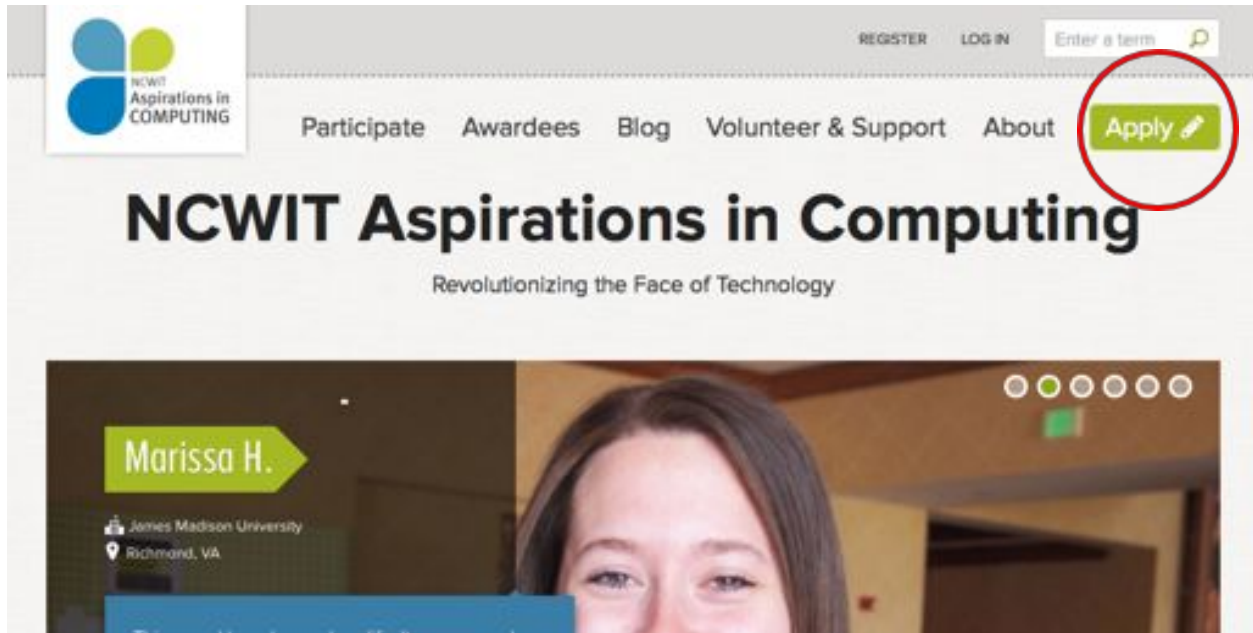


Educators: Approving your student for the NCWIT Award for Aspirations in Computing

Step one: Your student must Apply for the NCWIT Award for Aspirations in Computing, and enter your valid email address in the educator email address slot.



