

How to Join/ Renew as an Educators Rising Teacher Leader

Step One: Go to the Educators Rising website and click Join at the top of the page.

Step Two: You will be taken to the main home page of the Educators Rising Membership Portal which is hosted on the PDK International membership website. You will see a left-hand navigation of tabs.

- Find the “**Memberships**” tab.
- Select “**Join or Renew- EdRising Middle/High school**”.

Step Three: Create an account as a new user or Login to an existing account.

- If you have never created a membership before, click the link “**click here to create an account**”.

When creating your login and password, we recommend that **both** teachers and students use an email that will not block third party emails or have a strict firewall. Personal emails often work better than school emails for receiving information from the national office.

- If you already had an account, click the link “**click here to login**”.
(If you have ever previously had an account, click “login”. If you need help gaining access, Please [contact a membership associate for assistance: 800-766-1156 | info@educatorsrising.org](mailto:info@educatorsrising.org))

Step Four: Complete (or update) the application form for Teacher Leader membership.

- Select the Teacher Leader radio button and fill out the rest of the required information.
- To be approved, you **MUST** upload the Teacher Leader Intent Form which is hyperlinked for download on the page.

Step Five: Once all of the required information has been filled out, select “**Save**”. From there it will ask you to “**Review & Checkout**” *(Please be certain the membership type reads: Educators Rising- Teacher Leader)*. *Note: State membership dues may be added if applicable.*

Step Seven: View your confirmation! Please be sure to wait 3-5 Business days for your membership to be approved.

How to Join/ Renew as an Educators Rising Student

Step one: Follow this [Link](#) to the PDK International home page.

Step two: If you have never created a membership before, proceed to the Icon in the top right corner “sign up”

*(If you have ever previously had an account, click “login”. If you need help gaining access, Please **contact a membership associate for assistance:** 800-766-1156 | info@educatorsrising.org)*

Step Three: We advise that students use an email that will not block third party emails/have a strict firewall. With that being said, when creating your login and password, if possible, please use a **personal email**.

Step Four: This step is *important*: when adding your organization (school), please double check with your teacher leader to ensure you have connected to the same organization name. Sometimes there may be multiple with similar names. If you do not connect to the same school as your teacher, they will not be able to see your invoice for payment or verify your membership.

Step Five: Once you have successfully created your account and logged in, you will be taken to the main home page of your profile where you will have a left-hand dropdown hamburger of tabs.

- a. Five tabs down you will see the “**Membership**” tab.
- b. You will then select “**Join or Renew- EdRising Middle/High school**”.
- c. Please indicate yourself as a **Middle or High School Student** and fill out the rest of the required information.
- d. Select “**Save**”. From there it will ask you to “**Review & Checkout**”
- e. Verify whether or not your school/ teacher is paying your membership fees.

Step Six: Processing Payments

- a. If your school is paying for your membership, select “Bill Me” on the payment screen.

After you have completed this process, the amount of your bill should show up on your teacher leader’s account. To double check it went through, have them look at their balance, if they do not see it, please reach out to info@educatorsrising.org before re-trying the purchase.

- b. If you are required to pay for your own membership fees, enter your credit card information on the payment page. *(Please be certain the membership type reads: Educators Rising- Student Membership)*

***If paying by credit card, be sure your billing address matches the address listed on your credit card statement to avoid any issues in processing the payment.**