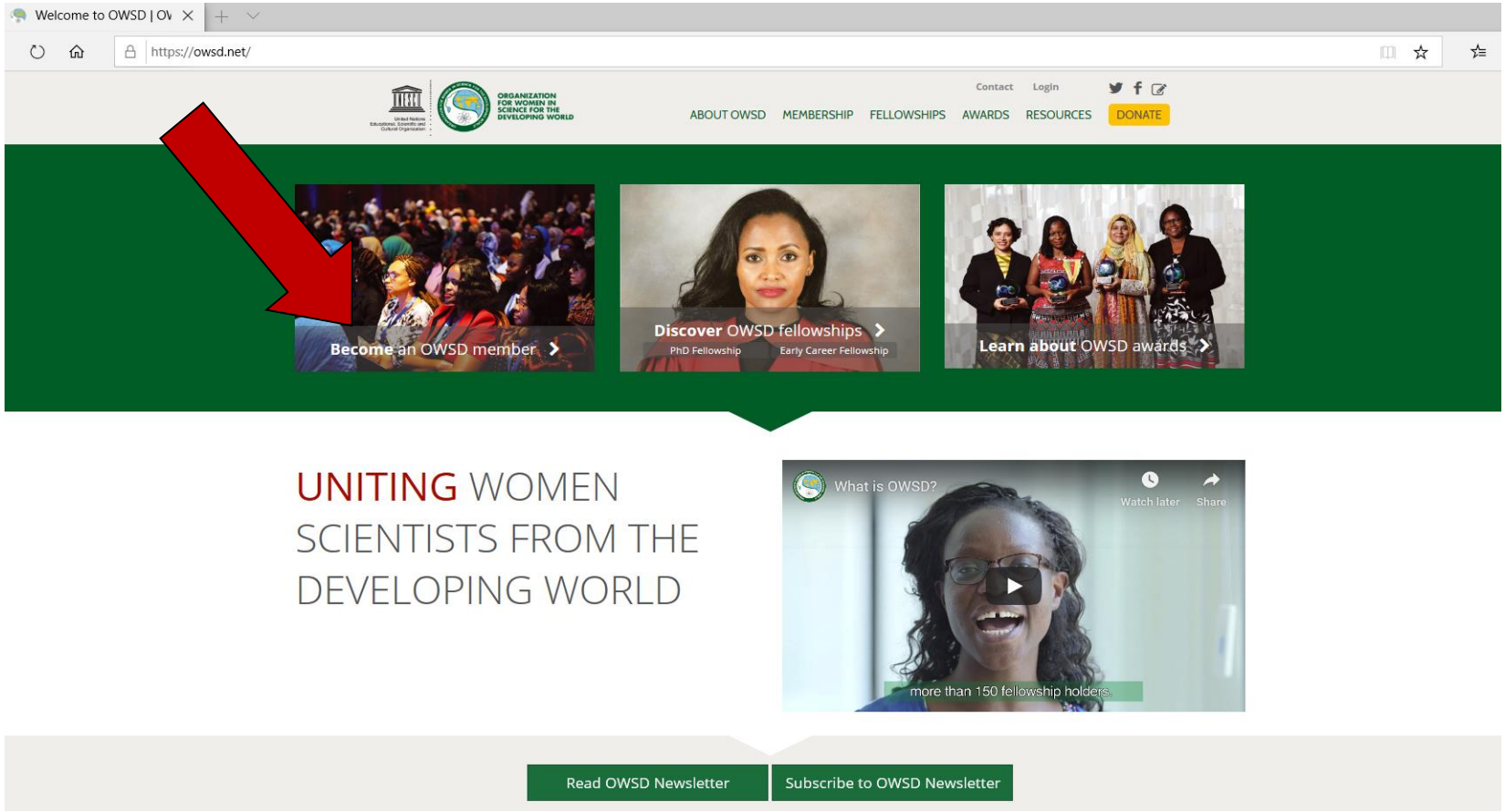
