

# NASA STEM Gateway – Student Profile Set up Instructions

## STEP 1

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

Click on “Register in Gateway & Apply to STEM

Opportunities”

The screenshot shows a web browser window with the URL [stemgateway.nasa.gov/public/s/](https://stemgateway.nasa.gov/public/s/). The browser's address bar and tabs are visible at the top. The main content area features a large banner with the NASA STEM Gateway logo and the text: "WELCOME TO NASA STEM Gateway. Your gateway to explore STEM experiences designed to INSPIRE - ENGAGE - EDUCATE - EMPLOY the next generation of explorers". Below the banner, there is a smaller version of the same text. At the bottom of the main content area, there are two buttons: "Register in Gateway & Apply to STEM Opportunities" and "Educator Community of Practice (CONNECTS)". The first button is circled in red, and a red arrow points to it from the text "Click on 'Register in Gateway & Apply to STEM Opportunities'". The footer of the page contains the NASA logo and the text: "National Aeronautics and Space Administration, NASA Official: Douglas Goforth", along with links for "No Fear Act", "FOIA", "Privacy", "Office of Inspector General", "Office of Special Counsel", "Agency Financial Reports", and "Contact NASA".

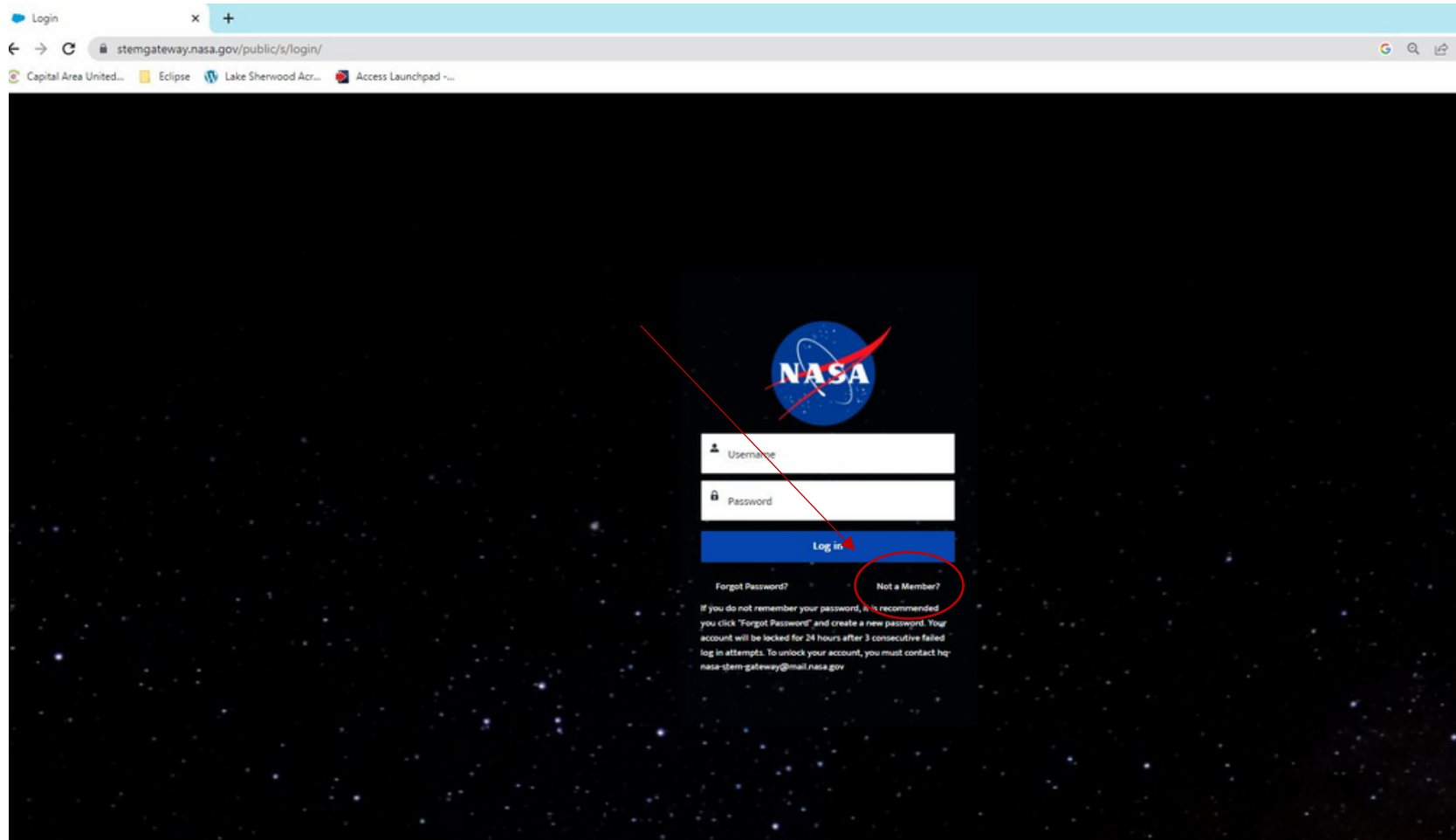
## STEP 2

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

