

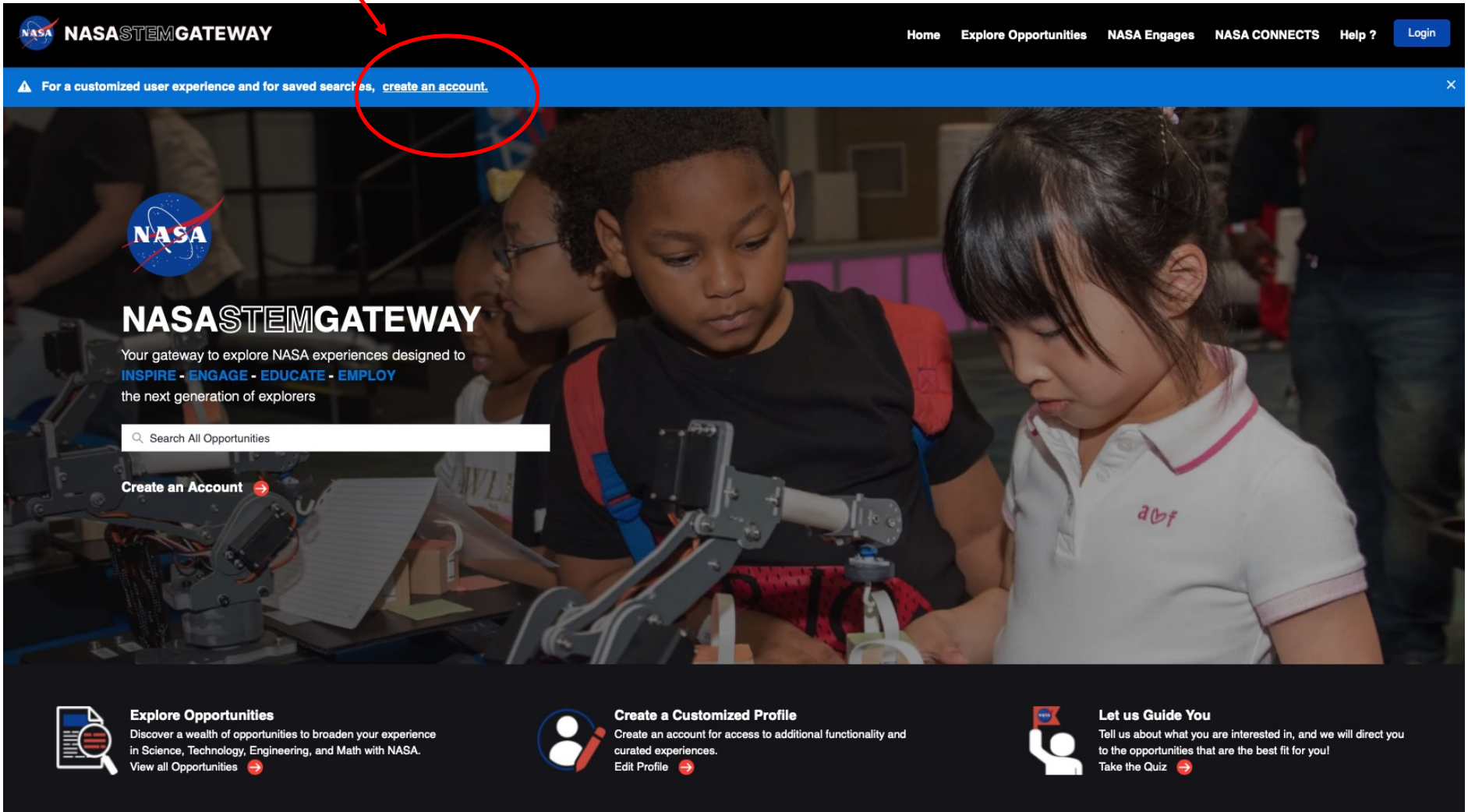
NASA STEM Gateway – Student Profile Creation Instructions

STEP 1

Navigate to this website. If your default browser gives you issues, try Google Chrome.

