

---

# SEFI WEBSITE TEACHER INSTRUCTIONS

---

Teachers with students participating in the ECI Regional Fair must have a teacher account in the SEFI registration system in order to generate accounts for their students. Students will then use their accounts to register and apply for the ECI Regional Fair. If you do not have a Teacher Account in the SEFI, start with part A. If you already have a Teacher Account in the SEFI, start with part B.

## A. Requesting a Teacher Account

1. Go to <http://www.sefi.org/register/>
2. Choose **Teacher Registration**
3. Choose the East Central region from the map
4. Choose your school from the drop-down menu
5. Complete all boxes marked with an asterisk
6. Check the “I’m Not a Robot” box and complete the prompt
7. Click on Submit
  - i. You will be sent an email containing your password, but you cannot log in until your account is approved so your login will not work right away. The system will send an email to Melissa Schafstall, who then approves your registration.

## B. Adding Students

1. Go to <http://www.sefi.org/register/> and choose **Teacher Login** to log in to your account
2. Once logged in, there will be a menu bar running horizontally near the top of the page
3. Choose **Instructions** to get full registration instructions from SEFI
4. Choose **Add Students** to add students
5. Enter students in the **Student Signup** box:
6. Click on **Submit** to enter the students in the SEFI registration system
  - i. Note: you can add more students later

## C. Acquiring Student Login Information

1. Choose **Your Students** from the menu bar at the top of page
2. To get students’ login information:
  - i. Look the student up on this page
  - ii. Or choose **Click Here For a Printable List of Student Login Information**

- D. Give the students their login information and the handout appropriate to their division.
  - 1. A Handout for the Elementary Division and a Handout for the Junior and Senior Divisions can be found on our website.
  - 2. Before you give students a handout, take a look at the student registration and application portions of SEFI. If necessary, request an editable version of the student handouts from us so that you can edit for your particular situation.
- E. Important note: you are able to access each student's full registration and application.
  - 1. This access allows you to provide initial, forgotten, and/or corrected information for students.