



SEFI – Science Fair Registration System Information.

Due to AI intrusions into the registration system, it was necessary to update the security profile of the data structure. To most effectively secure the accounts of all individuals, it was necessary to convert to a two-factor authentication process. In the process, it became necessary to delete all teacher accounts as we identified several fake accounts that may have been used to attempt to gain access to the data. Our system audits could find no evidence that any data breach occurred.

If you are receiving this email, you were identified as a legitimate account holder whether or not you had active student accounts in 2025-2026. Please go into the system <https://sefireg.org> and sign up for a new teacher account using the instructions that follow.

We apologize for any inconvenience but thought it better to ensure continued security.

Sincerely,
Glen Cook
Executive Director
Science Education Foundation of Indiana

TEACHER INSTRUCTIONS

Logging in

1. Create a user account. (All prior accounts have been deleted to allow for security upgrades).
 - a. Navigate to <https://sefireg.org>
 - b. Click on the link for Teacher Registration
 - i. Choose your region (click link for map if you are not certain about your region).
 - ii. Choose your primary school (you can add additional schools later if you manage more than one school).
 - iii. Enter your name in the appropriate boxes
 - iv. Enter your cell phone number
 - v. Create your own password (at least 8 characters, a number, and upper-case letter and a character (eg, -,(!,@,#,<,&, etc.).
 - vi. Check the “I’m Not a Robot” box and press enter.
 - vii. After a few moments, your screen should show Your registration completed successfully and the following statement.

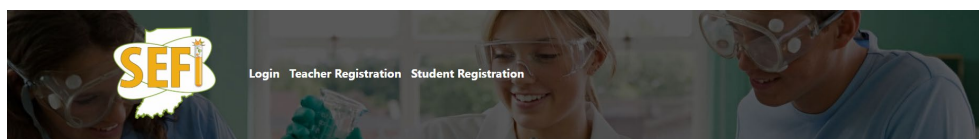
1. “Your username is ***** You can now [log in](#).
- viii. At first login, you will be required to complete 2 Factor Authentication.

2. 2 Factor Authentication. – An email will be sent to your registered email address from do-not-reply@sefireg.org with a 6 digit code to enter to confirm your account. If you don’t receive the 6 digit code within a few minutes, check your spam folder and mark the email as “Not Spam”. If your school is blocking emails from @sefireg.org, you will need to contact your IT Department and have them verify or whitelist the domain. (Also I suggest you have them whitelist @sefi.org)

NOTE: Students will not use 2 factor authentication for their accounts. The teacher will serve as the administrator for student access.

Manage Student accounts/entries

3. When you log in, your home screen will list all currently entered students. If you wish to create accounts for students, use the “Add Students” link in the menu.
 - a. You can add up to 20 students at a time using the form or you can bulk add students by scrolling down the page to that section.
 - i. To bulk add students, input them one per line in the box below (lastname; firstname; grade) in this format: **Smith;John;8** *You can copy & paste from a document (notepad recommended).*
 - b. If using the form, required fields are first name, last name and grade.
 - c. If you don’t complete all required fields, student accounts will not be created.
4. To manage student information, go to the “Manage Students link in the navigation
 - a. All student usernames are in the format, FirstInitialLastName



A verification code has been sent to your email address. It may take a minute to arrive – be sure to check your spam folder.

Verify Your Login

A 6-digit verification code has been sent to your email address. Enter it below to finish logging in. The code expires after 10 minutes.

6-digit code

☐ Remember this device for 30 days (don't use on shared computers)

[Didn't get the code? Send a new one.](#)

[Back to login](#)

- b. The default initial email address for students is the teacher’s registered email address.
 - i. Students should log into the student account and complete the personal profile. Direct them to <https://sefireg.org> the initial password is the teacher default password (**a string of 8 numbers located under**

the “Reset Student Password” section of the “Manage Students” page)

