

## SEFI – Science Fair Registration System Updates

### TEACHER INSTRUCTIONS

#### Logging in

1. Login Usernames have changed to accommodate some other updates to make the system more secure.
  - a. Old Username – [gcook@sefi.org](mailto:gcook@sefi.org)
  - b. New Username – gcook
  - c. Passwords remain the same.
    - i. If you forgot your password, use the “Forget your password?” link. Be sure to enter only the prefix of your email address and click the “I’m not a robot” box. An email will be sent to your 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](mailto:do-not-reply@sefireg.org).

#### Manage Students

2. When you log in, your home screen will list all currently entered students. If you wish to create accounts for students, use the “Add Students” link in the menu.
  - a. You can add up to 20 students at a time using the form or you can bulk add students by scrolling down the page to that section.
    - i. To bulk add students, input them one per line in the box below (lastname; firstname; grade) in this format: **Smith;John;8** *You can copy & paste from a document (notepad recommended).*
  - b. If using the form, required fields are first name, last name and grade.
  - c. If you don’t complete all required fields, student accounts will not be created.
3. To manage student information, go to the “Manage Students link in the navigation
  - a. All student usernames are in the format, FirstInitialLastName
  - b. The default initial email address for students is the teacher’s registered email address.
    - i. Students should log into the student account and complete the personal profile. Direct them to <https://sefireg.org> the initial password is the teacher default password (**a string of 8 numbers located under the “Reset Student Password” section of the “Manage Students” page**)

- ii. *Teachers may edit the information in the existing students section of the page. (be sure to press the **Save Spreadsheet Changes** button under this section.*
- c. To make a **team**, first register all students in the system. On the “Manage Students” page, Make certain the team leader has a title entered and that the team members do not have a title. (The title can be changed later if needed without affecting the team connection.
  - i. scroll down to the “Add Student to Project” and using the “Choose Student” drop down, select the team member(s) to add to the team, next use the “Choose Project” drop down to identify the project title and team leader then press the “**Add to Project**” button.
  - ii. Repeat for any additional team member. (MAXIMUM of 3 team members)
  - iii. If you accidentally add a person to the wrong team, you will need to delete and then re-add that student’s account
    - 1. Use the delete student tool at the bottom of the “Manage Students” page. There is no recover a deleted student function so please choose the correct student to delete.
- d. To mark a student to **participate in the regional fair**, go to the “*Change Student Regional Fair Status*” section. Use the drop down to choose a student and then change the “*Going to Regional Fair?*” to Yes and press “**Save Change**”
  - i. Note: Only students whose project and personal information be populate the list to send to regional fair. If a student is not in the dropdown, they are missing some required information.
    - 1. First and Last Name
    - 2. Active Email address
    - 3. Parent Email address
    - 4. Grade
    - 5. Project Title
    - 6. Project Abstract
    - 7. Project Category
  - ii. Items 1-4 are required for all students
  - iii. Items 5-6 are required for Team Leaders and Individual projects

- e. **Reset a student's password** using the “Reset Student Password” section of the “Manage Students” page. Scroll down to that section and choose the student in the dropdown and press the “**Reset Student Password**” button. The default password will be set to the string of 8 numbers in bold font.
  - i. Students will be required to change the password when logging in.

#### 4. Managing uploads for students

- a. *Students can do this for themselves but may have difficulty requiring your help.*
- b. On this page, choose a student from the drop down menu and press the “**Load Student**” button.
- c. Under Project Notes, please check all that apply and press “**Save Notes**”
- d. Any documents already uploaded will be listed here.
- e. To Upload a new document, use the “Select the form Type” drop down and choose the appropriate file in the “*Choose File*” section then press the “**Upload**” button
- f. Repeat for all additional files to upload.

#### 5. Password integrity requirements.

- a. At least 8 characters
- b. At least one capital letter
- c. At least one number
- d. At least one character from this list, (!, @, #, \$, &)
  - i. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.

#### 6. Adding a school for your teacher account (rare)

- a. If you manage students at another school in your region, this section will allow you to do so from one login.
- b. Your currently active schools will be listed and you can use the “Choose a School” list to add your school
- c. If you inadvertently add a school to your account and want it removed, please email [gcook@sefi.org](mailto:gcook@sefi.org) to make the change.
- d. If you leave an unwanted school active, students may choose you as their teacher without your knowledge.