

# NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

Screenshots / Enhancements

4/20/2023

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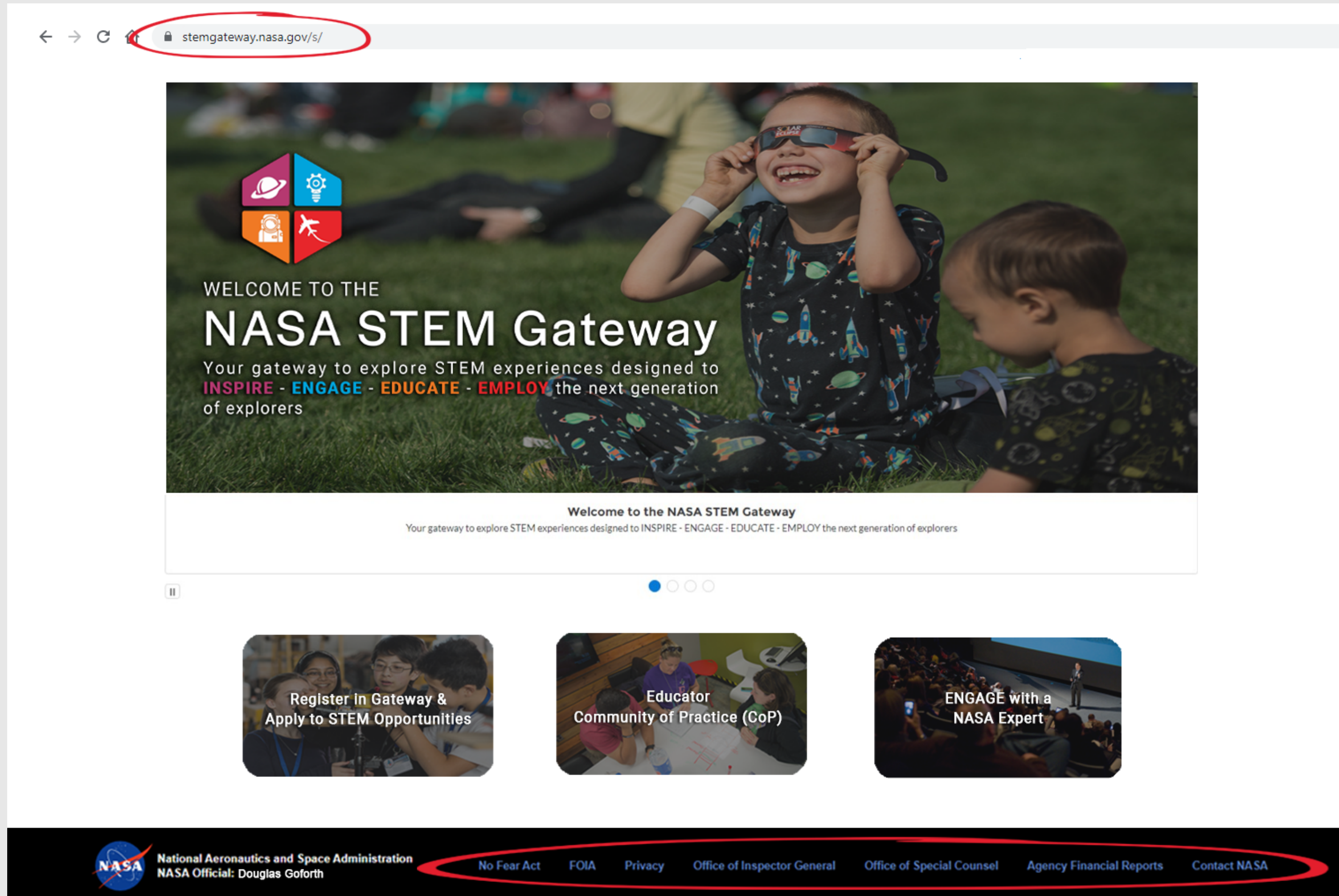
# SECTION 1

## USER EXPERIENCE NAVIGATING THE COMMUNITY

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## SECTION 1 - 1. PUBLIC LANDING PAGE

A public Landing Page for all of Gateway has been provided to its users to help ease the navigation process for users. As Gateway grows and additional components are built out, this landing page will be updated with additional “tiles” to point users to the new areas of the system. This ensures that they only need to bookmark one link. Users will select the **Register in Gateway & Apply to STEM Opportunities** to access the Learner Community. The **Educator Community of Practice (CoP)** tile routes users to the CONNECTS component, which contains educator resources for those registered educators that apply to and become members of the community. The **ENGAGE with a NASA Expert** tile routes users to the NASA ENGAGES component, where internal and external users may request a NASA expert to participate as an expert for a variety of event types.



The Footer links displayed on this Landing Page will remain in sync with the official nasa.gov website.



## SECTION 1 - 2. PUBLIC HOME VIEW

The public website displays the same standard footer within all pages of the site. This footer contains direct links to the NASA Privacy statement & Paperwork Reduction Act (PRA) statement.

The screenshot shows the NASA STEM Gateway website. At the top, there is a navigation bar with the NASA logo, "Home", "Sign Up | Log In", "Explore Opportunities", and "Stay Connected". A search bar is located on the right. Below the navigation bar is a large banner with the NASA STEM Gateway logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities". The banner features four diamond-shaped images: a girl with glasses, a woman looking at a screen, a person on a bicycle, and a man working with a tool. Below the banner, the text "WELCOME TO THE NASA STEM GATEWAY" is displayed. Three main navigation buttons are shown: "Sign Up | Log In" (blue background with a computer icon), "Explore Opportunities" (orange background with a person and bar chart icon), and "Stay Connected" (red background with social media icons). At the bottom, the footer contains the NASA logo, "NASA - National Aeronautics and Space Administration", the slogan "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers", and a list of links: "Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help". The "Related Links" section is circled in red.

https://nasacentral.force.com/s/

Home Sign Up | Log In Explore Opportunities Stay Connected Search...

# NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

## WELCOME TO THE NASA STEM GATEWAY

Sign Up | Log In Explore Opportunities Stay Connected

NASA - National Aeronautics and Space Administration

INSPIRE - ENGAGE - EDUCATE - EMPLOY  
The Next Generation of Explorers

Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help



## SECTION 1 - 3. NASA PRIVACY STATEMENT

The Privacy link in the footer will direct external users to the NASA Privacy statement for OSTEM.

The screenshot shows the NASA STEM Gateway website's Privacy Statement page. At the top, there is a navigation bar with the NASA logo, links for Home, Sign Up | Log In, Explore Opportunities, and Stay Connected, and a search bar. Below the navigation is a large banner with the NASA STEM Gateway logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities". The banner features four diamond-shaped images: a girl with glasses, a woman in a lab, a person in a wheelchair, and a young man. The main heading is "Privacy Statement". The text explains that information provided is protected under the Privacy Act of 1974 and is used for managing registrants and evaluating STEM investments. It also states that providing information is voluntary and that NASA may disclose information to various officials for accountability. The footer contains the NASA logo, the text "NASA - National Aeronautics and Space Administration", the "INSPIRE-ENGAGE-EDUCATE-EMPLOY The Next Generation of Explorers" logo, and a list of related links: No Fear Act, FOIA, PRA, Privacy (circled in red), OIG, Agency Financial Reports, and Help.

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

### Privacy Statement

The information you provide via this form is protected from unauthorized disclosure in accordance with the Privacy Act of 1974. It will be used by NASA for the specific purpose of managing registrants, selecting applicants, implementing and evaluating STEM engagement investments. Collection of the information is authorized by the National Aeronautics and Space Act of 1958 § 403(a)(b), 42 U.S.C. § 2473 (c)(1).

Provision of the requested information is strictly voluntary; however, failure to provide the information may result in NASA's inability to provide you with the information or STEM services you desire. NASA may disclose information to NASA administrators and managers, Office of Management and Budget officials, and members of Congress for the purposes of accountability and tracking of program and project efficiency and effectiveness. Elaboration and conditions of information disclosure may be found under "Routine Uses" of the full [System of Records Notice](#) and in [Appendix B](#).

NASA - National Aeronautics and Space Administration

**INSPIRE-ENGAGE-EDUCATE-EMPLOY**  
The Next Generation of Explorers

Related Links [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)

## SECTION 1 - 4. PAPERWORK REDUCTION ACT

The PRA link in the footer will direct external users to the NASA PRA Statement for OSTEM.  
*\*\*CONTROL NUMBER AND EXPIRATION DATE WILL BE UPDATED UPON APPROVAL*

The screenshot shows the NASA STEM Gateway website. At the top left is the NASA logo. Navigation links include Home, Sign Up | Log In, Explore Opportunities, and Stay Connected. A search bar is located at the top right. The main banner features the NASA STEM Gateway logo with the tagline "Your Gateway for Participating in NASA STEM Opportunities" and a collage of images representing various STEM fields. Below the banner, the heading "PRA Statement" is centered. The text below reads: "This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0180 and expires 09/03/2023." The footer contains the NASA logo and text "NASA - National Aeronautics and Space Administration", the "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers" logo, and a list of related links: No Fear Act, FOIA, PRA (circled in red), Privacy, OIG, Agency Financial Reports, and Help.

Home Sign Up | Log In Explore Opportunities Stay Connected Search...

# NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

## PRA Statement

This information collection meets the requirements of 44 U.S.C. §3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0180 and expires 09/03/2023.

NASA - National Aeronautics and Space Administration

INSPIRE - ENGAGE - EDUCATE - EMPLOY  
The Next Generation of Explorers

Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help



# SECTION 2

## PROFILE CREATION (i.e. STUDENT, EDUCATOR, OTHER)

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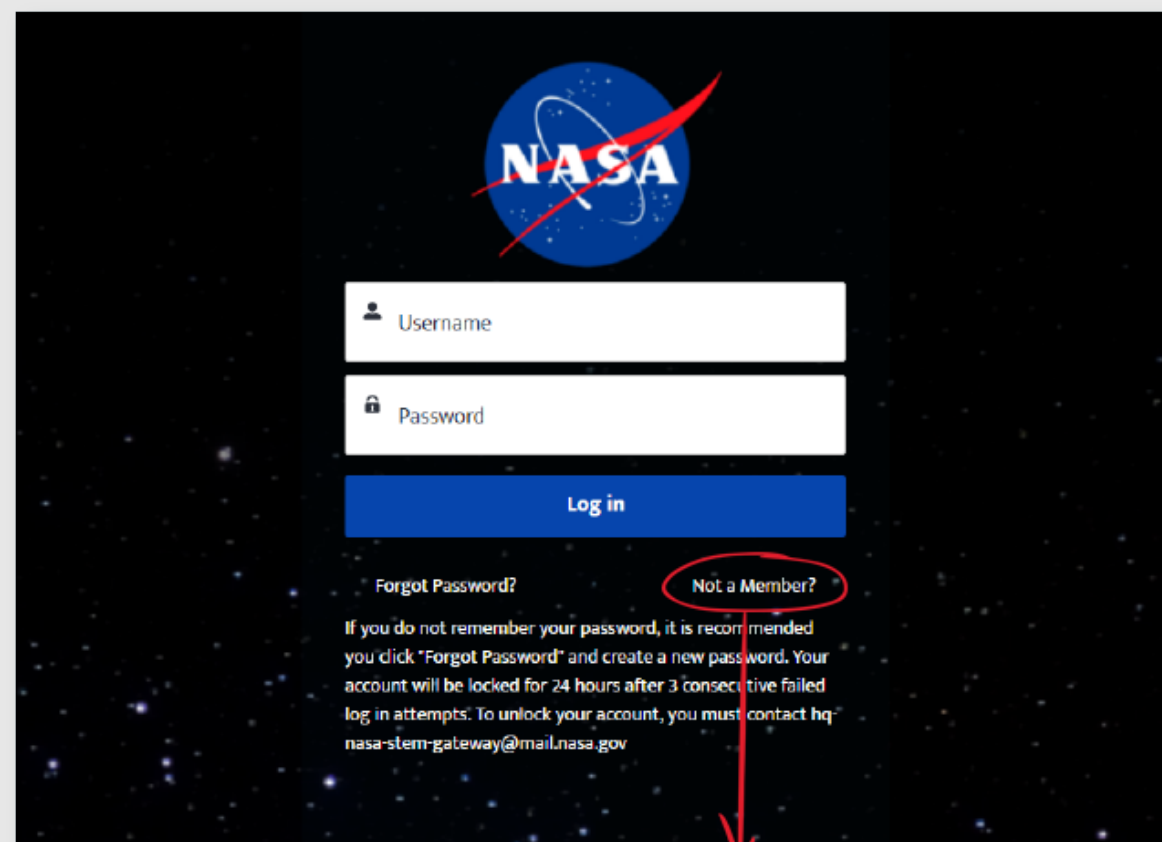
# SECTION 2

## PROFILE CREATION - *continued*

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## SECTION 2 - 1. SIGN UP OR LOGIN

External users will login to their registered account or initiate the sign up process to generate a new account from the same location. They may click the **Sign Up | Login** link from the top menu or from the corresponding tile on the home page, which will generate the same login/sign up page.



New users will click the **New Member** link to initiate the registration workflow.



## Which category best represents you?

### ACTIVE STUDENT

Choose this category if you are *actively* attending one of the following *as a student*:

- High School (*formal or homeschooled*)
- Junior College
- Community College
- College
- University

By selecting this category, the system will allow you to personally Apply/Register for STEM Opportunities designed for Students.

**NOTE**

*If you are 13 years old or under, a parent or legal guardian must register themselves and will then have the ability to Apply/Register for STEM Opportunities on your behalf*

[Click Here to Register](#)

### EDUCATOR

Choose this Category if you are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Informal Educators, *which includes*:
  - *Museums, Science Centers, Planetariums*
  - *Observatories*
  - *Parks, Zoos, Aquariums, Nature Centers*
  - *Libraries*
  - *Youth-Serving Organizations*
  - *Non Profit Organizations*
  - *Government*
  - *Industry*
- *Homeschool Educators*

[Click Here to Register](#)

### OTHER

Choose this category if you do not fall under any other user group, but you are interested in obtaining and/or interacting with resources as a parent or interested member of the general public.

You may also Apply/Register for STEM Opportunities that you are interested in participating in if they are open to the general public.

[Click Here to Register](#)

In the previous version of the system, users were able to self-identify as either a *Student* or *Educator* through a standard picklist field with limited help text. STEM Gateway now allows users to self-identify as a *Student*, *Educator*, or *Other*. The new *Other* category represents members of the general public who neither fall within the *Student* or *Educator* categories.

STEM Gateway introduced improvements to the category selection process by providing detailed descriptions of each user category to help aid them in making the most accurate user-type selection.

Users will be routed to the corresponding registration workflow based on the category button that they click/select.

## SECTION 2 - 3. BASIC INFORMATION

Before external users can proceed with creating a profile within the system, they are required to provide basic information about themselves. If external users select the *Active Student* category in the previous step, then an additional field called Age will appear on this form, where they must select their age range so that the system can verify their age without collecting PII data. This field will not appear on this step if *Educator* or *Other* is selected in the previous step. *Required fields are designated with an asterisk (\*)*.

\* Age

13 or under ▼

✓ 13 or under

14 - 17

18 or over

Previously, the age ranges students could select included 15 or under, 16-17, and 18 or over. However, the age ranges have changed to 13 or under, 14-17, and 18 or over. Changes to the available age ranges better support the age ranges that do and do not participate with OSTEM activities with or without parent involvement.

### Tell us a little bit about yourself

\* First Name

\* Last Name

\* Email

\* Age

13 or under ▼

[Back](#) [Submit](#)

## SECTION 2 - 4. ACTIVE STUDENT (13 OR UNDER)

If the user selects 13 or under from the Age verification field, they will receive a message that notifies them that they are too young to participate. At that point, the user is prevented from continuing within the system and no data relating to the user's information is stored.

**Tell us a little bit about yourself**

\*First Name

\*Last Name

\*Email

\*Age  
13 or under

**Oh no!**

**You do not meet the age range to self register**

**But don't worry! There are still several ways that you may participate**

**First, we recommend that you check out these activities:**

<https://www.nasa.gov/education/materials>

**Next, your parent or legal guardian may register themselves within STEM Gateway. Once they've created a profile, they can then Apply/Register for NASA STEM Opportunities on your behalf.**

If the external user clicks the hyperlink included in the message, it will automatically route them to the public STEM Resources and Opportunities page on nasa.gov.

## SECTION 2 - 5. ACTIVE STUDENT (14 - 17) - PARENTAL CONSENT REQUEST

If the user selects the 14 - 17 from the Age verification field, they will be notified that they must first obtain consent from their parent/legal guardian before they can proceed with creating their profile. They will be required to enter basic information about their parent/legal guardian. *Required fields are designated with an asterisk (\*).*

Tell us a little bit about yourself

\*First Name

\*Last Name

\*Email

\*Age

### We'll need to get consent from your Parent or Gurdian before you may proceed.

Please provide contact information for your Parent / Guardian below. We'll send them an email and will notify you once they've provided a response!

\*First Name

\*Email

\*Last Name

\*Phone

Parent / Guardian permission is required before you can Apply/Register for any NASA STEM Opportunities. Once you have completed the information below and our parent/buardian has provided their consent, you will be able to log back in to your account and continue with the registration process.

**Success!**

A request has been sent to your Parent / Guardian

**Next Steps...**

1. Once your Parent / Guardian has provided authorization, you will receive an email from us. Check your inbox for the amil address you just entered. You should receive a message from [hq-nasa-stem-gateway@mail.nasa.gov](mailto:hq-nasa-stem-gateway@mail.nasa.gov) with a link to set up your password.
2. When you've logged in, you'll be directed to your profile where you will register your account.
3. Once you profile has been completed, you may apply to the available opportunities and track the status of your applications within NASA STEM Gateway.

Once users submit their parent/legal guardian information, they will receive a confirmation message to notify them that their parent/legal guardian will be contacted. A temporary profile is created with the user's basic information collected in the previous step. They are prevented from proceeding any further in the workflow until a response is received from the parent/legal guardian.

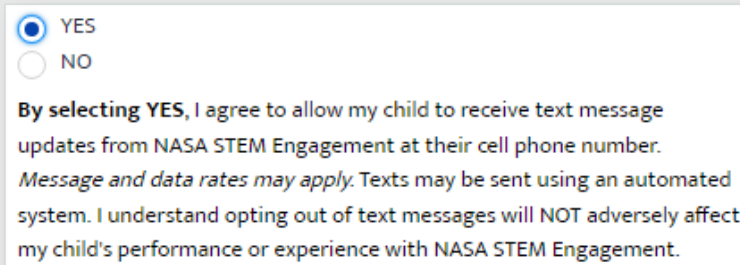
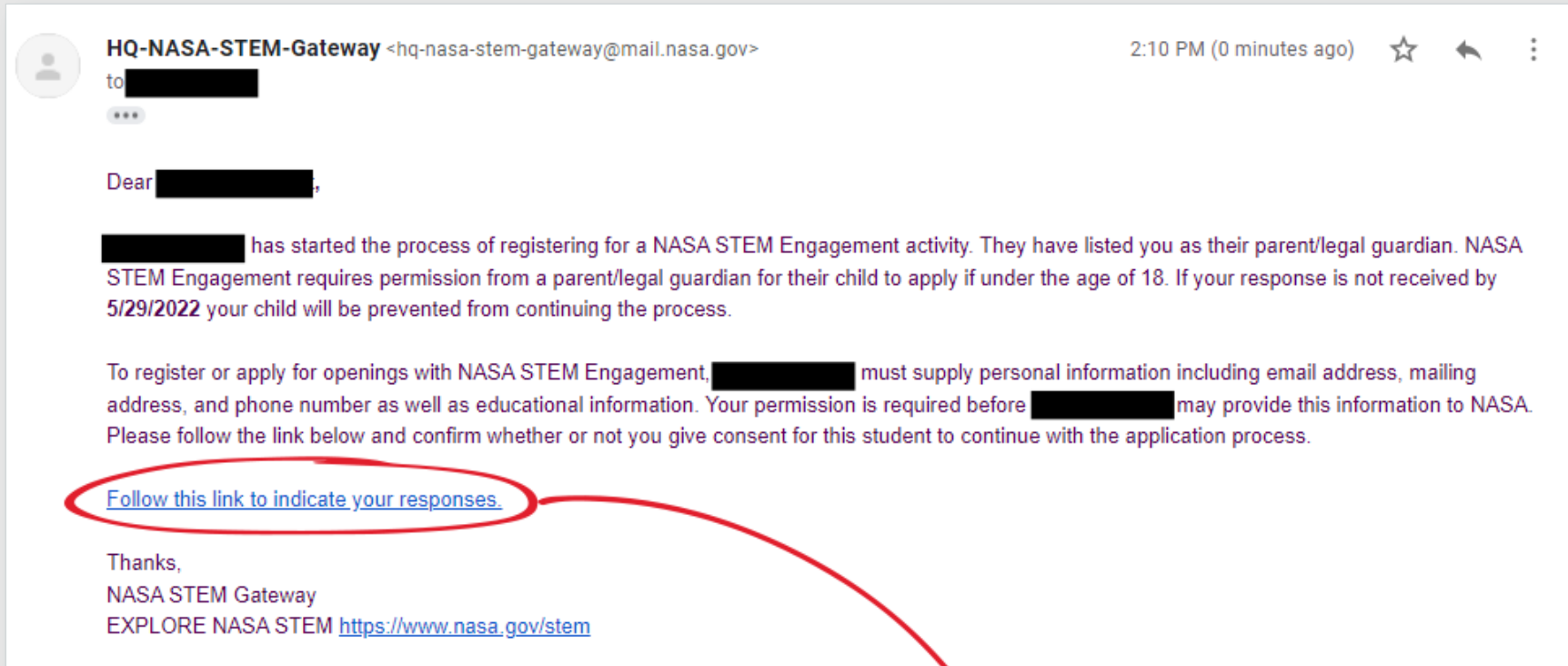


## SECTION 2 - 6. ACTIVE STUDENT (14 - 17) - PARENTAL CONSENT DECISIONS

Once the consent request is submitted by the potential registrant, the system will automatically send that parent/legal guardian an email that notifies them who is attempting to register with a request that they provide their parental consent decision. A direct link is provided to that parent/legal guardian, which automatically navigates them to a dedicated consent form specific to that minor's registration request. Here, they must provide their consent decision for:

- Authorization for Application/Activity Participation
- Authorization to Receive Text Messages
- Authorization for NASA Media Release
- Authorization for Survey Participation

The parent/legal guardian is required to provide a consent decision (Yes or No) for each of the above mentioned sections. The minor can only proceed with registration if the parent/legal guardian selects/submits Yes within the Authorization for *Application/Activity Participation* section of the consent form.



**Authorization for Application / Activity Participation**  
My child [REDACTED] has my permission to submit a registration/application to be considered for openings/opportunities with NASA STEM Engagement.  
\*Please select your acknowledgement response below:  
 YES  
 NO

**Authorization to Receive Text Messages**  
My child [REDACTED] has approval to receive text message updates about their NASA STEM Engagement application and course progress if they are accepted into the online portion.  
\*Please select your acknowledgement response below:  
 YES  
 NO

**Authorization for NASA Media Release**  
YES, I acknowledge that NASA has no obligation to use [REDACTED]'s words, image, or voice in connection with NASA. I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement. I have read the foregoing agreement and am familiar with all of the terms and conditions thereof and I consent to its execution by Student 14-17.  
I hereby give my permission for [REDACTED] to be interviewed, photographed, and/or videotaped by NASA or its representatives in connection with a NASA production.  
I understand and agree that the text, photographs, and/or videotapes thereof containing [REDACTED]'s name, likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that NASA deems appropriate and that such materials may be distributed to the public and displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that Student 14-17 Approved will not receive any compensation for granting this permission.  
I understand that NASA has no obligation to use [REDACTED]'s name, likeness, or voice in the materials it produces, but if NASA so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.  
I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement.  
\*Please select your acknowledgement response below:  
 YES  
 NO

**Authorization for Survey Participation**  
I authorize NASA to collect and report performance and/or evaluation data about Student 14-17 Approved's participation in the NASA STEM Engagement opportunity for continuous improvement purposes into its data management system.  
\*Please select your acknowledgement response below:  
 YES  
 NO

For information about NASA STEM Engagement, you may visit <https://www.nasa.gov/stem>

Next

If Yes is selected in the *Authorization to Receive Text Messages* section, an additional disclaimer message will be displayed to notify the parent/legal guardian that the minor may incur charges by agreeing to allow the minor to receive text messages and that their decision will not affect the minor's chances of selection.

## SECTION 2 - 7. ACTIVE STUDENT (14 - 17) - PARENTAL CONSENT NOT APPROVED

When the parent/legal guardian selects/submits *No* to the Authorization for *Application/Activity Participation* section of the consent form, the minor is restricted from proceeding any further with their registration. The system notifies both the parent/legal guardian and the minor of the outcome of the parent consent decision.

[REDACTED]'s application request with NASA STEM Engagement has been rejected and they will be prevented from continuing the process of creating their profile. Thank you for your response.

The system will display this confirmation message to the parent/legal guardian to confirm their disapproval decision.

