

NASA STEM Gateway – Educator Profile Set up Instructions

STEP 1

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

Click on “Create a Customized Profile”

The screenshot shows the NASA STEM Gateway homepage. At the top, there is a navigation bar with links for Home, Explore Opportunities, NASA Engages, NASA CONNECTS, Help?, and a Login button. Below the navigation bar is a blue banner with the text: "For a customized user experience and for saved searches, [create an account.](#)"

The main content area features the NASA logo and the text: "NASA STEM GATEWAY 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 text "Search All Opportunities".


At the bottom of the page, there are three main sections:

- Explore Opportunities**: Discover a wealth of opportunities to broaden your experience in Science, Technology, Engineering, and Math with NASA. View all Opportunities →
- Create a Customized Profile**: Create an account for access to additional functionality and curated experiences. Edit Profile →
- Let us Guide You**: Tell us about what you are interested in, and we will direct you to the opportunities that are the best fit for you! Take the Quiz →

White annotations are present on the page: a large arrow points from the "Create a Customized Profile" button to the "Create a Customized Profile" section at the bottom, and a white circle highlights the "Create a Customized Profile" button.

STEP 2

Click on "Not a Member"



Username

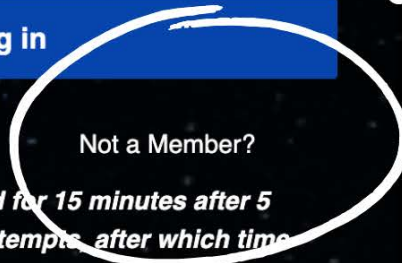

Password

Log in

[Forgot Password?](#) [Not a Member?](#)

Your account will be locked for 15 minutes after 5 consecutive failed log in attempts, after which time your account will be unlocked and you may try to login again.

If you do not remember your password, it is recommended that you click "Forgot Password" and create a new password. If you continue to experience login issues after resetting your password, you may contact hq-nasa-stem-gateway@mail.nasa.gov for assistance.



STEP 3

Click on “Click Here to Register” in the section labeled “EDUCATOR”



Student

Choose this category if you are *actively* attending one of the following

- School (formal or homeschooled)
- College
- Community College

In this category, the system will allow you to personally apply for STEM Opportunities designed for Students.

If you are **18 years old or under**, a parent or legal guardian must approve the application 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 include
 - Museums, Science Centers, Planetariums
 - Observatories
 - Parks, Zoos, Aquariums, Natural History 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 category but you are interested in obtaining and/or interacting with STEM resources as a parent or interested member of the general public

You may also Apply/Register for STEM Opportunities designed for Parents/Community Members interested in participating in if they are open to the general public

[Click Here to Register](#) →

STEP 4

<https://stemgateway.nasa.gov/public/s/login/SelfRegister>

Use a “permanent” email address (like gmail), not a school address. Once you have completely filled in all 4 fields, the submit button becomes dark blue and you can click “Submit”

Register x +

stemgateway.nasa.gov/public/s/login/SelfRegister

Capital Area United... Eclipse Lake Sherwood Acr... Access Launchpad ...

Home Sign Up | Log In Explore Opportunities Stay Connected Search...

