

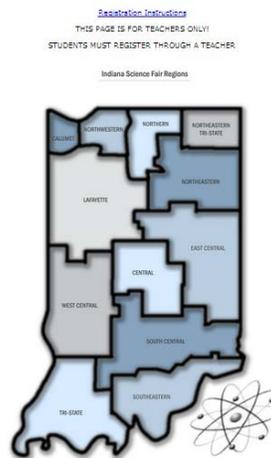
Go to www.sefireg.org

If you already have an existing teacher account, you may login using the “Teacher Login” link. You may skip ahead to page 2

If you need to create a teacher account, follow the “New Teacher Registration” link.



Choose your region based upon where you live.



On the next page, complete all boxes marked with an asterisk. When complete press submit.

On this page use the drop down box to select your school. They are listed in the following pattern.

IN-City-School Name

If you complete the entry, you will see the following message.

Signup Complete
E-Mail Address: 4940@goc.com
Password: 19m4282
PRINT THIS WEBPAGE FOR YOUR RECORDS

An e-mail has been sent to you containing your login information. However, we cannot guarantee that you will receive the e-mail, due to the e-mail filters in place on many public school system e-mail servers. If you do not receive an e-mail from us containing your login information within 24 hours, please ask your school's IT administrator to whitelist e-mails from the SEFI.org domain.

Your new teacher account must be activated by your Regional Fair Director before you will be able to log in successfully.

Please note that all new accounts must be reviewed by the RFD and approved prior to your login working.

When your account is activated you may login with the username and password as shown in the above notice.

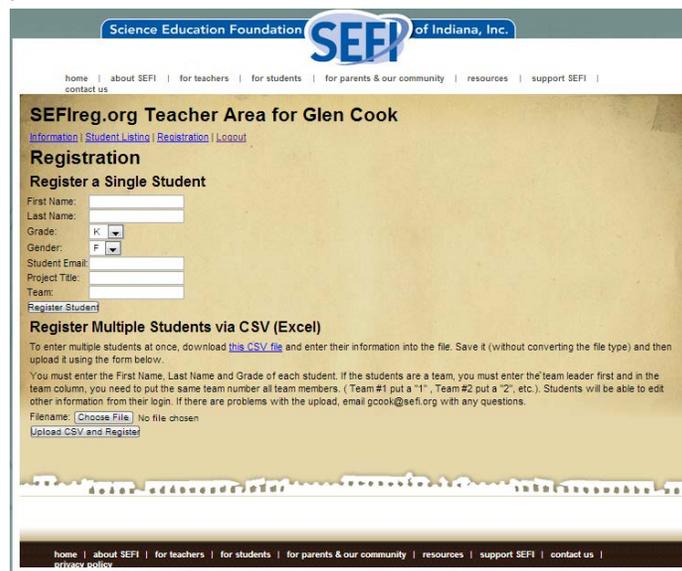


When you login, you will be taken to the following screen.

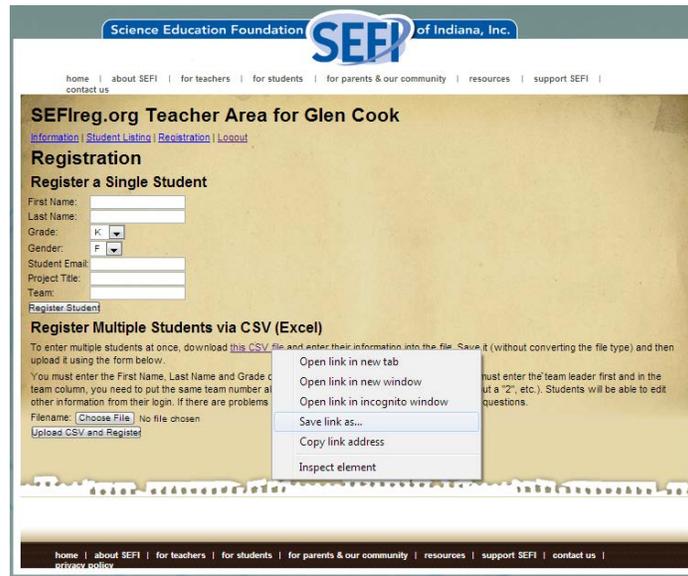
At the top are four links. "Information", "Student Listing", "Registration" and "Logout"



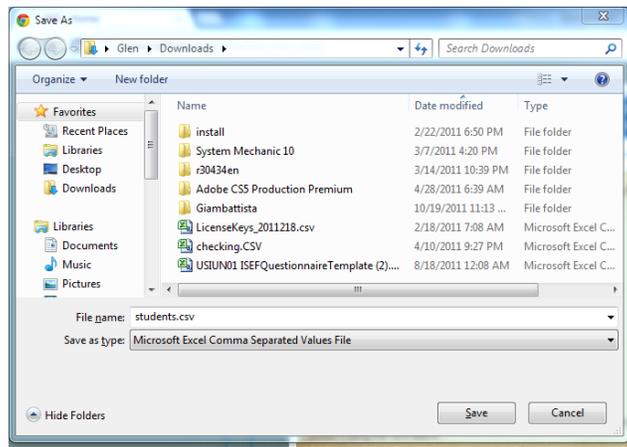
If you click on the "Registration" link, you can choose to either register one student at a time or to use the CSV template and register multiple students.