### Important Message Regarding Your NASA STEM Registration Inbox x



**HQ-NASA-STEM-Gateway** <hq-nasa-stem-gateway@mail.nasa.gov>

2:24 PM (8 minutes ago) ☆ ↶ ⋮

Your Parent or Legal Guardian did not authorize your participation in this activity. Although you can't participate in this event, we recommend that you check out these activities:

<https://www.nasa.gov/education/materials>

↶ Reply

➦ Forward

The system will automatically generate an email to the minor notifying them that they have not been approved to proceed with registration. If the minor clicks the hyperlink included in the message, it will automatically route them to the public STEM Resources and Opportunities page on nasa.gov.




## SECTION 2 - 8. ACTIVE STUDENT (18 OR ABOVE), EDUCATOR, OR OTHER CONFIRMATION

When the parent/legal guardian selects/submits Yes to the Authorization for *Application/Activity Participation* section of the consent form, the minor is approved to proceed with their registration. The system notifies both the parent/legal guardian and the minor of the outcome of the parent consent decision.

Your selection has been successfully submitted. Your student may now access their registration account to complete the remainder of the registration process. Thank you for your support.



The system will display this confirmation message to the parent/legal guardian to confirm their approval decision.

### Important Message Regarding Your NASA STEM Registration

**H** HQ-NASA-STEM-Gateway <hq-nasa-stem-gateway@mail.nasa.gov>   





To: [REDACTED] Sun 5/22/2022 2:22 PM

Your parent/legal guardian has authorized you to proceed with your application with NASA STEM Engagement. You should receive an email shortly to complete the remainder of the registration process. Good Luck!

 Reply  Forward

The system will automatically generate two emails to the minor. The first message is to confirm that their parent/legal guardian has authorized their registration request and serves as a notification to expect a secondary email to continue with registration. The second email that is generated contains a direct link that will automatically direct the minor to the registration flow for their account along with their account username. The minor will click this link to continue on to the next step in the registration flow to set up a password.

### Welcome to NASA STEM Gateway

**NG** NASA STEM Gateway <hq-nasa-stem-gateway@mail.nasa.gov>    



To: [REDACTED] Sun 5/22/2022 2:22 PM

Hi [REDACTED],

Welcome to NASA STEM Gateway! To set up your password and begin applying to NASA STEM engagement opportunities, go to [https://nasacentral.force.com/login?c=Vkp6Slh01cVihsEel2s4mTcVGKbs1CH8PW3FFYJ1T0tWnMKMH6xbNg7eZ3pxLc0vxDdfP2aeKLAEm5J4h\\_4bB45BKYdaLsuDISyIMlqzj5ksSWsNIEam72g6SE\\_Fgg8\\_xsfhrjVlagzUzNm7n0qjxS\\_vSoex6T3oK5\\_SK9QJKumw0uo05lyw5kjVIRnmHmA0ocx8NC](https://nasacentral.force.com/login?c=Vkp6Slh01cVihsEel2s4mTcVGKbs1CH8PW3FFYJ1T0tWnMKMH6xbNg7eZ3pxLc0vxDdfP2aeKLAEm5J4h_4bB45BKYdaLsuDISyIMlqzj5ksSWsNIEam72g6SE_Fgg8_xsfhrjVlagzUzNm7n0qjxS_vSoex6T3oK5_SK9QJKumw0uo05lyw5kjVIRnmHmA0ocx8NC)

Username: [REDACTED]

Thanks,  
NASA STEM Gateway  
EXPLORE NASA STEM <https://www.nasa.gov/stem>

 Reply  Forward



SECTION 2 - 9. ACTIVE STUDENT (18 OR ABOVE), EDUCATOR, OR OTHER CONFIRMATION

After a user who has identified themselves as an *Active Student (18 or above)*, an *Educator*, or *Other* and submitted their information within the Basic Information section of the registration flow, the user will receive a confirmation message to confirm that they could expect an email to continue with the registration process.

Active Student (18+)

Tell us a little bit about yourself

\* First Name  
[Redacted]

\* Last Name  
[Redacted]

\* Email  
[Redacted]

\* Age  
18 or over

Back Submit

Educator or Other

Tell us a little bit about yourself

\* First Name  
[Redacted]

\* Last Name  
[Redacted]

\* Email  
[Redacted]

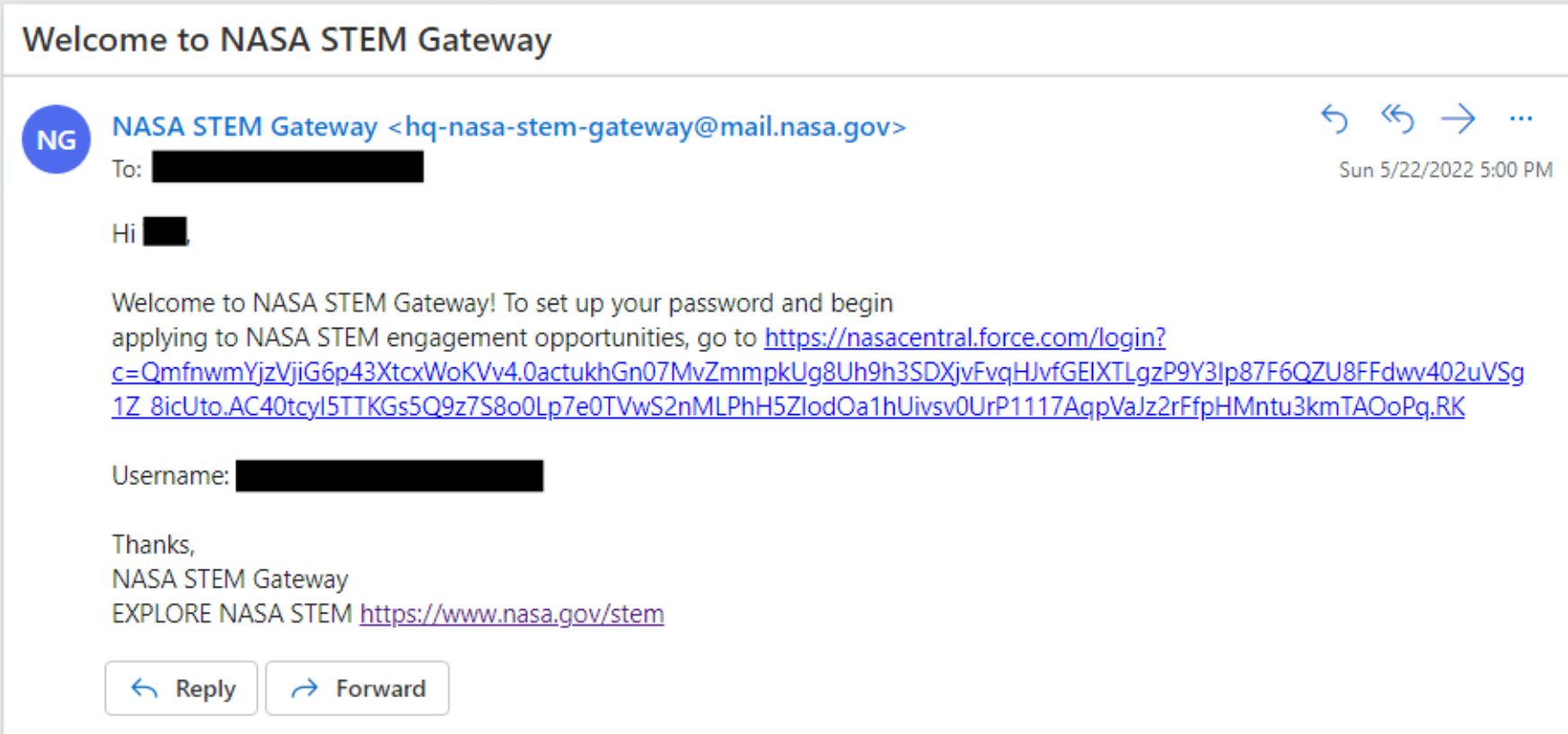
Back Submit

**Next Steps...**

1. Check your inbox for the email address you just entered. You should receive a message from [hq-nasa-stem-gateway@mail.nasa.gov](mailto:hq-nasa-stem-gateway@mail.nasa.gov)
2. When you've logged in, you'll be directed to your profile where you will register your account.
3. Once your profile has been completed, you may apply to the available opportunities and track the status of your applications within NASA STEM Gateway.

Close

The email that is generated contains a direct link that will automatically direct the user to the registration flow for their account along with their account username. The user will click this link to continue on to the next step in the registration flow to set up a password.





## SECTION 2 - 10. PASSWORD CREATION

When a registrant clicks the direct link from their confirmation email, they are automatically routed to the Password Creation page.

The system provides guidance to the user to help guide them in setting up their password in the required format.

Enter a new password for [redacted].  
Make sure to include at least:

- ✓ 12 characters

Also include at least 3 of the following:

- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password  
..... Good

\* Confirm New Password  
..... Match

**Change Password**

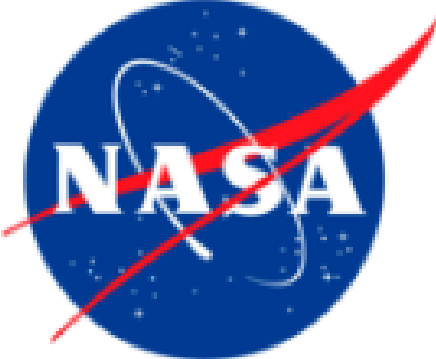
Password was last changed on 5/22/2022, 3:22 PM.

Use one of these special characters: ! @ # \$ % ^ & \* ( ) \_ + - = { } [ ] \ | ; : ' , . ? / ` ~ > < "

Users can hover on the 'i' icon to view help text pertaining to allowed special characters.

## SECTION 2 - 11. PRIVACY POP-UP

Once users complete the creation of their password, STEM Gateway now displays a popup message that displays a privacy acknowledgement statement. This enhancement brings the privacy information to the forefront. No information is collected from the user at this step in the workflow.



[Log Out](#)

By accessing and using this information system, you acknowledge and consent to the following:


You are accessing a U.S. Government information system, which includes: (1) this computer; (2) this computer network; (3) all computers connected to this network including end user systems; (4) all devices and storage media attached to this network or to any computer on this network; and (5) cloud and remote information services. This information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, and for any lawful purpose, the U.S. Government may monitor, intercept, search, and seize any communication or data transiting, stored on, or traveling to or from this information system. You are NOT authorized to process classified information on this information system. Unauthorized or improper use of this system may result in suspension or loss of access privileges, disciplinary action, and civil and/or criminal penalties.

[Next](#)

## SECTION 2 - 12. CREATE PROFILE - PERSONAL INFORMATION (MINOR VIEW)

For those users who have self-identified as an *Active Student (14-17)* and have received parental consent, the system will display this version of the Personal Information flow page.

\* Date of Birth

   
Birthdate doesn't match your Between 14 to 17 selection earlier

The system will validate the birthdate to ensure that the registrant's age falls within the 14 - 17 year old age range if the user self identifies as an *Active Student (14-17)*.

\* Is this a Mobile Phone?

- Yes
- None --
- Yes
- No

If the user selects *Yes* in the *Is this a Mobile Phone* field, no additional fields are added to the form because authorization as to whether or not the minor can authorize text messages to be sent to the mobile number are accepted or declined is determined by the parent/legal guardian during the parental consent process.

### We'll need the following Personal Information to complete your Profile:

\* Date of Birth

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

\* Phone

\* Is this a Mobile Phone?

-- None --

Alternate Phone (Optional)

Next

## SECTION 2 - 13. CREATE PROFILE - PERSONAL INFORMATION (ADULT VIEW)

For those users who have self-identified as an *Active Student (18 or above)*, *Educator*, or *Other*, the system will display this version of the Personal Information flow page.

\* Date of Birth  
May 3, 2019  
Birthdate doesn't match your Over 18 selection earlier

The system will validate the birthdate to ensure that registrant's age falls within the 18 year old or above age range if the user self identifies as an *Active Student (18 or above)*.

\* Is this a Mobile Phone?  
Yes  
-- None --  
Yes  
No

\* Is it okay to text you at the cell phone number above about your application?  
No  
-- None --  
Yes  
No

\* Is it okay to text you at the cell phone number above about your application?  
Yes  
By selecting YES, I agree to receive text message updates from NASA STEM Engagement at this cell phone number. Message and data rates may apply. Texts may be sent using an automated system. I understand opting out of text messages will NOT adversely affect my performance or experience with NASA STEM Engagement. Please be aware that mobile message or data charges may be incurred.

We'll need the following Personal Information to complete your Profile:

\* Date of Birth

Address

Country  
--None--

Street

City State/Province  
--None--

Zip/Postal Code

\* Phone

\* Is this a Mobile Phone?  
-- None --

Alternate Phone (Optional)

Next

If the user selects *Yes* in the *Is this a Mobile Phone* field, an additional field will then be displayed asking them to determine whether it is OK to send text messages to the individual regarding their application. If *Yes* is selected, an additional disclaimer message will be displayed to notify the user that they may incur charges by agreeing to receive text messages and that their decision will not affect their chances of selection.

## SECTION 2 - 14. CREATE PROFILE - DEMOGRAPHIC INFORMATION

A disclaimer message is displayed at the top of this workflow page to notify users that although all fields within this section are required, they still have the ability to opt out of providing their demographic information by selecting the *Do not wish to provide* option in any field. This allows OSTEM to collect and report on data accurately while still providing users with a choice on what data that they want to provide.

The image shows a central form titled "Demographic Info" with a disclaimer: "Completion of your Demographic Information is voluntary. No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on." The form contains several required fields, each with a dropdown menu. Red arrows point from callout boxes to these fields:

- Gender:** Options include -- None --, Female, Male, and Do not wish to provide.
- Ethnicity:** Options include -- None --, Hispanic or Latino, Not Hispanic or Latino, and Do not wish to provide.
- Race (select one or more):** Options include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, and Do not wish to provide.
- Are you a Veteran?:** Options include -- None --, Yes, No, and Do not wish to provide.
- Do you have a disability?:** Options include -- None --, Yes, No, and Do not wish to provide.

At the bottom of the form is a "Next" button. A small text note at the bottom left reads "Disabilities Act Citizenship or the Rehabilitation Act of 1973".



## SECTION 2 - 15. CREATE PROFILE - DEMOGRAPHIC INFORMATION HELP TEXT

**Self-Identification of Disability** ✕

Each agency in the Executive branch of Federal government has established programs to facilitate the selection, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential in these efforts. Self-identification is voluntary but your cooperation is critical in these efforts.

**Examples of some disabilities or other serious health conditions are listed below:**

- Speech impairment
- Spinal abnormalities, for example, spina bifida or scoliosis
- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body
- HIV Positive/AIDS
- Morbid obesity
- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis
- Cardiovascular or heart disease
- Depression, anxiety disorder, or other psychiatric disorder
- Blood diseases, for example, sickle cell anemia, hemophilia
- Diabetes
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Kidney dysfunction
- Cancer (present or past history)
- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis
- Liver disease, for example, hepatitis or chirrrosis
- History of alcoholism or history of drug addiction (but not currently using illegal drugs)
- Endocrine disorder, for example, thyroid dysfunction
- Developmental Disability (i.e. autism spectrum disorder)
- Traumatic Brain Injury
- Deaf or serious difficulty hearing, benefiting from ASL, CART, hearing aids, a cochlear implant and/or other supports
- Blind or serious difficulty seeing even when wearing glasses
- Missing extremities (arm, leg, hand and/or foot)
- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg braces(s) and/or other supports
- Partial or complete paralysis (any cause)
- Epilepsy or other seizure disorders
- Intellectual disability
- Significant Psychiatric Disorder (bipolar disorder, schizophrenia, PTSD, or major depression)
- Dwarfism
- Significant disfigurement, for example disfigurements caused by burns, wounds, accidents, or congenital disorders

**\*Do you have a disability?** ⓘ

Do not wish to provide

Users may view help text by selecting the 'i' icon for any applicable field.

**Demographic Info**

**Completion of your Demographic Information is voluntary. No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.**

**\* Gender**

**\* Ethnicity** ⓘ

**\* Race (select one or more):** ⓘ

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

**\* Are you a Veteran?**

**\* Do you have a disability?** ⓘ

Identifying any qualifying disability is protected under the Americans with Disabilities Act Citizenship or the Rehabilitation Act of 1973.

**Next**

**\* Ethnicity** ⓘ

Do not wish to provide

**Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. ✕

**\* Race (select one or more):** ⓘ

**American Indian or Alaskan Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

**Black or African American** - a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

**White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## SECTION 2 - 16. CREATE PROFILE - CITIZENSHIP

Next, users must identify their Citizenship status. **Lawful Permanent Resident (LPR)** was added as a new picklist value by the request of many Learners. Because validation rules are now enforced based on the users' citizenship status, we found that those individuals with an LPR were not able to apply to those activities that only do not allow US Citizens, even though they are qualified. Because they could not technically claim to be US Citizens, they were forced to choose Non-US Citizens, which automatically disqualified them from applying. Adding LPR provides Learners with a broader range of options to cover their unique status.

The image displays three sequential screenshots of a web form titled "Citizenship".

- Top Left Screenshot:** Shows a dropdown menu for "Citizenship" with the following options: "-- None --", "-- None --", "United States Citizen", "Lawful Permanent Resident (LPR)", and "Non-United States Citizen". The "Non-United States Citizen" option is circled in red.
- Top Right Screenshot:** Shows the "Citizenship" form with the dropdown menu set to "-- None --" and a "Next" button.
- Bottom Left Screenshot:** Shows the "Citizenship" form with "Non-United States Citizen" selected in the dropdown menu and a "Country of Citizenship" dropdown menu set to "-- None --". "Previous" and "Next" buttons are visible at the bottom.
- Bottom Right Screenshot:** Shows the "Country of Citizenship" dropdown menu open, displaying a list of countries including Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas (the), Bahrain, and Bangladesh.

Red arrows indicate the flow: from the dropdown menu in the top left to the form in the top right, then to the form in the bottom left, and finally to the "Country of Citizenship" dropdown menu in the bottom right.

If Non-United States Citizen is selected, an additional *Country of Citizenship* field is added where users are required to pick the country in which their citizenship is associated to from a standard list of countries.

## SECTION 2 - 17. CREATE PROFILE - EDUCATION OR AFFILIATE ORGANIZATION (STUDENT VIEW)

Students are required to identify their primary educational institution that they currently attend. Learners can search our database of over 131,000 formal/informal institutions stored within STEM Gateway.

\* Search for your Academic Institution

Show All Results for "houston high school"

- Sam Houston High School  
880 S H Jones Parkway
- Houston High School  
5300 Houston Rd
- Houston High School  
634 Starkville Road
- Houston High School  
9755 Wolf River Blvd
- Houston High School  
12501 W Hawk Lane

### Education or Affiliate Organization

Please search for your institution's name below. Only the top 5 results will appear in the preview. If you do not see your institution please select "Show All Results" and continue your search in the full view. In this view you can search by your institution's name, address, phone, or website.

If you still cannot find your institution, please return to this page and select the "Can't find my institution" checkbox and enter your institution's information directly.

\* Applicant Type  
-- None --

\* Enrollment Status  
-- None --

\* Search for your Academic Institution  
Search Accounts...

Can't find my institution.

\* This can be a Junior College, Community College, College, University, High School, Middle or Elementary School, Museum, Science Center, Planetarium, or Youth Serving Organization

I am registering for opportunities on behalf of a minor (younger than 14)

Next

As a Student, once the Applicant Type field is selected, a Grade Level field then gets displayed. The picklist values within this field dynamically change based on the value selected in the Applicant Type field.

\* Applicant Type

-- None --

High School

Community College

Undergraduate

Graduate

Post Doctoral

\* Applicant Type

High School

\* Grade Level

-- None --

9

10

11

12

\* Applicant Type

Community College

\* Grade Level

-- None --

Undergraduate Freshman

Undergraduate Sophomore

Undergraduate Junior

Undergraduate Senior

\* Applicant Type

Undergraduate

\* Grade Level

-- None --

Undergraduate Freshman

Undergraduate Sophomore

Undergraduate Junior

Undergraduate Senior

\* Applicant Type

Graduate

\* Grade Level

-- None --

Graduate Master's

Graduate Doctoral

\* Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Can't find my institution.

Students can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward upon submission.

The student can optionally self-identify as a parent who may choose to register on behalf of a minor child (13 years old or under) in addition to their student profile. This checkbox is only displayed to those students who have self-identified as 18 years old or above. If the student is 14-17 years old and has received parental consent to register, this checkbox is hidden from view all together.

A new Enrollment Status field has been added to require students to identify whether they are available for part-time or full-time activities, if selected, so that programs who fund full and part time students can determine availability for selections.

\* Enrollment Status

-- None --

Part-time

Full-time



## SECTION 2 - 18. CREATE PROFILE - EDUCATION OR AFFILIATE ORGANIZATION (EDUCATOR VIEW)

Educators are required to identify their primary educational institution that they are associated to. Learners can search our database of over 131,000 formal/informal institutions stored within STEM Gateway.

If the Educator identifies themselves as an Informal Educator within the Applicant Type field, then an additional picklist field is populated, requiring that they identify the type of informal educator that they are.

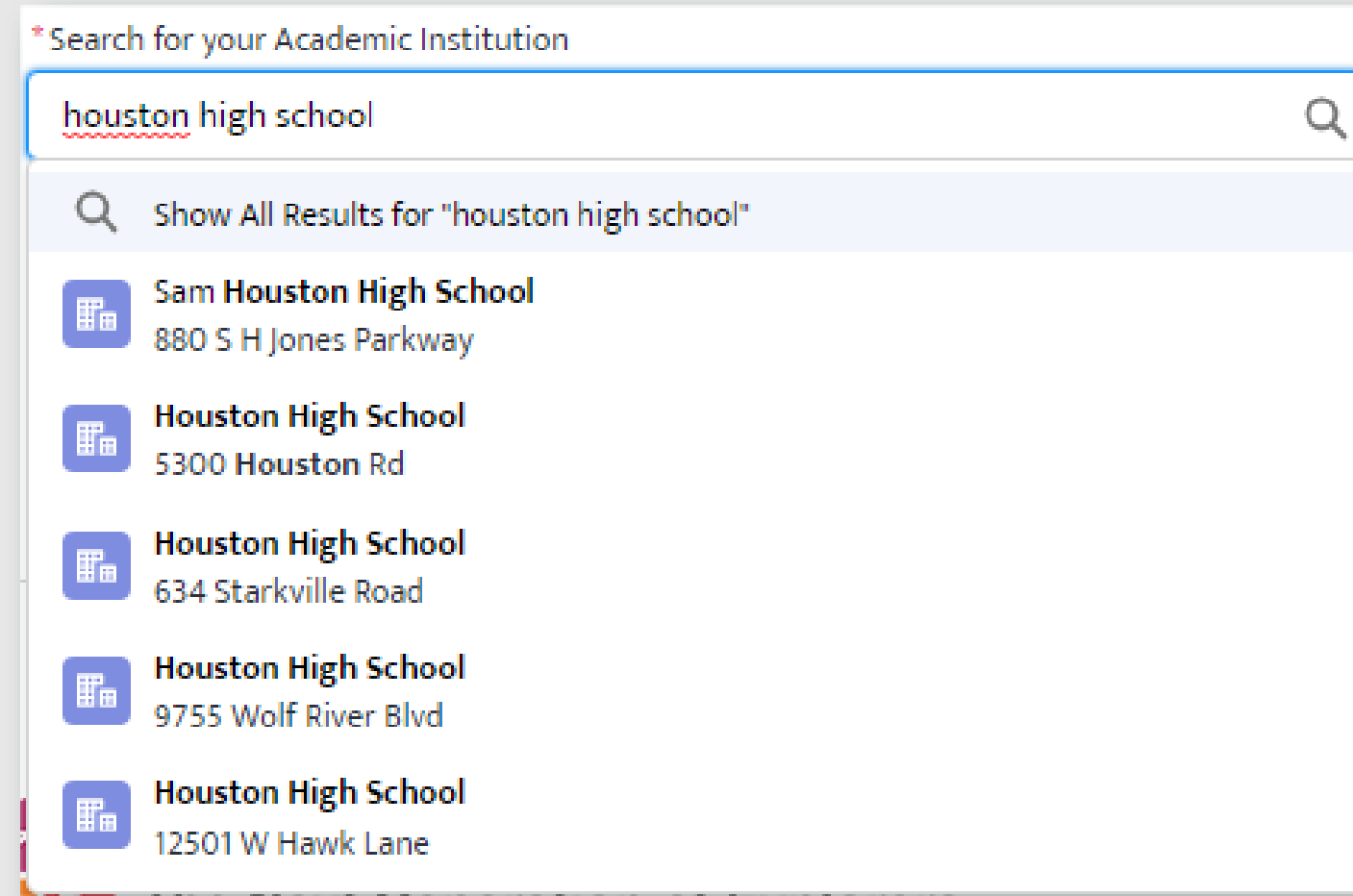
The screenshot displays the 'Education or Affiliate Organization' form. At the top, there is a search box for 'Academic Institution' with 'houston high school' entered. Below it, a list of search results shows five 'Houston High School' entries with different addresses. The main form area contains an 'Applicant Type' dropdown menu set to '-- None --'. Below this is another search box for 'Academic Institution' with 'Search Accounts...' as a placeholder. There are two checkboxes: 'Can't find my institution.' (checked) and 'I am registering for opportunities on behalf of a minor (younger than 14)'. A 'Next' button is at the bottom right. To the right, an 'Informal Educator Type' dropdown menu is shown with options: '-- None --', 'Museum/Science Center/Planetarium', 'Public Library', 'Government', 'Industry', 'Other Non-Profit Organization', and 'Homeschool Educator'. Below the main form, there are input fields for 'Institution Name', 'Address', 'Country' (dropdown), 'Street', 'City', 'State/Province' (dropdown), and 'Zip/Postal Code'. A 'Can't find my institution.' checkbox is checked at the bottom left of this section.