NASA STEM GATEWAY
Your Gateway for Participating in NASA STEM Opportunities

Tell us a little bit about yourself

* First Name

* Last Name

* Email

* Age
13 or under

Back Submit

Privacy Act Statement

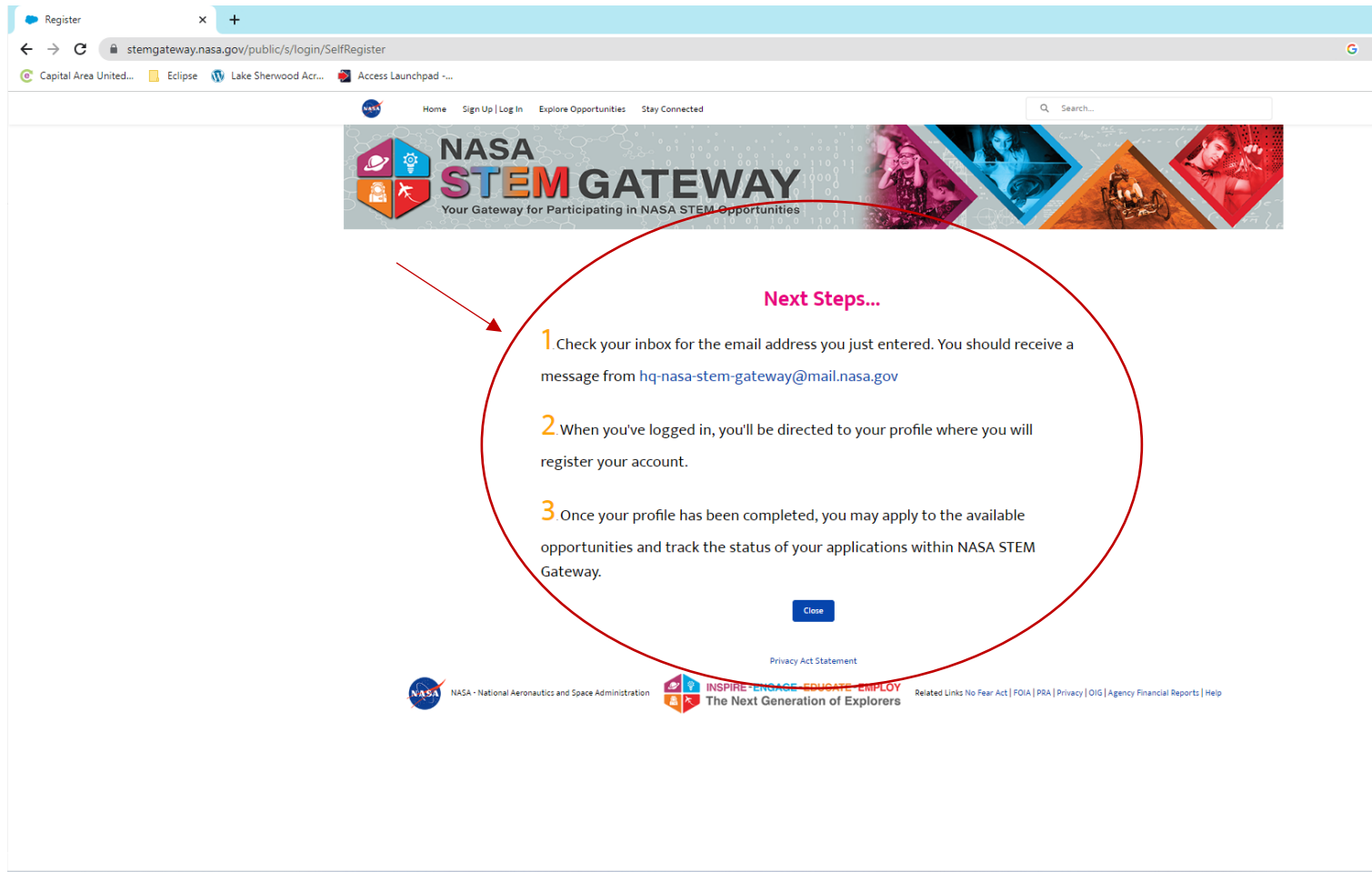
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Related Links: No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help

STEP 5

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.



