

## How to Register your School and Students for PRSEF

1. Navigate to <https://prsef.stemisphere.org>.
2. If you already have an account, log in. If you have forgotten your password, use the Forgot your Password link to generate an email with a link to reset your password. Skip to step 9.
3. If you do not have an account at <https://prsef.stemisphere.org>, click on the red “New Teacher? Click Here” button in the middle of the page to create an account for yourself.
4. Enter your first name, last name and email address on the registration page pictured below. Your email address will be your user ID in the future and will be used for all registration related communication. Check the “I’m not a robot” box, complete the security image selection exercise and click on the red “Register” box.
5. You will see a screen indicating that you have successfully registered. You will receive an email from [STEMisphereInfo@CarnegieScienceCenter.org](mailto:STEMisphereInfo@CarnegieScienceCenter.org). If you do not see this email, please check your junk mail / spam folder. The email will contain a link which you can use to set your password.
6. Click on the link in the email. If the email was delivered to your junk mail folder, you will need to move it to your inbox to make the link active.
7. Enter your chosen password in both the New password and the Repeat new password fields. The password strength tool below the red Reset Password button must indicate that you have chosen a strong password before the system will allow you to move forward. Then click on Reset Password.
8. Enter the email address and password you just set and click on the red Log In button.
9. From the next page, you will be able to register your school.
10. Click in the “Search Add School From Database...” box to enter all or part of your school’s name. Shorter strings of text work better here – instead of typing the entire name of your school, try just the first few letters.

**1 Register School**



Welcome to Covestro Pittsburgh Regional Science and Engineering Fair (PRSEF). Click on the school list below and use the search box to find the school you would like to register. When the correct school name is display, click on the red "Select School" button. If your school is not listed in the drop down menu under the school option, please contact [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org).

Add School From Database

- Albert Gallatin North Middle School
- North Allegheny Intermediate High School
- North Allegheny Senior High School
- North Catholic High School
- North Clarion Co Elementary School
- North Clarion Co Junior/Senior High School**

Create Projects / Register Students

11. Select your school from the list and then click on the red Select School button.
12. Check the information associated with your school and update it as necessary. Pay close attention to the grade levels and the number of students attending PRSEF fields.

If more than one teacher from your school will be bringing a group of students to PRSEF, add all of the groups together to determine the total number of students from your school attending PRSEF. This field will calculate your registration fee.

Click the red Confirm School Registration button.

13. Check your email for a school registration form to mail to the science fair office with your registration fee check. This email may go to your junk mail folder. If you cannot find the email with the school registration form, you can download a copy by clicking on Manage/Register School(s) and then on (registration) next to the school's name from your Manage Registrations page.
14. If you would like to register another school under your profile, click on Manage/Register School(s). Type the first few letters of the second school's name into the Search Add School from database box and use the same process as you did for registering the first school.
15. Once you have registered your school, you can register yourself as a teacher under the Register Teacher heading. If the system has previously associated your profile with a school, you will see your email address with the word (register) next to it. Click on (register) next to your email address to confirm or update your contact information.

If the system has not previously associated your profile with the school, click on the red "Click here to register teacher button" enter your contact information.

16. Update or enter your contact information and provide a second email address if you have one you would like to share. Sign the school agreement statement and click on the red “Update Teacher” button or the “Teacher Registration” button to complete your registration.
  
17. To add a second teacher to a school which is already registered, log in as directed above. Select the school to which the teacher will be registered from the drop-down menu. When you select a school which is already registered for the fair, you be directed to step 15 where you register the teacher. Select Click Here to update your teacher contact information.
  
18. Once you have registered as a teacher, you will need to complete a short survey about STEM opportunities available to your students. It really is short – only 5 questions! Click on the red “Please complete this short survey” button to view and complete the survey. You will not be able to create projects or register students until the survey is complete.

**Teacher/Educator**  
Home » Teacher/Educator

You may edit your school and educator information by selecting from the options below. If you have any questions, please contact [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org).

✓ <b>Manage/Register School(s)</b>	→
✓ <b>Manage Teacher</b>	→
3 <b>Complete Survey</b>	↓

**Please complete this short survey**

4 <b>Create Projects / Register Students</b>	→
5 <b>Manage Students / Forms</b>	→

19. Before you can register your students, you must create projects. Click on the red “Click here to create a new project” button.

**Teacher/Educator**  
Home » Teacher/Educator

You may edit your school and educator information by selecting from the options below. If you have any questions, please contact [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org).

✓ <b>Manage/Register School(s)</b>	→
✓ <b>Manage Teacher</b>	→
✓ <b>Complete Survey</b>	→
4 <b>Create Projects / Register Students</b>	↓

**Click here to create a new project**

5 <b>Manage Students / Forms</b>	→
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20. If your account is associated with more than one school, you will first need to choose the school to which the student will be registered. Enter the required information on the screen and click

“Add Project”. You do not need to enter the abstract to create the project. You may return to this step later to edit information as necessary.

