

TEACHER LOGIN:

Go to <http://www.sefi.org/registration.html> and click on Teacher Login. If teacher has not registered with SEFI, click on REGISTER ONLINE and complete that step first. Teacher then enters student names.

If a student email is provided, the student will be emailed their login and password.

Information Student Listing Registration

Registration

Enter the students you wish to register in the box below in the following format:
Firstname,Middlename,Lastname,Emailaddress

Important Notes:

- Each student must be on separate line.
- Each of the four student fields must be separated by a comma.
- If any student information is not present, you **must** leave the space for it.
- Information must be entered as plain text directly into this box.

An example of an entry using multiple students and missing information is as follows:
Jay,Random,Student,jrs@somedomain.com
John, ,Doe,
Jane, ,Doe,janedoe@anotherdomain.com

Entering student names

- This format was created so teachers could cut and paste directly from a roster.
- Firstname,middlename,lastname,email
- Each student name must be on a separate line.
- Each field must be separated by a comma, even if there isn't information to enter.

Your teacher page will include your student's assigned user name and password and access to their page. The student user name and password will also be emailed to the address entered with their name.

STUDENT LOGIN:

Go to <http://www.sefi.org/registration.html> and click on Student Login.

Science Education Foundation of Indiana, Inc.

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Fair Directors | Map | Teacher Login | Student Login REGISTER ONLINE

Science Fair Name	2011 Date	Director	Director Address	Telephone	Email
Calumet Regional Science Fair	3/15-13/2011	Ms. Kathryn Hedges	7400 W. 84th Place Crown Point, IN 46307	219-838-1010	khedgesa@twinsdom.com

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Student Login

Username:

Password:

Submit

[Forgot Your Password?](#)

If you have lost your password, please contact your teacher to recover it.

Mr. G. Cook, Executive Director / Webmaster
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Enter the user name and password provided by your teacher or that is emailed to you.

Enter the user name and password again.
Read and agree to the privacy statement.
Submit.

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Student Login

You must agree to our privacy policy the first time you log in.

Username:

Password:

Have you read and do you agree to the privacy agreement below?
☒ Yes, I agree. ☐ No, I do not agree.

Privacy Agreement

-- What information do we collect? --

We collect information from you when you register on our site, subscribe to our newsletter or fill out a form.

When registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, etc.

You may read a full page version of the privacy agreement here.

Submit

Grade 6-12 students must complete the following information. See screen shot examples.

- Enter your grade (This defaults to 0 so make sure you choose your grade!)
- Is this an individual or team project? If this is a team project, you must designate a team leader. The team leader should complete all of these steps *before* the other team members do. The project info will then be pre-filled for team members.
- Answer 9 questions in the questionnaire. The answers all default to NO. If any of your answers are **YES**, you must change it to **YES**. Any **YES** answers require Pre-Experimentation Review **BEFORE** you begin your experiment.

- Does your project involve human subjects?
- Does your project involve vertebrate animals?
- Does your project involve microorganisms? **NOTE:** Students in grades 1-8 should NOT be doing bacterial studies of any kind. Contact your regional fair director for more information.
- Does this project involve protists, archae or similar microorganisms, or does this project use manure for composting, fuel production or other non-culturing experiments?
- Does your project involve rDNA?
- Does your project involve human or animal tissue?
- Does your project involve hazardous chemicals or devices? **NOTE:** Grades 1-8 should not be using hazardous chemicals or devices. Contact your regional fair director for more information.
- Is your project a continuation of last year's project?
- Where will your project be done? (choose from a drop down list)

AFTER SUBMITTING, REVIEW ANSWERS. If an answer needs to be corrected, go BACK. (PRINT this page now if you would like a copy of the completed questionnaire)
If answers are OK, **FINISH SET UP.**



Remember, any **YES** answers requires **Pre-Experimentation Review**

NOTE: ACCOUNT SETTINGS

After each screen, it automatically goes to the Account Setting box. The default selection is “I will fill out and print forms from this website” Hit SAVE. You can change this Account Settings option at anytime.

