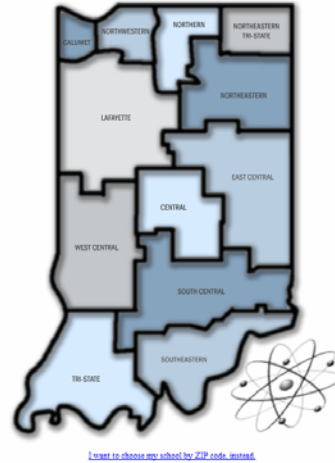


# CREATE A TEACHER ACCOUNT

Step 1. go to [www.sefi.org/teacherregistration.php](http://www.sefi.org/teacherregistration.php)

Step 2: click on the map for your region.

[Registration Instructions](#)  
Indiana Science Fair Regions



Step 3: Find your school listed in the School box.  
Please note it is listed under the following format.

**IN-CITYNAME-SCHOOL NAME**

You may need to scroll through the full list.

If your school name is not in the list, contact

[gcook@sefi.org](mailto:gcook@sefi.org)

Enter all personal data (your school data is automatically loaded to your account.

When complete enter the form verification from the image and press submit.

**Teacher Signup**

**PLEASE NOTE:**  
IF YOU HAD AN ACCOUNT LAST YEAR, PLEASE REACTIVATE THE ACCOUNT BY LOGGING IT AT THE **TEACHER LOGIN** PAGE.  
IF YOU ARE APPLYING FOR A NEW ACCOUNT CONTINUE WITH THE APPLICATION BELOW.

**Personal Information**

If your school is in the list, the contact information for your school will be automatically loaded with your registration. Use the form below to enter your personal contact information. No information will be sold, shared or divulged to any group outside of the Regional Fair Network.

If your school is not in the list, please contact [gcook@sefi.org](mailto:gcook@sefi.org) to have your school added.

\* = Required Field

School: [IN - West Central Region Home Schools]

First Name: \*

Last Name: \*

Address: \*(Personal Address)

City: \*

State: Indiana

Zip Code: \*

Phone: \*

Fax: \*

Email Address: \*

Verify Email Address: \*

Prove Your Humanity: Type the four words.

Submit

Step 4: Your account is created, you should see this image.

**Signup Complete**

E-Mail Address: 1  
Password: 13m5015

**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.

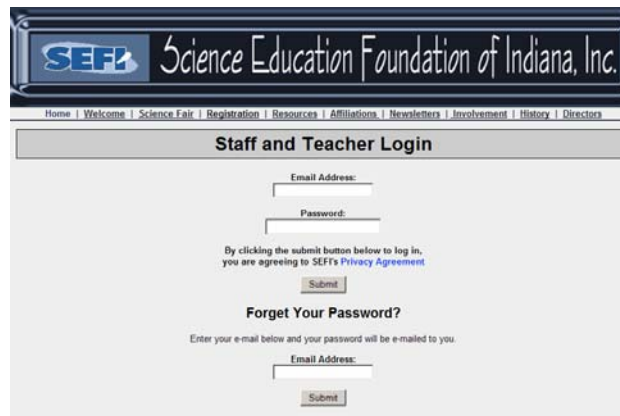
Your new teacher account must be activated by your Regional Fair Director before you will be able to log in successfully.

Please note, your account must be authorized by the regional fair before you will be able to login. If time is short, contact the fair director for your region (see [www.sefi.org/registration.html](http://www.sefi.org/registration.html))

**ONCE YOUR ACCOUNT IS APPROVED, YOU MAY BEGIN TO REGISTER STUDENTS.**

# CREATE STUDENT ACCOUNTS

Go to [www.sefi.org/teacherlogin.php](http://www.sefi.org/teacherlogin.php) enter your username/password. If you have forgotten your password, it can be emailed to you using the forgot password form



The screenshot shows the SEFI Science Education Foundation of Indiana, Inc. website. At the top, there is a navigation menu with links: Home, Welcome, Science Fair, Registration, Resources, Affiliations, Newsletters, Involvement, History, Directors. Below this is a header for "Staff and Teacher Login". It contains two login forms. The first form has fields for "Email Address:" and "Password:", followed by a "Submit" button. Below the first form is a note: "By clicking the submit button below to log in, you are agreeing to SEFI's Privacy Agreement". The second form is titled "Forgot Your Password?" and has a field for "Email Address:" and a "Submit" button.