- ii. Teachers may edit the information in the existing students section of the page. (be sure to press the **Save Spreadsheet Changes** button under this section.
- c. To make a **team**, first register all students in the system and give a title to the team leader. In the “Manage Students” page, Make certain the team leader has a title entered and that the team members do not have a title. (The title can be changed later if needed without affecting the team connection.
 - i. scroll down to the “Add Student to Project” and using the “Choose Student” drop down, select the team member(s) to add to the team, next use the “Choose Project” drop down to identify the project title and team leader then press the **“Add to Project”** button.
 - ii. Repeat for any additional team member. (MAXIMUM of 3 team members)
 - iii. If you accidentally add a person to the wrong team, you will need to delete and then re-add that student’s account
 - 1. Use the delete student tool at the bottom of the “Manage Students” page. There is no recover a deleted student function so please choose the correct student to delete.
- d. To mark a student to **participate in the regional fair**, go to the “*Change Student Regional Fair Status*” section. Use the drop down to choose a student and then change the “*Going to Regional Fair?*” to Yes and press **“Save Change”**
 - i. Note: Only students whose project and personal information is complete will populate the list to send to regional fair. If a student is not in the dropdown, they are missing some required information.
 - 1. First and Last Name
 - 2. Active Email address
 - 3. Parent Email address
 - 4. Grade
 - 5. Project Title
 - 6. Project Abstract
 - 7. Project Category
 - ii. Items 1-4 are required for all students
 - iii. Items 5-6 are required for Team Leaders and Individual projects
- e. **Reset a student’s password** using the “Reset Student Password” section of the “Manage Students” page. Scroll down to that section and choose the student in the dropdown and press the **“Reset Student Password”** button. The default password will be set to the string of 8 numbers in bold font.

- i. Students will be required to change the password when logging in.

5. Managing uploads for students

- a. *Students can upload files directly into their account. Some may have difficulty requiring your help.*
- b. To upload files for students, choose the “Manage Uploads” link on your navigation list.
- c. On the uploads page, choose a student from the drop down menu and press the “**Load Student**” button.
- d. Under Project Notes, please check all that apply and press “**Save Notes**”
- e. Any documents already uploaded will be listed here.
- f. To Upload a new document, use the “Select the form Type” drop down and choose the appropriate file in the “*Choose File*” section then press the “**Upload**” button
- g. Repeat for all additional files to upload.

6. Password integrity requirements.

- a. At least 8 characters
- b. At least one capital letter
- c. At least one number
- d. At least one character from this list, (!, @, #, \$, &)
 - i. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.

7. Adding a school for your teacher account (rare)

- a. If you manage students at another school in your region, this section will allow you to do so from one login.
- b. Your currently active schools will be listed and you can use the “Choose a School” list to add your school
- c. If you inadvertently add a school to your account and want it removed, please email gcook@sefi.org to make the change.
- d. If you leave an unwanted school active, students may choose you as their teacher without your knowledge.

STUDENT INSTRUCTIONS – HIGH SCHOOL

Logging in

1. Login Usernames will be given to you by your teacher as well as an initial password. Navigate to <https://sefireg.org> and enter the username and password into the form and press login.
2. You are required to change your password at first login.
 - a. **Password integrity requirements.**
 - i. At least 8 characters
 - ii. At least one capital letter
 - iii. At least one number
 - iv. At least one character from this list, (!, @, #, \$, &)
 1. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.
 - b. When you press the submit button you will be redirected to the login page and you will need to login again with your new password.
 - c. If you forget your password, use the “Forget your password?” link. Be sure to enter your username and click the “I’m not a robot” box. An email will be sent to your registered email address so be sure to look for it in your inbox. If it doesn't appear in a few minutes, check your spam folders and whitelist do-not-reply@sefireg.org.
3. You are required to update your personal information before continuing to project information. **All items are required to be completed** (*a middle name is optional*).
4. If you change your personal email address from your teacher, only enter an email address that is not managed by the school you attend as many schools will not permit emails from outside the school system for student accounts. If you do not have a non-school email address, please leave the teacher email as your personal email address or enter a parent email address.
5. After completing the “Personal Information”, the navigation to other sections will be functional.
6. Go to the **Project Info** page.
 - a. If you are a team member (not team leader) , press the “**Select a Project**” dropdown. *If your team leader has already entered a title, then choose the title of the project.* Press the “Join Project” button. **NOTE: your teacher may have already created your team link.**
 - b. If you are an individual or Team leader, press the “**Start a New Project**” button.
7. Edit your project.
 - a. Select the Category of your project from the drop-down menu.
 - b. Enter a project title (it can be changed later).