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## Create Project

Home > Create Project

Please note that the project abstract is not required at the time of registration. If you have any questions, please contact [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org).

School \*

Albert Gallatin North Middle School

Group or Individual Project \*

Individual  
 Team

Project Title \*

Project Division \*

-- Select One --

Project Category \*

-- Select One --

ISEF Candidate - (9th - 12th grade only)

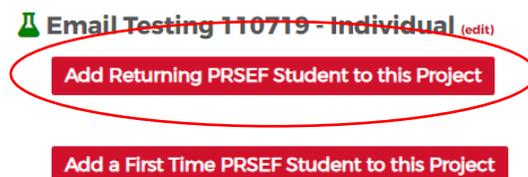
Yes

Project Abstract

Please note that the project abstract is not required at the time of registration.

[Add Project](#)

21. The title of the new project will appear in bold font with two red buttons with white font under it. To add a student who has previously attended PRSEF with your school, click on the first red box (Add Returning PRSEF student to this project) and then type the first few letters of their last name into the search box. Select the student and click the red Register Selected Student box.



22. Update the student’s contact information, if necessary, and select their current grade level from the drop-down list. Click on the red “Register Student” button to complete the registration.

23. To add a student who has not previously attended PRSEF, click on the second red box, Add a First Time PRSEF Student to this Project.

 **Email Testing 110719 - Individual** [\(edit\)](#)

**Add Returning PRSEF Student to this Project**

**Add a First Time PRSEF Student to this Project**

24. To add a student who has attended PRSEF previously, but with a different school, contact the fair director at [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org) to have that student added to your profile.

25. Enter the required contact information and click on the red “Register Student” button. Hint: the birthdate widget works best if you select the year first and then the month and day.

**Student Registration**  
[Home](#) > [Student Registration](#)

To register a student for this year's Covestro Pittsburgh Regional Science and Engineering Fair, please confirm, edit or add the student contact information below.

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender *		
<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Prefer Not to Identify		
Birthdate *		
<input type="text"/>		
Address Line 1 *		Address Line 2
<input type="text"/>		<input type="text"/>
City *	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Telephone Number *	Parent/Student Cell Phone Number	
<input type="text"/>	<input type="text"/>	
Student Email Address 1 *	Student Email Address 2	
<input type="text"/>	<input type="text"/>	
<small>Non-school email address (e.g gmail.com) is preferred if available.</small>		
Parent/Guardian First Name *	Parent/Guardian Last Name *	
<input type="text"/>	<input type="text"/>	

26. If you chose “Individual” as your project type on the Create Project screen, you will only be allowed to assign one student to the project. If you chose “Team”, you will be allowed to assign up to three students to the project. To assign a second or third student to a project, use the same process you used to assign the first student. The first student assigned to the project will be assigned the role of team leader. All of the forms required for the project will be assigned to their profile. Additional students will be assigned only a Form 1B.

27. Continue to use the red “Click here to create a new project” button at the top of your list of projects to create as many projects as you need.

✓ <b>Manage/Register School(s)</b>	↔
✓ <b>Manage Teacher</b>	↔
✓ <b>Complete Survey</b>	↔
✓ <b>Manage/Create Project(s) / Register Students</b>	↕

Click here to create a new project

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**I Love Science - Individual** (edit) (delete)

Student Seven (view) (remove)

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**Science is awesome - Team** (edit) (delete)

Student ThreeB (view) (remove)

Student Two (view) (remove)

**Add Returning PRSEF Student to this Project**

Search for Returning Students by typing their LAST NAME in this box...

Register Selected Student

**Add a First Time PRSEF Student to this Project**

28. When you register a student, he/she and their parent/guardian will receive an email with instructions to register for a user ID in the system. The link in the email will allow them to complete their registration and sign forms. Please alert them both the presence and the importance of this email.

You will also be copied on the email we send to the student. If your students are using school email addresses which cannot receive outside email, please use the link in your copy of the email to help them register and set their password.

29. Once you have added students to the project and are ready to complete their safety review forms, click on the red “Click here to view/edit your students” button under 5 Manage Students / Forms.

## Teacher/Educator

Home > Teacher/Educator

You may edit your school and educator information by selecting from the options below. If you have any questions, please contact [PRSEF@CarnegieScienceCenter.org](mailto:PRSEF@CarnegieScienceCenter.org).