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward upon submission.

The educator can optionally self-identify as a parent who may choose to register on behalf of a minor child (13 years old or under) in addition to their student profile.

## SECTION 2 - 19. CREATE PROFILE - EDUCATION OR AFFILIATE ORGANIZATION (OTHER VIEW)

Because the Other category represents members of the general public who are not necessarily affiliated with an educational institution, this step in the workflow is optional for those who self-identified themselves as being in this category. Users can search our database of over 131,000 formal/informal institutions stored within STEM Gateway.



\* Search for your Academic Institution

houston high school

Show All Results for "houston high school"

- Sam Houston High School  
880 S H Jones Parkway
- Houston High School  
5300 Houston Rd
- Houston High School  
634 Starkville Road
- Houston High School  
9755 Wolf River Blvd
- Houston High School  
12501 W Hawk Lane

### Education or Affiliate Organization

Please search for your institution's name below. Only the top 5 results will appear in the preview. If you do not see your institution please select "Show All Results" and continue your search in the full view. In this view you can search by your institution's name, address, phone, or website.

If you still cannot find your institution, please return to this page and select the "Can't find my institution" checkbox and enter your institution's information directly.

Search for your Academic Institution

Search Accounts...

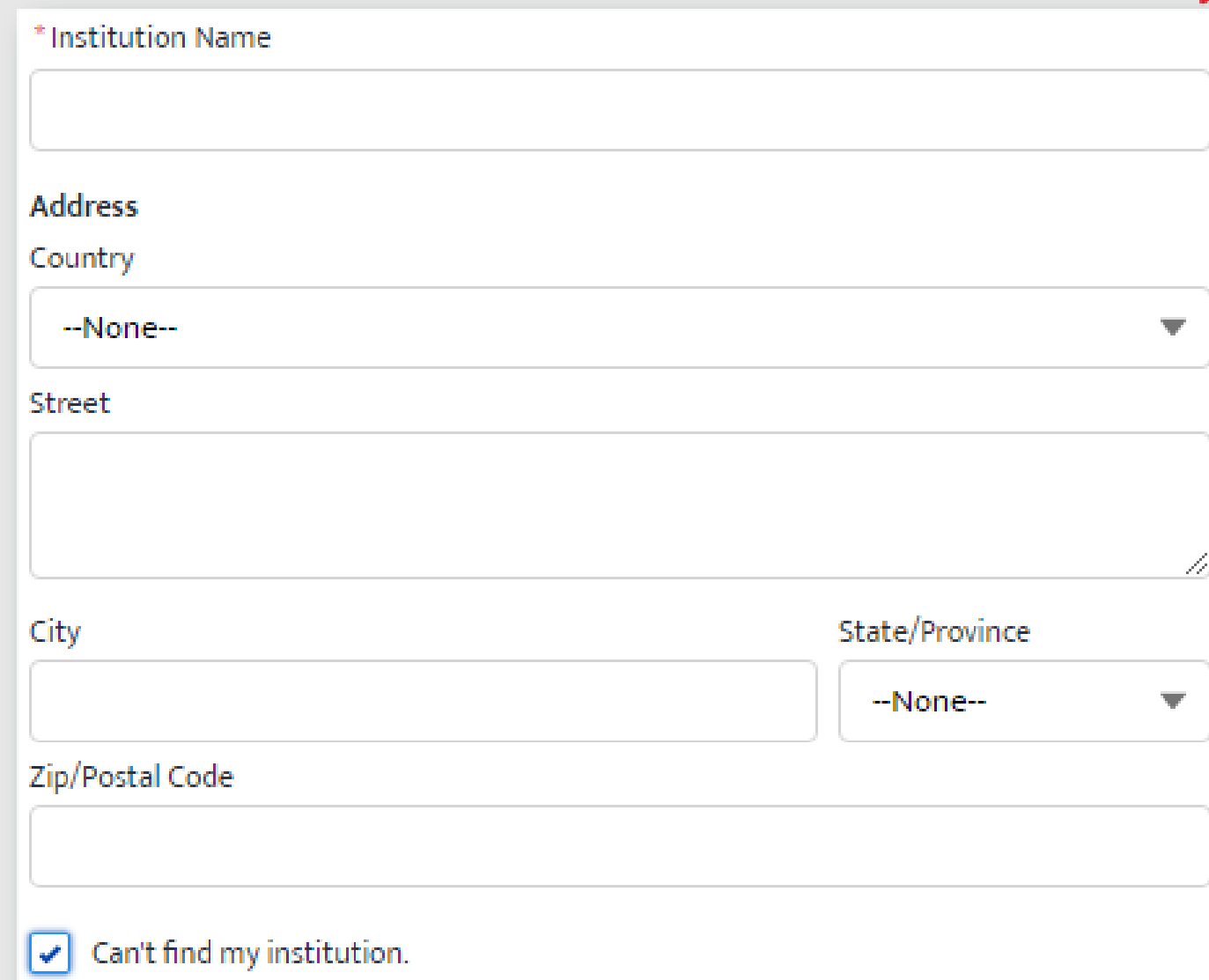
Can't find my institution.

*\* This can be a Junior College, Community College, College, University, High School, Middle or Elementary School, Museum, Science Center, Planetarium, or Youth Serving Organization*

I am registering for opportunities on behalf of a minor (younger than 14)

Next

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward upon submission.



\* Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Can't find my institution.

The other category can optionally self-identify as a parent who may choose to register on behalf of a minor child (13 years old or under) in addition to their student profile.

## SECTION 2 - 20. CREATE PROFILE - MEDIA AND SURVEY CONSENT (ADULT VIEW)

If the user self-identified themselves as a minor (14-17 years old) and has received parental consent to register, that minor will bypass this workflow step all together because the parent already provided their consent decisions on their behalf within the parent/legal guardian consent form and those decisions cannot be changed within the system without the involvement of a System Administrator designated by OSTEM. However, those individuals who identified themselves as a Student (18 years old or above), an Educator, or Other will be routed to this consent form as part of the profile creation process.

Users will be required to provide a consent decision of Yes or No for both Media Release and their Survey Participation upon selection.

### **Authorization for NASA Media Release**

I hereby give my permission to be interviewed, photographed, and/or videotaped by NASA or its representatives in connection with a NASA production.

I understand and agree that the text, photographs, and/or videotapes thereof containing my name, likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that NASA deems appropriate and that such materials may be distributed to the public and displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that I will not receive any compensation for granting this permission.

I understand that NASA has no obligation to use my name, likeness, or voice in the materials it produces, but if NASA so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.

I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement.

**YES**, by making this selection, I represent that I am of legal age, have full legal capacity, and agree that I will not revoke or deny this agreement at any time. I have read the foregoing and fully understand its contents.

**NO**, NASA does not have my consent to be interviewed, photographed, and/or videotaped by NASA or its representatives.

\* Please select your acknowledgement response below:

- YES  
 NO

I authorize NASA to collect and report data about my participation in STEM Engagement opportunities for continuous improvement purposes

\* Please select your acknowledgement response below:

- YES  
 NO

For information about NASA STEM Engagement, you may visit <https://www.nasa.gov/stem>

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## SECTION 2 - 21. REGISTRARION CONFIRMATION

The system will display a confirmation message to the Learners, making it clear that they are now ready to apply/register for available opportunities. This step in the workflow does not collect any information.

**Congratulations!**

**You are now ready to Apply / Register for available opportunities.**

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# SECTION 3

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# SECTION 3

## APPLY TO OPENINGS

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# SECTION 3

## APPLY TO OPENINGS

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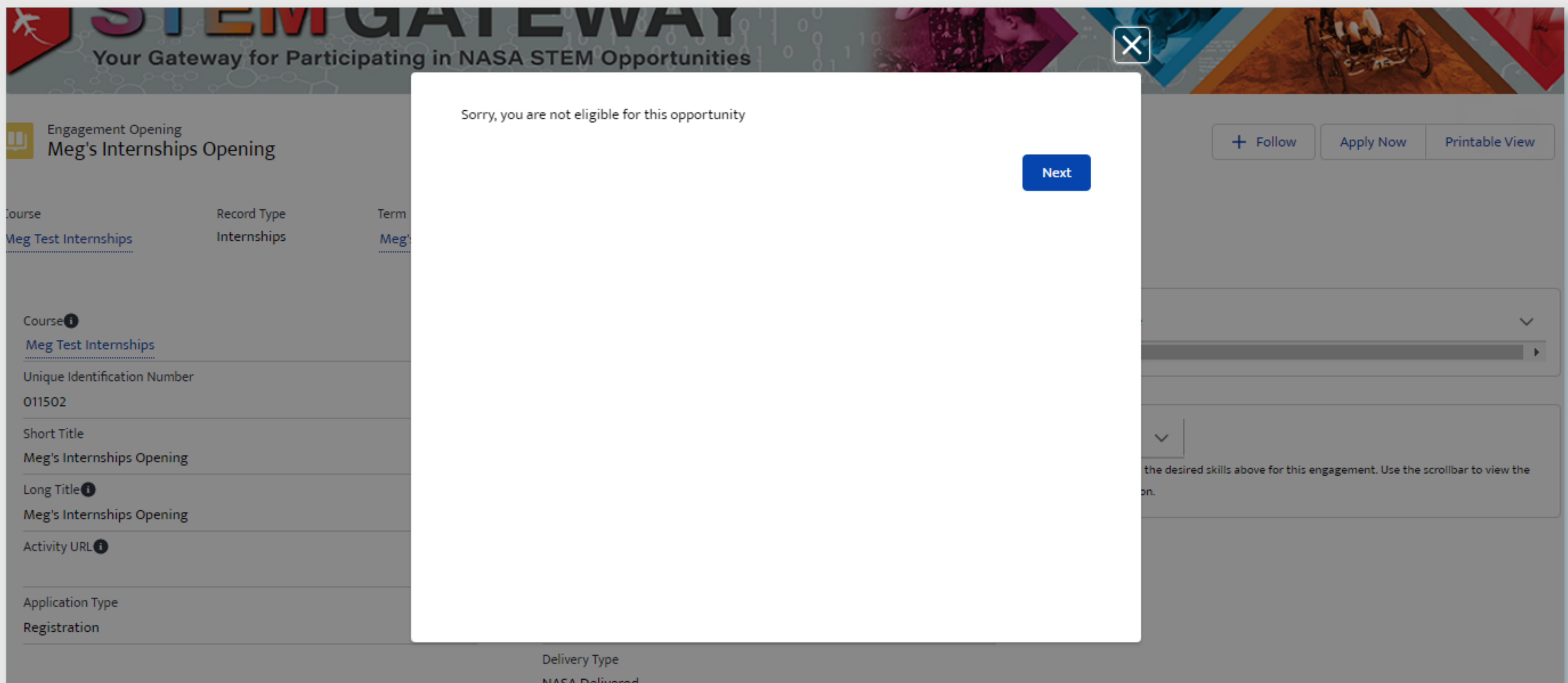


## SECTION 3 - 1A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type to try and circumvent this validation rule.



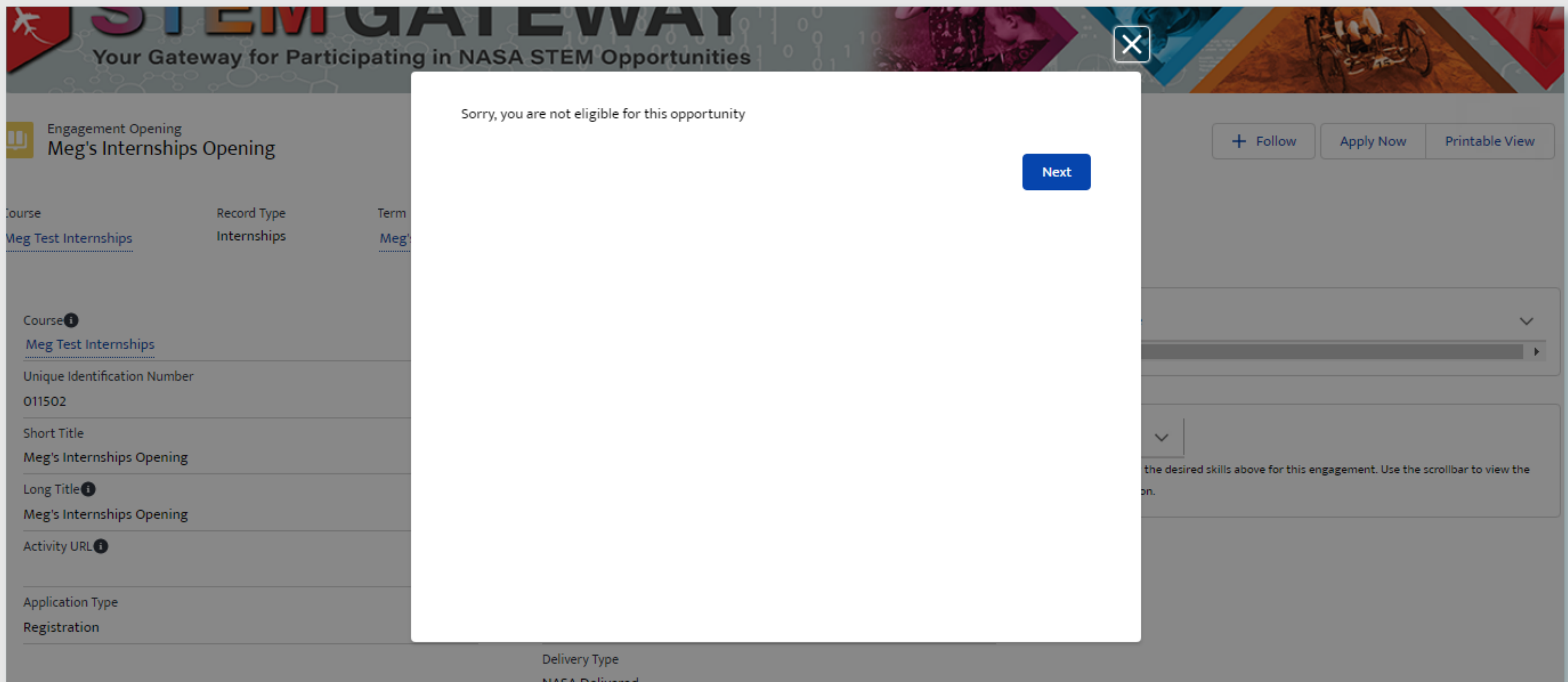
The screenshot shows the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, there is a navigation bar with a "Home" icon and the text "Engagement Opening Meg's Internships Opening". To the right of the navigation bar are three buttons: "+ Follow", "Apply Now", and "Printable View". The main content area is partially obscured by a white error message overlay. The error message reads "Sorry, you are not eligible for this opportunity" and has a blue "Next" button. The background content includes a table with columns for "Course", "Record Type", and "Term", and a list of details for the "Meg Test Internships" opening, such as "Unique Identification Number: 011502", "Short Title: Meg's Internships Opening", "Long Title: Meg's Internships Opening", and "Activity URL".



## SECTION 3 - 1B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship to try and circumvent this validation rule.



The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for "Engagement Opening Meg's Internships Opening". A table lists details for "Meg Test Internships", including "Record Type: Internships" and "Term: Meg". Below the table, a sidebar lists fields: "Course: Meg Test Internships", "Unique Identification Number: 011502", "Short Title: Meg's Internships Opening", "Long Title: Meg's Internships Opening", "Activity URL", and "Application Type: Registration". On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View".

| Course               | Record Type | Term |
|----------------------|-------------|------|
| Meg Test Internships | Internships | Meg  |

Course **i**  
Meg Test Internships

Unique Identification Number  
011502

Short Title  
Meg's Internships Opening

Long Title **i**  
Meg's Internships Opening

Activity URL **i**

Application Type  
Registration

Delivery Type  
NASA Delivered

## SECTION 3 - 1C. AGE LIMIT VALIDATION

The Internships and Pathways programs only accept applicants who are 16 years of age or above. STEM Gateway has introduced a validation rule that will prevent any learner who's birthdate does not fall within sixteen years of the current date from being able to initiate an application. If the current user's age has been self-identified as 15 years old or under, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their date of birth to try and circumvent this validation rule.

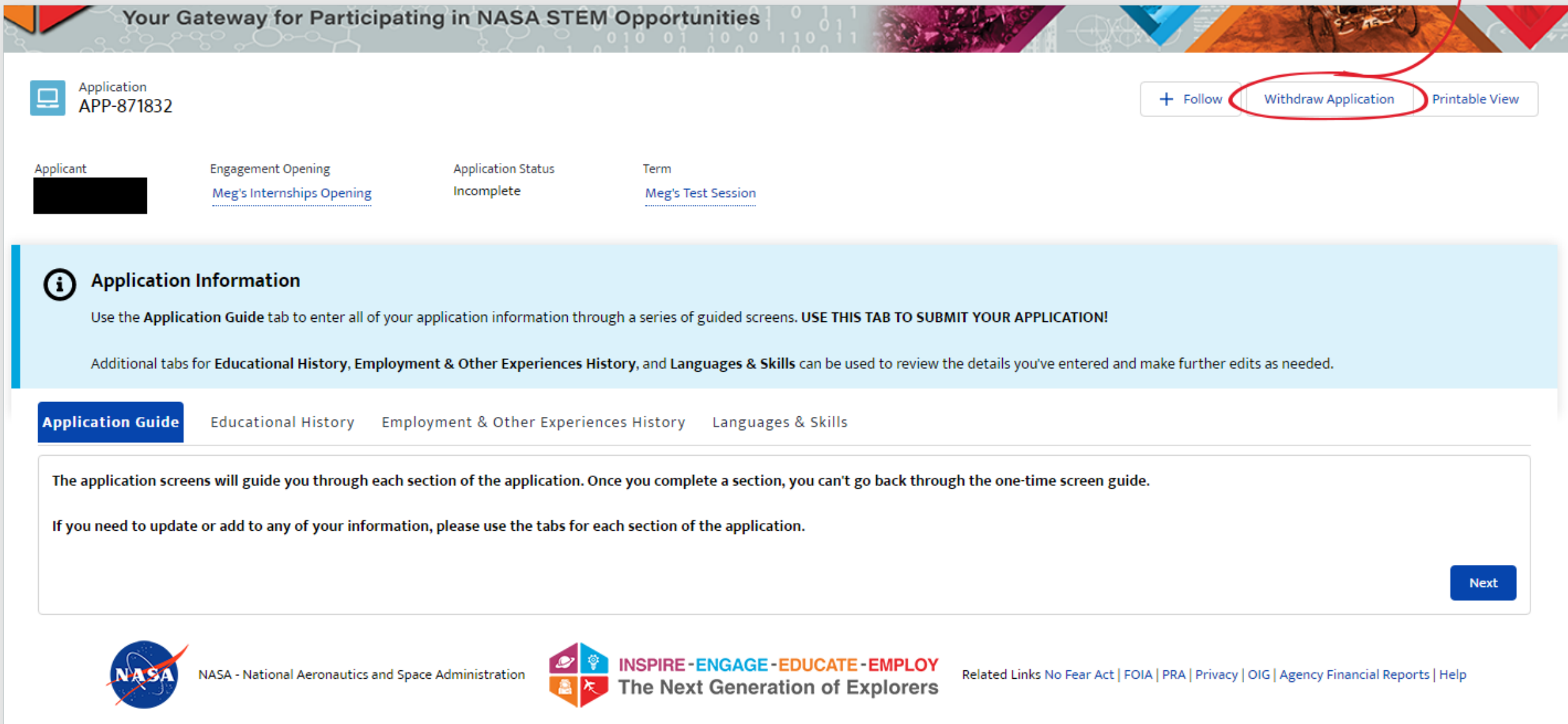
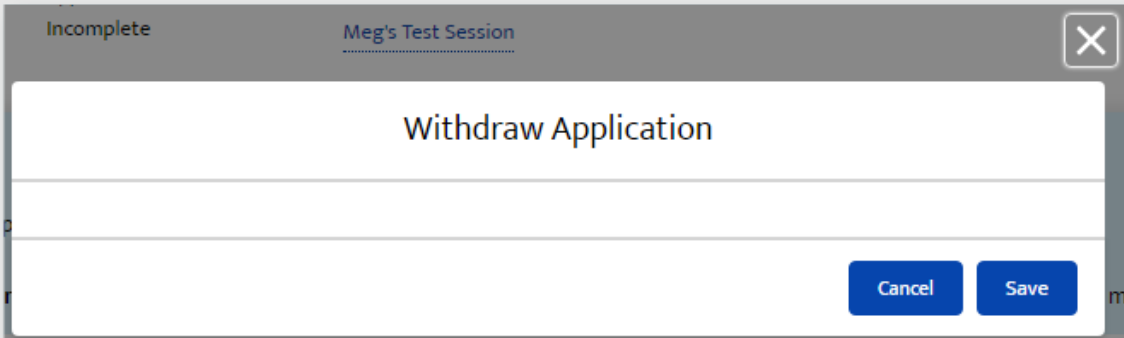
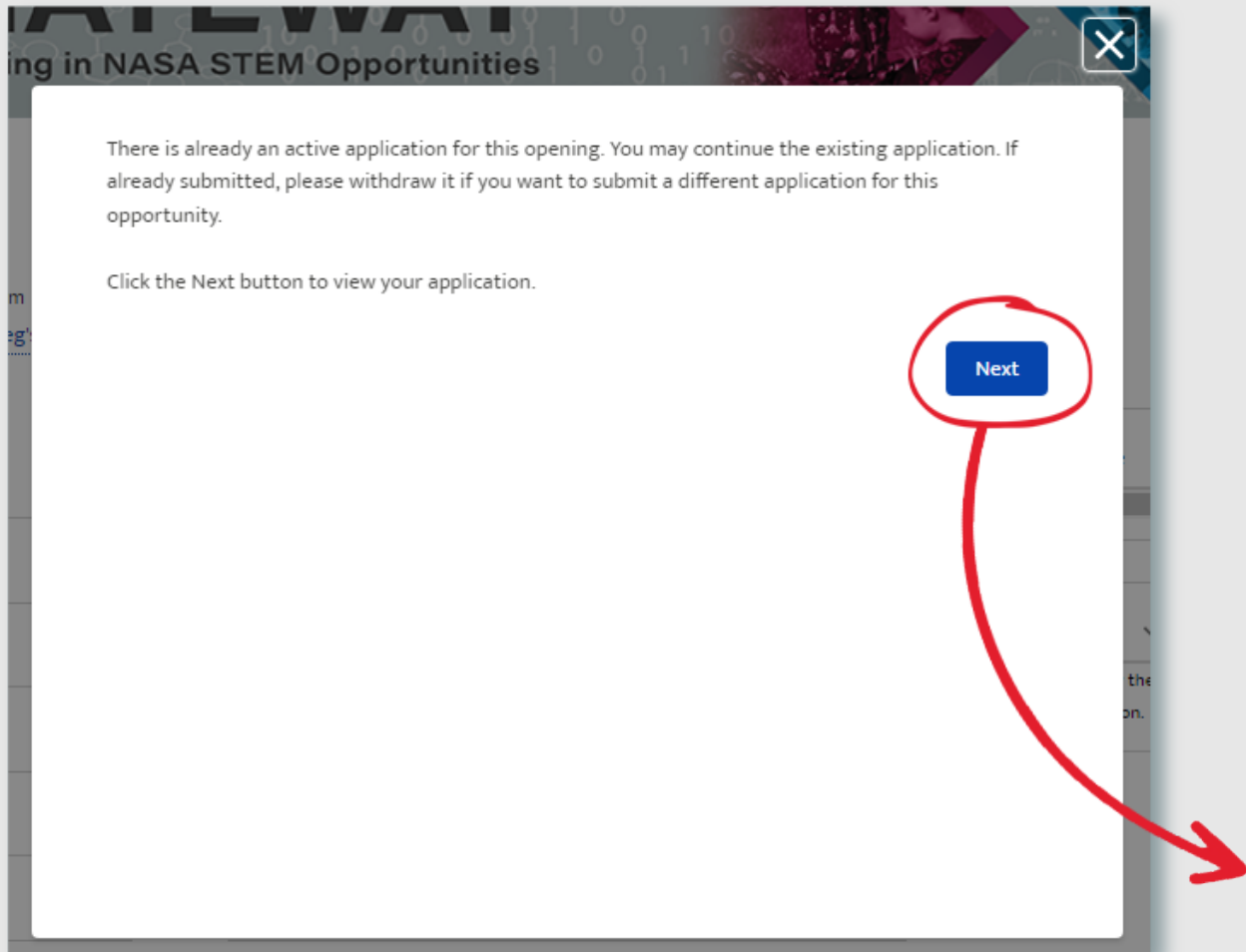
The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, there is a navigation bar with buttons for "+ Follow", "Apply Now", and "Printable View". The main content area shows details for an "Engagement Opening" titled "Meg's Internships Opening". A white modal dialog box is overlaid on the page, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background content is dimmed, showing a table with columns for "Course", "Record Type", and "Term", and a list of details for the "Meg Test Internships" course, including its unique identification number (011502), short title, long title, and application type (Registration).