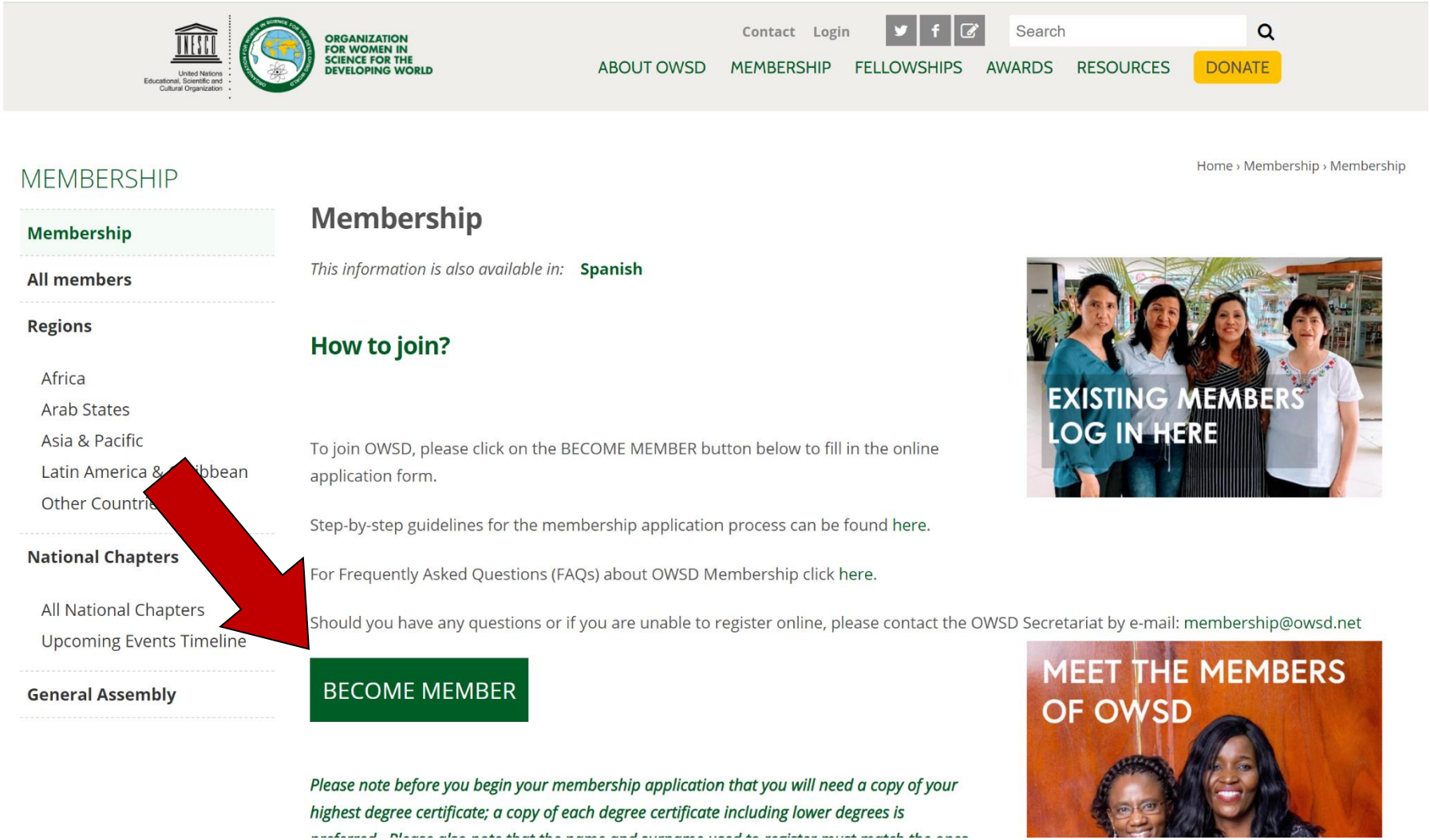
**OWSD MEMBERSHIP**

