


## HOW TO JOIN ASCEND

(The signup process takes an average of 1-2 minutes.)

1. Click [HERE](#) to join.
2. You'll be asked for your full name. Type it, then click **OK** or press **Enter**.
3. You'll be asked for your customer number. Type it, then click **OK** or press **Enter**.  
*If you're not sure of your customer number, you can find it on any documentation from Stenograph, or you can log in to [www.stenograph.com](http://www.stenograph.com), click the down arrow at the upper right corner of the web site and select My Account. Your customer number is displayed.*
4. You'll be asked whether you're a **professional**, **associate** or **student**. A professional is a reporter, captioner, CART provider, or firm owner. An associate is someone whose primary role is as a scopist, proofreader, CR Instructor or office manager. A student is anyone in a court reporting or scopist education program. (If you're not sure which of these categories best describes you, [click here and please ask!](#))
5. If you are a professional or an associate, you'll be asked whether or not you have Edge (a support contract). Customers with Edge receive a significant discount. (Your Edge agreement must not expire before the end of the Ascend free trial to receive the discounted rate.)
6. You'll be asked whether you're a member of the STAR users' group. STAR members get an additional 50% discount on Ascend subscriptions. *If you are not a STAR member but think you might like to join before subscribing to Ascend, right-click the link to [www.staronline.org](http://www.staronline.org) and follow the instructions to join. When finished and you're a member, you can go back to the Ascend Training questionnaire and respond **Yes** or press **Y**.*

If you click **Yes**: You'll be asked for your STAR member number. Type that number and then click **OK** or press **Enter**. *If you just joined STAR via credit card, your account is updated immediately. Login to the [staronline.org](http://staronline.org) site, click **My Account Profile** to obtain your member number.*

7. Once you answer the question regarding STAR membership, click Submit and then your Ascend Training membership option is presented to you. Click the **Try Free** button under monthly or yearly. Both offers begin with one free month and your credit card is not charged until that month is over. If you choose the yearly plan, you will get 13 months for the price of 10. If you choose the monthly plan, you will get two months for the price of one.

 **NOTE:** If you subscribe, use all or a portion of the free trial, and then cancel prior to being charged, you will not be entitled to a second free trial if you re-subscribe later.