



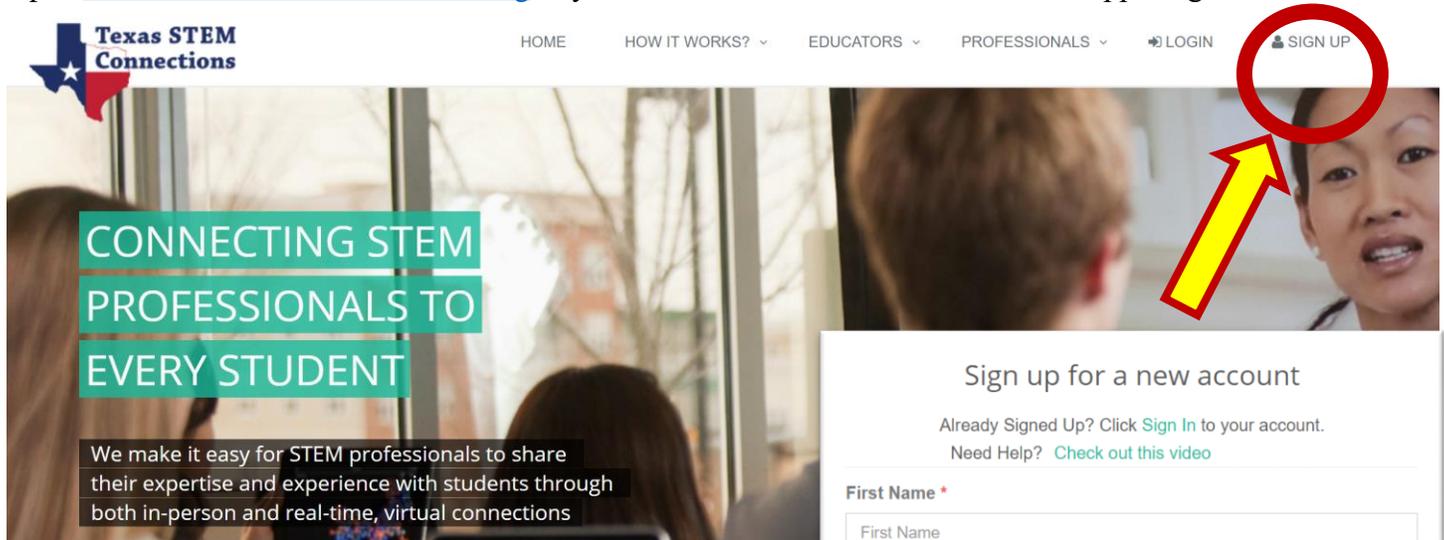
Setting Up a Volunteer Profile

www.TexasSTEMConnections.org

This document will walk you through the steps of setting up a volunteer profile and signing up for an in-person request for STEM professionals to volunteer and connect into classrooms, out of school time events, and more. Videos and support throughout the system can help and feature the process for signing up for virtual volunteer requests or for volunteering to do a virtual industry chat. Note that Nepris, the technology solution behind Texas STEM Connections, does not include in-person volunteer requests and connections so help support throughout the system may not be comprehensive. Email STEM@txgcp.org for additional help.

Step 1:

Open www.TexasSTEMConnections.org in your browser. Select “SIGN UP” on the upper right of the screen.



Step 2:

Sign up for a new account.

- Enter your name, email address, unique username for your profile, and password.
- Select “I work for a Company, Agency, or an Organization” for the “How would you describe yourself?” dropdown question.
- Click the check-box at the bottom once you’ve read through and agreed to the Terms of Service and Privacy Policy.
- Click the “Sign Up” box in the lower right of the screen.
- You will receive a “Welcome to Texas STEM Connections” email once your account is set up.

Sign up for a new account

Already Signed Up? Click [Sign In](#) to your account.
Need Help? [Check out this video](#)

First Name *

Last Name *

Email Address *

Username *

Password * Confirm Password *

How would you describe yourself? *

By clicking below, I agree that I am 13 years of old or older and agree to the [Terms of Service](#) and [Privacy Policy](#).

[Sign Up](#)

Step 3:

Complete the remaining questions on the next page about your organization. Be sure to look carefully to find your organization before adding it in as a new one – check all variations and spellings to avoid duplicate organization entries. Email STEM@txgcp.org with discrepancies, misspellings, duplicate entry information, etc. Hit the green “Save” button when completed.

Note that administrative emails from Texas STEM Connections will come from STEM@txgcp.org. Add this email address to your email address book so you don’t miss any emails or lose them in a SPAM filter.

The screenshot shows the Texas STEM Connections dashboard. At the top left is the logo with a star and the text "Texas STEM Connections". The navigation bar includes "DASHBOARD", "SESSION", "CONNECTIONS", "STORIES", and "MESSAGES". The main header area contains "Dashboard" and "Home / Dashboard".

