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:**

**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.
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.
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.
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.

**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.
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.
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.

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.

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.

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**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 Nepris, 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.