The image shows a screenshot of a web browser displaying the NASA STEM Gateway homepage. The browser's address bar shows the URL <https://stemgateway.nasa.gov/public/s/>. The page features a header with the NASA logo and navigation links: Home, Sign Up | Log In, Explore Opportunities, and Stay Connected. A search bar is located in the top right corner. The main content area includes a large banner with the text "NASA STEM GATEWAY" and "Your Gateway for Participating in NASA STEM Opportunities". Below the banner, a "WELCOME TO THE NASA STEM GATEWAY" message is displayed. Three prominent buttons are shown: "Sign Up | Log In" (blue background with a computer icon), "Explore Opportunities" (orange background with a person climbing a bar chart icon), and "Stay Connected" (red background with a speech bubble icon). A red circle highlights the "Sign Up | Log In" button, and a red arrow points from the address bar to this button. At the bottom of the page, the NASA logo is followed by the text "NASA - National Aeronautics and Space Administration" and the slogan "INSPIRE • ENGAGE • EDUCATE • EMPLOY The Next Generation of Explorers". A footer contains various links: "Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help".

## STEP 3

Click on “Not a Member”



## STEP 4

Click on “Click Here to Register” in the box labeled “ACTIVE STUDENT”

Register x +

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

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

### Which category best represents you?

#### ACTIVE STUDENT

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

- High School (formal or homeschooled)
- 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:

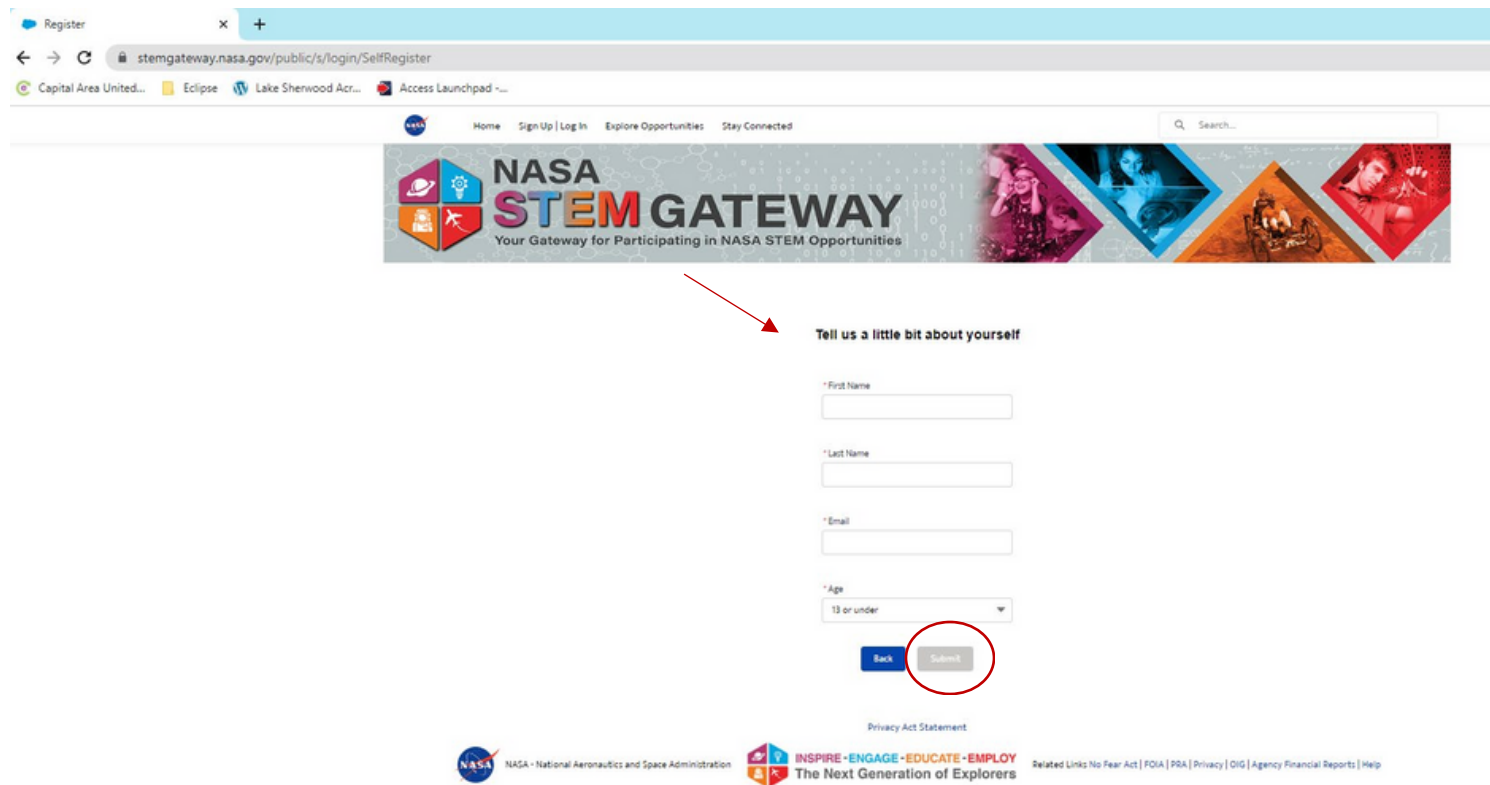
- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Informal Educators, which includes:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries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

[Click Here to Register](#)

## Step 5

<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”



The screenshot shows a web browser window with the URL [stemgateway.nasa.gov/public/s/login/SelfRegister](https://stemgateway.nasa.gov/public/s/login/SelfRegister). The page features a NASA logo and a search bar at the top. Below the header is a banner with the text "NASA STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities" and four images representing different STEM fields. The main content area is titled "Tell us a little bit about yourself" and contains a registration form with the following fields:

- \* First Name:
- \* Last Name:
- \* Email:
- \* Age:

At the bottom of the form are two buttons: "Back" and "Submit". The "Submit" button is circled in red, indicating it is the focus of the instruction. Below the form is a "Privacy Act Statement" link. 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 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.

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 banner features the NASA STEM Gateway logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities" alongside images of diverse people. A red circle highlights a "Next Steps..." modal window with the following instructions:


**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](mailto: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 slogan "INSPIRE • ENGAGE • EDUCATE • EMPLOY The Next Generation of Explorers", and a list of related links: "Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help".

## Step 7

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.