✓ <b>Manage/Register School(s)</b>	→
✓ <b>Manage Teacher</b>	→
✓ <b>Complete Survey</b>	→
✓ <b>Manage/Create Project(s) / Register Students</b>	↓

I Love Science - Individual (edit)

 (edit)

[Click here to create a new project](#)

**5 Manage Students / Forms** ↓

[Click here to view/edit your students](#)

30. You will see a set of instructions at the top of the screen and a list of your students and their projects at the bottom of the screen. Every project will start with four forms listed under their Forms column – Form 1, 1A, 1B and 3. These are required for every project. Once you complete Form 1, the system will generate a list of any other required forms.

Note: Only one student per TEAM project is required to complete all four forms. The second and third student assigned to a team project will only be assigned a Form 1B. You can group the students working on the same project using the *Sort By* option on the right side of the screen.



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## Students Management

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### Manage Students/Forms

Thank you for registering your student(s) for The Pittsburgh Regional Science and Engineering Fair. The next step in the student registration process is completing the required ISEF safety review forms.

To begin, click on the number 1 under the Forms heading to enter basic information about the project which will create a copy of Form 1 Adult Sponsor Checklist for you to sign electronically to and generate a list of other required forms. If the student is working in a regulated research institution, you will need to provide the name and email address of the person you have designated as a qualified scientist when you complete Form 1.

Click on each form to view the instructions for that form and to determine if you, the student researcher or another party should fill it out.

Form 1A will remain in Pending Completion status (yellow font) until all other forms have been completed and signed to ensure that the project start date on Form 1A is after the dates associated with all of the signatures. If all of the forms associated with a project are Ready for Review except for Form 1A, check the project start date. Once all required forms have been completed and electronically signed and appear in purple font, the Scientific Review Committee will review the project. Check back on this page for updates to the project status and to see any changes which need to be made to the forms.

ISEF Form Guide

Student	Project	Status	Forms	Review
Student Seven <a href="#">(edit)</a>	I Love Science	Not Reviewed	1 1A 1B 3	Not Ready
Student ThreeB <a href="#">(edit)</a>	Science is awesome	Not Reviewed	1 1A 1B 3	Not Ready
Student Two <a href="#">(edit)</a>	Science is awesome	Not Reviewed	1B	Not Ready

31. Hover over the Help / FAQ on the horizontal menu bar just below the black and white speckled area of the screen to display the *Frequently Asked Questions* document and the *Adult Sponsor User Manual* which contains instructions regarding the completion of the safety review forms and the project review process.



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## Students Management

Home > Students Management

### Manage Students/Forms

Thank you for registering your student(s) for The Pittsburgh Regional Science and Engineering Fair. You are required to complete the required ISEF safety review forms.

To begin, click on the number 1 under the Forms heading to enter basic information about your student and generate a list of other required forms. If the student is not yet registered, you will need to sign electronically to and generate a list of other required forms. If the student is already registered, you will need to provide the name and email address of the person you have designated as a qualified scientist when you register.

Click on each form to view the instructions for that form and to determine if you, the student, or the sponsor need to complete it.

Form 1A will remain in Pending Completion status (yellow font) until all other forms associated with the project are completed. The status of Form 1A is after the dates associated with all of the signatures. If all of the forms associated with the project are completed, the status of Form 1A will change to Required. Once all required forms have been completed and electronically signed and approved, you will be able to submit the project. Check back on this page for updates to the project status and to see any changes with the project.

[ISEF Form Guide](#)

- [Frequently Asked Questions](#)
- [ISEF Form Guide](#)
- [Adult Sponsor User Manual](#)
- [Affiliate Sponsor Judge User Manual](#)
- [Category Judge User Manual](#)
- [Designated Supervisor User Manual](#)
- [Medical Professional, Educator and School Administrator User Manual](#)
- [Parent/Guardian User Manual](#)
- [Qualified Scientist User Manual](#)
- [Sponsor Judge User Manual](#)
- [Scholarship Judge User Manual](#)
- [Student User Manual](#)
- [Veterinarian User Manual](#)
- [Volunteer User Manual](#)
- [Contact PRSEF](#)

is completing the  
 Sponsor Checklist for  
 provide the name  
 Start date on Form  
 the project start  
 the project.

■ Required 
 ■ Pending Completion 
 ■ Ready for Review 
 ■ Approved 
 ■ Not Approved

Sort By: [Last Name](#) [Project](#)

Student	Project	Status	Forms	Review
Student Seven <a href="#">(edit)</a>	I Love Science	Not Reviewed	1 1A 1B 3	Not Ready
Student ThreeB <a href="#">(edit)</a>	Science is awesome	Not Reviewed	1 1A 1B 3	Not Ready
Student Two <a href="#">(edit)</a>	Science is awesome	Not Reviewed	1B	Not Ready

Contact the science fair office at 412.237.1534 or [PRSEF@carnegiesciencecenter.org](mailto:PRSEF@carnegiesciencecenter.org) with any questions. Thank you for sponsoring students at PRSEF!