# S2S REGISTRATION PORTAL GUIDE

### If you are new to this program:

- 1. Click on this link <u>https://register.students2science.org/educator-application</u> or copy it into your Web browser, and fill out the Educator Application (use your school email address)
- 2. You will receive an email with a link to our Registration page to create your S2S portal account <u>https://register.students2science.org/component/user/register</u>
- 3. Once you complete the Registration page, you will receive User Account Activation email and click on Verify Account (check your Spam folder if you do not receive it)
- 4. Once you activate your account, you may log into the portal with the credentials you just created <u>https://register.students2science.org/login</u>

### If you are an existing portal user:

1. Log into the portal <u>https://register.students2science.org/login</u> Students 2 Science

## S2S REGISTRATION PORTAL - DASHBOARD

### **Home Page for Educators**

From the Dashboard, you can register for labs, view information on upcoming and past labs and manage your account.

# My Dashboard

Welcome to the S2S Portal!

My Contact Information

### For Educators

This is where you can view and edit your contact information, search and register for events, and review all registered events.





### SEARCH AND REGISTER FOR EVENTS - NEWARK PUBLIC SCHOOL

### **Event Search View**

### For educators at a Newark Public School registering for V-Labs

You can narrow down your search by using these filters Use the slider to select a range of your class start time	I am a ☑ Newark Public School □ Non-Newark Public School Days of the Week □ MO ☑ TU □ WE □ TH	ES-03S Curious Crystals-NTC-506 V-Lab	<b>12/5/23 - 12/5/23</b> <b>9:55AM - 10:45AM</b> TU Newark Open to Newark Public Schools Only	Available Details
	□ FR □ SA □ SU Class Date 2023-10-02 2024-10-18	ES-03S Curious Crystals-NTC-507 V-Lab	<b>12/5/23 - 12/5/23</b> <b>10:55AM - 11:45AM</b> TU Newark Open to Newark Public Schools Only	Available Details
	9:15 AM 11:15 AM If Non-Nwick School for V-Lab, what time does where class start?	ES-03S Curious Crystals-NTC-522 V-Lab	<b>12/12/23 - 12/12/23</b> <b>9:55AM - 10:45AM</b> TU Newark Open to Newark Public Schools Only	Available Details
	Event Type ISAAC V-Lab Program Grade Level	ES-03S Curious Crystals-NTC-523 V-Lab	<b>12/12/23 - 12/12/23</b> <b>10:55AM - 11:45AM</b> TU Newark Open to Newark Public Schools Only	Available Details
	I Elementary School ☐ Middle School ☐ High School	ES-04S What's The Matter?-NTC- 518 V-Lab	<b>10/31/23 - 10/31/23</b> <b>9:55AM - 10:45AM</b> TU	Available Details

### SEARCH AND REGISTER FOR EVENTS - NON-NEWARK PUBLIC SCHOOL

### **Event Search View**

### For educators in a school outside the Newark Board of Education

Home + Guided Search: Question 1

1. Select the event you would like to search

1. Which event type are you interested in?



Home + Guided Search: Question 2

2. For V-Lab, enter the time your class will be ready to start. We will start promptly at the time you input here

# 2. What time do you want your V-Lab session to start (V-Lab will start promptly at this time)?

### Start Time (e.g. 9:05 am)

Enter start time in the format hh:mm am/pm

### End Time (e.g. 9:48 am)

Enter end time in the format hh:mm am/pm

NOTE: If your time starts with a two digit hour (e.g., 10, 11, or 12), type the entire time in the fields and it will format properly.



### SEARCH AND REGISTER FOR EVENTS - NON-NEWARK PUBLIC SCHOOL

### **Event Search View**



## **REGISTRATION FORM**



### Complete the questions on the registration form

Home 

Search Events 

ES-01 A World of Measurements-058

### ES-01 A World of Measurements-058

Tuesday, October 10, 2023 (1:00PM - 2:00PM EDT) Location: East Hanover

Be sure to enter the time you want the V-Lab to start here. This should \_\_\_\_\_ match the time you entered in the filter on the previous page

#### What is the grade level of this class? \*

– Select – ‡

What time does this class start (e.g. 9:05 a.m.)? \*

What time does this class end (e.g. 9:48 a.m.)? \*

How many students in this class?\*

The students in this class have disabilities that require reasonable accommodations (bilingual, self-contained class, other).\*



# STEPS TO REGISTER

- 1. Select the event by clicking "Details"
- 2. Click "Request Registration"
- 3. Answer the questions on the registration page
- 4. Click "Add to Cart"
- 5. Select "Add More Events" to add additional events to your cart
- 6. Click "Checkout" to submit your request
- 7. Important: after clicking "Checkout" it can take 30 to 60 seconds to process. Do not leave the page until you receive this message:

# Thank you for your registration request!

S2S staff is reviewing your request and will inform you within 48 business hours whether your request is approved.

**Return to Event Search** 



## If you have any questions or need assistance, contact your Program Coordinator or email <u>S2SPrograms@students2science.org</u>

