## WEA-Southeast AHE/College eJoin User Guide

- 1. Follow this link to the eJoin form. JOIN HERE
- 2. Select a local association (See next page for list of colleges and the AHE locals associated with each. This will help you select the correct local from the dropdown). A picklist will be displayed. Please select the AHE Local. Click "Next." Note: If you are using eJoin from May thru August, you will be prompted to select when your Membership and Employment in the local starts.
- 3. Please complete all contact information and demographics. Note that required fields contain a red asterisk.
- 4. Select Membership Subclass "Community and Technical College Faculty."
- 5. Select Membership Type based on your contracted FTE. If you do not know this information, please make your best guess. Your selection will be confirmed with the college, and the correct dues will be deducted regardless of your choice!

6. Complete the remaining fields, add your electronic signature, check the "I'm not a Robot" box, and click "submit."

7. Having troubles? Contact Michelle Joy at <u>mjoy@washingtonea.org</u> or Bridget Steen at <u>bsteen@washingtonea.org</u>

WEA Active M	ember Enrollment Fo	rm
Enter your Local Association	1	
Qcolumbia Bann COLLEG	o	
	er and then select the matching local from the pop-up list.	
COLLEGE AHE	WEA or WEA-Retired.	
COLUMBIA COUNTY EA-	rent memberships in the WEA here.	
LOWER COLUMBIA CC		
AU.	•	
NEXT		
My Membership and E	Employment in this Local Starts: * -	
O Now (Current Me	embership Year 9/1/2019 - 8/31/20	20)
O This Fall (Future	Membership Year 9/1/2020 - 8/31	/2021)
Membership Subclass	×	
PK-12 Certificate	d	
Education Suppo	rt Professional 🥢 🗡	
Community and T	Fechnical College Faculty	
United Faculty of	Washington State	
	5	
<ul> <li>Education Support</li> <li>Community and Ter</li> </ul>	Professional chical College Faculty	
United Faculty of W	Vashington State	
Membership Time :	Subject	Desition/Job 7
Membership Type	Subject	Position/Job
0.76 - 1.00 FTE	Q	Q
0.51 - 0.75 FTE	Begin typing to see a pop-up list of options.	Begin typing to se
0.26 - 0.50 FTE		
<ul> <li>Part-Time</li> </ul>		
T art Time	1	
I have read this agree	ement *	
Electronic Signa	ature	_
Signature (Type your	full name) *	
	•	_
Date: (system genera	ated)	
Note: Please click su	bmit only once.	
I'm not a robo	ot 🥙 🔶	_
	reCAPTCHA Privacy - Terms	
reCAPTCHA helps preve	ent automated form spam.	
reCAPTCHA helps preve The submit button will be	ent automated form spam. e disabled until you complete the CAPTCHA.	

SUBMIT

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COLLEGE	AHE LOCAL - NAME IN DROPDOWN - eJoin
Columbia Basin College	Columbia Basin College AHE
Walla Walla Community College	Walla Walla CC AHE