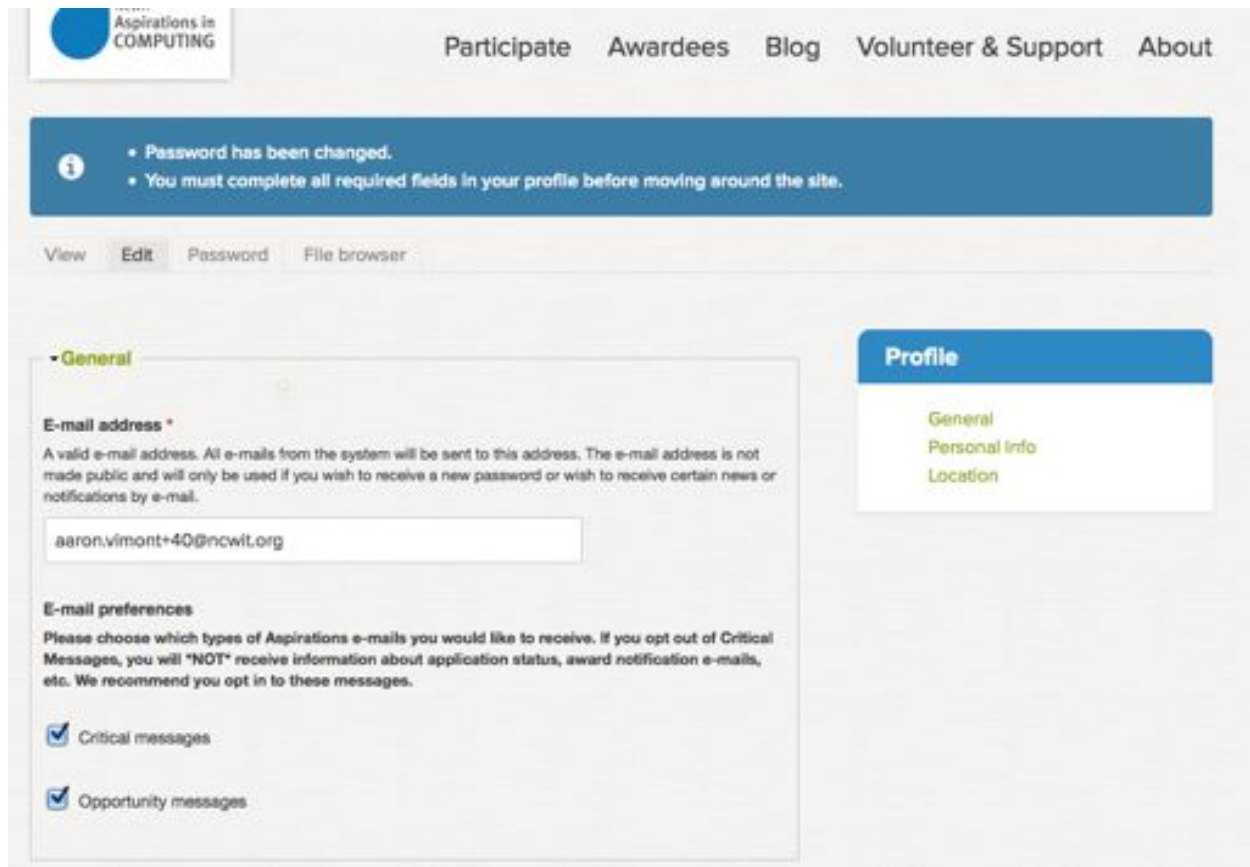
Step two: You will receive two emails. One is informing you of the program and that a student asked for your endorsement, and the other contains a link to complete your registration if you have not used the aspirations.org system before.

In the email with account instructions, click on the link in the email if you have not set up an account with us previously. You will be taken to the following screen:



If you don't receive an email go to www.aspirations.org/user/password, to request that a new link be emailed to you. Please make sure to add aspirations@ncwit.org as a contact and check your spam filters to make sure that our automated emails are getting through to your inbox.

Step three: Once you have logged in you'll need to change your password and fill out the rest of your profile.



The screenshot shows the user profile page for Aspirations in Computing. At the top left is the logo. The navigation menu includes 'Participate', 'Awardees', 'Blog', 'Volunteer & Support', and 'About'. A blue notification bar contains two messages: 'Password has been changed.' and 'You must complete all required fields in your profile before moving around the site.' Below the notification are tabs for 'View', 'Edit', 'Password', and 'File browser'. The main content area is divided into two columns. The left column is titled 'General' and contains an 'E-mail address' field with the value 'aaron.vimont+40@ncwit.org' and 'E-mail preferences' with two checked options: 'Critical messages' and 'Opportunity messages'. The right column is titled 'Profile' and lists three sub-sections: 'General', 'Personal info', and 'Location'.

School Information

Search for your school name in the provided field. A list of potential schools will drop down as you type.

+ School

School *

Please start entering the name of your school here. A list of matching schools will appear. Please select your school from the list and double check that the school you select is in your correct city & state. There are many schools in different areas with the same name. **If you don't see your school in the list, please enter the name of your school in the box below and we will add it to our database.**

 I cannot find my school by searching in the above box

Graduation Year *

The year you plan to graduate or have graduated.

- Select a value - ▾

Intended College/University Name

Enter your intended college or university name. If you are undecided please leave this field blank.

Intended Major

Select your school from the list.

▼ **School**

School *

Please start entering the name of your school here. A list of matching schools will appear. Please select your school from the list and double check that the school you select is in your correct city & state. There are many schools in different areas with the same name. **If you don't see your school in the list, please enter the name of your school in the box below and we will add it to our database.**

boulder
AZ: Mesa: Boulder Canyon Learning Center
CO: Boulder: Arapahoe Ridge High School
CO: Boulder: Boulder High School
CO: Boulder: Boulder Prep Charter High School
CO: Boulder: Boulder Technical Education Center
CO: Boulder: Boulder Universal
CO: Boulder: Fairview High School (Colorado)
CO: Boulder: Halcyon School (special Education)
CO: Boulder: New Vista High School
CO: Boulder: Sojourner Charter School
MT: Boulder: Jefferson High School
NV: Boulder City: Boulder City High School

this field blank.

Take care adding your high school as many schools have the same or similar names. Each school will have a state and county associated with it. Click on the school name to fill in the field.

