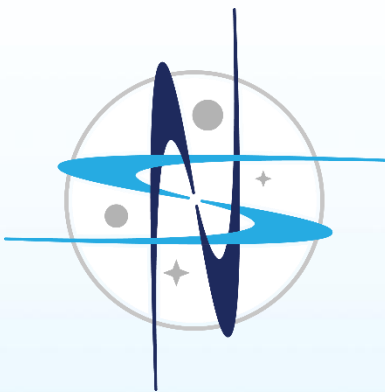


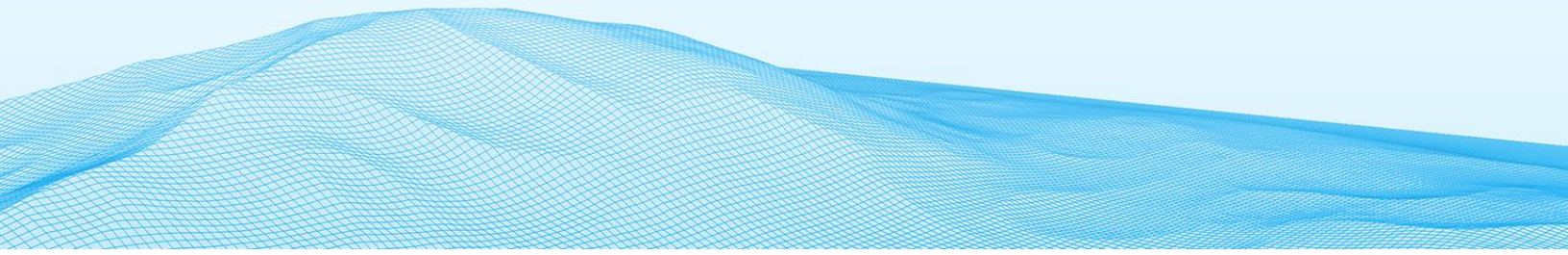


Sample NASA STEM Gateway Account Creation Instructions

NASA Spacesuit User Interface Technologies for Students



NASA STEM



NASA STEM Gateway

Account Sign Up and Log In Instructions

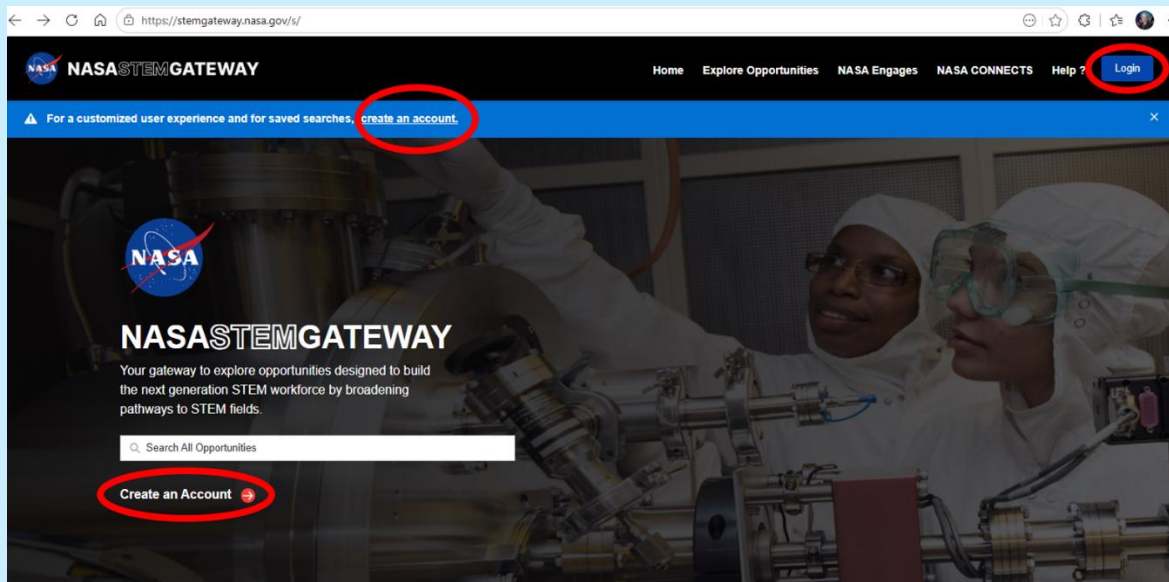
The following instructions to sign up for or log in to an account in the NASA STEM Gateway System need to be completed by all NASA SUITS participants including:

- Faculty Advisors
- Student Team Leads
- Team members

1. All student team leads, team members, and advisors visit:

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

2. On the home page click either “create an account” at the top blue banner or “Login” at the top right corner of the webpage.



If a student team lead, team member, or advisor has an existing NASA STEM Gateway account, they need to log in to that account to verify it is active and they can get into it.

If a student team lead, team member, or advisor DOES NOT have an existing NASA STEM Gateway account, they will need to create one.