The screenshot shows the 'About Me' page for John Smith. The 'Personal Information' section is highlighted with a yellow arrow labeled 'd'. The form includes fields for First Name, Middle Name, Last Name, Email Address, Address, City, State (dropdown), Zip Code, Phone, Date of Birth, Gender (dropdown), Ethnicity (dropdown), and Entry Type (dropdown). A 'Save Personal Information' button is at the bottom.

d) PERSONAL INFORMATION:

Enter

- Home address with zip code
- Birthdate
- Gender (use drop down box)
- Ethnicity (use drop down box)

SAVE PERSONAL INFORMATION.

It will go automatically go back to Account Settings screen; just click on PROJECT on the top bar.

The screenshot shows the 'About My Project' page. The 'Project Information' section is highlighted with a yellow arrow labeled 'e'. The form includes fields for Project Title, Category (dropdown), Division (dropdown), Electricity? (dropdown), Research Question, Hypothesis, Experimental Method/Experimental Design, and Bibliography. A 'Save Changes' button is at the bottom right.

e) ABOUT MY PROJECT:

Enter

- Title
- Choose category (drop down box)
- Choose division (drop down box)
- Electricity (refers to display at regional fair)
- Research Question
- Hypothesis
- Experimental Method/Design
- Bibliography

SAVE.

It will go automatically go back to Account Settings screen; just click on REQUIRED FORMS on the top bar.

f) REQUIRED FORMS:

JUNIOR Division Form (grades 6-8): Page 1 is required for all projects. Page 2 is also required if project requires Pre-Experimentation Review.

SENIOR Division ISEF Forms: Form 1, 1A, 1B, and Research Plan is required for all projects. Based on the answers to the Student Questionnaire, any additional forms that may be required are listed.

All forms can be filled out electronically and saved on your computer.

ALL grades 6-12 projects that require Pre-Experimentation Review need to print and sign forms and submit before the January 25, 2012 deadline to IPFW by mail (postmark by Jan. 25), hand deliver, fax, or scan and email. Make a copy and keep your original set.

Mail to:

IPFW

Science Fair Program Asst.

2101 E. Coliseum Blvd. ET 243

Fort Wayne, IN 46805

Fax: 260-481-5734

Email: scifair@ipfw.edu

The screenshot shows the SEFI website interface for a user named Joe M Doe. At the top, there are navigation tabs: Settings, About Me, Project, Abstract, School Info, and Required Forms. A green box with a yellow arrow points to the 'Required Forms' tab, with a note: 'Your questionnaire answers have been saved. Please remember that changing any of the information you provided in the questionnaire will result in the loss of ALL data entered into this system.' Below this is the 'Account Settings' section, which includes a 'FORM TYPE SETTINGS' box with two radio buttons: 'I will fill out and print my forms from this website' (selected) and 'I will be using only paper forms'. A 'Save Changes' button is at the bottom of this box. Below the account settings is a yellow banner for the 'Junior Division'. Underneath, there are tabs for 'About Me', 'Project', 'Abstract', and 'School Info'. The 'Required Forms' section is highlighted, showing a button for 'Junior Division Form Blank Form'. Below this is another yellow banner for the 'Senior Division' with a 'Required Forms' section. This section contains a table of forms:

Form 1: Checklist for Adult Sponsor / Safety Assessment Form	Blank Form
Form 1A: Student Checklist	Blank Form
Research Plan	Blank Form
Abstract	Blank Form
Form 1B: Approval Form	Blank Form
Form 2: Qualified Scientist Form	Blank Form
Form 4: Human Subjects and Informed Consent Form	Blank Form
Form 4A: Sample Informed Consent Statement	Blank Form
Form 5: Vertebrate Animal Form (5A and 5B)	Blank Form

If the Pre-Filled Form option is available, to save and print forms, click on form to open:

- Right click and "Save Target as"
- Change file extension from htm to fdf. In box below, switch from HTML document to **ALL FILES**.

Because it is merging the data you entered online into an fdf Adobe form, you may get a security warning to see if you want to allow this action.

If your project does NOT require Pre-Experimentation Review and you advance to the regional fair, submit your forms to IPFW by Friday, March 2, 2012 for POST-Experimentation Review.

h) ABSTRACT: All grade 6-12 projects that advance to the Regional Fair will need to submit an abstract with their paperwork for POST-Experimentation Review. The link to the Abstract is on the top