# SECTION 3 - 1D. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may then choose to proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.



## SECTION 3 - 1E. APPLICATION GUIDE INTRODUCTION

The Internships program recently introduced a guided application experience to their workflow to help provide a more step-by-step approach to the application experience. When a new Internships application is initiated, the first step in the workflow provides some guidance information about the experience and how users will navigate the workflow. This step in the workflow does not collect any information.

Application APP-871858 + Follow Withdraw Application Printable View

|            |                                                                     |                    |                                     |
|------------|---------------------------------------------------------------------|--------------------|-------------------------------------|
| Applicant  | Engagement Opening                                                  | Application Status | Term                                |
| [REDACTED] | <a href="#">3-D Printed Humidity Sensor Fabrication and Testing</a> | Incomplete         | <a href="#">Intern: Summer 2022</a> |

**i Application Information**

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

**Application Guide** Educational History Employment & Other Experiences History Languages & Skills

The application screens will guide you through each section of the application. Once you complete a section, you can't go back through the one-time screen guide.

If you need to update or add to any of your information, please use the tabs for each section of the application.

**Next**



## SECTION 3 - 1F. CLONE OR SKIP

When a new application is initiated, the system will provide the user with the option to clone one of their five most recently submitted applications for the same record type (Internships or Pathways). This will copy all the data from the selected application and clone that information into the new application in an editable format. This allows individuals to submit multiple Internships applications without having to repeatedly re-enter the same information for each submission. If no applications were previously submitted for the related record type, the clone feature is bypassed all together and the user is routed to a new, blank application record.

This screenshot shows the 'Application Information' section for application APP-871858. At the top right, there are buttons for '+ Follow', 'Withdraw Application', and 'Printable View'. Below this is a table with the following data:

| Applicant  | Engagement Opening                                                  | Application Status | Term                                |
|------------|---------------------------------------------------------------------|--------------------|-------------------------------------|
| [Redacted] | <a href="#">3-D Printed Humidity Sensor Fabrication and Testing</a> | Incomplete         | <a href="#">Intern: Summer 2022</a> |

The main content area is titled 'Application Information' and includes instructions: 'Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!** Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.' Below this are tabs for 'Application Guide', 'Educational History', 'Employment & Other Experiences History', and 'Languages & Skills'. The 'Application Guide' tab is active and shows a section titled 'Copy an Existing Application' with the instruction 'Select an application to copy:'. A list of five applications is provided, each with a radio button:

- APP-871802: Deep Learning to Tackle Climate Change - Intern: Summer 2022
- APP-871715: Internships - Project Approver Email Test - Test Session - Eng Mgr
- APP-871693: Internships - Funding Src - Test Session - Eng Mgr
- APP-871707: Lunar Terrain Relative Navigation and Direct Altimetry Pipeline D&T - Intern: Summer 2022
- APP-871686: Internships - Close Function (submitted) - Test Session - Eng Mgr

At the bottom right of this section, there are two buttons: 'Copy' and 'Skip', both circled in red. A red arrow points from the 'Skip' button to the right, towards a text box.

The user may choose to skip the Clone feature and instead create a blank application record. Here, the system provides the full application in an **Application Guide**, which helps the user walk through the application, step-by-step. Instructions are provided above the guide to help inform the user on how to use the flow.

This screenshot shows the 'Application Information' section for application APP-871860. At the top right, there are buttons for '+ Follow', 'Withdraw Application', and 'Printable View'. Below this is a table with the following data:

| Applicant                   | Engagement Opening                                     | Application Status | Term                                |
|-----------------------------|--------------------------------------------------------|--------------------|-------------------------------------|
| <a href="#">Megoo Megoo</a> | <a href="#">Deep Learning to Tackle Climate Change</a> | Incomplete         | <a href="#">Intern: Summer 2022</a> |

The main content area is titled 'Application Information' and includes instructions: 'Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!** Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.' Below this are tabs for 'Application Guide', 'Educational History', 'Employment & Other Experiences History', and 'Languages & Skills'. The 'Application Guide' tab is active and shows a message: 'It is important for you to review all portions of the application for accuracy prior to submission. Applications will be locked from further edits once submitted.' At the bottom right of this section, there is a blue 'Next' button. A red arrow points from the 'Copy' button in the previous screenshot to this 'Next' button.

If an existing application is selected to be cloned, the user is then routed to a message to notify them that they have the responsibility of reviewing the cloned information to ensure it is still accurate before they record is submitted. This step in the workflow does not collect any information. When the Next button is selected, the user bypasses the application flow within the **Application Guide** all together, and is auto-routed to the **Review & Edit** step.

## SECTION 3 - 1G. GPA

The GPA was separated from each Academic History entry. Users are now asked to identify their current GPA one time at the beginning of their application. If their school does not use GPA, then they can select the checkbox below instead to indicate that fact. One of the two options is required to be completed.

Application  
APP-871858

+ Follow   Withdraw Application   Printable View

|            |                                                                     |                    |                                     |
|------------|---------------------------------------------------------------------|--------------------|-------------------------------------|
| Applicant  | Engagement Opening                                                  | Application Status | Term                                |
| [REDACTED] | <a href="#">3-D Printed Humidity Sensor Fabrication and Testing</a> | Incomplete         | <a href="#">Intern: Summer 2022</a> |

**i Application Information**

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

**Application Guide**   Educational History   Employment & Other Experiences History   Languages & Skills

GPA   Education and Me...   Employment Hist...   Other Experience   Transcripts   Resume   Skills   Languages   Interest   Review & Submit   Submitted

### GPA

Please enter your current cumulative GPA (based on a 4.0 GPA Scale) :

Current Cumulative GPA

Please indicate if your school does not use a GPA.

School Does Not use GPA

Next

## SECTION 3 - 1H. EDUCATION OR AFFILIATE ORGANIZATION

Users are required to identify their full educational history, which includes each school they attended, the dates of attendance, their major/areas of interest, and the highest academic level they achieved per institution. They can search our database of over 139K+ formal/informal institutions stored within STEM Gateway. Users can identify their Major and Double Major by searching our database of all standardized academic programs within STEM Gateway, searching by keyword.

If the user selects the Present checkbox to indicate their current school, the *Date To* field disappears and is replaced with required fields called **Planned Graduation Month** and **Planned Graduation Year**. The year field will automatically display the current year + 10 years into the future.

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

**NOTE:** As the users complete the form and click Next, academic records and the associated majors records are generated and associated to the application within the Educational History tab (above the chevron). See the [Review & Edit Educational History](#) page for more info.

Can't find my institution

\*Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

K

1

2

3

4

5

6

7

8

9

10

11

12

Undergraduate Freshman

Undergraduate Sophomore

Undergraduate Junior

Undergraduate Senior

Graduate Master's

Graduate Doctoral

Post Doctoral

K

Application Guide Educational History Employment & Other Experience... More

Education an... Employment ... Other Experi... Transcripts Resume Skills La

### Education or Affiliate Organization

\*Institution Name

Search Accounts...

Can't find my institution

\*Date From

\*Date To

Present

\*Major / Area of Interest

Search Majors...

Double Major / Minor

Search Majors...

\*Academic Level

--None--

\*Do you have any additional educational institutions to add?

Yes

No

Next

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Select an Option

2023

2024

2025

2026

2027

2028

2029

2030

2031

2032

2033

Select an Option

Currently Attending

Present

\*Planned Graduation Month

Select an Option

\*Planned Graduation Year

Select an Option

\*Major / Area of Interest

computer

Show All Results for "computer"

Computer and Information Sciences

Computer and Information Sciences - Computer/Information Tech...

Computer and Information Sciences

Computer and Information Sciences - Computer Programming

Computer and Information Sciences

Computer and Information Sciences - Computer Science

Computer and Information Sciences

Computer and Information Sciences - Computer Software and Me...

Computer and Information Sciences

Computer and Information Sciences - Computer Systems Analysis

## SECTION 3 - 1I. EMPLOYMENT HISTORY

Users may *optionally* enter any employment history. Here, they will enter basic information about their Employer, assigned position, and length of employment.

Application APP-871858

+ Follow Withdraw Application Printable View

Applicant [Redacted] Engagement Opening [3-D Printed Humidity Sensor Fabrication and Testing](#) Application Status Incomplete Term [Intern: Summer 2022](#)

**Application Information**  
Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**  
Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

Application Guide Educational History Employment & Other Experiences History Languages & Skills

✓ ✓ Employment Hist... Other Experience Transcripts Resume Skills Languages Interest Review & Submit Submitted

### Employment History

Enter any employment that you would like considered during the selection process. Volunteer and other experience can be captured in another section of the application.

I do not have any employment history at this time

\* Name of Employer

\* Position / Title

\* From

\* To

Present

\* Primary Responsibilities (1200 characters)

\* Do you have any additional employment history to add?

Yes  No

Next

If the user has no employment history to report, they will select the **I do not have employment history at this time** checkbox instead

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

**NOTE:** As the users complete the form and click Next, employment records are generated and associated to the application within the Employment & Other Experiences History tab (above the chevron). See the [Review & Edit Employment & Other Experience](#) page for more info.



## SECTION 3 - 1J. OTHER EXPERIENCE

Users may *optionally* enter any other experience they feel is relevant. Here, they will enter basic information about the type of experience they wish to report, are able to describe the experience, and provide the length of time that experience occurred.

If the user has no additional experience to report, they will select the I do not have any "Other Experience" at this time checkbox instead

Other experience: Volunteer, Leadership, Membership, Extracurricular Activity, etc.

I do not have any "Other Experience" at this time

\* Experience Type

Volunteer

Volunteer

Leadership

Membership

Extracurricular Activity

Application APP-871858

Applicant: [Redacted]

Engagement Opening: 3-D Printed Humidity Sensor Fabrication and Testing

Application Status: Incomplete

Term: Intern: Summer 2022

Application Information

Use the Application Guide tab to enter all of your application information through a series of guided screens. USE THIS TAB TO SUBMIT YOUR APPLICATION!

Additional tabs for Educational History, Employment & Other Experiences History, and Languages & Skills can be used to review the details you've entered and make further edits as needed.

Application Guide | Educational History | Employment & Other Experiences History | Languages & Skills

Other Experience

Other experience may include volunteer opportunities, leadership positions, memberships in organizations, or any other experience that may be considered relevant.

I do not have any "Other Experience" at this time

\* Experience Type

Volunteer

\* Describe your experience (1200 Characters)

\* From

\* To

Present

\* Do you have any additional relevant experience to add?

Yes

No

Next

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

**NOTE:** As the users complete the form and click Next, other experience records are generated and associated to the application within the Employment & Other Experiences History tab (above the chevron). See the [Review & Edit Employment & Other Experience](#) page for more info.

## SECTION 3 - 1K. TRANSCRIPTS

Users are required to upload their most current school transcripts before they may submit their Internships or Pathways application. However, because they can choose to save, leave, and return to their application at a later time, they are given the ability to choose if they are ready or not to upload their transcripts at this workflow step.

If the user chooses **No**, they may skip this step until they are ready and simply click the Next button.

If the user chooses **Yes**, they are then required to upload the transcripts to the application.

Application APP-871858

Applicant: [Redacted] Engagement Opening: 3-D Printed Humidity Sensor Fabrication and Testing Application Status: Incomplete Term: Intern: Summer 2022

**Application Information**  
Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**  
Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

Application Guide | Educational History | Employment & Other Experiences History | Languages & Skills

Transcripts | Resume | Skills | Languages | Interest | Review & Submit | Submitted

### Transcripts

An unofficial or official transcript is required before application submission. Are you ready to upload your transcript? If not, you may upload later.

\* Do you have a transcript to upload?  
 Yes  
 No

Next

Upload Files

Transcripts.docx  
12 KB

1 of 1 file uploaded

Done

Transcripts | Resume | Skills | Languages | Interest | Review & Submit | Submitted

### Transcripts

Transcript is required. Your transcript will only be valid for 6 months after the upload date. Upload your most recent unofficial transcript. All transcripts must include your name and the school name.

Upload your transcript:  
 Or drop files

\* Do you have any additional transcripts to add?  
 Yes  
 No

Next

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

**NOTE:** As the users add transcripts and click Next, transcript records are generated and associated to the application within the Educational History tab (above the chevron). See the [Review & Edit Educational History](#) page for more info.

## SECTION 3 - 1L. RESUME

Users may *optionally* upload a Resume to their Internships or Pathways application.

If the user chooses **No**, they may skip this step until they are ready and simply click the Next button.

If the user chooses **Yes**, they are then required to upload the transcripts to the application.

The screenshot shows the application interface for 'APP-871858'. At the top, there are buttons for '+ Follow', 'Withdraw Application', and 'Printable View'. Below this, a summary row includes: Applicant (redacted), Engagement Opening '3-D Printed Humidity Sensor Fabrication and Testing', Application Status 'Incomplete', and Term 'Intern: Summer 2022'. A light blue banner contains an information icon and the text: 'Application Information. Use the Application Guide tab to enter all of your application information through a series of guided screens. USE THIS TAB TO SUBMIT YOUR APPLICATION! Additional tabs for Educational History, Employment & Other Experiences History, and Languages & Skills can be used to review the details you've entered and make further edits as needed.' Below the banner are tabs for 'Application Guide', 'Educational History', 'Employment & Other Experiences History', and 'Languages & Skills'. A progress bar shows steps: 'Resume' (active), 'Skills', 'Languages', 'Interest', 'Review & Submit', and 'Submitted'. The 'Resume' section asks: '\*Do you have a resume to upload?' with radio buttons for 'Yes' and 'No'. A 'Next' button is at the bottom right.

The 'Upload Files' dialog box shows a file named 'Resume.docx' (12 KB) being uploaded. A progress bar is visible, and the status at the bottom indicates '0 of 1 file uploaded'. A 'Done' button is at the bottom right.

This screenshot is similar to the one above but shows the 'Resume' section with the question: 'Upload your resume.' Below it, there is a text input field and two buttons: 'Upload Files' and 'Or drop files'. Below this, it asks: '\*Do you have any additional resumes to add?' with radio buttons for 'Yes' and 'No'. A 'Next' button is at the bottom right.

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

**NOTE:** As the users submit a Resume and click Next, resume records are generated and associated to the application within the Employment & Other Experiences History tab (above the chevron). See the [Review & Edit Employment & Other Experience](#) page for more info.

## SECTION 3 - 1M. SKILLS

Users may *optionally* identify Skills that they possess that they feel are relevant to the opportunity that they are applying for. The user simply needs to enter a portion of their skill name, which will automatically search our database of 4K+ records and return all matches for them to choose from. The system will automatically generate a skill record for each search result that they choose from the list.

The screenshot displays the application interface for 'Application APP-871858'. At the top, there are buttons for '+ Follow', 'Withdraw Application', and 'Printable View'. Below this, the applicant's name is redacted, and the engagement opening is '3-D Printed Humidity Sensor Fabrication and Testing'. The application status is 'Incomplete' and the term is 'Intern: Summer 2022'. The 'Application Information' section provides instructions on using the 'Application Guide' tab to submit the application. The 'Application Guide' tab is active, and the progress bar shows steps: Application Guide, Educational History, Employment & Other Experiences History, Languages & Skills (current), Interest, Review & Submit, and Submitted. The 'Skills' section has a search bar with the text 'Search for skills...' and a dropdown list of skills. Two skills are listed: 'Adobe Illustrator' and 'Adobe Photoshop', each with an 'X' icon to remove it. A 'Next' button is located at the bottom right.

To remove a skill, they simply need to click the X for the item(s) they want to eliminate.

**NOTE:** As the users submit Skills, skill records are generated and associated to the application within the Languages & Skills tab (above the chevron). See the [Review & Edit Languages & Skills](#) page for more info.



## SECTION 3 - 1N. LANGUAGES

Languages is another *optional* step in the workflow, which allows users to identify any foreign languages that they speak. The user simply needs to enter a portion of their language, which will automatically return all matches for them to choose from. The system will automatically generate a language record for each search result that they choose from the list.

Application APP-871858

Applicant: [Redacted] Engagement Opening: [3-D Printed Humidity Sensor Fabrication and Testing](#) Application Status: Incomplete Term: [Intern: Summer 2022](#)

**Application Information**  
Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**  
Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

Application Guide | Educational History | Employment & Other Experiences History | Languages & Skills

Progress: [Application Guide] [✓] [✓] [✓] [✓] [✓] [✓] [Languages] [Interest] [Review & Submit] [Submitted]

### Languages

List any Foreign Languages you are able to speak, read or write.

Search Language(s): american

Review added Languages

- French X

Next

Search Language(s)

american

- American Sign Language

To remove a language, they simply need to click the X for the item(s) they want to eliminate.

**NOTE:** As the users submit Languages, language records are generated and associated to the application within the Languages & Skills tab (above the chevron). See the [Review & Edit Languages & Skills](#) page for more info.

## SECTION 3 - 10. INTEREST

Users are required to submit a brief essay on why they want a NASA Internship. The character limitation was increased to 1200 characters based on requests from the user community to allow for a more in-depth submission. Users will also identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Applicant: [Redacted] Engagement Opening: [3-D Printed Humidity Sensor Fabrication and Testing](#) Application Status: Incomplete Term: [Intern: Summer 2022](#)

### Application Information

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

**Application Guide** Educational History Employment & Other Experiences History Languages & Skills



### Internship Interests

\*Why do you want this NASA internship? (1200 characters)

\*How did you learn about this NASA STEM Engagement Opportunity?

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

Next

## SECTION 3 - 1P. REVIEW & EDIT

If the user created a new Internships or Pathways application, this would be the next step in the workflow. If users cloned an existing Internships or Pathways application, they would automatically be routed to this step in the flow once the clone was initiated. Regardless if the application was brand new or cloned, the experience at this point is the same for the user. Here, the user has an opportunity to review what has been generated for the application and may update any areas before the application is submitted.

All of the content that generated individual records that are then associated to the application can be accessed through the various tabs above the chevron

Application  
APP-871858

+ Follow Withdraw Application Printable View

Applicant Engagement Opening Application Status Term  
3-D Printed Humidity Sensor Fabrication and Testing Incomplete Intern: Summer 2022

### Application Information

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

Application Guide Educational History Employment & Other Experiences History Languages & Skills

Review & Submit Submitted

### Review & Edit

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking "Next" on this page will allow you to verify and submit your application/registration. You may edit your information below and in the "Educational History," "Employment & Other Experiences History," and "Languages and Skills" tabs above.

\* Application Date  
May 21, 2022

GPA  
3.90

School Does Not use GPA

\* Why do you want this NASA internship? (1200 Characters)  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo.

\* How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

Next

All remaining text fields are editable directly from this page

## SECTION 3 - 1Q. REVIEW & EDIT EDUCATIONAL HISTORY

Users may add, update, or remove the information that was created for this application. The blue buttons allow users to add new education information and transcripts. The fields in this view match the experience previously described.

### Add Education

---

#### Education or Affiliate Organization

\*Institution Name

Can't find my institution

\*Date From

Date To

\*Major / Area of Interest

Double Major / Minor

\*Academic Level

\*Do you have any additional educational institutions to add?  
 Yes  
 No

[Next](#)

Application APP-1090733

[+ Follow](#)
[Withdraw Application](#)
[Printable View](#)

Applicant  
[Megoo Megoo](#)
Engagement Opening  
[Technology Development Management](#)
Application Status  
**Incomplete**
Term  
[Intern: Summer 2023](#)

**Additional Information**

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

**Application Guide**
**Educational History**
Employment & Other Experiences History
Languages & Skills

▼ GPA

GPA  
3.90

✎

Add Education
Add Transcript

**Academic History (2)**

2 items • Updated a few seconds ago

|   | Institution                                    | Date From | Date To    | Present                             | Academic Levels      | Planned Graduat... | Planned Graduat... |   |
|---|------------------------------------------------|-----------|------------|-------------------------------------|----------------------|--------------------|--------------------|---|
| 1 | <a href="#">Alaska Pacific University</a>      | 3/28/2021 |            | <input checked="" type="checkbox"/> | Graduate Master's    | Aug                | 2025               | ▼ |
| 2 | <a href="#">University of Alaska Southeast</a> | 3/27/2018 | 11/30/2021 | <input type="checkbox"/>            | Undergraduate Senior |                    |                    | ▼ |

[View All](#)

**Student Majors (3)**

3 items • Updated a few seconds ago

|   | Student Major: Student Major ID | Major Details              | Institution                                    |   |
|---|---------------------------------|----------------------------|------------------------------------------------|---|
| 1 | <a href="#">SM-326684</a>       | Engineering - Agricultural | <a href="#">Alaska Pacific University</a>      | ▼ |
| 2 | <a href="#">SM-326685</a>       | Psychology - Comparative   | <a href="#">Alaska Pacific University</a>      | ▼ |
| 3 | <a href="#">SM-326686</a>       | Engineering - Agricultural | <a href="#">University of Alaska Southeast</a> | ▼ |

[View All](#)

**Transcripts (1)**

1 item • Updated a few seconds ago

|   | Transcripts Name                  | Transcript Status | Transcript Expiration Date: |   |
|---|-----------------------------------|-------------------|-----------------------------|---|
| 1 | <a href="#">Transcript-195960</a> | Active            | 10/10/2023                  | ▼ |

[View All](#)

Users may also update their GPA from this location by clicking the pencil icon to open the record in edit mode. Once the changes are saved, the Review & Edit page will reflect the change to this section.

### Add Transcript

---

Upload Files

Or drop files

Users can click the dropdown arrow to the right of each record view, edit, or delete the record.

**NOTE:** Student Majors cannot be directly deleted by the user from this view. They may only view. The Academic History record where the major was identified on will have to be updated to add/modify/remove the major, which will automatically update the records displayed in the Student Majors section on save.



## SECTION 3 - 1R. REVIEW & EDIT EMPLOYMENT & OTHER EXPERIENCE

Users may add, update, or remove the information that was created for this application. The blue buttons allow users to add new employment information, other related experience, and resumes. The fields in this view match the experience previously described.

### Add Employment

Employer Name

Position / Title

Responsibilities (1200 chars)

\* From

To

Present

Application APP-871858 + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [3-D Printed Humidity Sensor Fabrication and Testing](#) Application Status: **Incomplete** Term: [Intern: Summer 2022](#)

### Application Information

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

[Application Guide](#) [Educational History](#) [Employment & Other Experiences History](#) [Languages & Skills](#)

[Add Employment](#) [Add Other Experience](#) [Add Resume](#)

#### Employment History (1)

1 item • Updated a few seconds ago

|   | Employer Name | Position / Title | From     | To | Present                             |                                         |
|---|---------------|------------------|----------|----|-------------------------------------|-----------------------------------------|
| 1 | [Redacted]    | Researcher       | 5/2/2020 |    | <input checked="" type="checkbox"/> | <input type="button" value="View All"/> |

#### Resumes (1)

1 item • Updated a few seconds ago

|   | Resume Name | Created Date      |                                         |
|---|-------------|-------------------|-----------------------------------------|
| 1 | [Redacted]  | 4/6/2022, 6:38 PM | <input type="button" value="View All"/> |

#### Other Experiences (1)

1 item • Updated a few seconds ago

|   | Experience T... | Describe Your Experience (1200 chars)                                                                                                 | From     | To        | Present                  |                                         |
|---|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|--------------------------|-----------------------------------------|
| 1 | Volunteer       | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penati... | 5/1/2019 | 2/14/2020 | <input type="checkbox"/> | <input type="button" value="View All"/> |

### Add Resume

Upload Files  
 Or drop files

### Add Other Experience

Experience Type

Describe Your Experience (1200 chars)

\* From

To

Present

Users can click the dropdown arrow to the right of each record view, edit, or delete the record.

## SECTION 3 - 1S. REVIEW & EDIT LANGUAGES & SKILLS

Users may also manage the Skills and Languages that they have identified on their application. They may search and add new entries by searching by keyword in the appropriate fields.

The screenshot displays the 'Languages & Skills' section of an application management interface. At the top, there is a header for 'Application APP-871858' with buttons for '+ Follow', 'Withdraw Application', and 'Printable View'. Below this, a table shows application details: Applicant (redacted), Engagement Opening (3-D Printed Humidity Sensor Fabrication and Testing), Application Status (Incomplete), and Term (Intern: Summer 2022). A light blue banner contains 'Application Information' with instructions to use the 'Application Guide' tab to submit the application and mentions other tabs for 'Educational History', 'Employment & Other Experiences History', and 'Languages & Skills'. The 'Languages & Skills' tab is active, showing two search boxes: 'Search Skill(s)' and 'Search Language(s)'. The 'Search Skill(s)' box contains 'adobe' and a dropdown menu lists skills like 'Adobe Acrobat Computer Skills', 'Adobe After Effects Computer Skills', 'Adobe Animate Computer Skills', 'Adobe Connect Computer Skills', 'Adobe Creative Cloud Computer Skills', 'Adobe Dreamweaver Computer Skills', and 'Adobe Illustrator'. The 'Search Language(s)' box contains 'american' and a dropdown menu lists 'American Sign Language'. Below the search boxes are sections for 'Review added Skills' (showing 'Adobe Illustrator' and 'Adobe Photoshop') and 'Review added Languages' (showing 'French' and 'American Sign Language'). Red arrows point from the search boxes to their respective dropdown menus. A red circle highlights the 'X' icon on the 'American Sign Language' record, with an arrow pointing to a text box at the bottom.