To download the csv template, right click on the link to the csv and choose the "Save Link As" option. This option verbiage may change depending upon your browser.



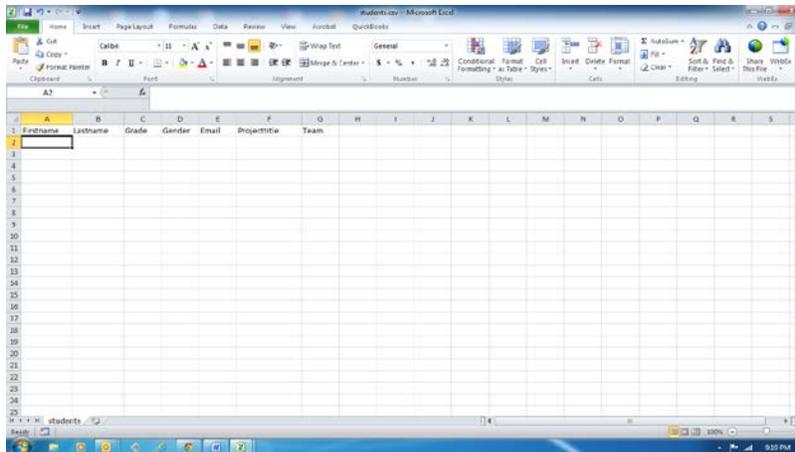
Save the file in a location of your choosing.



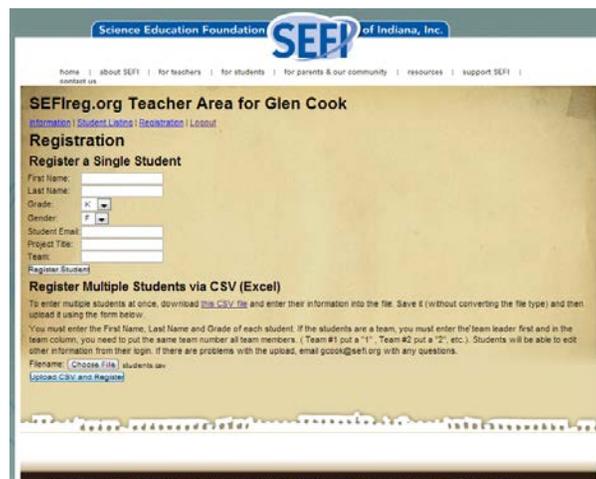
Open the Excel file from its saved location.

You must enter the First Name, Last Name and Grade of each student. If the students are a team, you must enter the team leader first and in the team column, you need to put the same team number all team members. (Team #1 put a "1" , Team #2 put a "2", etc.). Students will be able to edit other information from their login.

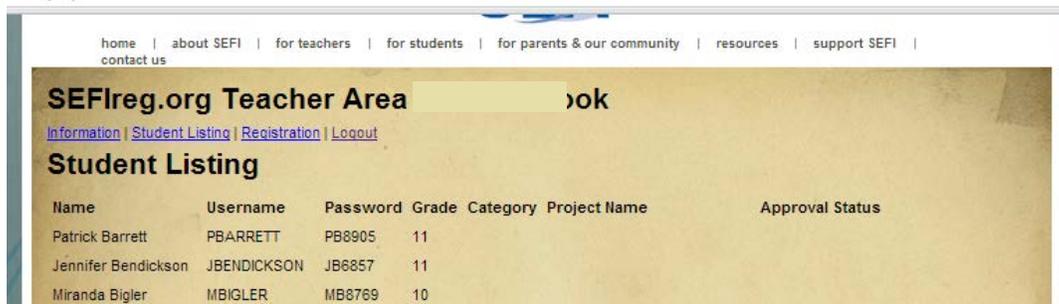
Save the file but be sure to make sure it is saved as a csv file type.



When completed entering students in the excel file, return to the registration page on your account and press the “choose file” button. On your computer select the file to upload and then press the “Upload CSV and Register” button.



If you are registering a single student just use the form provided on the website. After uploading your student list, you may click on the “Student Listing” link. You will see each student username and password. That you may share with the students in any manner you choose.



