

STUDENT INSTRUCTIONS – HIGH SCHOOL

Logging in

1. Login Usernames will be given to you by your teacher as well as an initial password. Navigate to <https://sefireg.org> and enter the username and password into the form and press login.
2. You are required to change your password at first login.
 - a. **Password integrity requirements.**
 - i. At least 8 characters
 - ii. At least one capital letter
 - iii. At least one number
 - iv. At least one character from this list, (!, @, #, \$, &)
 1. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.
 - b. When you press the submit button you will be redirected to the login page and you will need to login again with your new password.
 - c. If you forget your password, use the “Forget your password?” link. Be sure to enter your username and click the “I’m not a robot” box. An email will be sent to your registered email address so be sure to look for it in your inbox. If it doesn't appear in a few minutes, check your spam folders and whitelist do-not-reply@sefireg.org .
3. You are required to update your personal information before continuing to project information. **All items are required to be completed** (except middle name).
4. If you change your personal email address from your teacher, only enter an email address that is not managed by the school you attend as many schools will not permit emails from outside the school system. If you do not have a non-school email address, please leave the teacher email as your personal email address.
5. After completing the Personal information, the navigation to other sections will be functional.
6. Go to the **Project Info** page.

- a. If you are a team member (not team leader) , press the **“Select a Project”** dropdown. *If your team leader has already entered a title, then choose the title of the project.* Press the **“Join Project”** button
- b. If you are an individual or Team leader, press the **“Start a New Project”** button.

7. Edit your project.

- a. Select the Category of your project from the drop-down menu.
- b. Enter a project title (it can be changed later).
- c. If you have completed your project and have a written Project Abstract, paste it into the Project Abstract text box.
- d. If you have completed your project “Elevator Pitch”, paste the ending of the YouTube URL. If your url is anything other than a short string of letters and numbers, you need to log out of YouTube or share the video via text and open it in another browser that is not logged into YouTube to get the proper URL.
 - i. If the format of the pasted link is incorrect, the system will not accept it.
 - ii. If your video is not marked public, it will not be visible to viewers.
- e. Press the **“Update Project”** to save changes.

8. Next go to the “Manage Uploads” section

- a. Select all that apply in the “Project Details” section and press the **“Save Notes”** button
- b. Next go the the “Upload Your Documents" section and use the drop down to *Select a form* and press the “Choose File” link to browse your computer for the file. Next prese the **“Upload”** button.
- c. Please note that only adobe pdf formatted files will upload to this section.
 - i. Required uploads for all projects – High School
 1. Form 1, Form 1A, Form 1B, Research Plan, Abstract(*submitted on project information page*)
 - ii. Other forms may be required depending on your project. Refer to the [ISEF Rules and guidelines](#) for specific requirements
 - iii. If you need a blank form, you will find them linked at the bottom of the page. <https://www.societyforscience.org/isef/forms/>
- d. Once your project has been submitted to the regional fair, your access to change information about the project will be locked out unless the Scientific review committee requires changes.

STUDENT INSTRUCTIONS – ELEMENTARY AND MIDDLE/JR HIGH SCHOOL

Your teacher may manage most of your registration for you or ask your parents to help out. Below are some general directions to guide you or your parents through the process once your account is created.

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2. You are required to change your password at first login.
 - a. **Password integrity requirements.**
 - i. At least 8 characters
 - ii. At least one capital letter
 - iii. At least one number
 - iv. At least one character from this list, (!, @, #, \$, &)
 1. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.
 - b. When you press the submit button you will be redirected to the login page and you will need to login again with your new password.
 - c. If you forget your password, use the “Forget your password?” link. Be sure to enter your username and click the “I’m not a robot” box. An email will be sent to your registered email address so be sure to look for it in your inbox. If it doesn't appear in a few minutes, check your spam folders and whitelist do-not-reply@sefireg.org .
3. You are required to update your personal information before continuing to project information. **All items are required to be completed** (except middle name).
4. If you change your personal email address from your teacher, only enter an email address that is not managed by the school you attend as many schools will not permit emails from outside the school system. If you do not have a non-school email address, please leave the teacher email as your personal email address.
 - a. It is acceptable to put the parent email address in both the personal email and the parent email address on the form.

5. After completing the Personal information, the navigation to other sections will be functional.
6. Go to the **Project Info** page.
 - a. If you are a team member (not team leader) , press the “**Select a Project**” dropdown. *If your team leader has already entered a title, then choose the title of the project.* Press the “**Join Project**” button
 - b. If you are an individual or Team leader, press the “**Start a New Project**” button.
7. Edit your project.
 - a. Select the Category of your project from the drop-down menu.
 - b. Enter a project title (it can be changed later).
 - c. If you have completed your project and have a written Project Abstract, paste it into the Project Abstract text box.
 - d. If you have completed your project “Elevator Pitch”, paste the ending of the YouTube URL. If your url is anything other than a short string of letters and numbers, you need to log out of YouTube or share the video via text and open it in another browser that is not logged into YouTube to get the proper URL.
 - i. If the format of the pasted link is incorrect, the system will not accept it.
 - ii. If your video is not marked public, it will not be visible to viewers.
 - e. Press the “**Update Project**” to save changes.
8. Next go to the “Manage Uploads” section
 - a. Select all that apply in the “Project Details” section and press the “**Save Notes**” button
 - b. Next go the the “Upload Your Documents” section and use the drop down to *Select a form* and press the “Choose File” link to browse your computer for the file. Next prese the “**Upload**” button.
 - c. Please note that only adobe pdf formatted files will upload to this section.
 - i. Each regional fair will establish their own rules for grade 8 and lower projects for paperwork requirements. Be sure to ask your teacher to provide guidance.
 - ii. Some Projects types are prohibited in the lower grades
 1. Bacterial studies,
 - iii. Required uploads for all projects – High School

1. Form 1, Form 1A, Form 1B, Research Plan, Abstract(*submitted on project information page*)
 - iv. Other forms may be required depending on your project. Refer to the [ISEF Rules and guidelines](#) for specific requirements
 - v. If you need a blank form, you will find them linked at the bottom of the page. <https://www.societyforscience.org/isef/forms/>
- d. Once your project has been submitted to the regional fair, your access to change information about the project will be locked out unless the Scientific review committee requires changes.