A search bar at the top left contains the text "Browse Volunteer Opportunities -" and a "Show All" button. Below this is a form for profile completion. A light blue box contains the text: "Remind me later. Please add 'STEM@txgcp.org' to your address book so that you will never miss an email from us!".

The form asks for the following information:

- Tell us a bit more about you!
- Your Company/Organization Name (dropdown menu)
- Your Job Title (text input)
- Industry you are in (dropdown menu)
- Specialities/Skill preference (if any) - Type/Select, Then hit "Enter". (dropdown menu)

A green "Save" button is located at the bottom left of the form, with a large yellow arrow pointing to it. To the right of the form is a summary of session statistics:

- Virtual Sessions: DRAFT 0, CONFIRMED 0
- Completed: 0

Below the statistics is a section for "TxGCP Sessions" with the following options:

- Session Calendar: Upcoming live virtual sessions!
- Invite Friends!: Invite your friends to join this community!
- Review Checklist: Recipe for an effective virtual session!
- Getting Ready: Documentation, help videos, etc.
- Get Support: Send in your questions & suggestions!

A "Help Video" button is located at the bottom right of the dashboard.

Step 4:

Click the person icon on the menu and select “Account Settings” to add additional information to your profile. The Basic Profile information is where you can add your headline, photo, bio, etc. The Professional Profile information is where you can add your company information, affiliations (like Central Texas Discover Engineering, ISEA, IEEE, ASCE, etc.). Be sure to add in any affiliations such as Central Texas Discover Engineering, ISEA, or other organizations to help these organizations understand their volunteering impact. View your public profile by clicking the green button to the lower left. Set communications and volunteer preferences by clicking the “Preferences” link on the left sidebar menu.

Texas STEM Connections

DASHBOARD SESSION CONNECTIONS STORIES MESSAGES

Your Account Dashboard / Account Settings Public Profile Sign out

Basic Profile Professional Profile Password Preferences

View Public Profile

Change Picture

Headline not added yet

Bio not added yet!

Correspondence Email

Login Email

Login Username

Gender NotSpecified

Phone 555-555-5555

Texas STEM Connections

DASHBOARD SESSION CONNECTIONS STORIES MESSAGES

Manage Professional Profile Dashboard / Basic Profile / Professional Account Settings Public Profile Sign out

Here is your professional profile information. Click on pencil icon to edit each of your profile items.

Company/Organization Name

Job Title

Industry

Affiliations

Skills

Step 5:

Your profile has been entered and your dashboard is the screen where you may browse virtual and in-person volunteer opportunities, offer virtual and in-person opportunities, accept requests, manage opportunities, share updates with or ask questions to others in the community, and more.

1. You can return to this screen by clicking the “Dashboard” menu item.
2. Select the type of session you are interested in browsing or offering from the “Session” menu. This menu will also appear along the left side of the screen after clicking on any of the session options.

Dashboard

Home / Dashboard

1 2

Browse Volunteer Opportunities - Show All

Share an update Offer a Session Share a Story

What's on your mind?

YOUR NAME HERE
Bronze Plan

Virtual Sessions In-Person Sessions

DRAFT 0 REQUESTED 0

Session Types:

Virtual Live Sessions or Industry Chats:

These sessions are live sessions conducted virtually between the volunteer and the educator/classroom.

Browse Virtual Volunteer Opportunities or check out the **Recommended Virtual Sessions** to see what virtual opportunities have been requested by educators or which sessions best match up with your experiences and skills. Click on the “Details” button to see all request information. Click the “Yes, Sign me up as Presenter” button on the details page if you are interested in volunteering and available during one of the dates/times requested. You may also send a message to the requester by clicking on the “Send message” button under the requester’s name. Follow the instructions as received and directed to make the connection.

SESSION CONNECTIONS

Browse Virtual Volunteer Opportunities

Offer a Virtual Live Session - Share your Expertise!

Recommended Virtual Sessions

Browse Video Library

Session Calendar

Browse In-Person Volunteer Opportunities

Offer In-Person Events/Services/Opportunities

Recommended In-Person Sessions

My Virtual Sessions

My In-Person Sessions

My Favorites

SHOWING 10 OF 116 OPPORTUNITIES

Inventor

Students are will create a new invention or improve an existing one and market it to a target audience.

Date Options - 04/03/2017 4:00 PM Eastern Time , 04/10/2017 4:00 PM Eastern Time

Posted By

→ Details

Offer a Virtual Live Session by entering your topic title, the grade level it is most appropriate for, a summary of your topic, what you want students to learn, and what key questions you'll answer in your presentation. Hit the "Save & Next" button at the bottom right when complete.

DASHBOARD SESSION CONNECTIONS STORIES MESSAGES

Follow these few simple steps to describe what you are planning to present! Once you schedule it, teachers will be able to view it and join if it matches their classroom needs

- Browse Virtual Volunteer Opportunities
- Offer a Virtual Live Session**
- Recommended Virtual Sessions
- Browse Video Library
- Session Calendar
- Browse In-Person Volunteer Opportunities
- Offer In-Person Events/Services/Opportunities
- Recommended In-Person Sessions
- My Virtual Sessions
- My Favorites
- My In-Person Sessions

Help Video

Describe Topic Add Tags Attach Docs Schedule Session

Topic Title **Required*

Grade Level **Required*

Topic Summary

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]

What do you want students to learn from this topic?