- c. If you have completed your project and have a written Project Abstract, paste it into the Project Abstract text box.
 - d. If you have completed your project “Elevator Pitch”, paste the ending of the YouTube URL. If your url is anything other than a short string of letters and numbers, you need to log out of YouTube or share the video via text and open it in another browser that is not logged into YouTube to get the proper URL.
 - i. If the format of the pasted link is incorrect, the system will not accept it.
 - ii. If your video is not marked public, it will not be visible to viewers.
 - e. Press the “**Update Project**” to save changes.
8. Next go to the “Manage Uploads” section
- a. Select all that apply in the “Project Details” section and press the “**Save Notes**” button
 - b. Next go the the “Upload Your Documents” section and use the drop down to *Select a form* and press the “Choose File” link to browse your computer for the file. Next prese the “**Upload**” button.
 - c. Please note that only adobe pdf formatted files will upload to this section.
 - i. Required uploads for all projects – High School
 - 1. Form 1, Form 1A, Form 1B, Research Plan, Abstract(*submitted on project information page*)
 - ii. Other forms may be required depending on your project. Refer to the [ISEF Rules and guidelines](#) for specific requirements
 - iii. If you need a blank form, you will find them linked at the bottom of the page. <https://www.societyforscience.org/isef/forms/>
 - d. Once your project has been submitted to the regional fair, your access to change information about the project will be locked out unless the Scientific review committee requires changes.

STUDENT INSTRUCTIONS – ELEMENTARY AND MIDDLE/JR HIGH SCHOOL

Your teacher may manage most of your registration for you or ask your parents to help out. Below are some general directions to guide you or your parents through the process once your account is created.

Logging in

1. Login Usernames will be given to you by your teacher as well as an initial password. Navigate to <https://sefireg.org> and enter the username and password into the form and press login.
2. You are required to change your password at first login.
 - a. **Password integrity requirements.**
 - i. At least 8 characters
 - ii. At least one capital letter
 - iii. At least one number
 - iv. At least one character from this list, (!, @, #, \$, &)
 1. Other characters may work but may be interpreted by the server as a hacking attempt so please avoid.
 - b. When you press the submit button you will be redirected to the login page and you will need to login again with your new password.
 - c. If you forget your password, use the “Forget your password?” link. Be sure to enter your username and click the “I’m not a robot” box. An email will be sent to your registered email address so be sure to look for it in your inbox. If it doesn't appear in a few minutes, check your spam folders and whitelist do-not-reply@sefireg.org.
3. You are required to update your personal information before continuing to project information. **All items are required to be completed** (except middle name).
4. If you change your personal email address from your teacher, only enter an email address that is not managed by the school you attend as many schools will not permit emails from outside the school system. If you do not have a non-school email address, please leave the teacher email as your personal email address.
 - a. It is acceptable to put the parent email address in both the personal email and the parent email address on the form.
5. After completing the “Personal Information”, the navigation to other sections will be functional.

6. Go to the **Project Info** page.
 - a. If you are a team member (not team leader) , press the “**Select a Project**” dropdown. *If your team leader has already entered a title, then choose the title of the project.* Press the “**Join Project**” button
 - b. If you are an individual or Team leader, press the “**Start a New Project**” button.
7. Edit your project.
 - a. Select the Category of your project from the drop-down menu.
 - b. Enter a project title (it can be changed later).
 - c. If you have completed your project and have a written Project Abstract, paste it into the Project Abstract text box.
 - d. If you have completed your project “Elevator Pitch”, paste the ending of the YouTube URL. If your url is anything other than a short string of letters and numbers, you need to log out of YouTube or share the video via text and open it in another browser that is not logged into YouTube to get the proper URL.
 - i. If the format of the pasted link is incorrect, the system will not accept it.
 - ii. If your video is not marked public, it will not be visible to viewers.
 - e. Press the “**Update Project**” to save changes.
8. Next go to the “Manage Uploads” section
 - a. Select all that apply in the “Project Details” section and press the “**Save Notes**” button
 - b. Next go the the “Upload Your Documents” section and use the drop down to *Select a form* and press the “Choose File” link to browse your computer for the file. Next prese the “**Upload**” button.
 - c. Please note that only adobe pdf formatted files will upload to this section.
 - i. Each regional fair will establish their own rules for grade 8 and lower projects for paperwork requirements. Be sure to ask your teacher to provide guidance.
 - ii. Some Projects types are prohibited in the lower grades
 1. Bacterial studies,
 - iii. Required uploads for all projects – High School
 1. Form 1, Form 1A, Form 1B, Research Plan, Abstract(*submitted on project information page*)
 - iv. Other forms may be required depending on your project. Refer to the [ISEF Rules and guidelines](#) for specific requirements
 - v. If you need a blank form, you will find them linked at the bottom of the page. <https://www.societyforscience.org/isef/forms/>
 - d. Once your project has been submitted to the regional fair, your access to change information about the project will be locked out unless the Scientific review committee requires changes.