Search Skill(s)

adobe

- Adobe Acrobat Computer Skills
- Adobe After Effects Computer Skills
- Adobe Animate Computer Skills
- Adobe Connect Computer Skills
- Adobe Creative Cloud Computer Skills
- Adobe Dreamweaver Computer Skills
- Adobe Illustrator

Application APP-871858

+ Follow Withdraw Application Printable View

Applicant Engagement Opening Application Status Term

3-D Printed Humidity Sensor Fabrication and Testing Incomplete Intern: Summer 2022

**Application Information**

Use the **Application Guide** tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for **Educational History**, **Employment & Other Experiences History**, and **Languages & Skills** can be used to review the details you've entered and make further edits as needed.

Application Guide Educational History Employment & Other Experiences History Languages & Skills

Search Skill(s)

Search for skills...

Review added Skills

Adobe Illustrator X Adobe Photoshop X

Search Language(s)

Search for languages...

Review added Languages

French X American Sign Language X

They can remove any record by clicking the X for any record

## SECTION 3 - 1T. REVIEW & SUBMIT

Once they have completed their updates and move forward in the workflow, a full read-only overview is displayed, giving the users one last opportunity to review the data prior to submission. They may choose to go back in the workflow to make any necessary changes or submit the application. No information is collected from the user on this step.

Application APP-871858

[+ Follow](#)
[Withdraw Application](#)
[Printable View](#)

Applicant: [REDACTED]
Engagement Opening: [3-D Printed Humidity Sensor Fabrication and Testing](#)
Application Status: Incomplete
Term: [Intern: Summer 2022](#)

**Application Information**

Use the [Application Guide](#) tab to enter all of your application information through a series of guided screens. **USE THIS TAB TO SUBMIT YOUR APPLICATION!**

Additional tabs for [Educational History](#), [Employment & Other Experiences History](#), and [Languages & Skills](#) can be used to review the details you've entered and make further edits as needed.

Application Guide

[Educational History](#)
[Employment & Other Experiences History](#)
[Languages & Skills](#)

### Review Application

Review the information you have entered and verify that it is accurate to the best of your knowledge. By submitting this application, you certify that the information provided is true and correct.

#### Educational History

##### Academic Institutions

|                                                       |                                                |                                                        |
|-------------------------------------------------------|------------------------------------------------|--------------------------------------------------------|
| <b>Institution:</b><br>Alaska Pacific University      | <b>Academic Level:</b><br>Graduate Master's    | <b>Dates of attendance:</b><br>03/27/2021 - Present    |
| <b>Majors:</b><br>Engineering<br>Psychology           |                                                | <b>Planned Graduation Date:</b><br>Aug 2025            |
| <b>Institution:</b><br>University of Alaska Southeast | <b>Academic Level:</b><br>Undergraduate Senior | <b>Dates of attendance:</b><br>03/26/2018 - 11/29/2021 |
| <b>Majors:</b><br>Engineering                         |                                                | <b>Planned Graduation Date:</b>                        |

##### GPA

**GPA:**  
3.9

##### Transcripts

|                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| <b>Transcript Name:</b><br>Transcript-015789 | <b>Transcript File Name:</b><br>Transcripts |
|----------------------------------------------|---------------------------------------------|

#### Employment & Other Experiences History

##### Employment History

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------|
| <b>Employer:</b><br>[REDACTED]                                                                                                                                                                                                                                                                                                                                                                               | <b>Position:</b><br>Researcher | <b>Dates of Employment:</b><br>05/02/2020 - Present |
| <b>Primary Responsibilities:</b><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. |                                |                                                     |

##### Other Experience

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Experience Type:</b><br>Volunteer                                                                                                                                                                                                                                                                                                                                                                         | <b>Date:</b><br>05/01/2019 - 02/14/2020 |
| <b>Describe Your Experience:</b><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. |                                         |

##### Resumes

|                                   |                                    |
|-----------------------------------|------------------------------------|
| <b>Resume Name:</b><br>[REDACTED] | <b>Resume File Name:</b><br>Resume |
|-----------------------------------|------------------------------------|

#### Languages and Skills

##### Skills

Adobe Illustrator    Adobe Photoshop

##### Languages

French    American Sign Language

#### Internship Interests

**How did you learn about this NASA STEM Engagement Opportunity?**  
Email/Phone Call, NASA Express

**Why do you want this NASA Internship?**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae.

#### End of Review

Review & Edit
Submit

# SECTION 3 - 1U. SUBMITTED

Once submitted, they may view a read-only view of the information that was submitted for their application. Again, no information is selected at this point.

Application  
APP-871858

[+ Follow](#) [Withdraw Application](#) [Printable View](#)

Applicant  
[Redacted]

Engagement Opening  
3-D Printed Humidity Sensor Fabrication and Testing

Application Status  
Submitted

Term  
Intern: Summer 2022

✓

✓

Submitted

Pending Offer

Accepted Offer

Declined Offer

Offer Expired

Withdrawn

### Educational History

#### Academic Institutions

|                                                       |                                                |                                                        |
|-------------------------------------------------------|------------------------------------------------|--------------------------------------------------------|
| <b>Institution:</b><br>Alaska Pacific University      | <b>Academic Level:</b><br>Graduate Master's    | <b>Dates of attendance:</b><br>03/27/2021 - Present    |
| <b>Majors:</b><br>Engineering<br>Psychology           |                                                | <b>Planned Graduation Date:</b><br>Aug 2025            |
| <b>Institution:</b><br>University of Alaska Southeast | <b>Academic Level:</b><br>Undergraduate Senior | <b>Dates of attendance:</b><br>03/26/2018 - 11/29/2021 |
| <b>Majors:</b><br>Engineering                         |                                                | <b>Planned Graduation Date:</b>                        |

#### GPA

**GPA:**  
3.9

#### Transcripts

|                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| <b>Transcript Name:</b><br>Transcript-015789 | <b>Transcript File Name:</b><br>Transcripts |
|----------------------------------------------|---------------------------------------------|

### Employment & Other Experiences History

#### Employment History

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------|
| <b>Employer:</b><br>[Redacted]                                                                                                                                                                                                                                                                                                                                                                               | <b>Position:</b><br>Researcher | <b>Dates of Employment:</b><br>05/02/2020 - Present |
| <b>Primary Responsibilities:</b><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. |                                |                                                     |

#### Other Experience

|                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Experience Type:</b><br>Volunteer                                                                                                                                                                                                                                                                                                                                                                         | <b>Date:</b><br>05/01/2019 - 02/14/2020 |
| <b>Describe Your Experience:</b><br>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. |                                         |

#### Resumes

|                                   |                                    |
|-----------------------------------|------------------------------------|
| <b>Resume Name:</b><br>[Redacted] | <b>Resume File Name:</b><br>Resume |
|-----------------------------------|------------------------------------|

### Languages and Skills

#### Skills

Adobe Illustrator    Adobe Photoshop

#### Languages

French    American Sign Language

### Internship Interests

**How did you learn about this NASA STEM Engagement Opportunity?**  
Email/Phone Call, NASA Express

**Why do you want this NASA Internship?**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo.

### End of Review



# SECTION 3

## APPLY TO OPENINGS

### 2. CHALLENGES APPLICATIONS

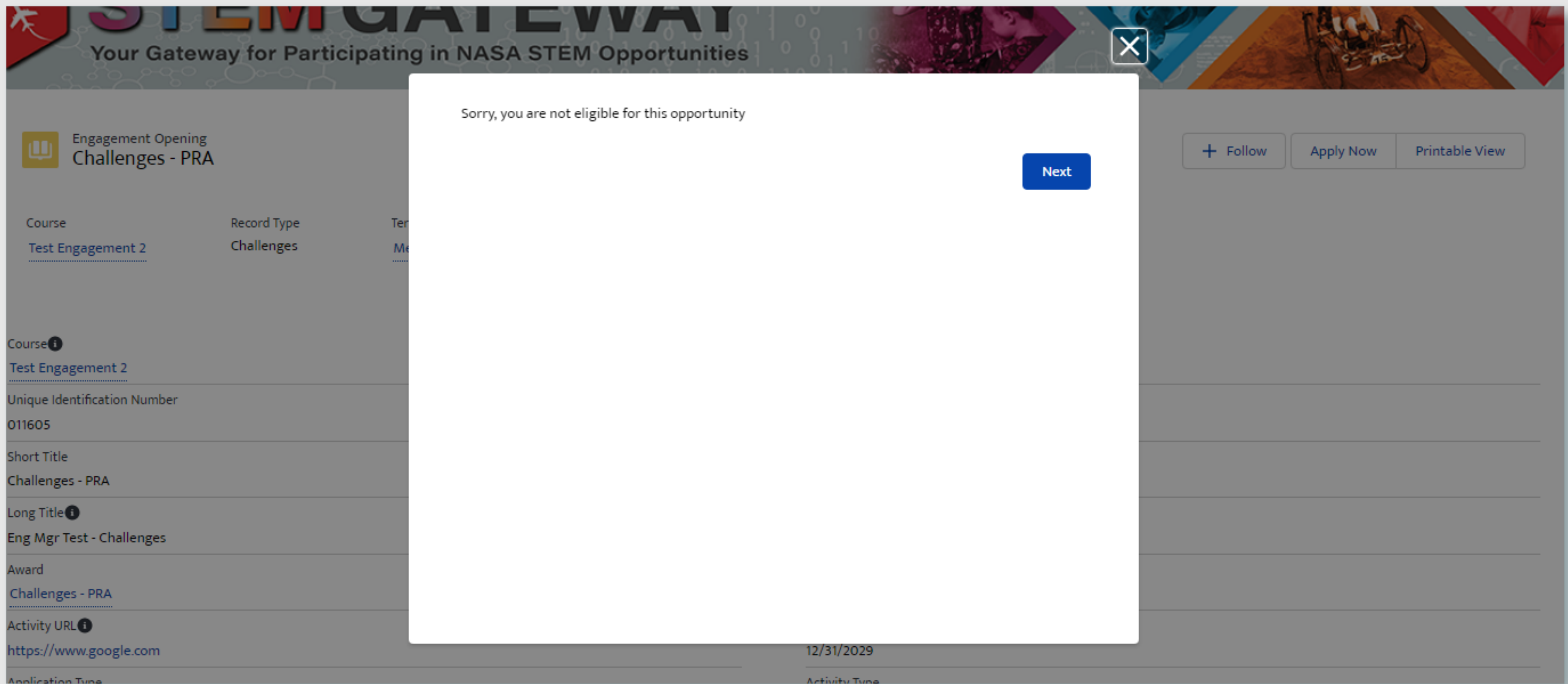
|                                                           |    |
|-----------------------------------------------------------|----|
| 2A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....   | 56 |
| 2B. <a href="#">CITIZENSHIP VALIDATION</a> .....          | 57 |
| 2C. <a href="#">EXISTING APPLICATION VALIDATION</a> ..... | 58 |
| 2D. <a href="#">INSTITUTION INFORMATION</a> .....         | 59 |
| 2E. <a href="#">TEAM INFORMATION</a> .....                | 60 |
| 2F. <a href="#">TEAM MEMBERS</a> .....                    | 61 |
| 2G. <a href="#">PROPOSAL</a> .....                        | 62 |
| 2H. <a href="#">SUPPORTING DOCUMENTS</a> .....            | 63 |
| 2I. <a href="#">INTEREST</a> .....                        | 64 |
| 2J. <a href="#">REVIEW &amp; SUBMIT</a> .....             | 65 |
| 2K. <a href="#">SUBMITTED</a> .....                       | 66 |

## SECTION 3 - 2A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.

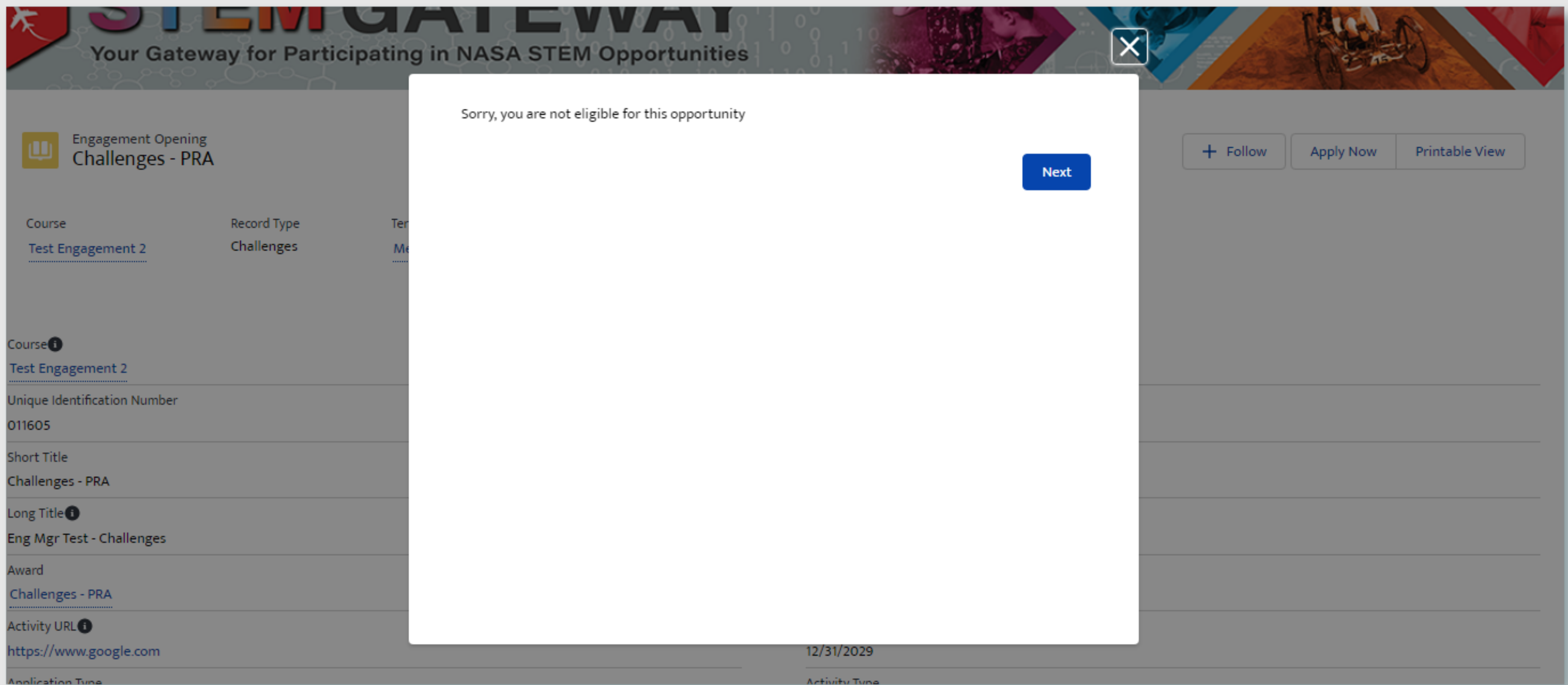


The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening Challenges - PRA" with various details like "Course: Test Engagement 2", "Record Type: Challenges", and "Unique Identification Number: 011605". There are also buttons for "+ Follow", "Apply Now", and "Printable View".

## SECTION 3 - 2B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.



The screenshot shows the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, displaying the message "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background is dimmed, showing details for an "Engagement Opening Challenges - PRA".

Engagement Opening  
Challenges - PRA

| Course                            | Record Type | Ter |
|-----------------------------------|-------------|-----|
| <a href="#">Test Engagement 2</a> | Challenges  | Me  |

Course ⓘ  
[Test Engagement 2](#)

Unique Identification Number  
011605

Short Title  
Challenges - PRA

Long Title ⓘ  
Eng Mgr Test - Challenges

Award  
[Challenges - PRA](#)

Activity URL ⓘ  
<https://www.google.com>

Application Type  
Activity Type

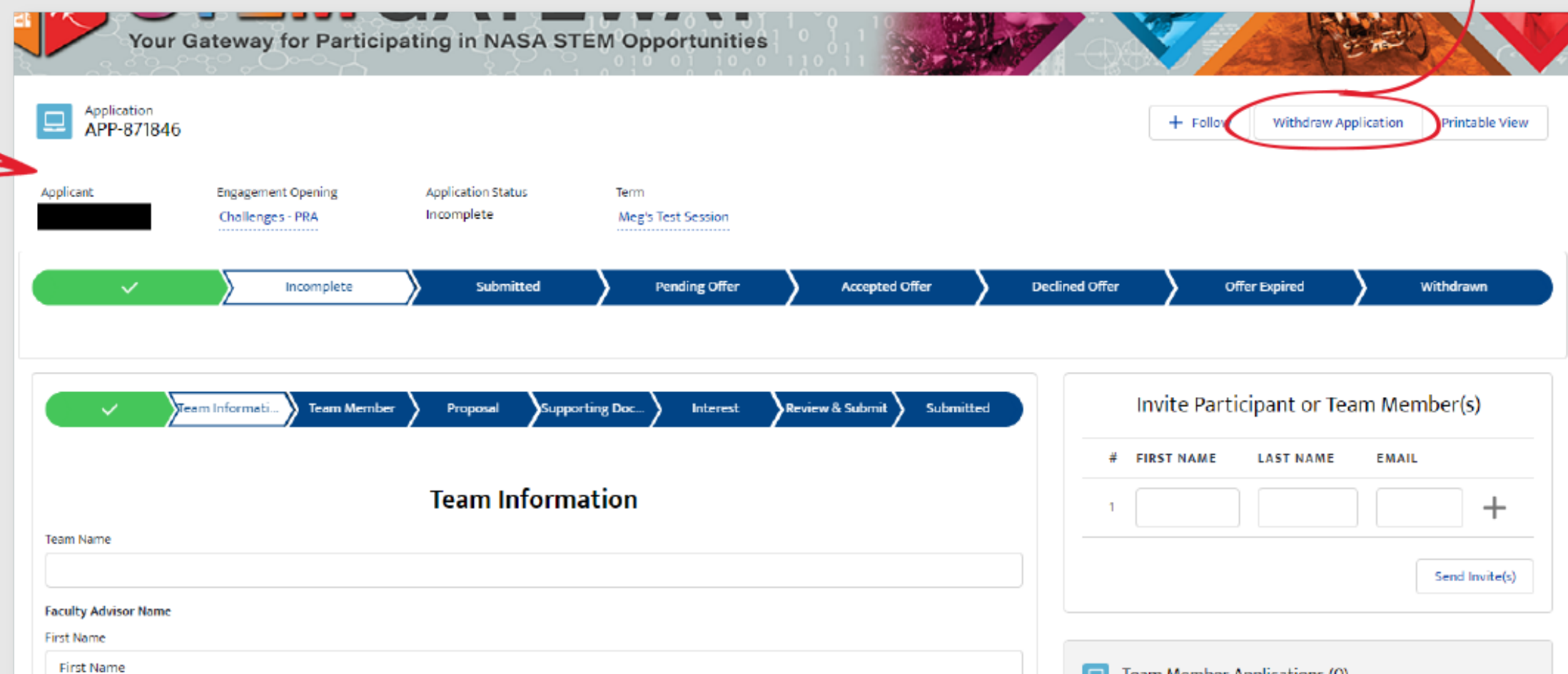
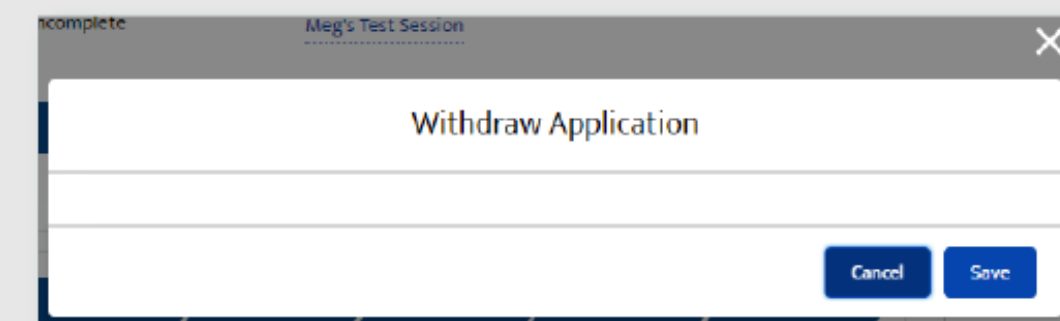
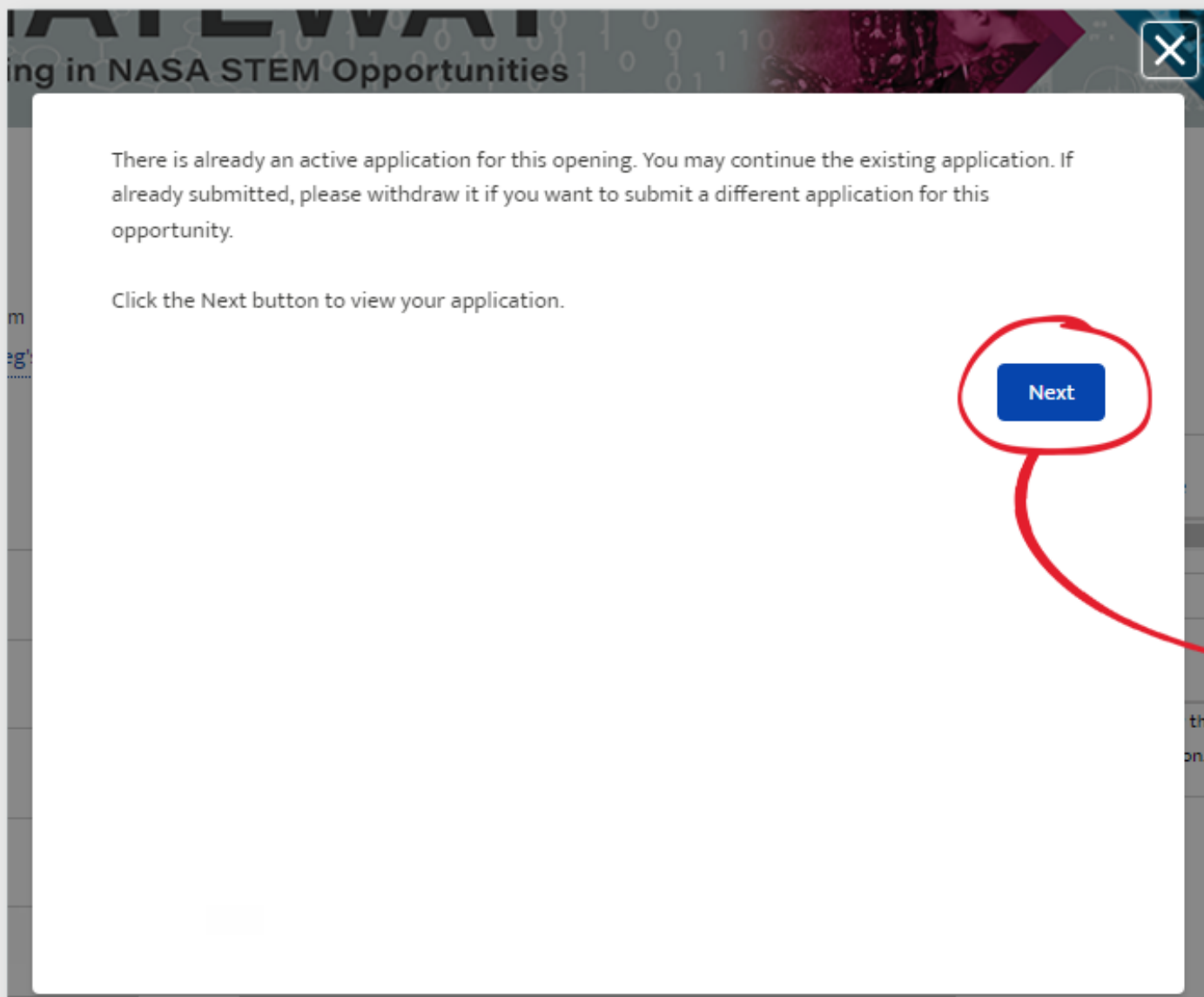
Buttons: + Follow, Apply Now, Printable View

## SECTION 3 - 2C. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.





## SECTION 3 - 2D. INSTITUTION INFORMATION

Because each Challenges application is unique to the opportunity and the team submitting the application, once users pass all validation rules, they are routed to a brand new application flow without the ability to clone from a previous version. First, users are required to identify the Academic Institution that will serve as the Lead for the team, by searching within our database of over 139K+ formal/informal institutions stored within STEM Gateway

san diego

Show All Results for "san diego"

- San Diego Air & Space Museum  
2001 Pan American Plaza
- San Diego City College Planetarium  
1313 Park Blvd.
- San Diego Supercomputer Center  
10100 Hopkins Dr
- Insight @ San Diego  
50 Moreland Rd.
- University of San Diego  
5998 Alcalá Park

Application APP-871847

Applicant: [Redacted] Engagement Opening: Challenges - PRA Application Status: Incomplete Term: Meg's Test Session

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Navigation: Institution Information (selected) Team Information Team Member Proposal Supporting Documents Interest Review & Submit Submitted

### Institution Information

\* Lead Institution

Search Accounts...

Can't find my institution

\* Do you have any Participating Institutions to add?  
 Yes  
 No

Next

#### Invite Participant or Team Member(s)

| # | FIRST NAME | LAST NAME | EMAIL |
|---|------------|-----------|-------|
| 1 |            |           |       |

Send Invite(s)

Team Member Applications (0)

Engagement Affiliations (0)

Proposals (0) [New](#)

Files (0) [Add Files](#)

[Upload Files](#)  
Or drop files

Can't find my institution

\* Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

If the user has one or more Participating institutions to submit, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed for each Participating institution.