<https://stemgateway.nasa.gov/s/>

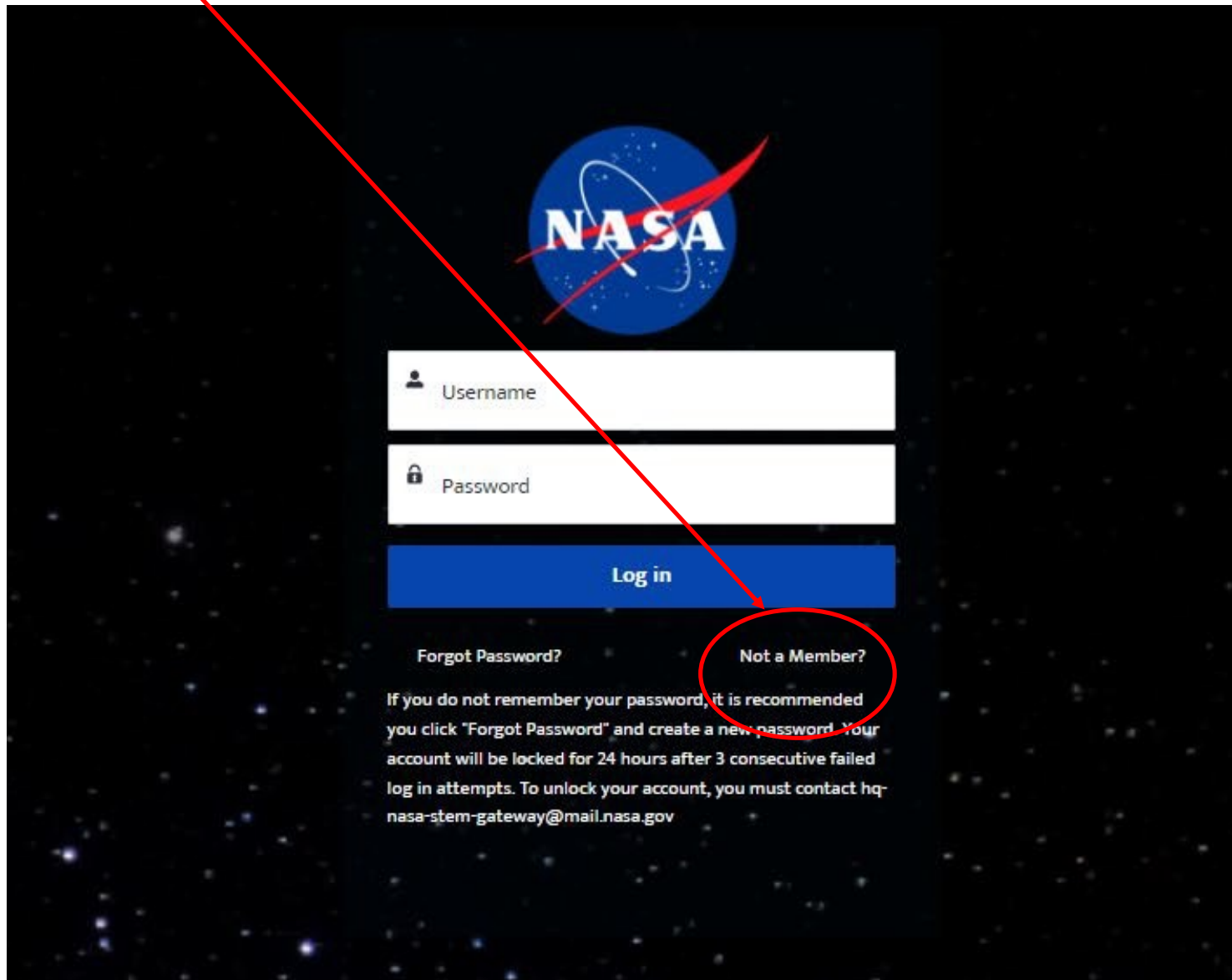
Click on “create an account”.