**HOW TO SUBMIT AN ONLINE APPLICATION?**

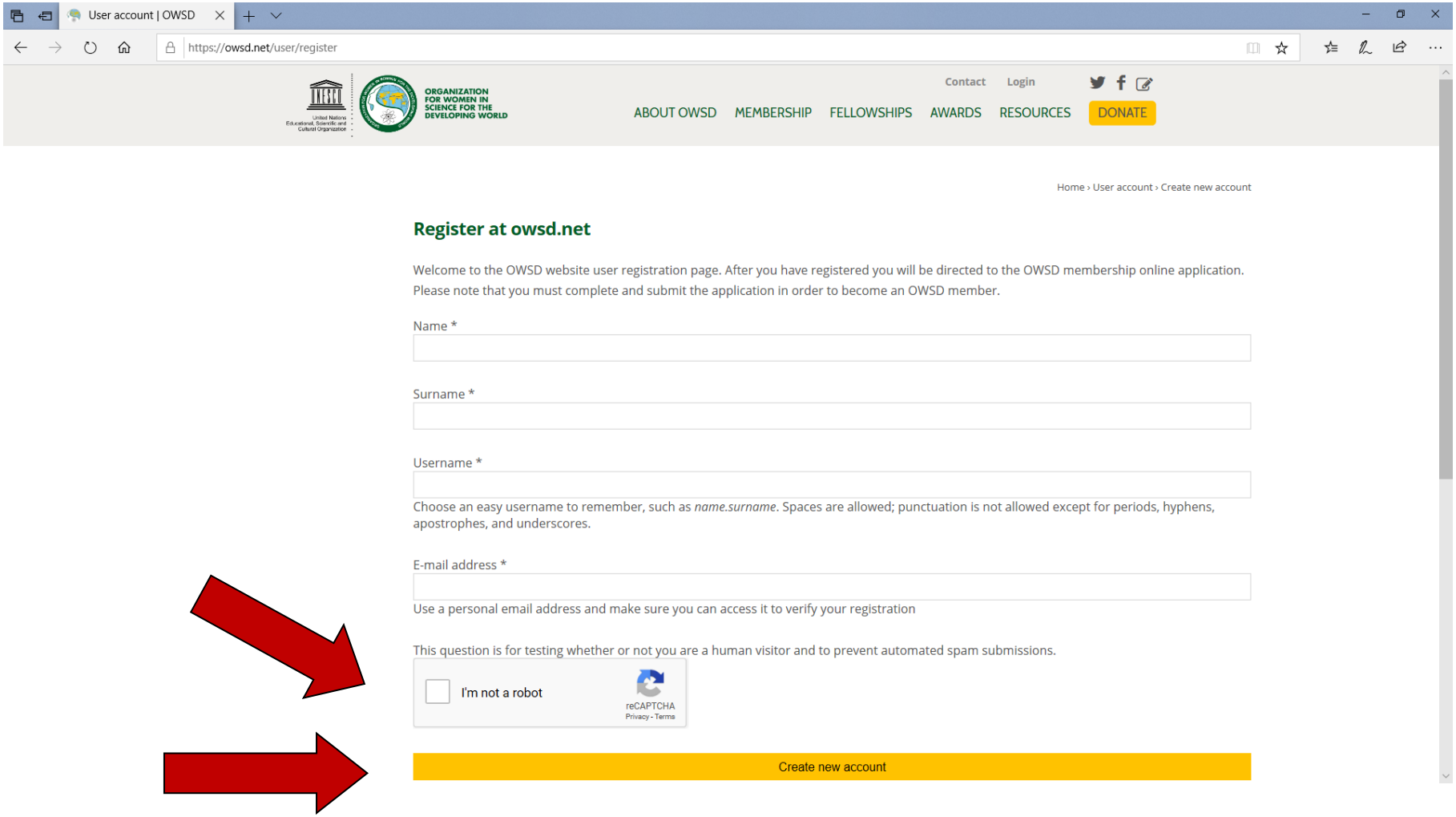
1) Browse the OWSD website: https://owsd.net/ and click on the **"Become an OWSD member"** first box.



2) The following page will appear. Click on the "**BECOME MEMBER**" green button.