## SECTION 3 - 2E. TEAM INFORMATION

Users will enter the Team Name and will identify the Name, Email, and Phone Number for the team's Faculty Advisor and Team Lead

Application  
**APP-871879**

[+ Follow](#) [Withdraw Application](#) [Printable View](#)

Applicant  
[REDACTED]

Engagement Opening  
[2021 SUITS Challenge](#)

Application Status  
Incomplete

Term  
[SUITS 2021](#)

✓
Incomplete
Submitted
Pending Offer
Accepted Offer
Declined Offer
Offer Expired
Withdrawn

Team Information

Team Name

Faculty Advisor Name

First Name

Last Name

\* Faculty Advisor Email

Faculty Advisor Phone

Team Lead Name

First Name

Last Name

\* Team Lead Email

Team Lead Phone

[Next](#)

Invite Participant or Team Member(s)

| # | FIRST NAME           | LAST NAME            | EMAIL                |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Send Invite\(s\)](#)

[Team Member Applications \(0\)](#)

[Engagement Affiliations \(3\)](#) [New](#)

| Engagem...                  | Account          | Type                                                  |
|-----------------------------|------------------|-------------------------------------------------------|
| <a href="#">ENAF-000...</a> | San Diego Ci...  | Lead Institut... <span style="float: right;">▼</span> |
| <a href="#">ENAF-000...</a> | San Diego Ai...  | Participatin... <span style="float: right;">▼</span>  |
| <a href="#">ENAF-000...</a> | University of... | Participatin... <span style="float: right;">▼</span>  |

[Proposals \(0\)](#) [New](#)

[Files \(0\)](#) [Add Files](#)

[Upload Files](#)

Or drop files

Users may edit and/or delete the institution(s) identified once they move past the Institution Information step and as long as the application is not moved to a Submitted state

60

## SECTION 3 - 2F. TEAM MEMBERS

Next, users will identify each Team Member who will participate in the activity if the team is selected as a participant.

Users will enter the First Name, Last Name, and Email for each team member. they may click the **plus sign** to add additional lines. Users will click the **Send Invites** button, which will generate an email notification for each named team member. This step can be repeated as many times as needed.

The system will determine if an account already exists for the Name/Email combination entered per user and will send a specific message based on if they are already registered in Gateway.

The screenshot shows the application management interface for application APP-871847. It features a progress bar with stages: Incomplete, Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, and Withdrawn. Below this, a secondary progress bar highlights the 'Team Member' stage. The main section is titled 'Team Member' and contains a table for 'Invite Participant or Team Member(s)'. The table has columns for '#', 'FIRST NAME', 'LAST NAME', and 'EMAIL'. Two rows are visible, each with a plus sign to add more members. A 'Send Invite(s)' button is located at the bottom right of the table, circled in red. To the right of the table, there are sections for 'Team Member Applications (0)', 'Engagement Affiliations (1)', 'Proposals (0)', and 'Files (0)'. A 'Next' button is also present.

The email notification is from HQ-NASA-STEM-Gateway. The subject is "NASA: Important Message Regarding STEM Program". The body text reads: "you have been identified as a team member on the application submitted by Test Educator for TEST Opening - DO NOT USE. You may access your registration account [here](#) to complete the remainder of the registration process. Good Luck! If you feel you have received this email in error, then you may ignore this email." There are "Reply" and "Forward" buttons at the bottom.

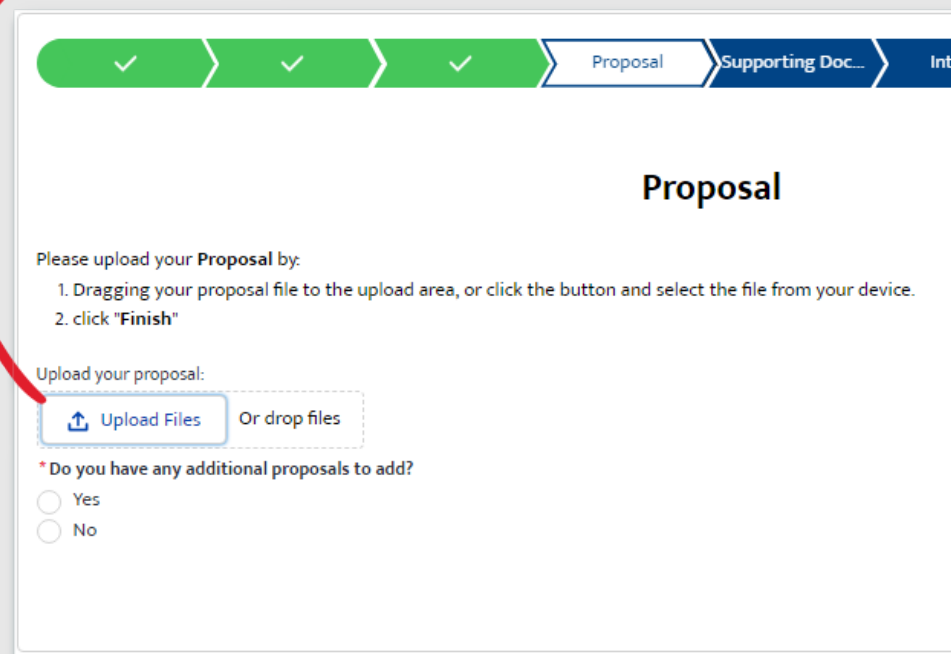
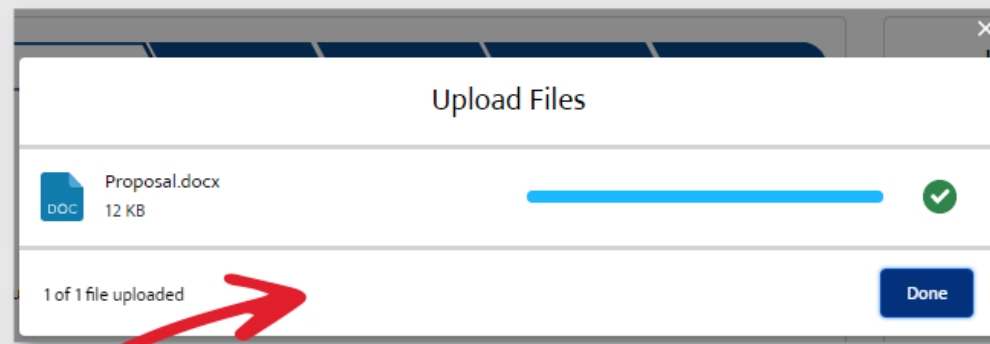
If the user does not already exist, the message will instruct them to register and the system will auto-generate a blank "team member" application and associate it to this "team lead" application. However, the application will not move to a submitted state until the registration process is completed.

The email notification is from HQ-NASA-STEM-Gateway. The subject is "NASA: Important Message Regarding STEM Program". The body text reads: "Test Educator, you have been identified as a team member on the application submitted by Test Educator for TEST Opening - DO NOT USE. You may access your registration account [here](#) to review and update your registered profile, as needed. Good Luck! If you feel you have received this email in error, then you may ignore this email." There are "Reply" and "Forward" buttons at the bottom.

If the user does already exist, the message notify them that they have been identified as a team member and the system will automatically generate a blank "team member" application and associate it to this "team lead" application in a submitted state.

## SECTION 3 - 2G. PROPOSAL

Users are required to submit a proposal before the application is submitted. They may select Yes and upload the proposal on this step. Or they may select No, and continue on to the next step in the flow. If they choose to upload the proposal at a later date, they can click the New button in the corner of the Proposals related list, where they will be prompted to upload the file at that time with the same upload feature pictured on the left.



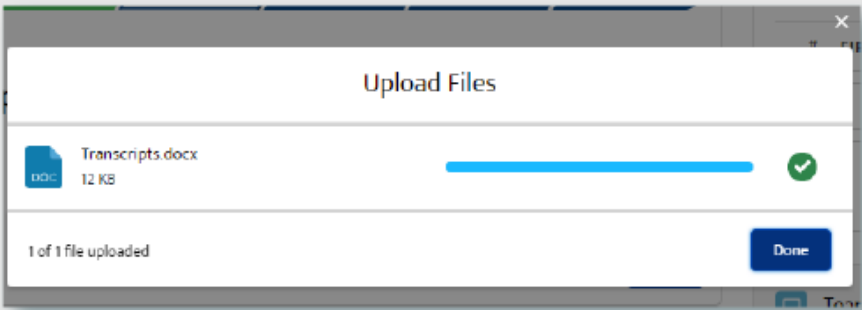
If the user chooses to upload multiple files, they can click Yes and a new upload form will be displayed upon clicking Next.

Users can view the team members who were previously invited in the **Team Member Applications** related list. They may also continue to invite additional team members in the **Invite Team Members** list above. The invite experience is the same as described on the previous step.



# SECTION 3 - 2H. SUPPORTING DOCUMENTS

Users may optionally submit any other supporting documents that they feel should be considered as part of their application. If no documents exist, they may skip this step all together.



Users may upload one or multiple documents during this step.

Application APP-871847

[+ Follow](#)
[Withdraw Application](#)
[Printable View](#)

Applicant [Redacted]
Engagement Opening [Challenges - PRA](#)
Application Status **Incomplete**
Term [Meg's Test Session](#)

✓

Incomplete

Submitted

Pending Offer

Accepted Offer

Declined Offer

Offer Expired

Withdrawn

✓

✓

✓

✓

Supporting Doc...

Interest

Review & Submit

Submitted

### Supporting Documents

Upload your Supporting Documents (Word, PDF or image)

[Upload Files](#)
Or drop files

[Next](#)

#### Invite Participant or Team Member(s)

| # | FIRST NAME           | LAST NAME            | EMAIL                |   |
|---|----------------------|----------------------|----------------------|---|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | + |

[Send Invite\(s\)](#)

#### Team Member Applications (2)

| Application Name           | Applicant  | Application Status |
|----------------------------|------------|--------------------|
| <a href="#">APP-871848</a> | [Redacted] | Invitation Sent    |
| <a href="#">APP-871849</a> | [Redacted] | Invitation Sent    |

[View All](#)

#### Engagement Affiliations (1)

[New](#)

| Engagement Affi...           | Account                | Type             |
|------------------------------|------------------------|------------------|
| <a href="#">ENAF-0000965</a> | San Diego City Coll... | Lead Institution |

[View All](#)

#### Proposals (1)

[New](#)

| Proposal Name               | Created Date        | Student    |                                                                                                                                                                                                |
|-----------------------------|---------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Prop-000221</a> | 5/18/2022, 11:57 AM | [Redacted] | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">Delete</span> <span style="font-size: 0.8em; margin-left: 5px;">w/All</span> </div> |

#### Files (0)

[Add Files](#)

[Upload Files](#)  
 Or drop files

Users may delete the proposal that was previously submitted as long as the applications has not yet been submitted. They may also upload a new or additional version of the proposal, which will present them with the same upload function as previously described.

## SECTION 3 - 2I. INTEREST

Finally, users will identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Application APP-871847 + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [Challenges - PRA](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: ✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Progress: ✓ ✓ ✓ ✓ ✓ Interest Review & Submit Submitted

### How Did You Hear About Us

\*How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

[Next](#)

#### Invite Participant or Team Member(s)

| # | FIRST NAME           | LAST NAME            | EMAIL                |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Send Invite\(s\)](#)

#### Team Member Applications (2)

| Application Name           | Applicant  | Application Status |
|----------------------------|------------|--------------------|
| <a href="#">APP-871848</a> | [Redacted] | Invitation Sent    |
| <a href="#">APP-871849</a> | [Redacted] | Invitation Sent    |

[View All](#)

#### Engagement Affiliations (1)

[New](#)

| Engagement Aff...           | Account                | Type             |
|-----------------------------|------------------------|------------------|
| <a href="#">ENAF-000965</a> | San Diego City Coll... | Lead Institution |

[View All](#)

#### Proposals (1)

[New](#)

| Proposal Name               | Created Date        | Student    |
|-----------------------------|---------------------|------------|
| <a href="#">Prop-000221</a> | 5/18/2022, 11:57 AM | [Redacted] |

[View All](#)

#### Files (1)

[Add Files](#)

|                 |                            |                        |
|-----------------|----------------------------|------------------------|
| Supporting Docs | May 18, 2022 • 12KB • docx | <a href="#">Delete</a> |
|-----------------|----------------------------|------------------------|

[View All](#)

Users may delete any supporting files that they uploaded as long as the application has not yet been submitted. They may also upload new documents by clicking the Add Files button, which will present them with the same upload function as previously described.

## SECTION 3 - 2J. REVIEW & SUBMIT

Users will have an opportunity to review / update any previously submitted information prior to submittal.

Application APP-871847

+ Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: Challenges - PRA Application Status: Incomplete Term: Meg's Test Session

Progress: Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

### Review & Submit

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button - Team Members, Engagement Affiliations (Participating Institutions), Proposal, and Files (Supporting Documents). If you have entered the information to your satisfaction, submit your application/registration. By submitting this application/registration, you certify that the information provided is true and correct.

\* Application Date: May 18, 2022

\* Team Name: Team ABC

Team Lead

First Name: [Redacted]  
Last Name: [Redacted]  
Email: [Redacted]  
Phone: [Redacted]

Faculty Advisor

First Name: [Redacted]  
Last Name: [Redacted]  
Email: [Redacted]  
Phone: [Redacted]

Next

#### Invite Participant or Team Member(s)

| # | FIRST NAME           | LAST NAME            | EMAIL                |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Send Invite(s)

#### Team Member Applications (2)

| Application Name           | Applicant  | Application Status |
|----------------------------|------------|--------------------|
| <a href="#">APP-871848</a> | [Redacted] | Invitation Sent    |
| <a href="#">APP-871849</a> | [Redacted] | Invitation Sent    |

View All

#### Engagement Affiliations (1)

| Engagement Aff...            | Account                | Type             |
|------------------------------|------------------------|------------------|
| <a href="#">ENAF-0000965</a> | San Diego City Coll... | Lead Institution |

View All

#### Proposals (1)

New

| Proposal Name               | Created Date        | Student    |
|-----------------------------|---------------------|------------|
| <a href="#">Prop-000221</a> | 5/18/2022, 11:57 AM | [Redacted] |

View All

#### Files (1)

Add Files

|         |
|---------|
| Tra...  |
| May ... |

View All

All text fields can be updated directly from this page

Any external files that were uploaded can be updated or replaced by new files prior to submittal

## SECTION 3 - 2K. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing.

Application APP-871847 + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [Challenges - PRA](#) Application Status: Submitted Term: [Meg's Test Session](#)

Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Thank you for your submission.  
You may now navigate away from this page.

Invite Participant or Team Member(s)

| # | FIRST NAME           | LAST NAME            | EMAIL                |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Send Invite(s)

Team Member Applications (2)

| Application Name           | Applicant  | Application Status |
|----------------------------|------------|--------------------|
| <a href="#">APP-871848</a> | [Redacted] | Invitation Sent    |
| <a href="#">APP-871849</a> | [Redacted] | Invitation Sent    |

Engagement Affiliations (1)

| Engagement Aff...           | Account                | Type             |
|-----------------------------|------------------------|------------------|
| <a href="#">ENAF-000965</a> | San Diego City Coll... | Lead Institution |

Proposals (1)

| Proposal Name               | Created Date        | Student    |
|-----------------------------|---------------------|------------|
| <a href="#">Prop-000221</a> | 5/18/2022, 11:57 AM | [Redacted] |

Files (1)

|         |
|---------|
| Tra...  |
| May ... |

The Team Lead who created the application may continue to invite Team Members even after the application is submitted. This will create a blank application for each member and associate it to the lead application.

Once the user has a completed registration, they will be eligible to receive an offer if the team has been selected for the activity.



# SECTION 3

## APPLY TO OPENINGS

### 3. FELLOWSHIPS & RESEARCH OPPORTUNITIES APPLICATIONS

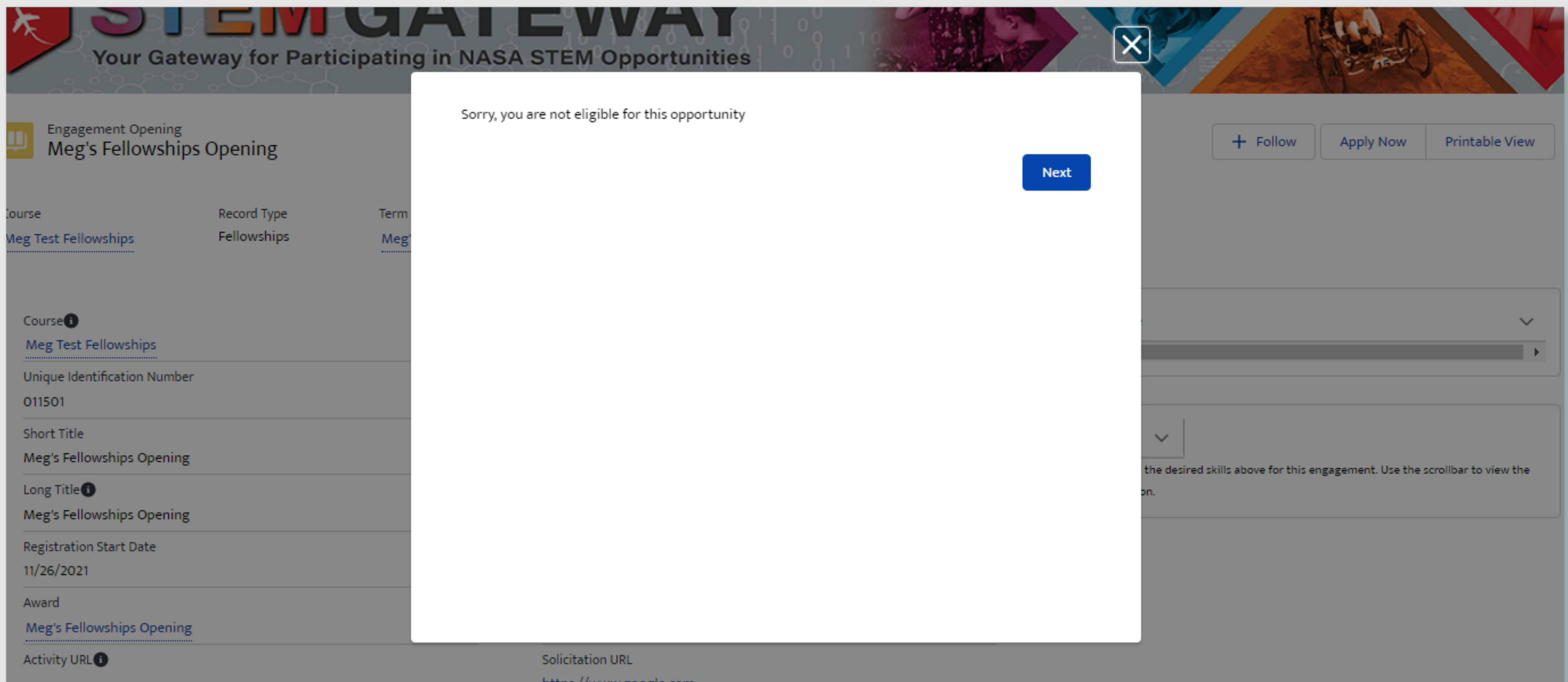
|                                                           |    |
|-----------------------------------------------------------|----|
| 3A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....   | 68 |
| 3B. <a href="#">CITIZENSHIP VALIDATION</a> .....          | 69 |
| 3C. <a href="#">EXISTING APPLICATION VALIDATION</a> ..... | 70 |
| 3D. <a href="#">IDENTIFICATION NUMBERS</a> .....          | 71 |
| 3E. <a href="#">PRIMARY POINT OF CONTACT</a> .....        | 72 |
| 3F. <a href="#">SECONDARY POINT OF CONTACT</a> .....      | 73 |
| 3G. <a href="#">PROPOSAL</a> .....                        | 74 |
| 3H. <a href="#">SUPPORTING DOCUMENTS</a> .....            | 75 |
| 3I. <a href="#">INTEREST</a> .....                        | 76 |
| 3J. <a href="#">REVIEW &amp; SUBMIT</a> .....             | 77 |
| 3K. <a href="#">SUBMITTED</a> .....                       | 78 |

## SECTION 3 - 3A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.

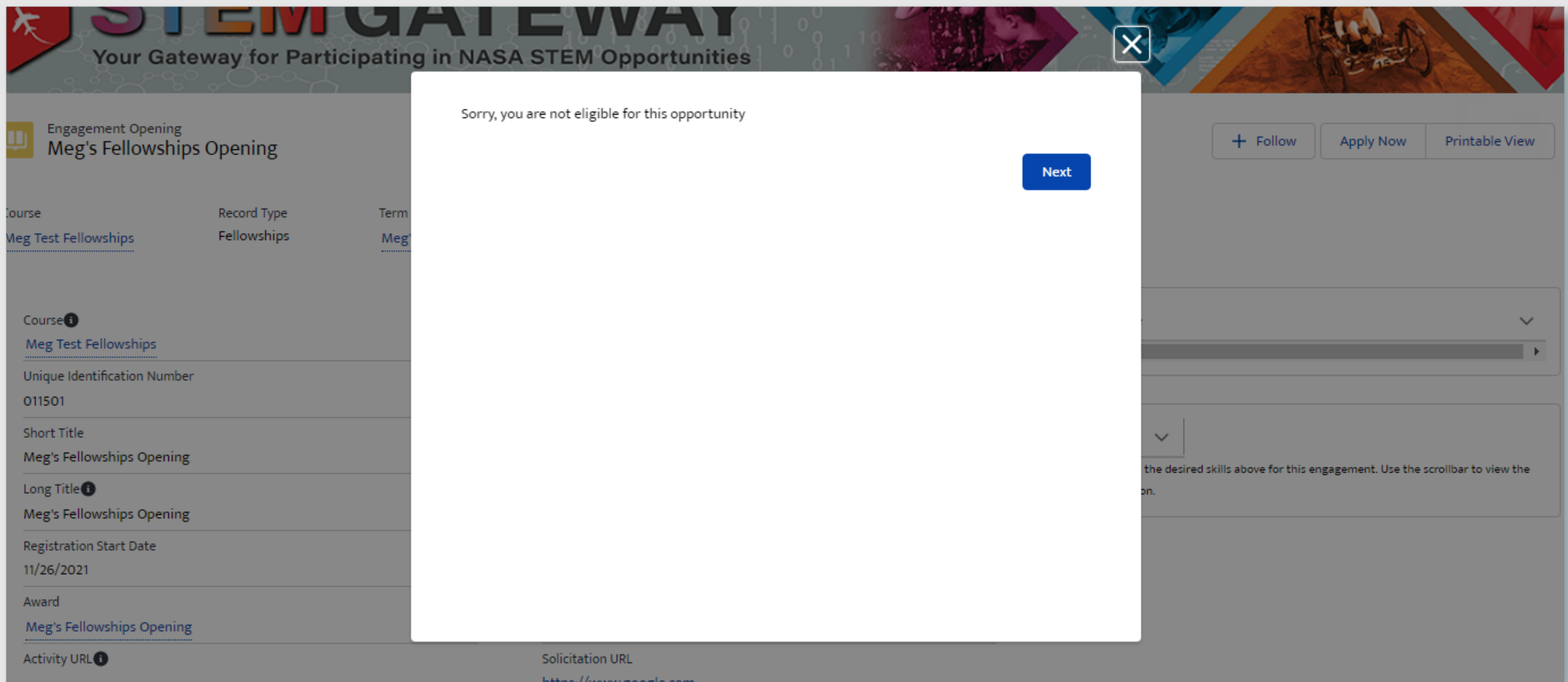


The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, the page title is "Engagement Opening Meg's Fellowships Opening". A modal dialog box is centered on the screen, displaying the message "Sorry, you are not eligible for this opportunity" and a "Next" button. The background content is dimmed, showing a table with columns for "Course", "Record Type", and "Term". The "Course" column lists "Meg Test Fellowships". Below the table, there are sections for "Course", "Unique Identification Number" (011501), "Short Title" (Meg's Fellowships Opening), "Long Title" (Meg's Fellowships Opening), "Registration Start Date" (11/26/2021), "Award" (Meg's Fellowships Opening), and "Activity URL". On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View".

## SECTION 3 - 3B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.



The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, there is a navigation bar with buttons for "+ Follow", "Apply Now", and "Printable View". The main content area shows details for an "Engagement Opening" titled "Meg's Fellowships Opening". A modal dialog box is overlaid on the page, displaying the message "Sorry, you are not eligible for this opportunity" and a "Next" button. The background content is dimmed, showing fields for "Course", "Record Type", "Term", "Unique Identification Number", "Short Title", "Long Title", "Registration Start Date", "Award", and "Activity URL".