▼ **School**

School *

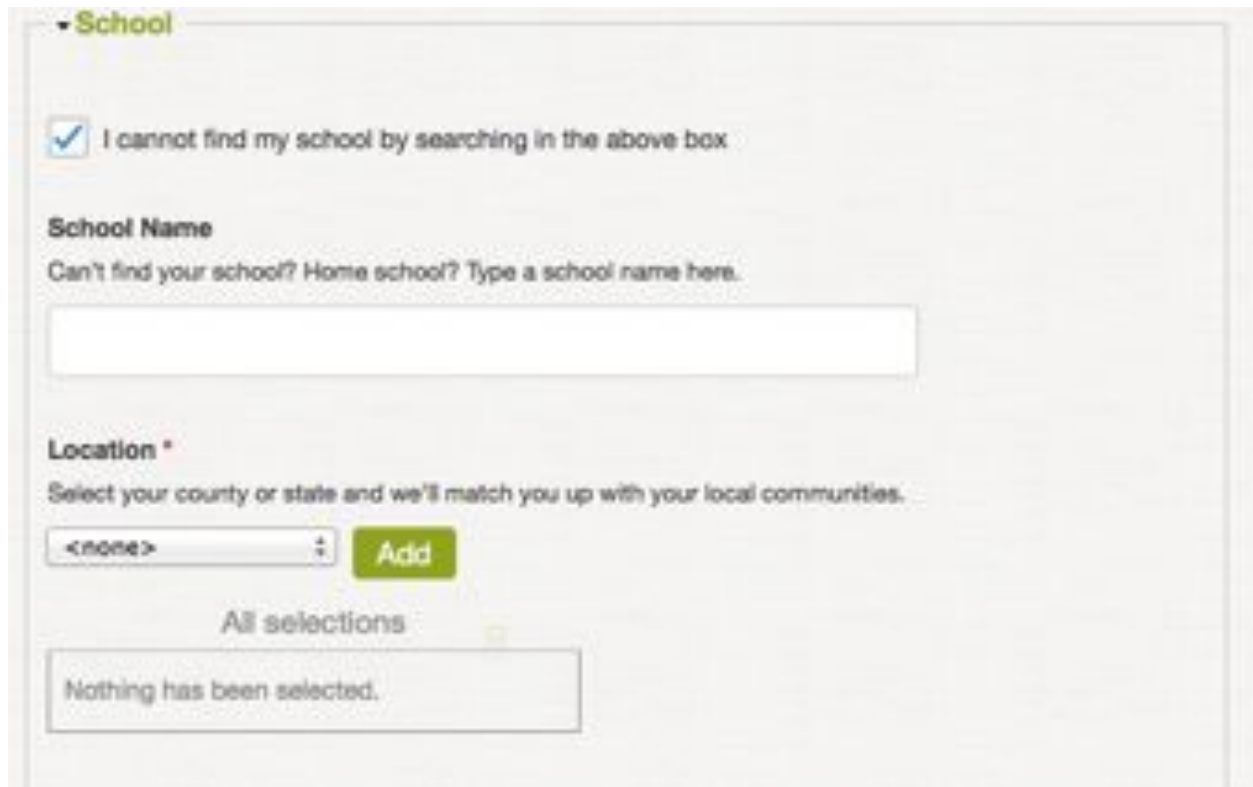
Please start entering the name of your school here. A list of matching schools will appear. Please select your school from the list and double check that the school you select is in your correct city & state. There are many schools in different areas with the same name. **If you don't see your school in the list, please enter the name of your school in the box below and we will add it to our database.**

CO: Boulder: Boulder High School (6737)

I cannot find my school by searching in the above box

Graduation Year *

If you cannot find your school, check the box saying, "I cannot find my school by searching in the above box". You will have to enter your school name and location manually.



The screenshot shows a form titled "School" with a dropdown arrow. Below the title is a checked checkbox with the text "I cannot find my school by searching in the above box". Underneath is a "School Name" section with a text input field and the prompt "Can't find your school? Home school? Type a school name here.". The "Location *" section includes a dropdown menu currently showing "<none>" and a green "Add" button. Below these is a summary box labeled "All selections" which contains the text "Nothing has been selected."

Select a state and county from the drop down lists in the Location field. Click the Add button to add your location.

Once you have added your school name and location, the form should look like this:

▼ **School**

I cannot find my school by searching in the above box

School Name
Can't find your school? Home school? Type a school name here.

Little Bear High School

Location *
Select your county or state and we'll match you up with your local communities.

<none>

You've reached the maximum number of items you can select.

All selections

Colorado - Boulder

At the end of your profile, you must agree to the privacy policy, terms of use, and the consent & release forms as outlined.