Search mail

2 of 738

Welcome to NASA STEM Gateway Inbox x

**NASA STEM Gateway** <hq-nasa-stem-gateway@mail.nasa.gov> to me ▾ 6:12 PM (7 minutes ago) ☆

Hi

Welcome to NASA STEM Gateway! To set up your password and begin applying to NASA STEM engagement opportunities, go to [\\*link will be here\\*](#)

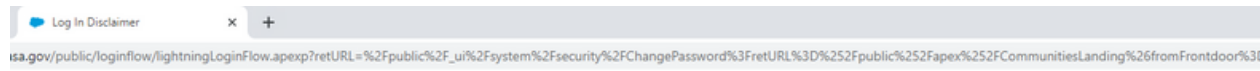
Username:

Thanks,  
NASA STEM Gateway  
EXPLORE NASA STEM <https://www.nasa.gov/stem>

Reply Forward

## Step 8

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 acknowledgement 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 9

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 aopeak04@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 aopeak04@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 10

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  
United States

Street

City State/Province  
--None--

Zip/Postal Code

\* Phone

Is this a Mobile Phone?  
-- None --

Alternate Phone (Optional)

Next

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# STEP 11

Fill out your demographic information and click "Next"

Welcome to NASA STEM Gateway x Home x +

stemgateway.nasa.gov/public/s/

Home Search... ADIGAU Peck

## NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

### 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 --

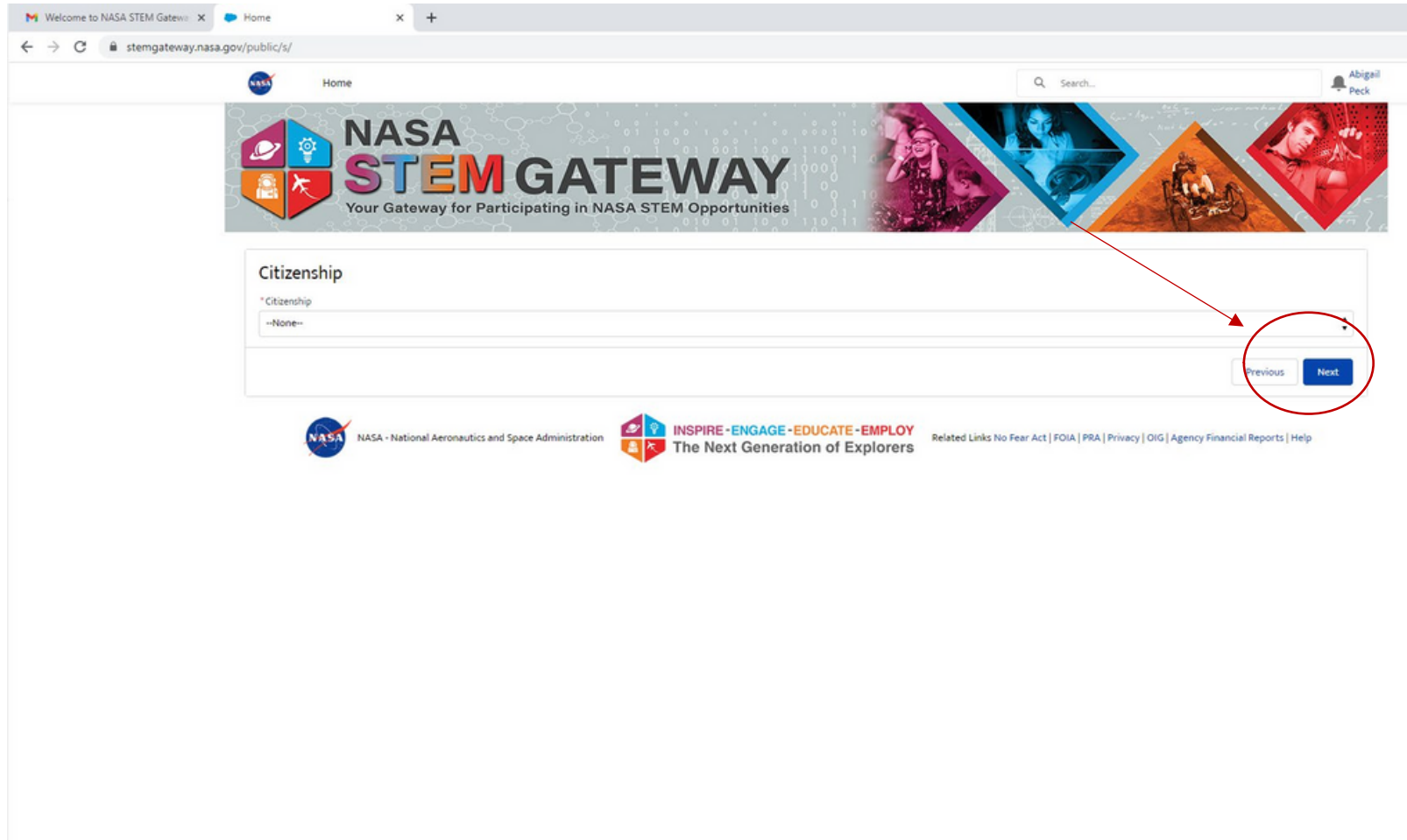
\* Do you have a disability? ⓘ  
-- None --