Engagement Opening  
Meg's Fellowships Opening

Course  
Meg Test Fellowships

Record Type  
Fellowships

Term  
Meg

Course ⓘ  
Meg Test Fellowships

Unique Identification Number  
011501

Short Title  
Meg's Fellowships Opening

Long Title ⓘ  
Meg's Fellowships Opening

Registration Start Date  
11/26/2021

Award  
Meg's Fellowships Opening

Activity URL ⓘ

Solicitation URL  
<https://www.nasa.gov>

Sorry, you are not eligible for this opportunity

Next

+ Follow Apply Now Printable View

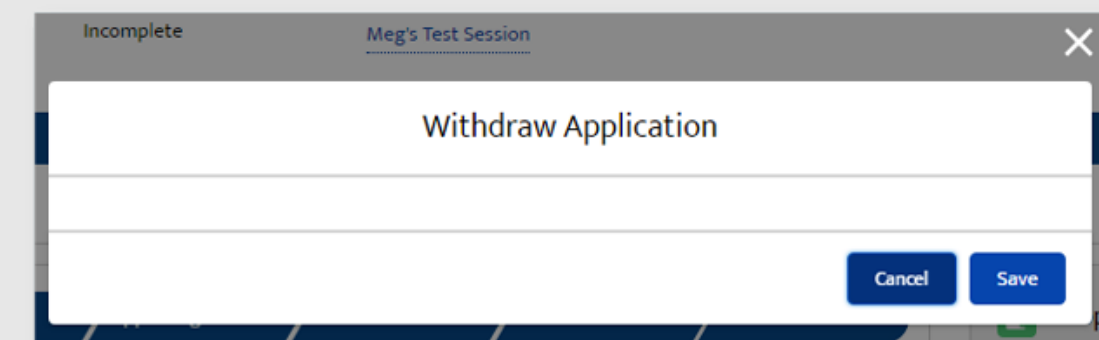
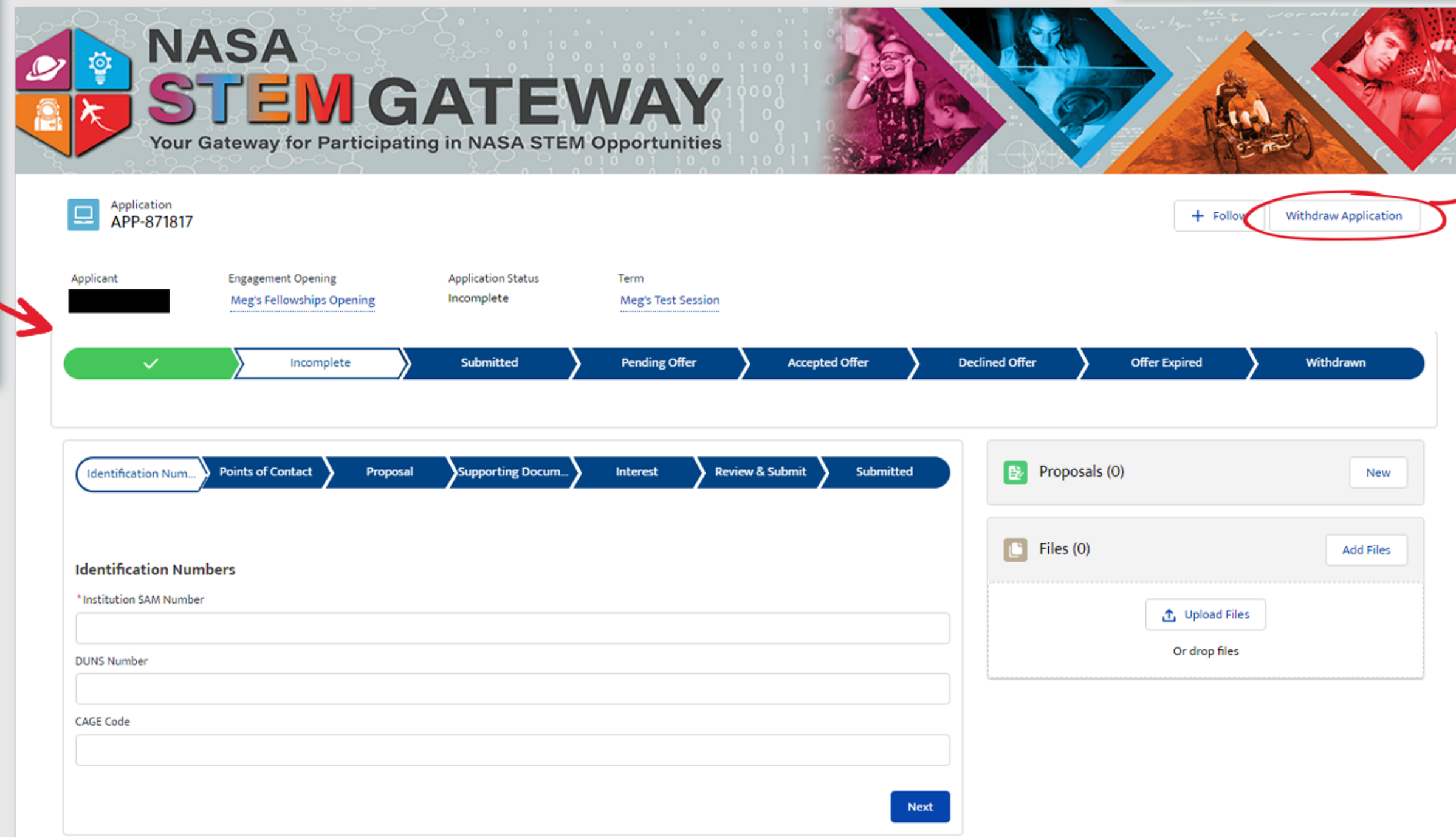
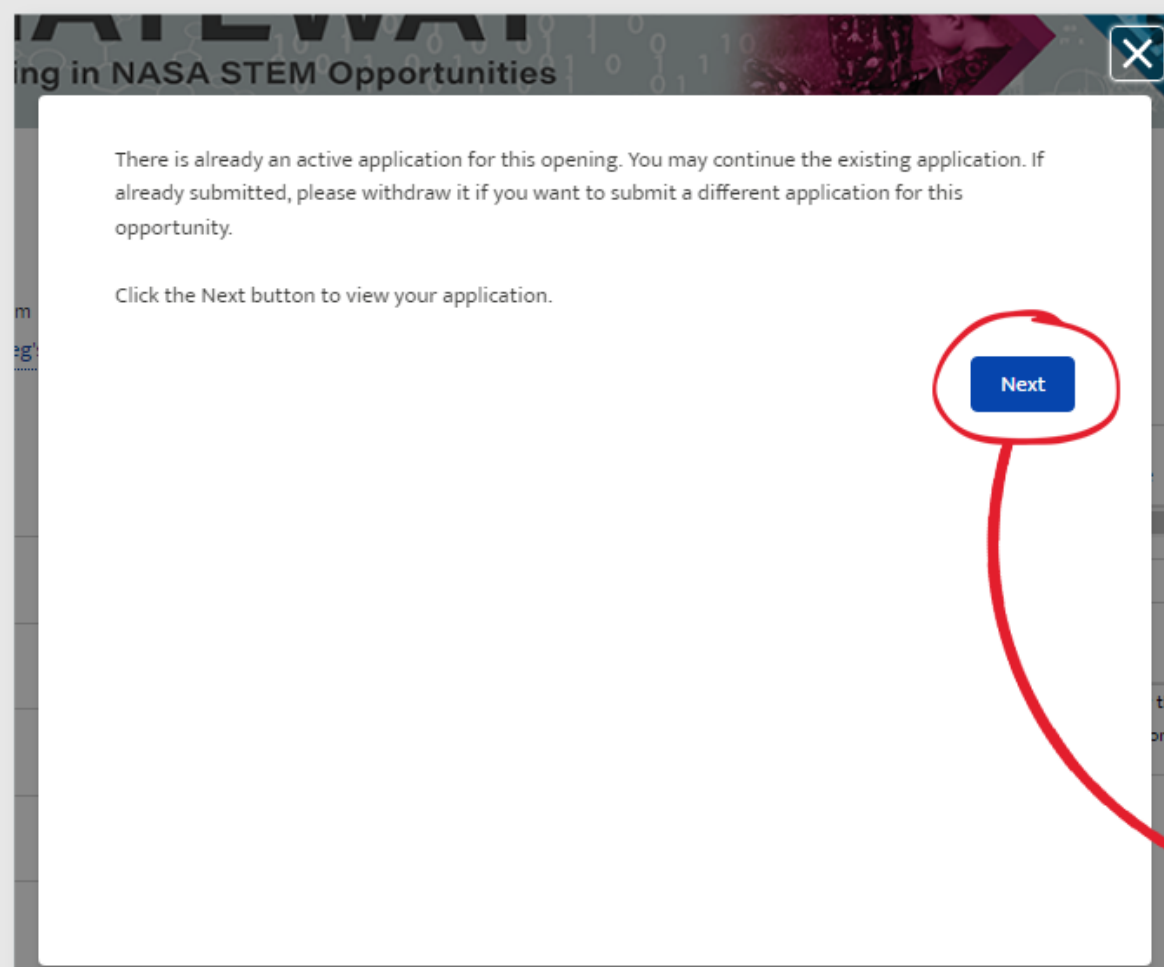
the desired skills above for this engagement. Use the scrollbar to view the  
on.

## SECTION 3 - 3C. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.





## SECTION 3 - 3E. IDENTIFICATION NUMBERS

Users are required to enter the SAM Number when filling out a Fellowships or Research Opportunities application, and may optionally enter a DUNS Number and/or Cage Code.

Application **APP-871833** + Follow Withdraw Application

|            |                                           |                    |                                    |
|------------|-------------------------------------------|--------------------|------------------------------------|
| Applicant  | Engagement Opening                        | Application Status | Term                               |
| [REDACTED] | <a href="#">Meg's Fellowships Opening</a> | Incomplete         | <a href="#">Meg's Test Session</a> |

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Identification Num... Points of Contact Proposal Supporting Docum... Interest Review & Submit Submitted

### Identification Numbers

\*Institution SAM Number

DUNS Number

CAGE Code

[Next](#)

Proposals (0) [New](#)

Files (0) [Add Files](#)

[Upload Files](#)  
Or drop files

## SECTION 3 - 3F. PRIMARY POINT OF CONTACT

Users are required to identify the First Name, Last Name, Title, and related Academic Institution for the Primary Point of Contact for the application.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

san diego

Show All Results for "san diego"

- San Diego Air & Space Museum  
2001 Pan American Plaza
- San Diego City College Planetarium  
1313 Park Blvd.
- San Diego Supercomputer Center  
10100 Hopkins Dr
- Insight @ San Diego  
50 Moreland Rd.
- University of San Diego  
5998 Alcalá Park

Can't find my institution

\*Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Application APP-871833

+ Follow Withdraw Application

Applicant: [Redacted] Engagement Opening: [Meg's Fellowships Opening](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Progress: [Complete] Points of Contact Proposal Supporting Docum... Interest Review & Submit Submitted

### Primary Point of Contact

Please add a primary point of contact in the fields below:

Name

First Name

Last Name

Title / Position:

\*Email

you@example.com

Phone

\*Academic Institution or Organization:

Search Accounts...

Can't find my institution

\*Will there be a secondary point of contact for this application?

Yes

No

Next

If the user has a Secondary Point of Contact to identify, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry.

## SECTION 3 - 3G. SECONDARY POINT OF CONTACT

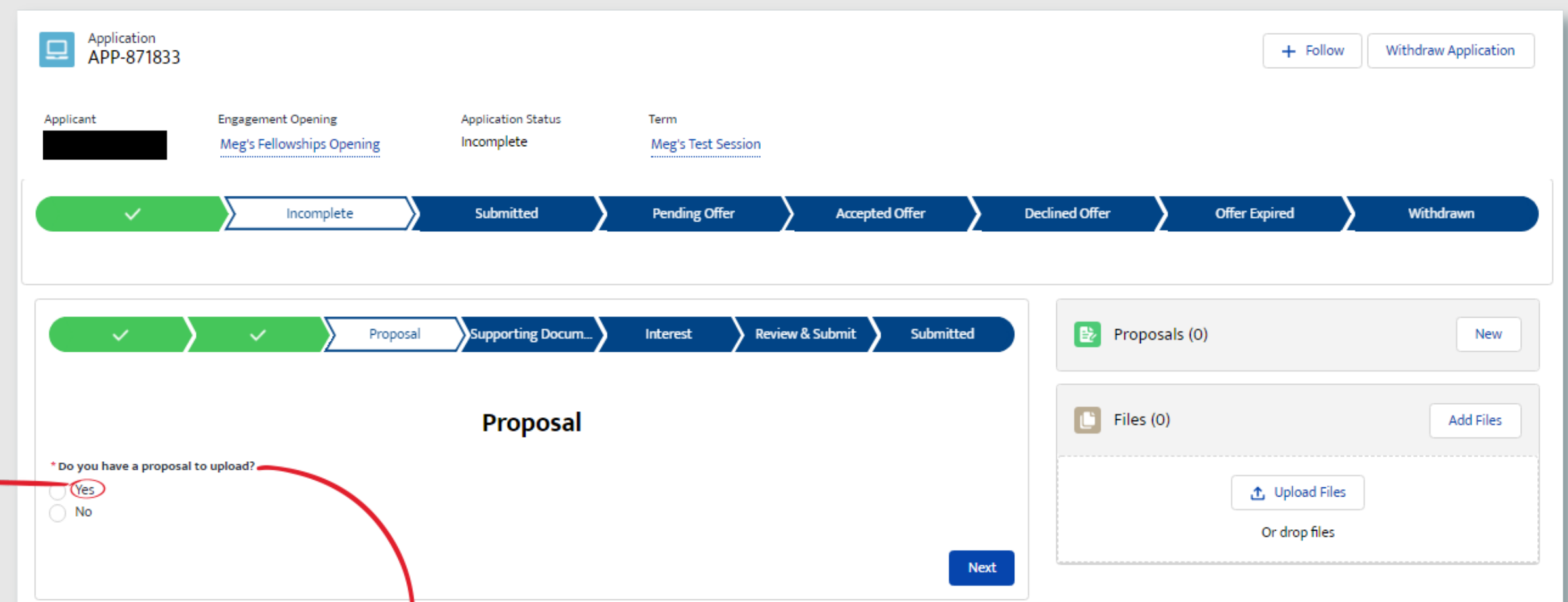
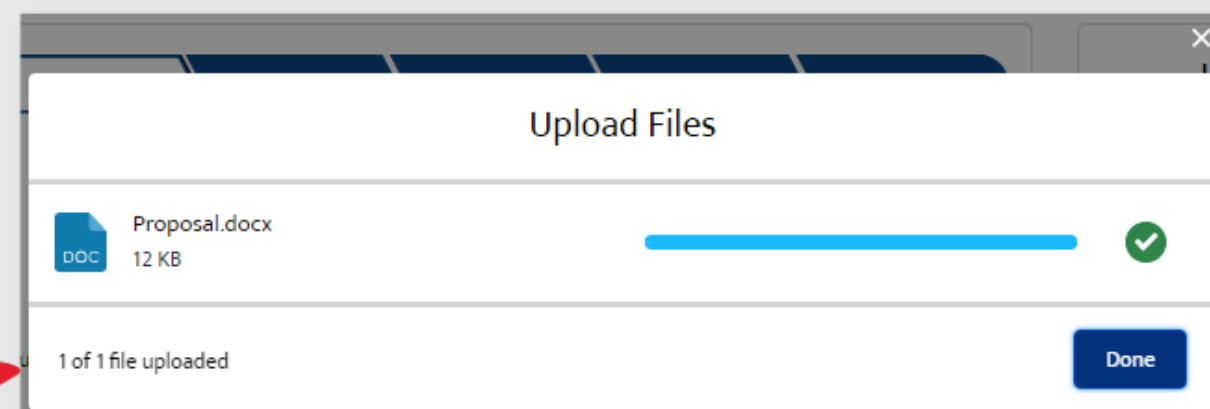
If a Secondary Point of Contact is identified, then the First Name, Last Name, Title, and related Academic Institution for that POC is required.

The screenshot displays the application interface for APP-871833. The top navigation bar includes 'Follow' and 'Withdraw Application' buttons. The main content area shows the application status as 'Incomplete' and a progress bar with steps: Incomplete, Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, and Withdrawn. The 'Secondary Point of Contact' form is the central focus, with a progress bar above it showing steps: Points of Contact, Proposal, Supporting Docum..., Interest, Review & Submit, and Submitted. The form includes fields for Name (First Name, Last Name), Title / Position, Email (you@example.com), and Phone. A search box for 'Academic Institution or Organization' is present, with a red circle highlighting the 'Can't find my institution' checkbox. To the left, a search box for 'san diego' is open, showing a list of institutions. Below the search box, a larger form for manual institution entry is visible, with a red arrow pointing from the 'Can't find my institution' checkbox to it. The larger form includes a checkbox for 'Can't find my institution', a text field for 'Institution Name', and address fields for Country, Street, City, State/Province, and Zip/Postal Code.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

## SECTION 3 - 3H. PROPOSAL

Users are required to submit a proposal before the application is submitted. They may select **Yes** and upload the proposal on this step. Or they may select **No**, and continue on to the next step in the flow. If they choose to upload the proposal at a later date, they can click the New button in the corner of the Proposals related list, where they will be prompted to upload the file at that time with the same upload feature pictured on the left.



**Proposal**

Please upload your **Proposal** by:

1. Dragging your proposal file to the upload area, or click the button and select the file from your device.
2. click **Finish**

Upload your proposal:

Or drop files

\* Do you have any additional proposals to add?

Yes  
 No

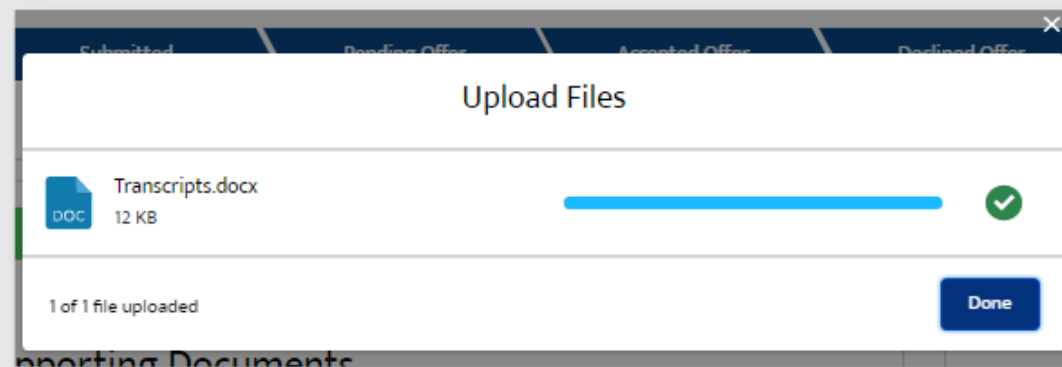
If the user chooses to upload multiple files, they can click **Yes** and a new upload form will be displayed upon clicking Next.

They may select **Yes** and upload the proposal on this step. Or they may select **No**, and continue on to the next step in the flow. If they choose to upload the proposal at a later date, they can click the New button in the corner of the Proposals related list, where they will be prompted to upload the file at that time with the same upload feature pictured on the left.

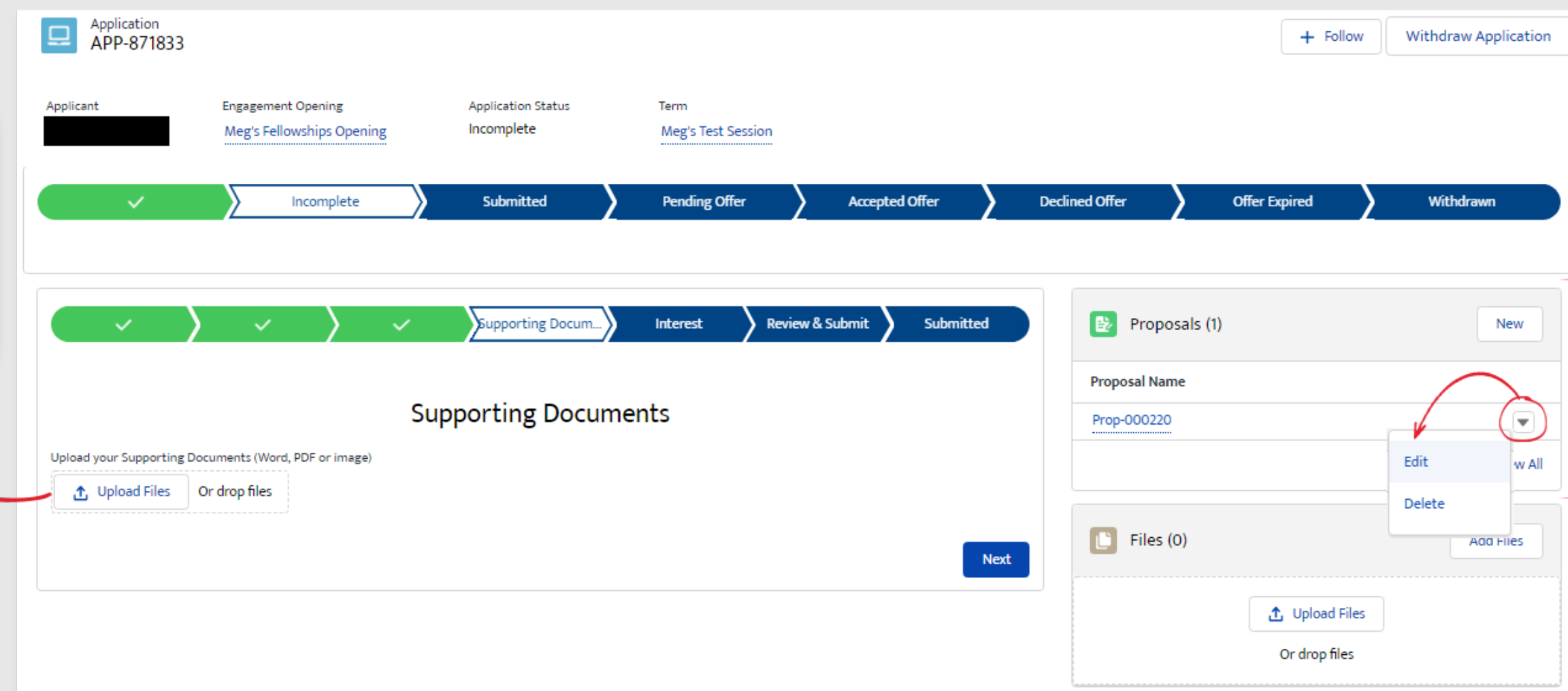


## SECTION 3 - 3I. SUPPORTING DOCUMENTS

Users may optionally submit any other supporting documents that they feel should be considered as part of their application. If no documents exist, they may skip this step all together.



Users may upload one or multiple documents during this step



Users may delete the proposal that was previously submitted as long as the applications has not yet been submitted. They may also upload a new or additional version of the proposal, which will present them with the same upload function as previously described.

## SECTION 3 - 3J. INTEREST

Finally, users will identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Application APP-871833 + Follow Withdraw Application

Applicant [Redacted] Engagement Opening [Meg's Fellowships Opening](#) Application Status **Incomplete** Term [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

✓ ✓ ✓ Interest Review & Submit Submitted

### How Did You Hear About Us

\*How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

Next

Proposals (1) New

Proposal Name

[Prop-000220](#) View All

Files (1) Add Files

DOC Transcripts May 11, 202... Delete View All

Users may delete any supporting files that they uploaded as long as the application has not yet been submitted. They may also upload new documents by clicking the Add Files button, which will present them with the same upload function as previously described.

# SECTION 3 - 3K. REVIEW & SUBMIT

Users will have an opportunity to review / update any previously submitted information prior to submittal.

All text fields can be updated directly from this page

Any external files that were uploaded can be updated or replaced by new files prior to submittal

## SECTION 3 - 3L. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing.

Application **APP-871833** + Follow Withdraw Application

Applicant: [Redacted] Engagement Opening: [Meg's Fellowships Opening](#) Application Status: Submitted Term: [Meg's Test Session](#)

Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Thank you for your submission.  
You may now navigate away from this page.

