA Account”.
   b. Fill in all fields (First Name, Last Name, E-mail, Password, and Confirm Password).
   c. Click CREATE NEW button.
   d. In the upper right hand corner of the page, click VIEW YOUR CART.

Your student membership has been added to your cart.

4B. OPTION B (for those who already have an account with AHIMA)
   a. Find “AHIMA Sign-in”.
   b. Fill in both fields (AHIMA ID/E-mail and Password).
   c. Click LOGIN button.

Your student membership has been added to your cart.

5. In the lower left area of your shopping cart screen, find a white box containing the words “Enter Coupon Code ...” and type in STUDENTAPRJUL12. Click the APPLY button; this will change all the amounts shown in the “Price” column to “$0.00”.

6. Click the CONTINUE TO CHECKOUT button.

7. Complete all required fields in the Student Membership Form, the Personal Data Information, the Address Data Information, and the Profile Data Information. Please note that each required field is marked with a red asterisk (*).

8. Click the “Continue” button.

9. If all the shipping and payment information is correct, click the CONTINUE TO CONFIRM button.

10. This is the final screen in this process. You should see both Student Membership and state association membership listed and the TOTAL should be “$0.00”. If everything is correct, select the PROCESS ORDER NOW button.

11. A confirmation e-mail will be sent to the e-mail address AHIMA has on file for you. If you do not receive a confirmation, please contact WGU administrator WGU Learning Resources (learning@wgu.edu).