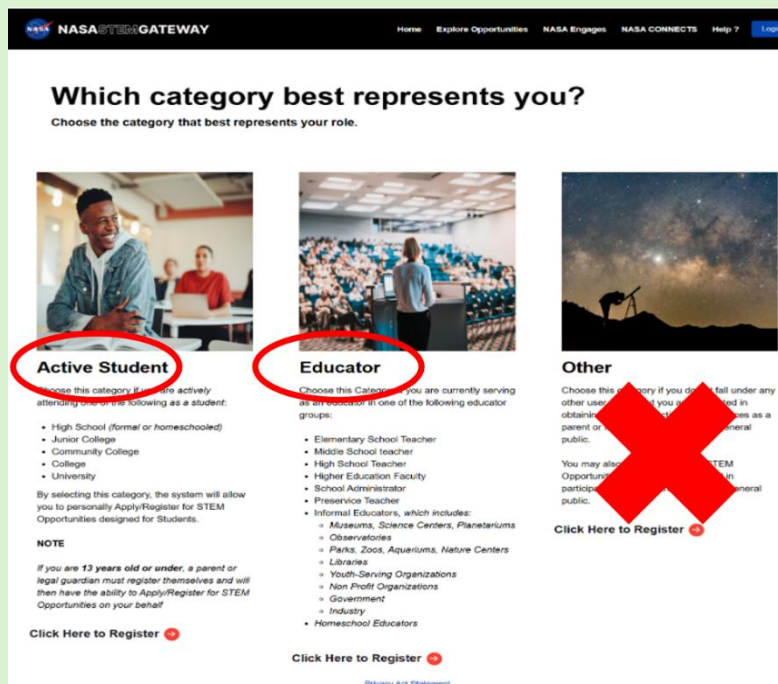
3. Student team leads, team members, and advisors who have an existing NASA STEM Gateway account need to log in to their account to make sure it is active. Once they can log in, they do not need to do anything further until the Gateway Team Lead completes the team's Challenge Application.



Student team leads, team members, and advisors who DO NOT have an existing NASA STEM Gateway account need to select “Not a Member?”

If an account holder's password is not working, choose “Forgot Password” and enter requested information for a password reset that will be sent to the email address linked to the account.

4. Student team leads, team members, and advisors who are creating an account select either “Active Student” or “Educator.”



All advisors creating a new NASA STEM Gateway account should choose “Educator.”

All student team leads and team members creating a new account should choose “Active Student.”

5. Student team leads, team members, and advisors who are creating a new account need to enter the requested information on the screen. Use your Real ID first name and last name.

Tell us a little bit about yourself

* First Name

* Last Name

* Email

* Age
13 or under

Back Submit

13 or under

✓ 13 or under

14 - 17

18 or over

6. Student team leads, team members, and advisors who are creating a new account will be prompted to check their email (the address entered on the previous screen) from agency-mynasa-n-reply@mail.nasa.gov for a link to complete their NASA STEM Gateway account and profile.

7. Student team leads, team members, and advisors who are creating a new account need to follow the instructions given in the email. Participants may need to search JUNK or SPAM for the email.



PLEASE NOTE: if a student team lead, team members, or advisor is attempting to create an account for an email address that already exists in the system, they will NOT receive the email mentioned above and will NOT be notified that an account already exists. If you do not receive an email you will need to return to <https://stemgateway.nasa.gov/s/>, go to top right corner, click “Help,” and then on the right-hand side click “Submit an issue,” for help.

8. Student team leads, team members, and advisors who are creating a new account should follow the link in the email and will be prompted to read a disclaimer (click NEXT) and set up a password for their account. PLEASE securely remember your username/email address and password!



Change Your Password

Enter a new password for [REDACTED] 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

[Change Password](#)

9. Student team leads, team members, and advisors who are creating a new account, after creating a password, will be prompted through a series of screens requesting information for their NASA STEM Gateway Profile.

1

We'll need the following Personal Information to complete your Profile:

* Date of Birth
Mar 16, 2011
Birthdate doesn't match your Between 14 to 17 selection earlier

* Date of Birth
May 9, 2023
Birthdate doesn't match your Over 18 selection earlier

* Date of Birth

Country
United States

Street

City State/Province
--None--

Zip/Postal Code

* Phone

* Is this a Mobile Phone?
Yes

* Is it okay to text you at the cell phone number above about your application?
Yes

By selecting YES, I agree to receive text message updates from NASA STEM Engagement at this cell phone number. Message and data rates may apply. Texts may be sent using an automated system. I understand opting out of text messages will NOT adversely affect my performance or experience with NASA STEM Engagement. Please be aware that mobile message or data charges may be incurred.

Alternate Phone (Optional)

Next

2

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.

* Sex
--None--

* Ethnicity
--None--

* How would you describe your background?
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

3

* Citizenship
--None--
United States Citizen
US Lawful Permanent Resident
Non-United States Citizen

Citizenship
* Citizenship
--None--

Next

Citizenship
* Citizenship
Non-United States Citizen
* Country of Citizenship
--None--

Previous Next

* Country of Citizenship
--None--
Afghanistan
Aland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas (The)
Bahrain
Bangladesh

4

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
Undergraduate

* Grade Level
Undergraduate Senior

* Enrollment Status
Full-time

* Search for your Academic Institution
Alaska Pacific University

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

* Institution Name

Address
Country
--None--

Street

City State/Province
--None--

Zip/Postal Code

* Applicant Type
High School
* Grade Level
--None--
9
10
11
12

* Applicant Type
Community College
* Grade Level
--None--
Undergraduate Freshman
Undergraduate Sophomore
Undergraduate Junior
Undergraduate Senior

* Applicant Type
Undergraduate
* Grade Level
--None--
Undergraduate Freshman
Undergraduate Sophomore
Undergraduate Junior
Undergraduate Senior

* Applicant Type
Graduate
* Grade Level
--None--
Graduate Master's
Graduate Doctoral

PLEASE NOTE: On Screen #7 “Authorization for NASA Media Release,” ALL NASA SUITS advisors, student team leads, and student team members are highly recommended to choose “**YES**” when asked to consent to being allowed to be photographed and/or videotaped as indicated in the red circle. You cannot be in any NASA photos if you check “NO.”

10. Student team leads, team members, and advisors who are creating a new account have completed their profiles when they are prompted on screen #6 that they are finished. They DO NOT NEED TO DO ANTHING FURTHER until the Gateway Team Lead completes the team's Challenge Application.

**Congratulations on completing your
NASA STEM Gateway account!**