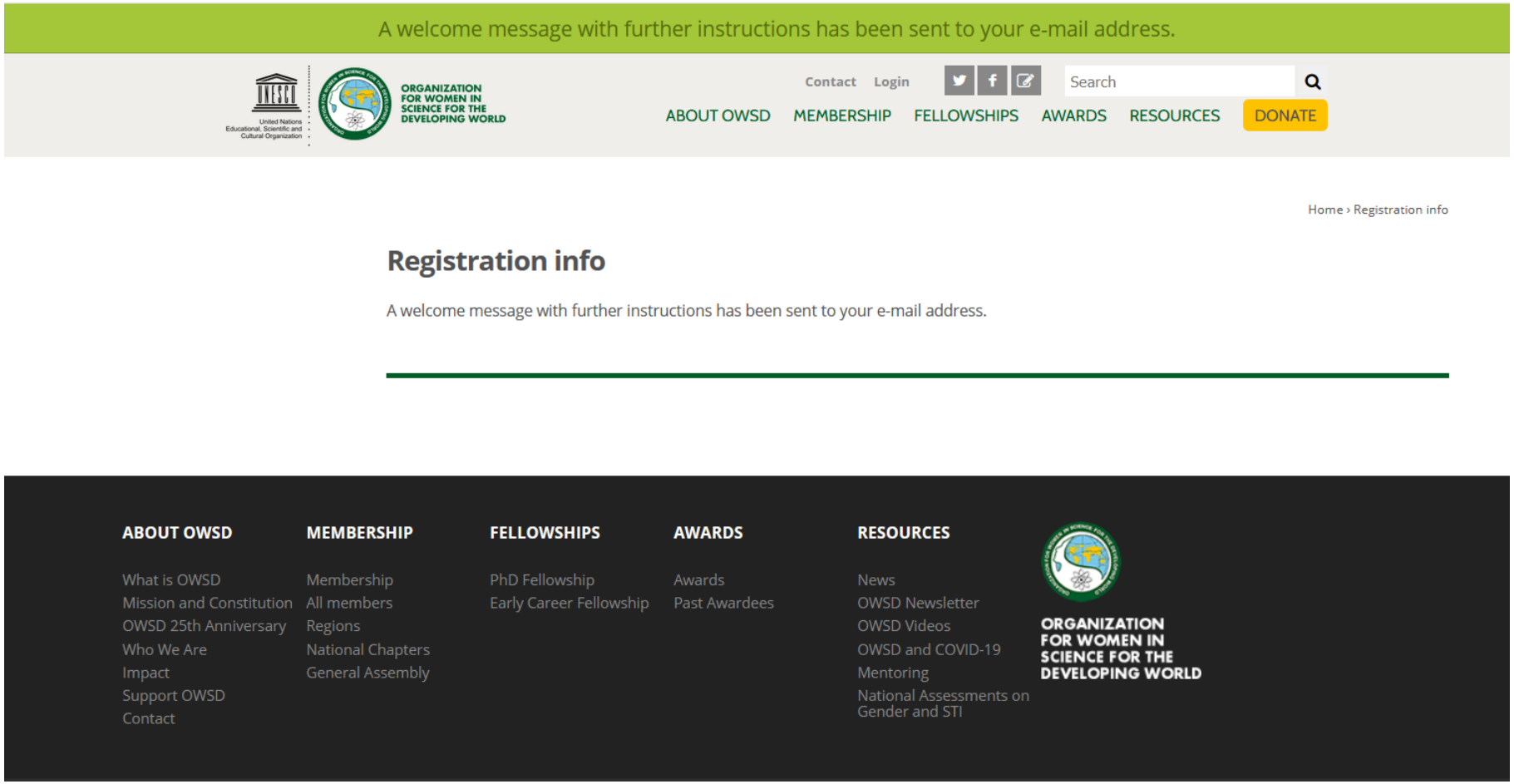


3) Create a user account for the OWSD website by filling in your details in the boxes. Once you finish (do not forget to tick the “I’m not a robot” box) press the yellow **“Create new account”** button.