(Please note that in the coming weeks you will be provided links to review each student’s submissions or to enroll them in the regional fair. Instructions will appear on your information tab at login.)

Student instructions:
Your USERNAME is: _____ and your password is: _____
Go to www.sefireg.org



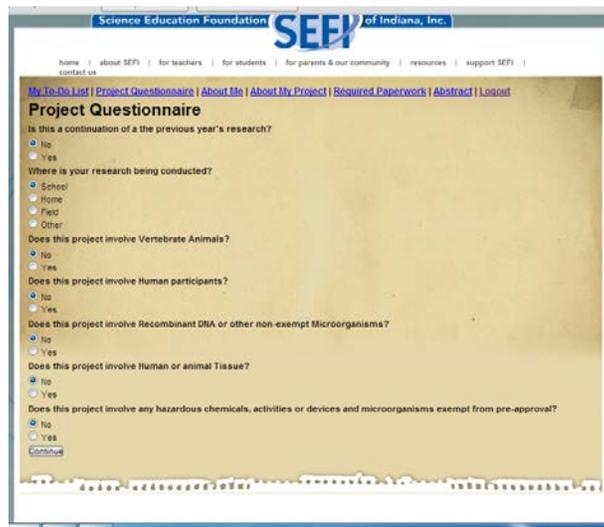
Press the “Student Login” link. Enter your username and password in the boxes provided. You will be entering information about yourself and your project on this webpage.



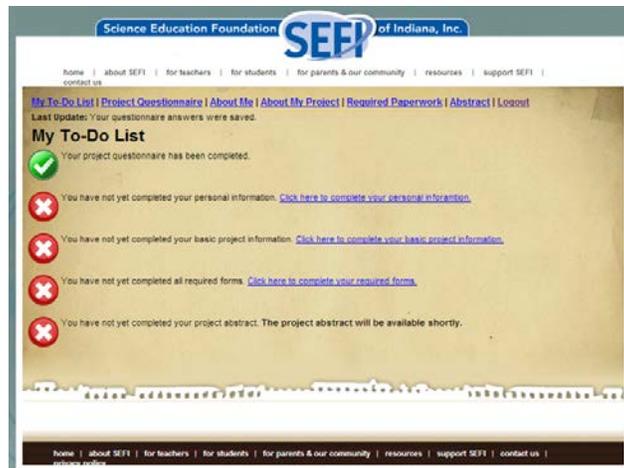
Your initial screen each time will present you with a To-Do List. Use this page to determine what needs your attention.



Every student regardless of grade will be required to answer several yes/no questions about their project proposal. This questionnaire will be used to determine the paperwork that will be required for project approval. Much of the data will be auto filled as a result of your responses to these questions.



Return to the "My To-Do List to see the next link requiring attention.



Complete the personal information on your registration.- All students must complete this page. Those boxes marked with an asterisk require that you put information into them.

Be sure to press the “Save Personal Information” button when completed.

When you press the link on your “To-Do List” for required paperwork (or the link at the top of the page) You will be presented with a list of required paperwork. Forms requiring immediate attention will be presented as hyperlinks that require input. Pressing these hyperlinks will take you directly to the form and allow entry of the data.

The about my project page is required for all projects. The page requires the following

- Project title
- Project Category
- Electricity (this is for your display, you can change it later)
- Research Question or Engineering Goal
- Hypothesis

- f. Description of your proposed experiment.
- g. Bibliography of used resources. (should have 2-3 at a minimum)

Home | about SEPI | for teachers | for students | for parents & our community | resources | support SEPI | contact us

[My To-Do List](#) | [Project Questionnaire](#) | [About Me](#) | [About My Project](#) | [Required Paperwork](#) | [Abstract](#) | [Logout](#)

Last Update: Changes to your personal information were saved.

About My Project

Project Information

Use the form Below to provide information about your project. When you have finished making all entries be sure to hit the **Save Changes** button to save them.

GENERAL PROJECT INFORMATION

Project Title:

Category:

Electricity?

RESEARCH PLAN

Research Question:

Hypothesis:

Experimental Method/Experimental Design:

Bibliography:

Be sure to press the “Save Changes” button before leaving this page. When you are done working be sure to press the log out link. You will be able to return to the site at any time in the future.

Please note, your teacher may request that you use paper forms. If this is the case, you will use the “Switch to Scanned Paper forms” button. High School students will find that there are additional forms and questions to answer based upon their interview questions done on the first screen. Students under grade 9 will have no additional paper work other than their project descriptions and abstract.

Please Note:

Additional features are being turned on as they become required or active. Communicate with your teacher about your project status as they will also be notified of additions to the service.