How to Register your School and Students for PRSEF

1. Start at the school signup page (https://prsef.stemisphere.org)
2. Click on the red “Register” button at the bottom of the page to create an account for yourself.

3. Enter your first name, last name and email address on the registration page pictured below. Your email address will be your user ID in the future. Check the “I’m not a robot” box, complete the security image selection exercise and click on the red “Register” box.
4. You will see a screen indicating that you have successfully registered and will receive an email from wordpress@stemisphere.org. Please check your junk mail / spam folder. The email will contain a link which you can use to set your password.

5. Click on the link in the email as pictured below. If the email was delivered to your junk mail folder, you will need to move it to your inbox to make the link active.
6. Enter your chosen password in both the New password and the Repeat new password fields. The password strength tool below the red Reset Password button must indicate that you have chosen a strong password before the system will allow you to move forward. Then click on Reset Password.

7. Enter the email address and password you just set and click on the red Log In button.
8. From the next page, you will be able to register your school.

9. Click the arrow in the “Search Add School From Database…” box to enter all or part of your school’s name. Shorter strings of text work better here – instead of typing the entire name of your school, try just the first few letters.
10. Select your school from the list and then click on the red Select School button.

11. Check the information associated with your school and update it as necessary. Pay close attention to the grade levels and the number of students attending PRSEF fields.

If more than one teacher from your school will be bringing a group of students to PRSEF, add all of the groups together to determine the total number of students from your school attending PRSEF. This field will calculate your registration fee.

Click the red Confirm School Registration button.

12. Check your email for a school registration form to mail to the science fair office with your registration fee check. This email may go to your junk mail folder.

13. If you would like to register another school under your profile, type the first few letters of the second school’s name into the Search Add School from database box and use the same process as you did for registering the first school.

14. Once you have registered your school, you can register yourself as a teacher under the Register Teacher heading. If the system has previously associated your profile with a school, you will see the first image below. Click on (Edit) next to your email address to confirm or update your
contact information. If the system has not previously associated your profile with the school, you will see the second image below. Click on the red Click here to register teacher button enter your contact information.

15. Update or enter your contact information and provide a second email address. Click on the red “Update Teacher” button or the “Teacher Registration” button to complete your registration.
16. To add a second teacher to a school which is already registered, create the account as directed in steps 1 through 7. Select the school to which the teacher will be registered from the drop-down menu as directed in step 8. When you select a school which is already registered for the fair, you will be directed to step 13 where you register the teacher. Select Click Here to update your teacher contact information.

17. You will then need to complete a short survey about STEM opportunities available to your students. It really is short – only 5 questions! Click on the red Please complete this short survey button to view and complete the survey. You will not be able to create projects or register students until the survey is complete.
18. To begin registering your students, you must create projects. Click on the red Click here to create a new project button.

19. If your account is associated with more than one school, you will first need to choose the school to which the student will be registered. Enter the required information on the screen and click “Add Project”. You do not need to enter the abstract to create the project. You may return to this step later to edit information as necessary.

20. The title of the new project will appear in bold font with two red buttons with white font under it. To add a student who has previously attended Covestro PRSEF with your school, click on the first red box (Add Returning PRSEF student to this project) and then type the first few letters of their last name into the search box. Select the student and click the red Register Selected Student box.
21. Update the student’s contact information, if necessary, and select their current grade level from the drop down list. Click on the red “Register Student” button to complete the registration.

22. To add a student who has not previously attended Covestro PRSEF, click on the second red box, Add a First Time PRSEF Student to this Project.

23. Enter the required contact information and click on the red “Register Student” button. Hint: the birthdate widget works best if you select the year first and then the month and day.

24. If you chose “Individual” as your project type on the Create Project screen, you will only be allowed to assign one student to the project. If you chose “Group”, you will be allowed to assign up to three students to the project. To assign a second or third student to a project, use the same process you used to assign the first student.
25. Continue to use the red “Click here to create a new project” button at the end of your list of projects to create as many projects as you need.

26. When you register a student, he/she and their parent/guardian will receive an email with instructions to register for a user ID in the system. This will allow them to complete and sign forms. The email will look like the image below. Please alert them to both the presence and the importance of this email.
27. Once you have added students to the project and are ready to complete their ISEF forms, click on the red “Click here to view/edit your students” button under 5 Manage Students / Forms.

28. You will see a set of instructions at the top of the screen and a list of your students and their projects at the bottom of the screen. Every student will start with three forms listed under their Forms column – Form 1, 1B and 3. These are required for every project. Once you complete Form 1, the system will generate Form 1A and a list of any other required forms.

29. Click on the red number 1 under Forms to begin completing the ISEF paperwork for the student. This form will collect the information which you have previously provided on Form 1 Adult...
30. Before you sign the form, review the filled pdf in the window on the screen. You can also download and save or print the filled pdf by clicking on the link directly under the form displayed in the window.
31. To sign the form, click the Yes box and then click above the signature line. This will generate a signature box in which you can draw with your mouse or, if you have a touch screen, with your finger. Click Accept when you are happy with your signature then type your name in the Printed Name box and select the red Sign button.
32. You can now view the completed pdf or return to the forms management page.

33. Form 1 should now be in purple font rather than red. This indicates (per the legend above the forms) that the form is complete and ready for review. Depending upon in the information you entered on Form 1, a number of other required forms will have populated the forms list.
34. If you need to view or edit a form after you have completed it, click on the form number. Editing the form after it is signed will invalidate all signatures. You may view the form without impacting the signatures.

35. Your student will also be able to see and complete all of the forms for their project when they log in under their profile name. As students complete forms, you will be able to see their progress on your Manage Students page. Your students’ home page will look like this with variations depending upon which forms they need to complete.

36. Forms which must be completed by a Qualified Scientist will be visible to, but not editable by, the student and the teacher. The Qualified Scientist who has been listed on Form 1 or Form 1A will be sent an email asking them to register for an account in the system. Once they do that, they will see a list of the forms which are available for them to complete and sign. Please alert them to the presence and importance of this email.

37. Once all of the forms have been completed and signed (all font will be purple) the project will become available to the Scientific Review Committee for evaluation. **Note: Form 1A will remain yellow (Pending Completion) until all of the other forms have been completed and signed to ensure that the Laboratory Experimentation Start Date is after all of the signature dates.** If all of your student’s forms are complete and Form 1A is still yellow, check the dates.

Please contact the Covestro PRSEF office at 412.237.1534 or woodn@carnegiesciencecenter.org with any questions. Thank you for sponsoring students for the Covestro PRSEF!