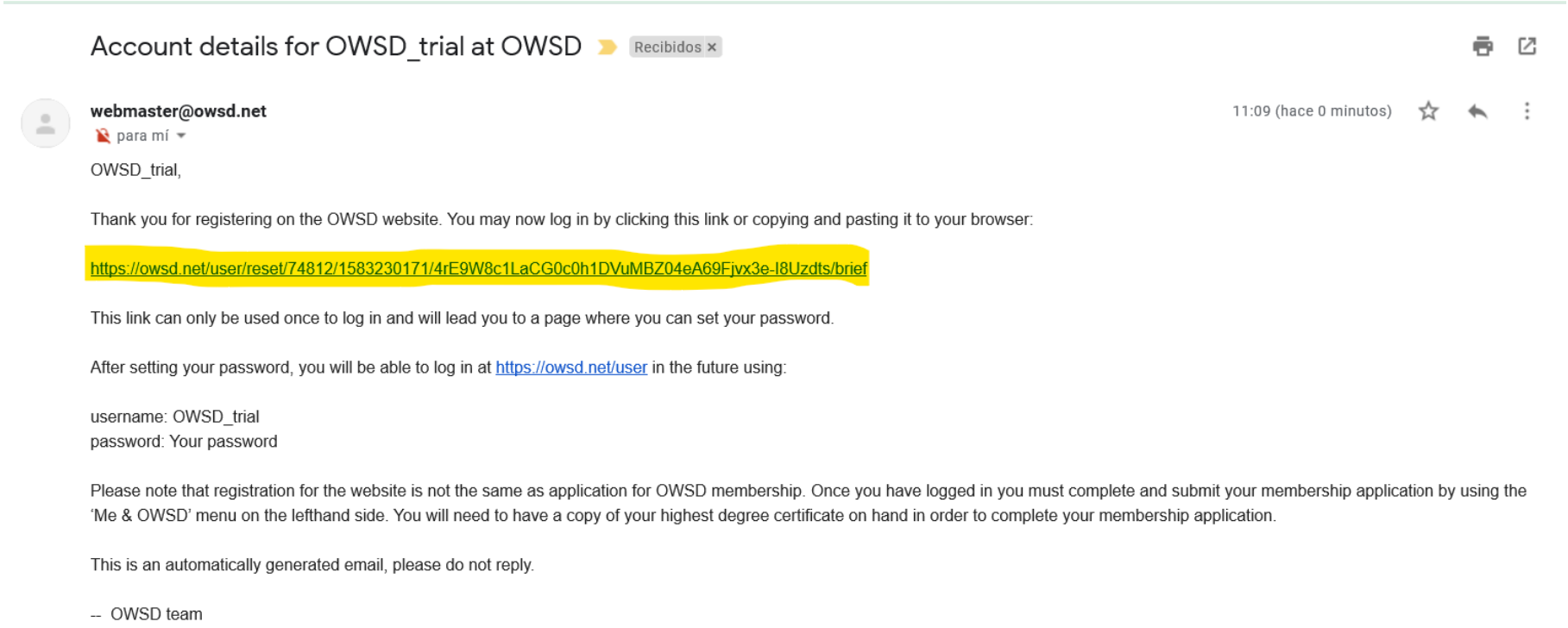


4) The following page will appear, informing that a welcome message has been sent to your email.

Please check the inbox of the email associated to your OWSD user. You will find an automatic notification from "webmaster@owsd.net". If you cannot find the message in your inbox, please be sure to check your spam mailbox.



5) Please open the welcome message and follow the instructions by **clicking on the provided link or copying and pasting it in your browser**.



Account details for OWSD_trial at OWSD Recibidos ×

**webmaster@owsd.net**
para mí

11:09 (hace 0 minutos)

OWSD_trial,

Thank you for registering on the OWSD website. You may now log in by clicking this link or copying and pasting it to your browser:

https://owsd.net/user/reset/74812/1583230171/4rE9W8c1LaCG0c0h1DVuMBZ04eA69Fjvx3e-I8Uzdts/brief

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at https://owsd.net/user in the future using:

username: OWSD_trial
password: Your password

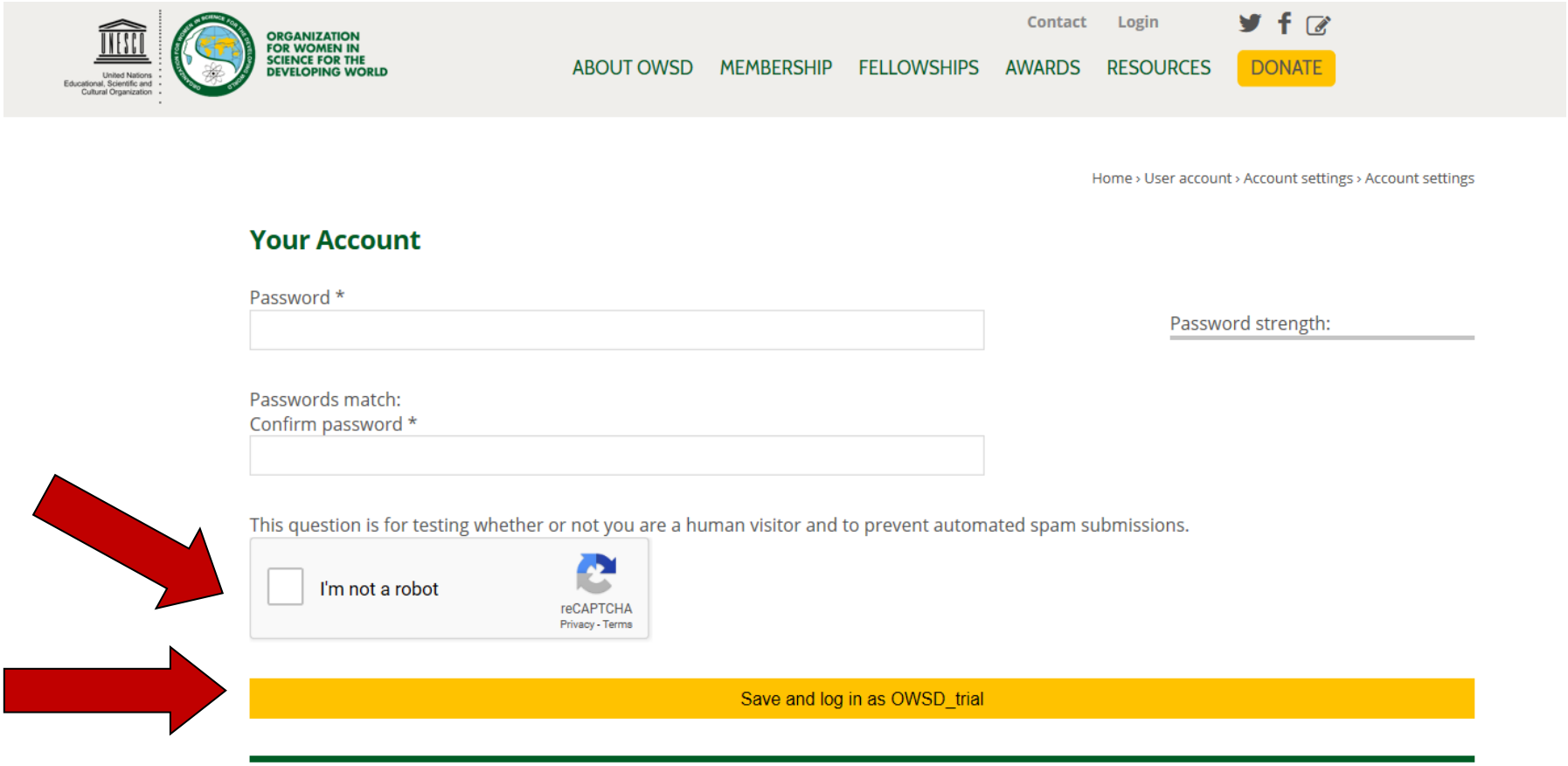
Please note that registration for the website is not the same as application for OWSD membership. Once you have logged in you must complete and submit your membership application by using the 'Me & OWSD' menu on the lefthand side. You will need to have a copy of your highest degree certificate on hand in order to complete your membership application.

This is an automatically generated email, please do not reply.

-- OWSD team

6) The following page will appear; you should **create a password** (which you will use for accessing your OWSD account) and confirm it. Please note that in order to make your password stronger, it should have at least 6 characters, include lowercase and uppercase letters, numbers and punctuation.