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

Next

## STEP 12

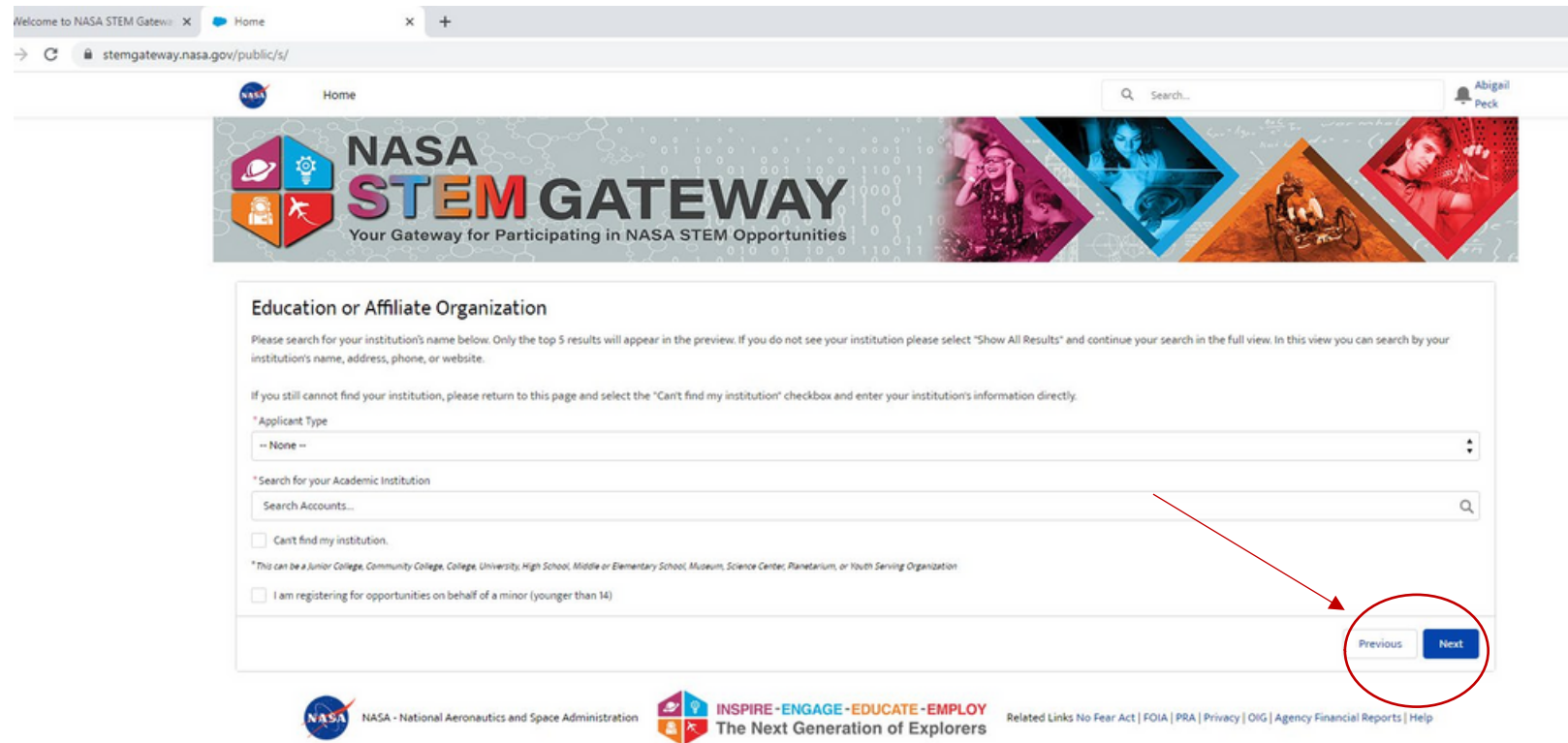
Fill out your Citizenship information and click "Next"