When you login, you will see a screen similar to the one below.



The screenshot shows the SEFI website after login. At the top, there is a header "testbob testbob" and three buttons: "Information", "Student Listing", and "Registration". Below this is a section titled "Region Information". It contains the following text: "Region: West Central Indiana Regional Science and Engineering Fair", "Regional Fair Director: Dr. Howard Brooks", "Regional Fair Date: 03/3/2012", and "Regional Fair Location: DePauw University, Julian Science Center". At the bottom of the page, there is a link "Log out of the SEFI website".

If you click on the "Registration Link" at the right, you will get this page.



The screenshot shows the SEFI website after clicking the "Registration" link. At the top, there is a header "testbob testbob" and three buttons: "Information", "Student Listing", and "Registration". Below this is a section titled "Registration". It contains the following text: "Enter the students you wish to register in the box below in the following format:", "Firstname.Middlename.Lastname.Emailaddress", and "Important Notes:". The "Important Notes" section lists three bullet points: "Each student must be on separate line.", "Each of the four student fields must be separated by a comma.", and "If any student information is not present, you must leave the space for it." Below the notes is an example of an entry: "Jay.Random.Student.jrs@somedomain.com", "John\_Doe", "Jane\_Doe.janedoe@anotherdomain.com". At the bottom of the page, there is a "Register Students" button and a link "Click here to close this dialog.". At the very bottom, there is a link "Log out of the SEFI website".

Enter students exactly as shown. There must be a comma between each field and each student must be on a separate line. If you don't have student email addresses, please put your school email address. Students, can overwrite it with their own later.

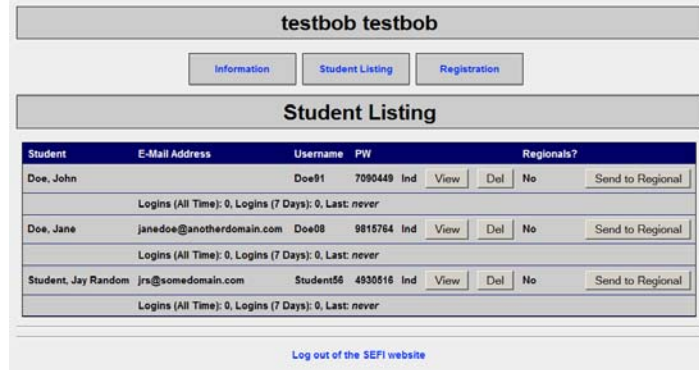
FirstName, MiddleName, LastName, email

You may type all of them ahead of time in notepad or wordpad (avoid MS Word if possible)

**NOTE:**

You can create an account for all of your students whether they will be attending regional fair or not. This will allow you to have student information in one location and to manage their projects. Please do not delete students just because they are not going to regional fair as we use the data for statistical purposes. Please be assured, no personal student data will ever be released to any entity outside of the Indiana Regional Fair System.

When you press the Register Students button, you will then be able to see all registered students by clicking on the “Student Listing” link at the top of your page.



On this page you will see student names, email addresses, usernames and passwords. You may also view the student accounts one at a time using the view button. If a student has made mistakes in data entry, you may also delete their account on this screen.

When you have decided which student projects will be sent to regional fair, you can press the “Send to Regional” button. **Please Note:** *The number of projects you may send to regional is limited by the Regional Fair Director. Once you have reached this limit, you will no longer be able to choose additional students. If you believe there is an error in this limit, contact the Fair Director for clarification.*

It is important that you view each student’s account that you will be sending to the regional fair to be sure that all pertinent information has been completed. Students will likely need assistance filling in the details. You are strongly encouraged to create a test student and then use the following instructions for students to test the waters yourself before turning students loose. You may then delete the test student from the system.