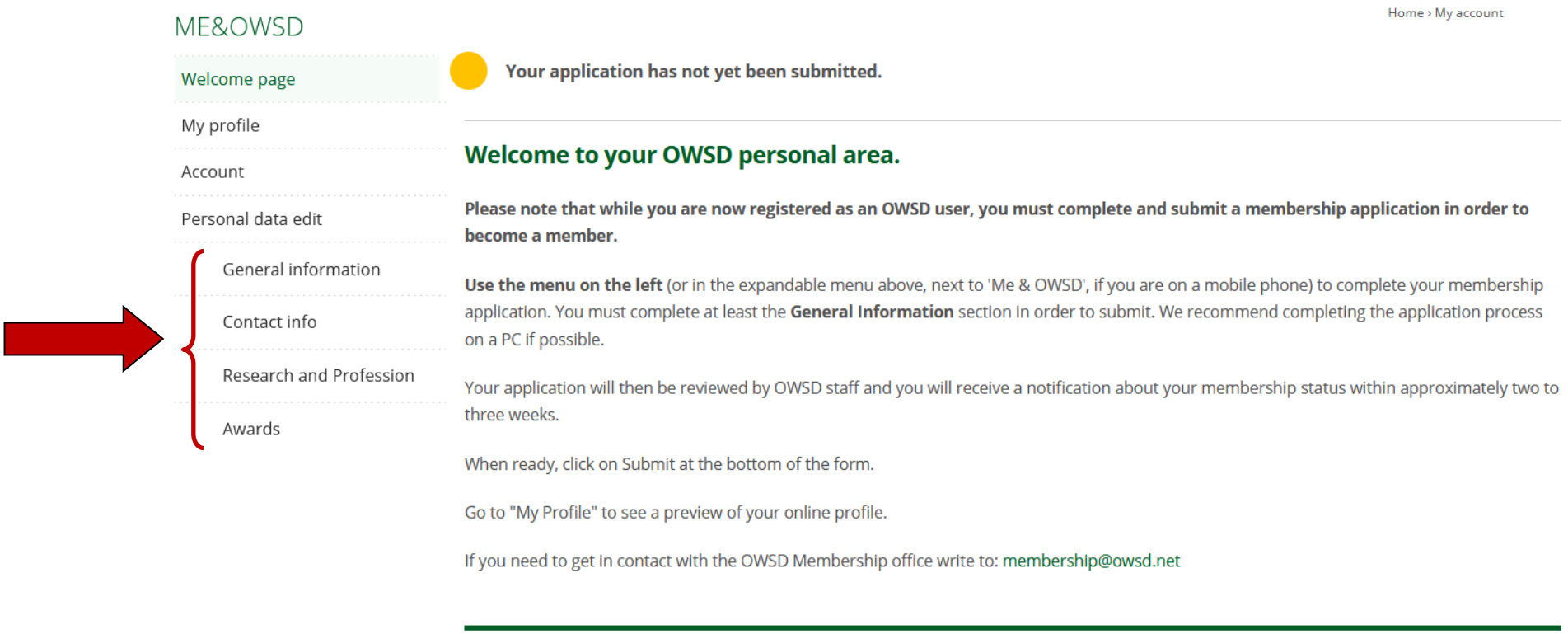
   Once you are done, press the "I'm not a robot" box and click on the yellow **"Save and log in as (username)"** button.



7) A welcome message will appear as follows. Please, complete the information under **"Personal data edit"** that is on the menu on the left side of the page**; at least the General Information section is required**.

Kindly note that you will need to have a **copy of your highest degree certificate** on hand before beginning as it is one of the required fields. Also, please take into consideration that the size limit for the uploaded documents is 5 MB.

