

HOW THE SUBSCRIBE/JOIN PROCESS WORKS

1. Click [HERE](#) to join.
 - ✎ **NOTE:** You can also go to <https://ascend.stenograph.com>. Press **Page Down**. (In other words, ignore the grayed-out button that says *Not Currently Available for Purchase*. Just click the green **Continue** button to proceed.)
 - ✎ **IMPORTANT NOTE:** If at any time during the process you click the **Back** button on your browser, a half window will slide in from the right and ask you to click Try Free at the professional monthly/annual rate. If you want to see whether you qualify for a discount, click **Close**, not *Try Free*. Then, press **Home** or scroll back up to the top of the web page and start again by pressing **Page Down**.
2. You'll be asked for your first name. Type it, then click **OK** or press **Enter**.
3. You'll be asked for your last name. Type it, then click **OK** or press **Enter**.
4. You'll be asked for your customer number. Type it, then click **OK** or press **Enter**.
 - ✎ **NOTE:** If you're not sure of your customer number, you can find it on any documentation from Stenograph, or you can log in to stenograph.com, click the down arrow at the upper right corner of the web site and select *My Account*. Your customer number is displayed.
5. You'll be asked for your mailing address. Type the first line of your address, then press **Shift+Enter** to create a second line. Then type the second line of your address. If you have a third line, press **Shift+Enter** to create a third line and then type the third line of your address. When finished, click **OK** or press **Enter**.
6. You'll be asked whether you're a STAR member. If you are click **Yes** or press **Y**.

If you are not a STAR member, but you think you might like to join before subscribing to Ascend Training by Stenograph, right-click the link to www.staronline.org and open that link in a new tab or a new window. Then click **Join or Renew Here** and follow the instructions (enter your email, choose a password, choose a membership type, and fill out the form. When finished and you're a member, you can go back to the Ascend Training questionnaire and respond **Yes** or press **Y**).

If you are not a member and do not want to join, click **No**, or press **N**.

 - ✓ If you click **No**, go to step 7.
 - ✓ If you click **Yes**:
 - a. You'll be asked for your STAR member number. Type that number and then click **OK** or press **Enter**.

✍ **NOTE:** If you just joined STAR via credit card, your account is updated immediately.
Login to the staronline.org site, click **My Account Profile** to obtain your member number.

b. You'll be asked for your STAR membership category. Choose one of the following:

A – STAR Professional Reporting or Agency (click this choice or press **A**).

B – STAR Associate or STAR Retired (click this choice or press **B**).

C – STAR Student (click this choice or press **C**).

c. Click the green **Submit** button.

d. Click the **Subscribe** link.

e. 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.

7. You'll be asked your role in the court reporting industry. Choose one of the following by clicking the choice or pressing the associated letter:

A –Professional (e.g. official reporter, deposition reporter, captioner, CART provider, firm owner)

B – Student (in a court reporting or scoping education program).

C – Professional Scopist, Proofreader, Office Manager or Court Reporting Instructor

D – Other (this space reserved for future offers, currently it will lead to full professional membership, no discount)

8. Click the green **Submit** button.

9. Click the **Subscribe** link.

10. 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, get your free month, and then cancel prior to being charged, and then re-subscribe later, you will not be able to get the free trial a second time.

To Log In to the site the first time:

1. Click **First Name** and type your first name.

2. Click **Last Name** and type your last name.

3. Optional: click the + icon (surrounded by a dashed circle) to add a preferred image to represent you. Then, click **Next**. *NOTE: Please do not use the social media logins (Continue with Facebook, Continue with LinkedIn or Continue with Apple) as these do not all work with ALL browsers.*

4. Click [you@email.com](#). Please use the email address you want Ascend Training by Stenograph to use for all email contact to you.
5. At **Choose a password**, type a password. At **Confirm It**, type your password again. Then, click **Create Account**.

In future, each time you go to **ascend.stenograph.com** you will automatically be logged in. You will only be asked to log in again (with your email address and password) if you use a new browser.

You will find information in the Welcome section explaining how to set up personal preferences for notifications, how to download the Mighty Networks mobile app on your iOS or Android tablet or phone, as well as information about how content on the site is organized.