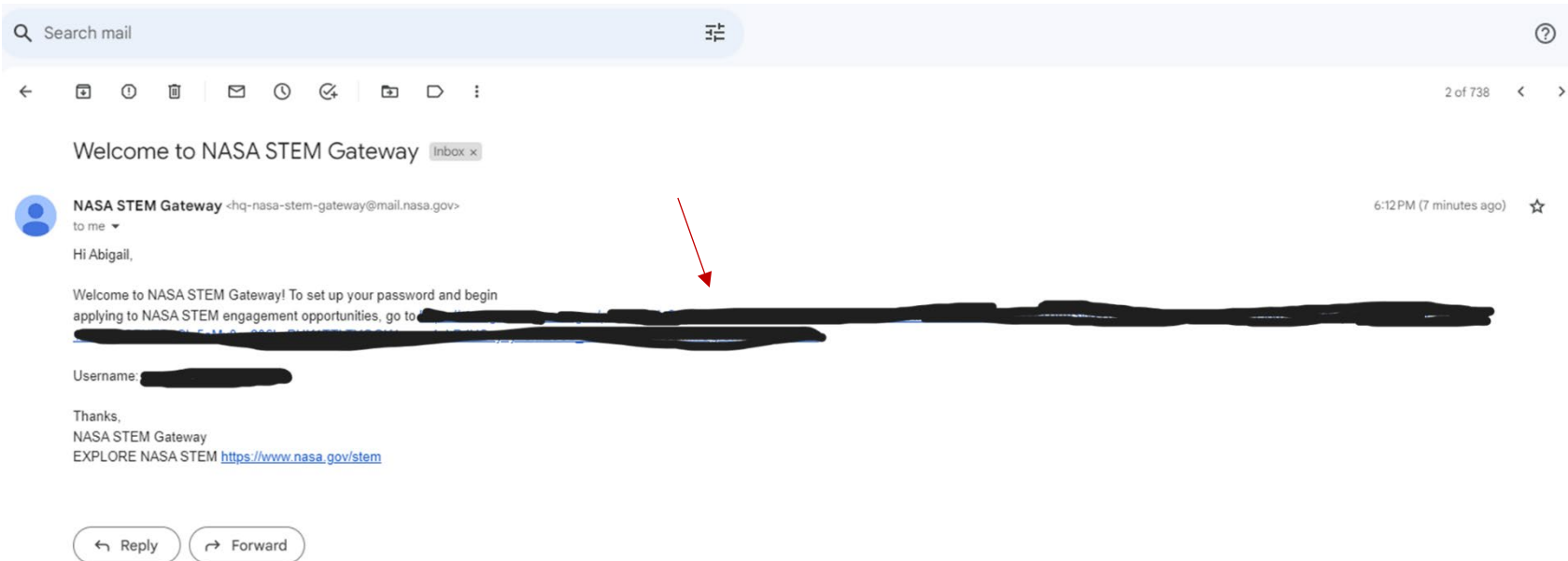
The screenshot shows a web browser window with the URL `stemgateway.nasa.gov/public/s/login/SelfRegister`. The page header includes the NASA logo, navigation links (Home, Sign Up | Log In, Explore Opportunities, Stay Connected), and a search bar. The main content area features the NASA STEM Gateway logo and a banner with images of people working in STEM fields. A red circle highlights a 'Next Steps...' section with three numbered instructions:

- 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.

A 'Close' button is located below the instructions. At the bottom of the page, there is a 'Privacy Act Statement' link and a footer with the NASA logo, the text 'NASA - National Aeronautics and Space Administration', the 'INSPIRE ENGAGE EDUCATE EMPLOY' logo, and the slogan 'The Next Generation of Explorers'. Additional links for 'Related Links', 'No Fear Act', 'FOIA', 'PRA', 'Privacy', 'OIG', 'Agency Financial Reports', and 'Help' are also present.

STEP 6

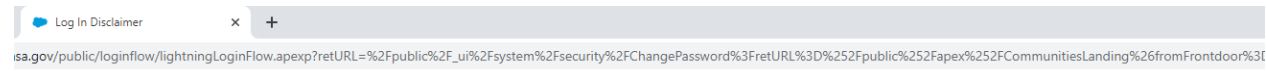
Log into the email account you used to start your registration process to retrieve the link from HQ-NASA-STEM-Gateway to complete your profile. Click the link. Redacted in Black Below.



The screenshot shows an email 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, calendar, clock, trash, mail, 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 email header shows "Welcome to NASA STEM Gateway" with an "inbox x" tag. The sender is "NASA STEM Gateway <hq-nasa-stem-gateway@mail.nasa.gov>" and the recipient is "to me". The email is dated "6:12 PM (7 minutes ago)" and has a star icon. The body of the email starts with "Hi Abigail," followed by "Welcome to NASA STEM Gateway! To set up your password and begin applying to NASA STEM engagement opportunities, go to [redacted]". The redacted text is a long black bar. Below this, 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

Log into the email account you used to start your registration process and click the link from HQ-NASA-STEM-Gateway to complete your profile. The first page will be an acknowledgment that you are authorized to access this system. Click “Next.”



aopeck04@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.