The screenshot shows the NASA STEM Gateway website. At the top left is the NASA logo and the text "NASASTEMGATEWAY". To the right are navigation links: "Home", "Explore Opportunities", "NASA Engages", "NASA CONNECTS", "Help?", and a "Login" button. A blue banner below the navigation bar contains the text: "For a customized user experience and for saved searches, [create an account](#)." A red circle highlights the "create an account" link, with a red arrow pointing from the text above to it. Below the banner is a large image of three children working on a robot. The NASA logo is in the top left of this image area, followed by "NASASTEMGATEWAY" and the tagline "Your gateway to explore NASA experiences designed to INSPIRE - ENGAGE - EDUCATE - EMPLOY the next generation of explorers". Below this is a search bar with the placeholder "Search All Opportunities" and a "Create an Account" button with a right-pointing arrow. At the bottom of the page are three columns of information: "Explore Opportunities" with a document icon and a "View all Opportunities" button; "Create a Customized Profile" with a person icon and an "Edit Profile" button; and "Let us Guide You" with a person icon and a "Take the Quiz" button.

STEP 2

Click on "Not a Member".



STEP 3

Under Active Student, click on “Click Here to Register”.

Which category best represents you?

Choose the category that best represents your role.



Active Student

Choose this category if you are *actively* attending one of the following as a student:

- High School (*formal or homeschool ed*)
- Junior College
- Community College
- College
- University

By selecting this category, the system will allow you to personally Apply/Register for STEM Opportunities designed for Students.

NOTE

If you are 13 years old or under, a parent or legal guardian must register themselves and will then have the ability to Apply/Register for STEM Opportunities on your behalf

[Click Here to Register](#) →



Educator

Choose this Category if you are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Informal Educators, *which includes:*
 - Museums, Science Centers, Planetariums
 - Observatories
 - Parks, Zoos, Aquariums, Nature Centers
 - Libraries
 - Youth-Serving Organizations
 - Non Profit Organizations
 - Government
 - Industry
- Homeschool Educators

[Click Here to Register](#) →



Other

Choose this category if you do not fall under any other user group, but you are interested in obtaining and/or interacting with resources as a parent or interested member of the general public.

You may also Apply/Register for STEM Opportunities that you are interested in participating in if they are open to the general public.

[Click Here to Register](#) →

STEP 4

Fill in "First Name", "Last Name", "Email", and select your age range. Use a "permanent" email address (like gmail), not a school address. When the submit button becomes dark blue, click "Submit".

Tell us a little bit about yourself

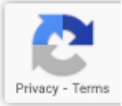
* First Name

* Last Name

* Email

* Age
13 or under ▼

✓ 13 or under
14 - 17
18 or over

 Privacy - Terms

STEP 5

Follow the “Next Steps...” page instructions.

Log into the email account you used to start your registration process to retrieve the link from HQ-NASA-STEM-Gateway to complete your profile.

Next Steps...

1. Check your inbox for the email address you just entered. You should receive a message from hq-nasa-stem-gateway@mail.nasa.gov
2. When you've logged in, you'll be directed to your profile where you will register your account.
3. Once your profile has been completed, you may apply to the available opportunities and track the status of your applications within NASA STEM Gateway.

Close

[Privacy Act Statement](#)

STEP 6

Retrieve the welcome email from HQ-NASA-STEM-Gateway to complete your profile. Click the link. [Redacted in black below].



The screenshot shows an email client interface. At the top, there is a search bar with the text "Search mail" and a filter icon. Below the search bar is a navigation bar with icons for back, home, search, trash, mail, clock, refresh, folder, and a menu icon. On the right side of the navigation bar, it says "2 of 738" with left and right arrow icons. The main content area shows an email titled "Welcome to NASA STEM Gateway" with an "Inbox x" tag. The sender is "NASA STEM Gateway" with the email address "<hq-nasa-stem-gateway@mail.nasa.gov>". The recipient is "to me". The email content starts with "Hi [redacted]". The main body of the email says "Welcome to NASA STEM Gateway! To set up your password and begin applying to NASA STEM engagement opportunities, go to [redacted link]". A red arrow points from the text above to this redacted link. Below the link, it says "Username: [redacted]". The email ends with "Thanks, NASA STEM Gateway" and a link "EXPLORE NASA STEM https://www.nasa.gov/stem". At the bottom, there are two buttons: "Reply" and "Forward".

STEP 7

After you click the link in STEP 6, the next page will be an acknowledgement that you are authorized to access this system. Click “Next.”