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". A red circle highlights the "Next" button, 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 13

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 college you are currently enrolled in. Then click “Next”



Welcome to NASA STEM Gateway | Home

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 14

Click the buttons next to “Yes” for the media release and reporting data collection acknowledgement. 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

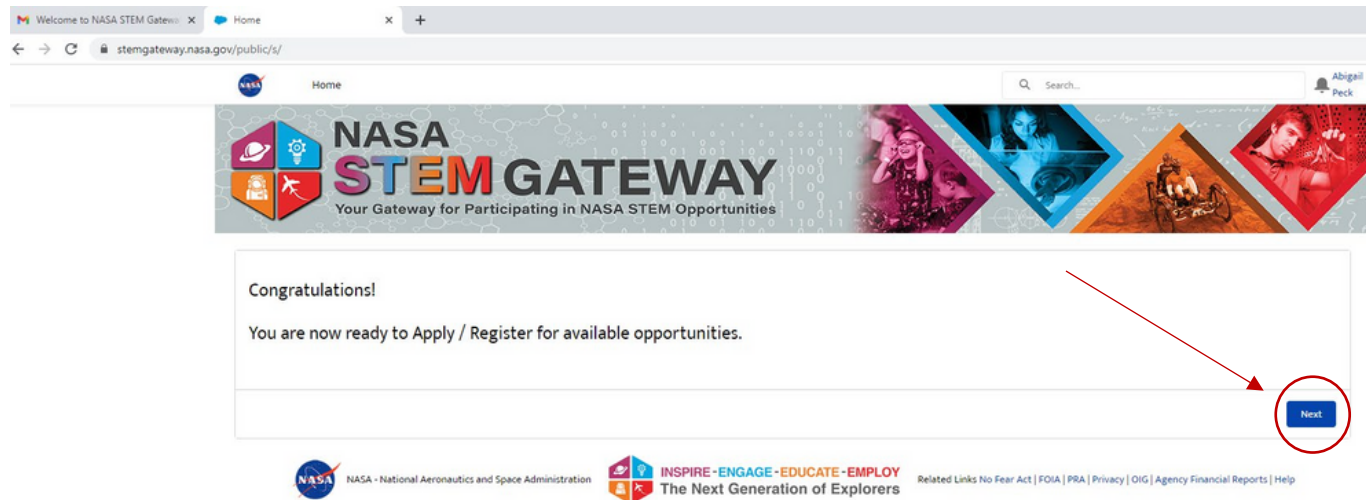
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## STEP 15

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



## Explore!