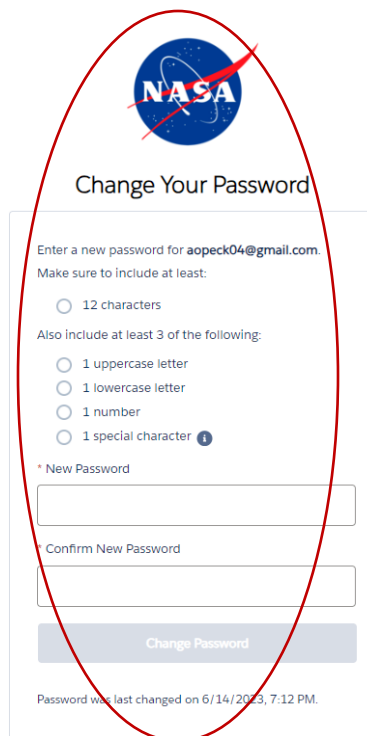
Next


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 you meet all the requirements and your passwords match in the “new” and “confirm” lines below.

retURL=%2Fpublic%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setupid=ChangePassword

d?retURL=%2Fpublic%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setupid=ChangePassword





Change Your Password

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

- 12 characters

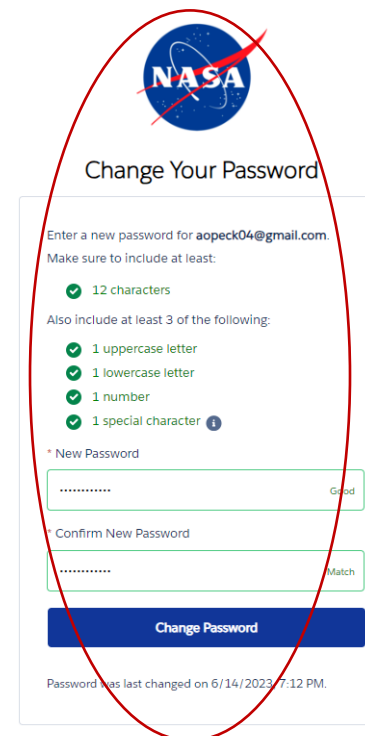
Also include at least 3 of the following:


- 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”

Welcome to NASA STEM Gateway x Home x +

stemgateway.nasa.gov/public/s/

Home Search... Abigail Peck



NASA STEM GATEWAY
Your Gateway for Participating in NASA STEM Opportunities

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

* Date of Birth

Address

Country

Street


City State/Province


Zip/Postal Code


* Phone


* Is this a Mobile Phone?

Alternate Phone (Optional)





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[Related Links](#) [No Fear Act](#) [FOIA](#) [PRA](#) [Privacy](#) [OIG](#) [Agency Financial Reports](#) [Help](#)


STEP 10

Fill out your demographic information and click “Next”

Welcome to NASA STEM Gateway x Home x +

stemgateway.nasa.gov/public/s/

Home Search... ADIGAIL Peck



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.

Next

STEP 11

Fill out your Citizenship information and click “Next”

The screenshot shows a web browser window with the URL `stemgateway.nasa.gov/public/s/`. The page features a header with the NASA logo, a search bar, and a user profile for Abigail Peck. Below the header is a large banner for the NASA STEM Gateway with the tagline "Your Gateway for Participating in NASA STEM Opportunities". The main content area contains a form titled "Citizenship" with a dropdown menu currently set to "--None--". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is circled in red, and a red arrow points from the banner area towards it. The footer includes the NASA logo, the text "NASA - National Aeronautics and Space Administration", the slogan "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers", and a list of related links: "No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help".

STEP 12

Fill out your Education or Affiliate Organization. Then click “Next”.

Welcome to NASA STEM Gateway x Home x +

stemgateway.nasa.gov/public/s/

Home Search... Abigail Peck

NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

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

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STEP 13

Click the buttons next to “Yes” for the media release and reporting data collection acknowledgment. Then click “Next”

Welcome to NASA STEM Gateway x Home x +

stemgateway.nasa.gov/public/s/

Home Search... Abigail Peck

NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

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

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STEP 14

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

The screenshot shows a web browser window with the URL `stemgateway.nasa.gov/public/s/`. The page features a header with the NASA logo, the text "Home", a search bar, and a user profile for "Abigail Peck". Below the header is a large banner with the "NASA STEM GATEWAY" logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities". The banner includes icons for a planet, a gear, a microscope, and a rocket, along with images of diverse people in STEM fields. The main content area contains a white box with the text "Congratulations! You are now ready to Apply / Register for available opportunities." and a blue "Next" button. A red arrow points from the text to the "Next" button, which is also circled in red. The footer includes the NASA logo, the text "NASA - National Aeronautics and Space Administration", the slogan "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers", and a list of links: "Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help".