[REDACTED]@gmail.com [Log Out](#)

By accessing and using this information system, you acknowledge and consent to the following:

You are accessing a U.S. Government information system, which includes: (1) this computer; (2) this computer network; (3) all computers connected to this network including end user systems; (4) all devices and storage media attached to this network or to any computer on this network; and (5) cloud and remote information services. This information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, and for any lawful purpose, the U.S. Government may monitor, intercept, search, and seize any communication or data transiting, stored on, or traveling to or from this information system. You are NOT authorized to process classified information on this information system. Unauthorized or improper use of this system may result in suspension or loss of access privileges, disciplinary action, and civil and/or criminal penalties.

Next

STEP 8

Set up your password using the guidelines provided. Store your password in a safe, secure, and accessible place! You will only be able to click “Change Password” if your password meet all the requirements and your passwords match in the “new” and “confirm” lines below.



Change Your Password

Enter a new password for **aopeck04@gmail.com**.
Make sure to include at least:

- 12 characters

Also include at least 3 of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

* New Password

* Confirm New Password

Password was last changed on 6/14/2023, 7:12 PM.



Change Your Password

Enter a new password for **aopeck04@gmail.com**.
Make sure to include at least:

- 12 characters

Also include at least 3 of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

* New Password

 Good

* Confirm New Password

 Match

Password was last changed on 6/14/2023, 7:12 PM.



STEP 9

Fill out your personal information and click "Next"

We'll need the following Personal Information to complete your Profile:

* Date of Birth

Address

Country

United States

Street

City

State/Province

--None--

Zip/Postal Code

* Phone

* Is this a Mobile Phone?

-- None --

Alternate Phone (Optional)



STEP 10

Fill out your voluntary demographic information and click "Next".

Demographic Info

Completion of your Demographic Information is voluntary. No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.

* Gender
-- None --

* Ethnicity ⓘ
-- None --

* Race (select one or more): ⓘ

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

* Are you a Veteran?
-- None --

* Do you have a disability? ⓘ
-- None --

Identifying any qualifying disability is protected under the Americans with Disabilities Act Citizenship or the Rehabilitation Act of 1973.



STEP 11

Fill out your Citizenship information and click "Next"

Citizenship

* Citizenship

--None--

Previous Next

STEP 12

Fill out your Education or Affiliate Organization.

Select “Undergraduate” or “Graduate” student depending on your classification.

Select your grade level and enrollment status.

Search for and select the academic institution you are currently enrolled in.

Then click “Next”.

Education or Affiliate Organization

Please search for your institution's name below. Only the top 5 results will appear in the preview. If you do not see your institution please select "Show All Results" and continue your search in the full view. In this view you can search by your institution's name, address, phone, or website.

If you still cannot find your institution, please return to this page and select the "Can't find my institution" checkbox and enter your institution's information directly.

* Applicant Type

-- None --

* Search for your Academic Institution

Search Accounts...

Can't find my institution.

* This can be a Junior College, Community College, College, University, High School, Middle or Elementary School, Museum, Science Center, Planetarium, or Youth Serving Organization

I am registering for opportunities on behalf of a minor (younger than 14)

Previous

Next

STEP 13

Click the buttons for the media release and reporting data collection acknowledgements.

Then click “Next”.

Authorization for NASA Media Release

I hereby give my permission to be interviewed, photographed, and/or videotaped by NASA or its representatives in connection with a NASA production.

I understand and agree that the text, photographs, and/or videotapes thereof containing my name, likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that NASA deems appropriate and that such materials may be distributed to the public and displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that I will not receive any compensation for granting this permission.

I understand that NASA has no obligation to use my name, likeness, or voice in the materials it produces, but if NASA so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.

I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement.

YES, by making this selection, I represent that I am of legal age, have full legal capacity, and agree that I will not revoke or deny this agreement at any time. I have read the foregoing and fully understand its contents.

NO, NASA does not have my consent to be interviewed, photographed, and/or videotaped by NASA or its representatives.

Please select your acknowledgement response below:

- YES
 NO

I authorize NASA to collect and report data about my participation in STEM Engagement opportunities for continuous improvement purposes

* Please select your acknowledgement response below:

- YES
 NO

For information about NASA STEM Engagement, you may visit <https://www.nasa.gov/stem>

Previous

Next

STEP 14

You now have a NASA STEM Gateway Profile! Click Next to get to the STEM Gateway Home page and start exploring!

Congratulations!

You are now ready to Apply / Register for available opportunities.