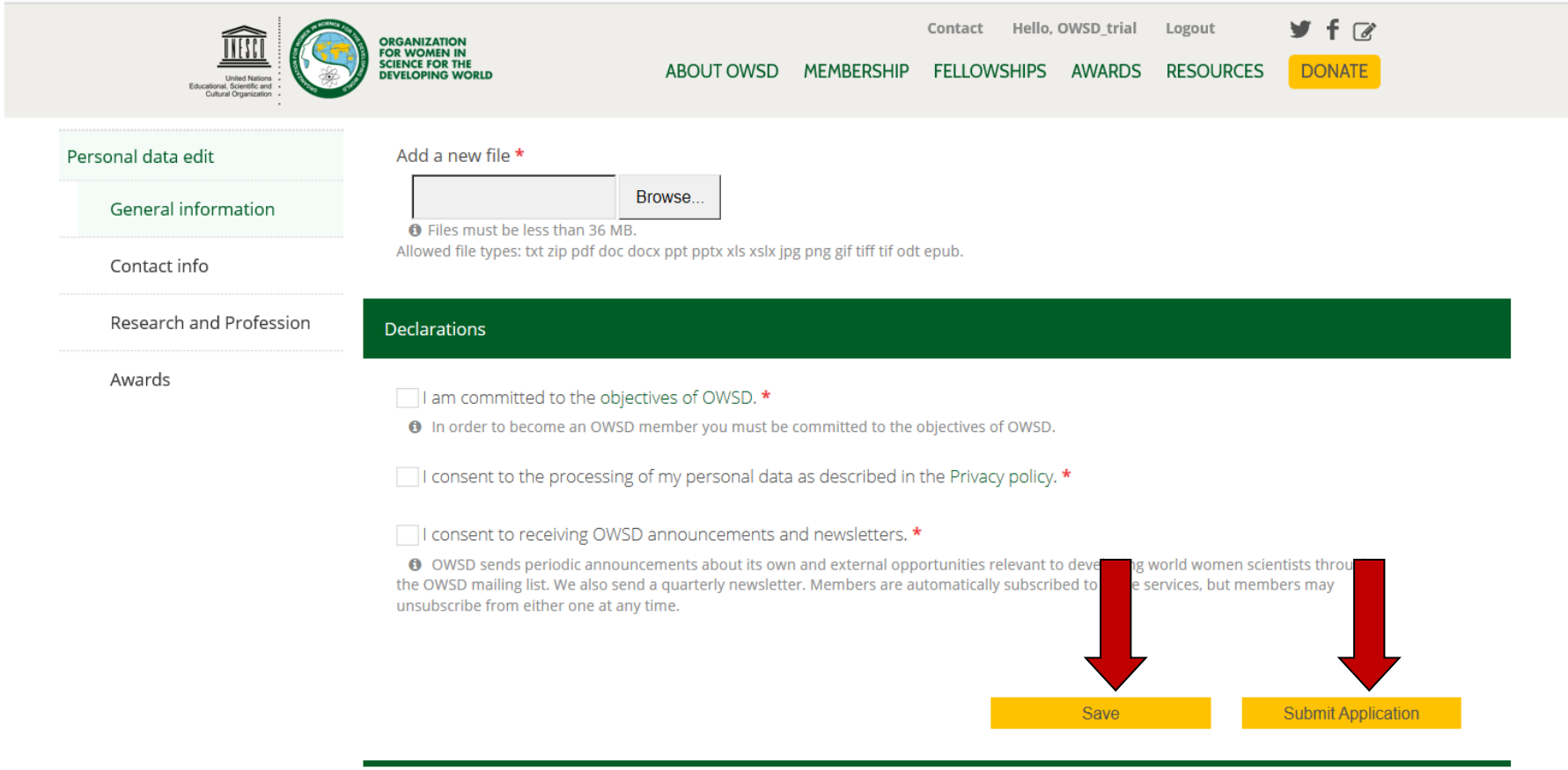
Please note that all the fields marked with the icon PUBLIC will be public on your profile and that the fields marked with a red asterisk * are mandatory.




**IMPORTANT**: Please avoid using website translators when filling out your membership application as these conflict with our system, causing difficulties in saving and/or submitting the application.

8) After filling in the form and uploading the required documents, please remember to click on the **“Submit Application"** button. In case you need to save the registered information and get back to your application at another time, press the **“Save”** button.

Please note that if you do not click on the **“Submit Application”** button, the application process will not be completed and your membership will not be approved.



9) After clicking the yellow **"Submit Application"** button, your application will be sent to the OWSD Secretariat for its review.

Please note that after submitting your application you cannot edit the registered information until you receive a notification of approval from the OWSD Secretariat.

The review and approval of membership applications usually takes 2-3 weeks. In case any information is missing or some clarification is needed regarding your application, our membership team will contact you by email.

Within 2-3 weeks you will receive a notification email from membership@owsd.net with the subject "Application to OWSD membership approved" confirming your membership details.

If after 3 weeks of applying for the OWSD membership you still do not receive an email from us, please contact our membership team at membership@owsd.net.