

How to Register and Apply in NASA Gateway

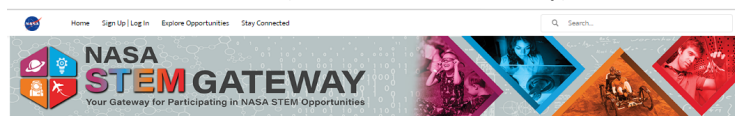
The first step in using Gateway to is **“Register”** and set up a personal profile. All team members will need to register and create their profiles.

It is very important that ***only*** the "Team Lead" applies to the NASA MINDS Challenge. If the team lead does not have a profile, they need to complete the registration process first. Then they can apply to NASA MINDS and invite the rest of the team members.

Registering in the NASA Gateway system is an easy process and will give you opportunities to apply for other NASA openings such as internships.

A. Register in NASA Gateway: Set Up a Personal Profile in Gateway

- a. Go to <https://stemgateway.nasa.gov/public/s/login/SelfRegister>
Choose Active Student (or Educator for faculty).



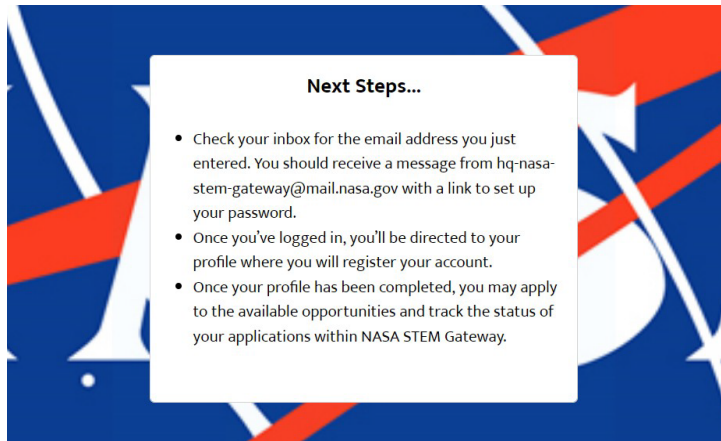
Which category best represents you?

ACTIVE STUDENT	EDUCATOR	OTHER
<p>Choose this category if you are actively attending one of the following as a student:</p> <ul style="list-style-type: none">• High School (formal or homeschooled)• Junior College• Community College• College• University <p>By selecting this category, the system will allow you to personally Apply/Register for STEM Opportunities designed for Students.</p> <p>NOTE</p> <p><i>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</i></p> <p>Click Here to Register</p>	<p>Choose this Category if you are currently serving as an educator in one of the following educator groups:</p> <ul style="list-style-type: none">• Elementary School Teacher• Middle School teacher• High School Teacher• Higher Education Faculty• School Administrator• Preservice Teacher• Informal Educators, which includes:<ul style="list-style-type: none">◦ Museums, Science Centers, Planetariums◦ Observatories◦ Parks, Zoos, Aquariums, Nature Centers◦ Libraries◦ Youth-Serving Organizations◦ Non-Profit Organizations◦ Government◦ Industry• Homeschool Educators <p>Click Here to Register</p>	<p>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.</p> <p>You may also Apply/Register for STEM Opportunities that you are interested in participating in if they are open to the general public.</p> <p>Click Here to Register</p>

- b. You will be prompted to register in the system. Complete this pop-up quick registration:

The image shows a pop-up registration form titled "Tell us a little bit about yourself." overlaid on a NASA logo background. The form contains the following fields: "First Name" (filled with "tomco"), "Last Name" (filled with "lamirez"), "Email" (empty), "I am..." (a dropdown menu with "A Student" selected), and "Age" (a dropdown menu with "13 or under" selected). A "Next" button is located at the bottom right of the form.

- c. A pop-up message will direct you to go to your email to complete registration. It is very important for every student to fully complete the registration process.



- d. Set up your password following the parameters included

- e. Continue by entering your personal information on the next two screens.

B. Complete the NASA MINDS Application

- a. Team Lead only: Go to <https://stemgateway.nasa.gov/public/s/course-offering/a0B3d000001Pu4t/> nasa-minds-2024 then click on “apply”.

NOTE: If the team lead has not registered yet, you will be prompted to register at this point.

The screenshot shows the NASA STEM Gateway application form for the NASA MINDS 2022 Challenge. The form is titled "Engagement Opening NASA MINDS 2022 Challenge" and includes an "Apply Now" button. The form is divided into several sections: Course, Record Type, Term, Course ID, Unique Identification Number, Short Title, Long Title, Activity ID, Activity Name, Application Type, and Participant List Only. The form is currently in the "Description" section, which includes a "Project Description" field. The description text reads: "ALL teams that were selected to compete in NASA MINDS must have ALL of your team members register in Gateway AND sign up for the NASA MINDS Engagement Opening inside Gateway by no later 11:59pm Eastern Time on Friday, April 22, 2022."

- b. Institution Name will populate as you type it in. Please select your school from the list, check “no” on adding institution.

The screenshot shows the "Institution Information" section of the NASA MINDS application form. The form is titled "Institution Information" and includes a "Team Information" section. The "Team Information" section includes fields for "Team Name", "Faculty Advisor Name", "First Name", "Last Name", "Faculty Advisor Email", and "Faculty Advisor Phone". The "Team Lead Name" section includes fields for "First Name", "Last Name", "Team Lead Email", and "Team Lead Phone". The "Institution Information" section includes a "Search Institution" field, a "Can't find my institution" link, and a "Do you have any participating institutions to add?" dropdown menu. The dropdown menu is currently set to "no".

- c. Fill out the team information, make sure that Lead name and Faculty name are correct.

The screenshot shows the "Team Information" section of the NASA MINDS application form. The form is titled "Team Information" and includes a "Team Information" section. The "Team Information" section includes fields for "Team Name", "Faculty Advisor Name", "First Name", "Last Name", "Faculty Advisor Email", and "Faculty Advisor Phone". The "Team Lead Name" section includes fields for "First Name", "Last Name", "Team Lead Email", and "Team Lead Phone". The "Team Lead Photo" field is also present. The "Institution Information" section is visible on the right side of the form, showing the "Search Institution" field and the "Do you have any participating institutions to add?" dropdown menu.

- d. You need to invite other team members by entering their email addresses. This can be done at any time.

- e. Under Proposal upload the completed PDF application form.

- f. No other supporting documents are needed at this time.

- g. Review and submit your application.