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]

What key questions will be answered?

Format **B** *I* U [List Icons] [Link Icon] [Image Icon] [Table Icon]

Save Cancel

Save & Next

Add appropriate tags including the industry, career clusters, and specialties/skills that most closely align with your proposed session topic. Hit the “Save & Next” button at the bottom right when complete.

Describe Topic **Add Tags** Attach Docs Schedule Session

Industry preference ?

Choose one

Career Clusters that are applicable

Choose one

Specialties/Skill preference - Type/Select, Then hit "Enter". ?

Search for skills...

 Save  Cancel  Save & Next

Provide your preferred session date and time and session duration. If you are flexible in your offering, you can share that and any additional information in the additional notes field. Hit the “Schedule” button at the bottom right when complete.

Describe Topic Add Tags Attach Docs **Schedule Session**

Preferred session date and time. ?  

Session duration ? *Required to schedule session

hours minutes

Additional Notes ?

 Save  Cancel  Schedule

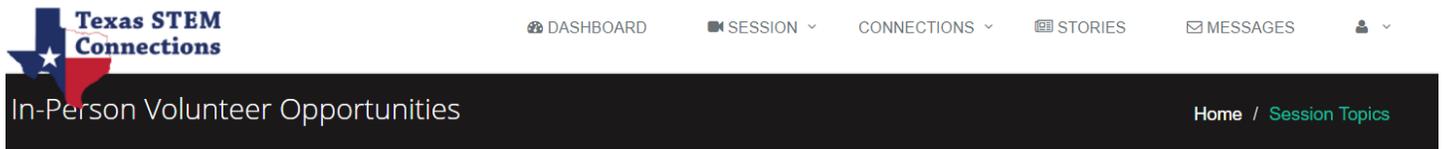
Enter your phone number on the next page. Virtual sessions may need a phone conversation to finalize scheduling and ensuring technology is set-up properly for a successful experience. Follow-on emails will provide additional details on joining the virtual session and ensuring success.

In-Person Volunteer Opportunities:

These sessions are in-person sessions/events/services/opportunities including those listed in the Offer Type category box to the right.



Browse In-Person Volunteer Opportunities or check out the **Recommended In-Person Sessions** to see what in-person opportunities have been requested by educators or which sessions best match up with your experiences and skills. Click on the “Details” button to see all request information. Click the “Ok-I am interested!” button on the details page if you are interested in volunteering and available during one of the dates/times requested. You may also send a message to the requester by clicking on the “Send message” button under the requester’s name. Follow the instructions as received and directed to make the connection, follow through, and provide feedback.



FILTER BY

Zip/Postal Code

Any distance from...

Enter zip code ...

Show Results

Enter search keywords ...

SHOWING 4 OF 4 IN-PERSON SESSION REQUESTS

Career Clusters

Education & Training (1)

Company

School (3)

School

Grade Level

Grade9 (3)

Grade9To12 (1)

Reset

Out-of-School Request Test

Ask

By

Engineering Grade9

Show Interest Details

Field Trip Request Test

Ask

By

Engineering Grade9

Show Interest Details

In-school Session Test

Ask

This is a test session.

By

Engineering Grade9

Show Interest Details

Test Session

Ask

This is a test

By Texas Educator ,

Manufacturing Grade9To12

- In-Person Volunteer Events/Services/Opportunities:***
- In-person requests from educators and offers from volunteers fall within 6 different types (see image to right). The descriptions below provide typical examples for each of the categories:
1. In-school volunteer/mentor requests/offers are for opportunities during the school day, typically for a particular class or grade.
 2. Out-of-school volunteer/mentor requests/offers are for clubs, non-profits, museums, camps and other out-of-school volunteer opportunities.
 3. Field trip and company visit requests/offers are for a group of students to visit a company or organization, take a tour of a facility, etc.
 4. Job shadowing / externship requests/offers are for one student or a small group of students to have a more in-depth experience to experience various aspects of a person’s job. These experiences are typically one day or less in length.
 5. Internship requests/offers are for a student to have a work experience over a period of time with a company or organization.
 6. STEM camp and workshop requests/offers are for companies or organizations to provide camp or workshop experiences for a group of students.

Additional Help: Be sure to check out the help videos and information embedded throughout the site by Nepis, the technology behind Texas STEM Connections. Note that Texas STEM Connections is customized to include in-person requests in addition to virtual requests, so some of the help information and videos do not show this information. You can also email STEM@txgcp.org for assistance.

NOTE on In-Person Offers to Volunteer: You may also offer volunteer opportunities up to educators and students. This aspect of the system still has a few glitches at this time. Once those are corrected, full instructions will be added to help navigate