AFFIRMATION

I do hereby affirm under penalty of complete forfeiture of any and all winnings the following:

1. I have read and understand the rules for participation as set forth in the [Award Information](#).
2. I have read and agree to the [Consent and Release Form](#).
3. I have read and agree to the [Terms of Use and Privacy Policy](#).
4. All of the facts stated by me herein are true, correct, and complete to the best of my knowledge and understanding.
5. I meet all of the criteria as specified in the Info Sheet.

This click serves as my confirmation of the above affirmation. *

Electronic Signature *
By typing your name, you affirm that to the best of your knowledge the above information is true and correct.

Step four: Endorse your student's application. After saving your profile, you should then be taken to "My Dashboard." You can always get to this page via the "My Dashboard" link at the top of the screen. Click on the Application link. If multiple students have added you as an educator, you will see a list of names and applications.

MY ACCOUNT MY DASHBOARD LOG OUT Enter a term

Participate Awardees Blog Volunteer & Support About

APPLICATIONS TO ENDORSE

Update Your Profile

Displaying 1 - 5 of 5

Name	Application Number	Year	Endorsed	
Tester1	Application 58446	2015	Yes	View profile
Tester14	Application 58450	2015	No	View profile
Tester17	Application 58460	2015	No	View profile
Terrytest	Application 58464	2015	No	View profile
Aaron	Application 58474		No	View profile

Scroll to the bottom of the application and click Add endorsement.

Career Paths:
What areas are you most likely to study after high school? :
Business
Computer Forensics

Terms and Privacy:
Consent and Release:
I agree to this consent and release

Electronic Signature:
Tester39

Privacy Policy and Terms of Use:
This click serves as my confirmation of the above affirmation.

ENDORSEMENT

- [Add](#)

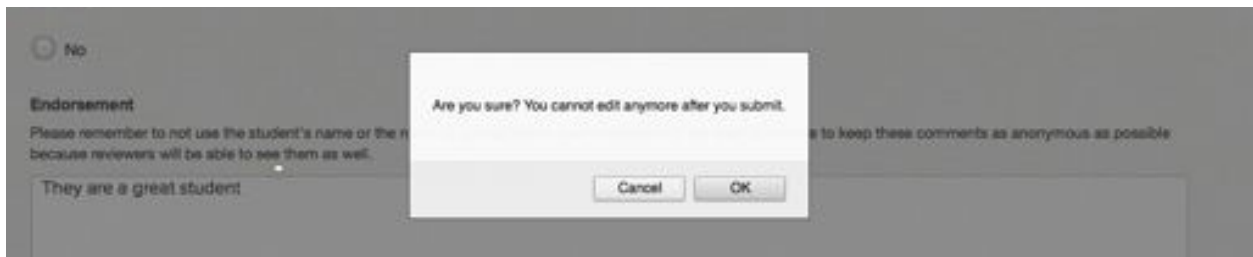
Fill out the endorsement.

The screenshot shows the top navigation bar with links for MY ACCOUNT, MY DASHBOARD, LOG OUT, and a search bar. Below the navigation bar are links for Participate, Awardees, Blog, Volunteer & Support, and About. The main form area includes a logo for NCWIT Aspirations in Computing, a section for 'Student being endorsed' with a text input field containing 'Aaron Ncwit', a section for 'Endorsee email' with a text input field containing 'aaron.vimont+39@ncwit.org', a 'Support Candidacy' section with radio buttons for 'Yes' and 'No', an 'Applicant Recognition' section with a paragraph of text and radio buttons for 'Yes' and 'No', and an 'Endorsement' section with a paragraph of text.

And add your comments about the student. Comments are not required, but are useful, especially if you feel that the student has been overly modest, or if there is something that the student forgot to mention (comments about a student's background that the student may not have mentioned in their essays are especially helpful). Please remember to not use their name in the comment field.

This screenshot shows a close-up of the 'Applicant Recognition' and 'Endorsement' sections. The 'Applicant Recognition' section has a paragraph of text and two radio buttons, with the 'Yes' button selected. The 'Endorsement' section has a paragraph of text and a text input field containing the following text: 'She is one of the best students I have had. She works tirelessly on her projects, helps other students and exceeds everyone's expectations time and time again. She comes from a very low income family, and does not have a computer at home, so in order to complete her programming homework, she has to spend extra time in our computer lab at school. Her parents are not supportive, so everything she has accomplished she has done on her own.'

Once you added your comments and clicked Save, a popup will appear. Click ok to confirm your endorsement and you will see a success message at the top of your student's application.



If you have any questions please contact aspirations@ncwit.org. Winners will be announced mid-December.