SEFI Website Login Instructions

Teachers with students participating in our Regional Fair need to have a teacher account in the SEFI system in order to generate accounts for their students. Students will then use their accounts to register for the fair. If you do not have a Teacher Account in the SEFI system, start with step one. If you already have a Teacher Account in the SEFI system, skip to step two.

1. Instructions to request a Teacher Account
   - Go to http://www.sefi.org/register/
   - Click on Teacher Registration
   - Choose the East Central region from the map
   - On the next page
     - Choose your school from the drop-down menu
     - Complete all boxes marked with an asterisk
     - Check the “I’m Not a Robot” box and complete the prompt
     - Click on Submit
   - You will be sent an email containing your password, but you cannot log in until your account is approved.
     - The system will send an email to Melissa Schafstall, who then approves your registration.

2. Once you have a username and password, go to http://www.sefi.org/register/ and choose Teacher Login to log in to your account to add your students.
   - Choose what type of students that you will be registering
   - Click on Submit
   - You can choose Instructions from the tabs at the top of the page to get a version of the instructions below.
   - Click on Add Students
   - Enter one student per line in the student signup box
   - The format is lastname, firstname
   - Hit return or enter after entering each student
   - Once all the students are in, click on Submit
   - You can go back and add more students later
   - Choose Your Students from the tabs at the top of page to see a list of the students you have entered
   - Click on Printable List of Student Login Information to get their login and password
   - Give the students their login and password so that they can finish the registration for the fair