**Proposals (1)**

Proposal Name: [Prop-000220](#) View All

**Files (2)**

Tr... May ... Sup... May ... View All



# SECTION 3

## APPLY TO OPENINGS

### 4. EDUCATOR PROFESSIONAL DEVELOPMENT APPLICATIONS

|                                                           |    |
|-----------------------------------------------------------|----|
| 4A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....   | 80 |
| 4B. <a href="#">CITIZENSHIP VALIDATION</a> .....          | 81 |
| 4C. <a href="#">EXISTING APPLICATION VALIDATION</a> ..... | 82 |
| 4D. <a href="#">CLONE OR SKIP</a> .....                   | 83 |
| 4E. <a href="#">BASIC INFORMATION</a> .....               | 84 |
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## SECTION 3 - 4A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

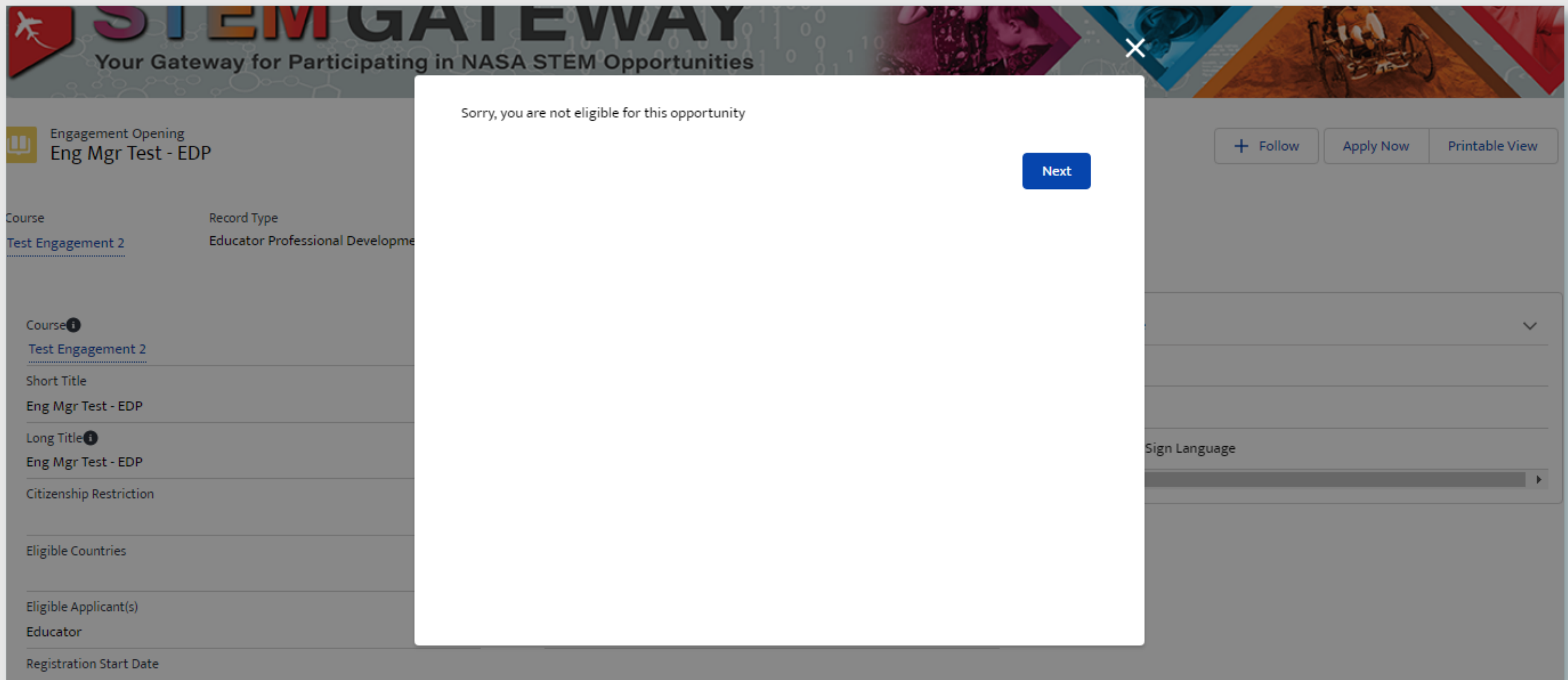
The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.

The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, there is a navigation bar with a logo and the text "Engagement Opening Eng Mgr Test - EDP". The main content area shows a list of course details, including "Course", "Record Type", "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", and "Registration Start Date". A modal dialog box is overlaid on the page, displaying the message "Sorry, you are not eligible for this opportunity" and a "Next" button. The background content is dimmed, showing buttons for "Follow", "Apply Now", and "Printable View".

## SECTION 3 - 4B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.

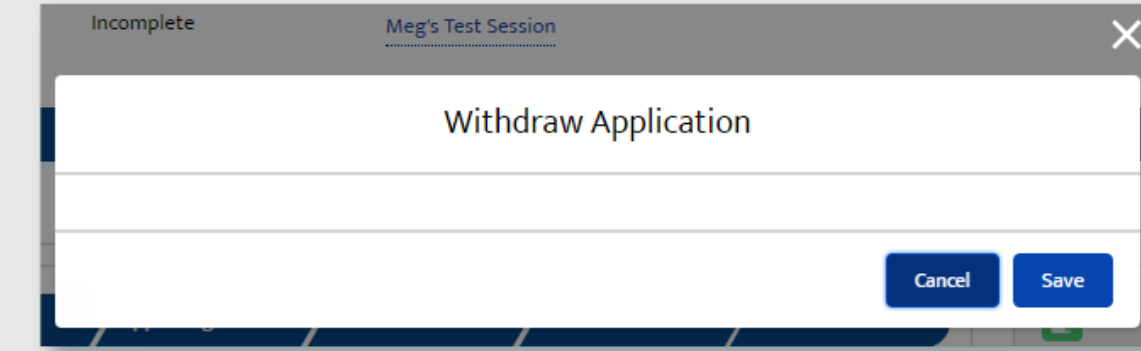
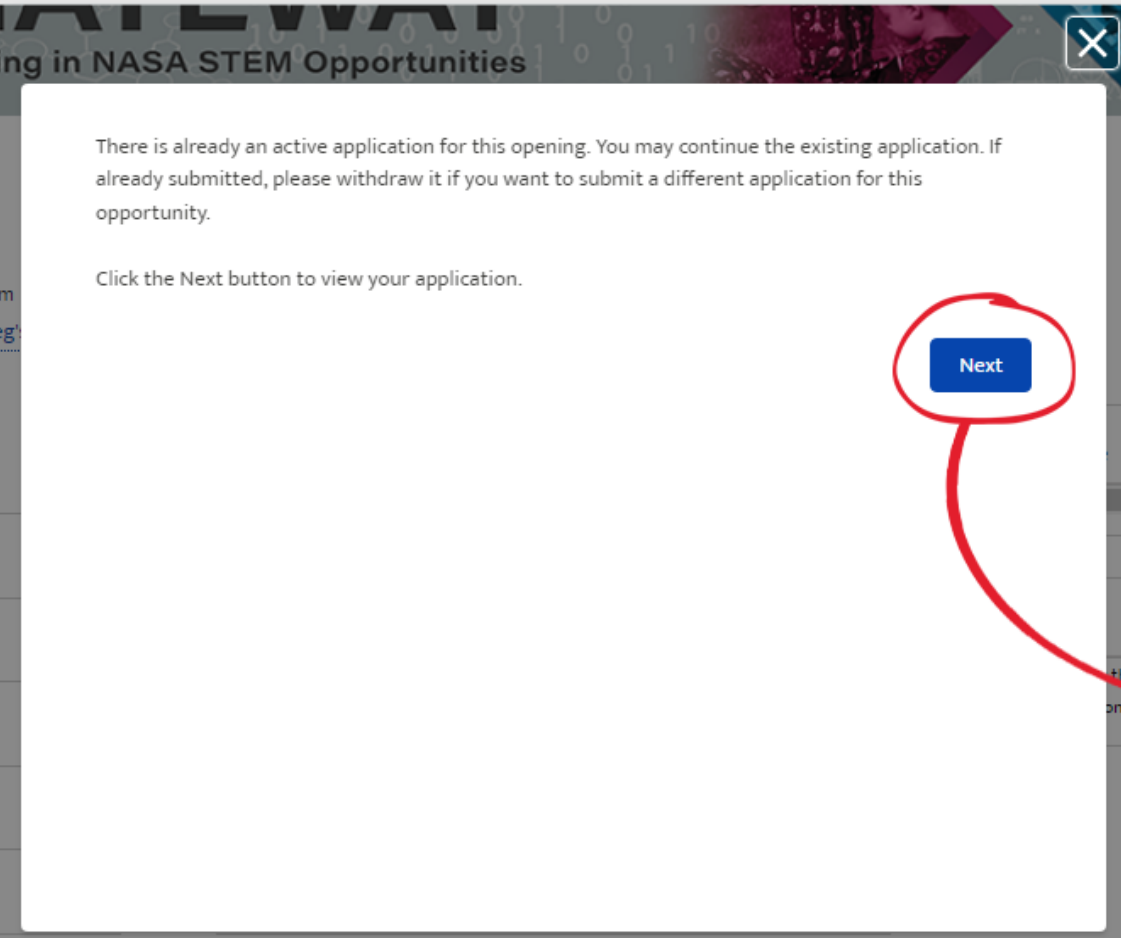


The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, there is a navigation bar with buttons for "+ Follow", "Apply Now", and "Printable View". The main content area shows details for an "Engagement Opening" titled "Eng Mgr Test - EDP". The page is partially obscured by a white modal dialog box with the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background content includes a table with columns for "Course" and "Record Type", and a list of details for the "Test Engagement 2" course, including "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", "Educator", and "Registration Start Date".

## SECTION 3 - 4C. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.



The main application page features the NASA STEM Gateway logo and header. Below the header, the application details are shown: Application ID APP-871520, Applicant (redacted), Engagement Opening Eng Mgr Test - EDP, Application Status Submitted, and Term Meg's Test Session. A progress bar shows the application status: Submitted (green), Pending Offer (blue), Accepted Offer (blue), Declined Offer (blue), Offer Expired (blue), and Withdrawn (blue). A "Withdraw Application" button is circled in red. Below the progress bar, a message says "Thank you for your submission. You may now navigate away from this page." At the bottom, there are logos for NASA and the Inspire-Engage-Educate-Employ program, along with a list of related links.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.



## SECTION 3 - 4D. CLONE OR SKIP

When a new application is initiated, the system will provide the user with the option to clone one of their five most recently submitted applications for the same record type (Educator Professional Development). This will copy all the data from the selected application and clone that information into the new application in an editable format. This allows individuals to submit multiple applications for the same record type without having to repeatedly re-enter the same information for each submission. If no applications were previously submitted for the related record type, the clone feature is bypassed all together and the user is routed to a new, blank application record.

Application APP-871834

+ Follow Withdraw Application

Applicant [Redacted] Engagement Opening [Eng Mgr Test - EDP](#) Application Status Incomplete Term [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Copy an Existing Application

Select an application to copy:

- APP-980452: Test EPD - MW Session
- APP-980451: Test EPD - 2 - MW Session

Copy Skip

No related lists to display

The user may choose to skip the Clone feature and instead create a blank application record. If selected, the user is routed to the full, blank application, as described starting on the next page.

Application APP-871834

Applicant [Redacted] Engagement Opening [Eng Mgr Test - EDP](#) Application Status Incomplete Term [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer

It is important for you to review all portions of the application for accuracy prior to submission. Applications will be locked from further edits once submitted.

Next

If an existing application is selected to be cloned, the user is then routed to a message to notify them that they have the responsibility of reviewing the cloned information to ensure it is still accurate before they record is submitted. This step in the workflow does not collect any information. When the Next button is selected, the user bypasses the application flow all together, and is auto-routed to the [Review & Submit](#) step.

# SECTION 3 - 4E. BASIC INFORMATION

Users are required to select basic information about their experience as an educator. They are able to identify multiple grade levels and subjects that they teach.

- \*What grade levels do you teach?
- K
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - Undergraduate Freshman
  - Undergraduate Sophomore
  - Undergraduate Junior
  - Undergraduate Senior
  - Graduate Master's
  - Graduate Doctoral
  - Post Doctoral

- \*What subjects do you teach?
- English Language Arts/Reading
  - English as a Second Language
  - Science
  - Technology
  - Engineering
  - Mathematics
  - Social Studies/History/Economics
  - Art/Dance/Music/Drama/Theater
  - Physical Education/Fitness
  - Special Education
  - Foreign Language (Spanish, German, French, etc)
  - Health
  - Other
  - I am not certified as a teacher

Application APP-871834

+ Follow Withdraw Application

| Applicant  | Engagement Opening | Application Status | Term               |
|------------|--------------------|--------------------|--------------------|
| [Redacted] | Eng Mgr Test - EDP | Incomplete         | Meg's Test Session |

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Basic Information Planned Implementati... Estimated Reach Interest Review & Submit Submitted

### Basic Information

\*Position / Title  
Boss Lady

\*What grade levels do you teach?  
8  
9  
10  
11  
12

\*What subjects do you teach?  
English Language Arts/Reading  
English as a Second Language  
Science  
Technology  
Engineering

Next



\*If other, please specify:  
[Input field]

If Other is selected, they are required to enter the unlisted subject(s) they teach.

## SECTION 4 - 4F. PLANNED IMPLEMENTATION

Users are then required to answer multiple questions regarding their planned implementation of the content they will receive as a participant of the activity, if selected.

\*What setting do you plan to implement the content shared and knowledge gained from the activity?

- Traditional Classroom
- Traditional Classroom
- Out of School Time (OST)

\*How do you plan to deliver the content shared and knowledge gained from the activity?

- In-person
- In-person
- Online
- Hybrid

How do you plan to utilize the content shared and knowledge gained from the activity?

- Incorporate into printed materials presented in my instruction
- Use in hands-on activities/demonstrations
- Teach other educators
- Use information and resources in an after school program
- Present at a conference
- Other

\* If Other, please specify:

Application APP-871818 + Follow Withdraw Application

Applicant: [Redacted] Engagement Opening: [Test EDP Opening - Coord](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: ✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Planned Implementation Information

Planned Implementation: ✓ Estimated Reach Interest Review & Submit Submitted

No related lists to display

\*What setting do you plan to implement the content shared and knowledge gained from the activity?  
Traditional Classroom

\*How do you plan to deliver the content shared and knowledge gained from the activity?  
In-person

How do you plan to utilize the content shared and knowledge gained from the activity?  
Incorporate into printed materials presented in my instruction  
Use in hands-on activities/demonstrations  
Teach other educators  
Use information and resources in an after school program  
Present at a conference

Next

If Other is selected, they are required to enter their planned utilization of the content.

SECTION 4 - 4G. ESTIMATED REACH

Users will enter the estimated number of students they will reach in the next year, broken down by grade level. Any grades that do not apply can be skipped and the system will count them as zero automatically.

Application APP-871818 + Follow Withdraw Application

Applicant: [Redacted] Engagement Opening: [Test EDP Opening - Coord](#) Application Status: **Incomplete** Term: [Meg's Test Session](#)

Progress: [Complete] → Incomplete → Submitted → Pending Offer → Accepted Offer → Declined Offer → Offer Expired → Withdrawn

Progress: [Complete] → [Complete] → **Estimated Reach** → Interest → Review & Submit → Submitted

No related lists to display

### Estimated Reach

Number of students that you will reach in the next year?

Elementary School Students

Middle School Students

High School Students

Informal Students

Community College Students

Undergraduate Students

Graduate Students

Next



## SECTION 4 - 4H. INTEREST

Finally, users will identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Application  
APP-871818

+ Follow   Withdraw Application

| Applicant  | Engagement Opening                       | Application Status | Term                               |
|------------|------------------------------------------|--------------------|------------------------------------|
| [REDACTED] | <a href="#">Test EDP Opening - Coord</a> | Incomplete         | <a href="#">Meg's Test Session</a> |

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

✓ ✓ ✓ Interest Review & Submit Submitted

No related lists to display

### How Did You Hear About Us

\*How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

Next

## SECTION 4 - 4I. REVIEW & SUBMIT

If the user created a new application, this would be the next step in the workflow. If users cloned an existing application, they would automatically be routed to this step in the flow once the clone was initiated. Regardless if the application was brand new or cloned, the experience at this point is the same for the user. Here, the user has an opportunity to review what has been generated for the application and may update any areas before the application is submitted.

Because no external records were generated during the application flow, the application can be reviewed and updated directly from this one-page view.

The screenshot shows the 'Review & Submit' page for application APP-871818. At the top, there are buttons for '+ Follow' and 'Withdraw Application'. Below this, a progress bar shows the application status: Applicant (redacted), Engagement Opening (Test EDP Opening - Coord), Application Status (Incomplete), and Term (Meg's Test Session). A secondary progress bar shows the workflow steps: Incomplete, Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, and Withdrawn. The main content area is titled 'Review & Submit' and contains a warning: 'Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button. By submitting this application/registration, you certify that the information provided is true and correct.' The form fields include: Position / Title (Boss Lady), Academic Levels Taught (8, 9, 10, 11, 12), Subjects Taught (Social Studies/History/Economics, Art/Dance/Music/Drama/Theater, Physical Education/Fitness, Special Education, Foreign Language (Spanish, German, French, etc)), Implementation Setting (Traditional Classroom), Implementation Delivery Mechanism (In-person), Intended Utilization (Incorporate into printed materials presented in my instruction, Use in hands-on activities/demonstrations, Teach other educators, Use information and resources in an after school program, Present at a conference), and various Student Reach Estimate fields (Elementary School: 4, Middle School: 22, High School: 14, Informal: 0, Community College: 0, Undergraduate: 0, Graduate: 0). A 'Next' button is located at the bottom right.

SECTION 4 - 4J. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing.

The screenshot shows the NASA STEM Gateway application tracking interface. At the top, there is a navigation bar with links for Home, My Information, Explore Opportunities, and Stay Connected, along with a search bar and a user profile for Megoo Megoo. Below this is a large banner for NASA STEM Gateway with the tagline "Your Gateway for Participating in NASA STEM Opportunities" and a collage of images representing various STEM fields. The main content area displays application details for APP-871818, including the applicant name (redacted), engagement opening "Test EDP Opening - Coord", application status "Submitted", and term "Meg's Test Session". A progress bar shows the application's status through various stages: Submitted (current), Pending Offer, Accepted Offer, Declined Offer, Offer Expired, and Withdrawn. Below the progress bar, a message reads "Thank you for your submission. You may now navigate away from this page." To the right, a box indicates "No related lists to display". The footer contains the NASA logo, the text "NASA - National Aeronautics and Space Administration", the "INSPIRE - ENGAGE - EDUCATE - EMPLOY" slogan, and the tagline "The Next Generation of Explorers", along with a list of related links.

Application APP-871818

Applicant: [Redacted]

Engagement Opening: [Test EDP Opening - Coord](#)

Application Status: Submitted

Term: [Meg's Test Session](#)

Progress: Submitted (Current) → Pending Offer → Accepted Offer → Declined Offer → Offer Expired → Withdrawn

Thank you for your submission.  
You may now navigate away from this page.

No related lists to display

NASA - National Aeronautics and Space Administration

INSPIRE - ENGAGE - EDUCATE - EMPLOY  
The Next Generation of Explorers

Related Links: [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)

# SECTION 3

## APPLY TO OPENINGS

### 5. COLLEGE & PRE-COLLEGE STEM EXPERIENCE GROUP REGISTRATIONS

|                                                             |     |
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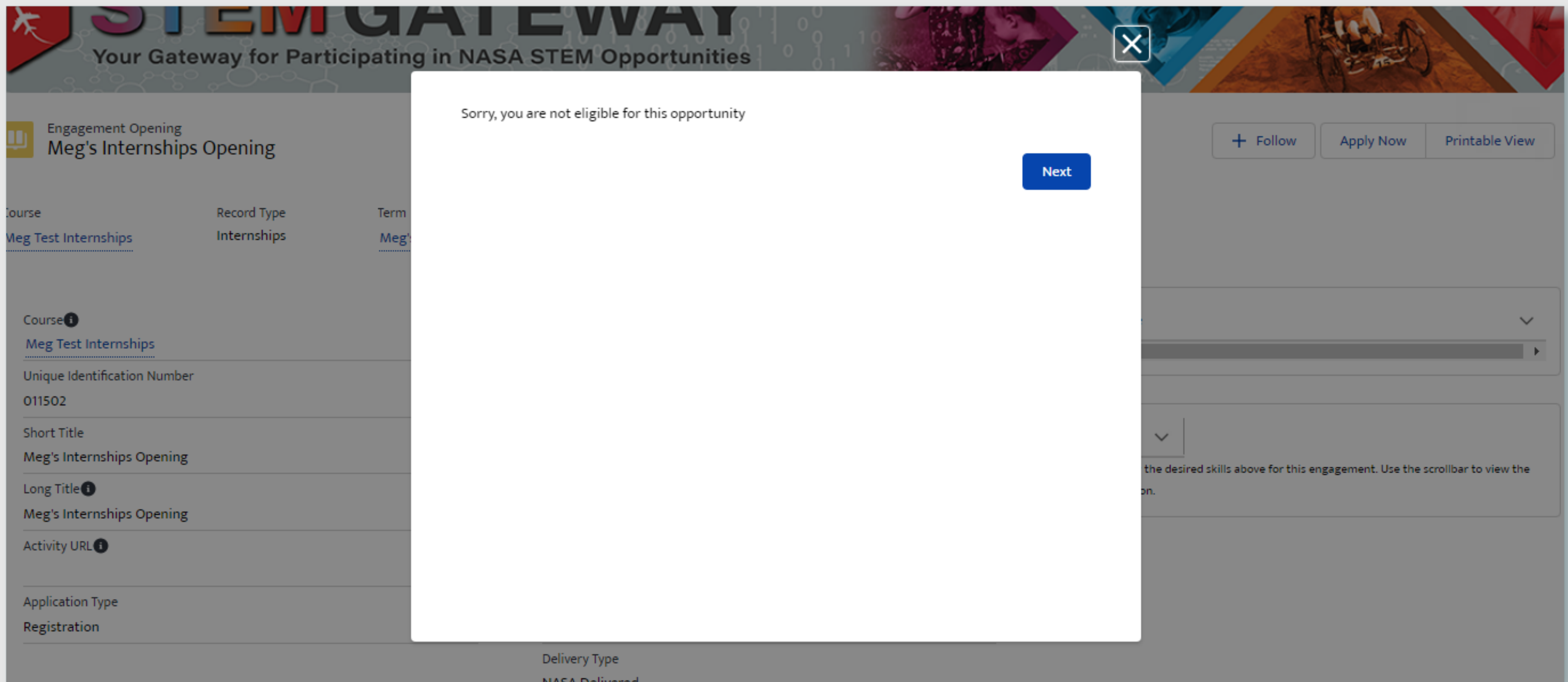


## SECTION 3 - 5A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.

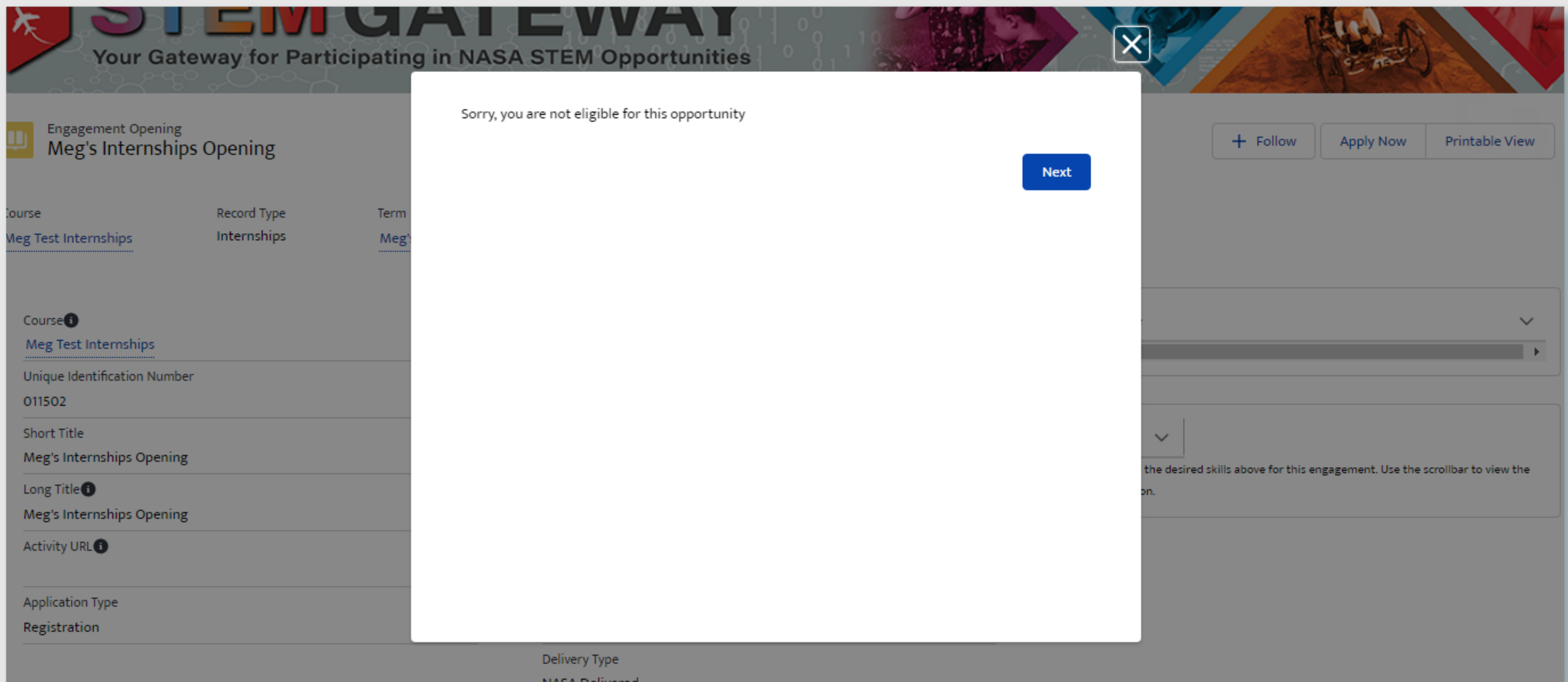


The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, the page title is "Engagement Opening Meg's Internships Opening". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background content is dimmed, showing a table with columns for "Course", "Record Type", and "Term". The table lists "Meg Test Internships" under "Internships" for the term "Meg". Below the table, there are sections for "Course" (Meg Test Internships), "Unique Identification Number" (011502), "Short Title" (Meg's Internships Opening), "Long Title" (Meg's Internships Opening), and "Activity URL". At the bottom, "Application Type" is listed as "Registration" and "Delivery Type" is listed as "NASA Delivered". On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View".

## SECTION 3 - 5B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.



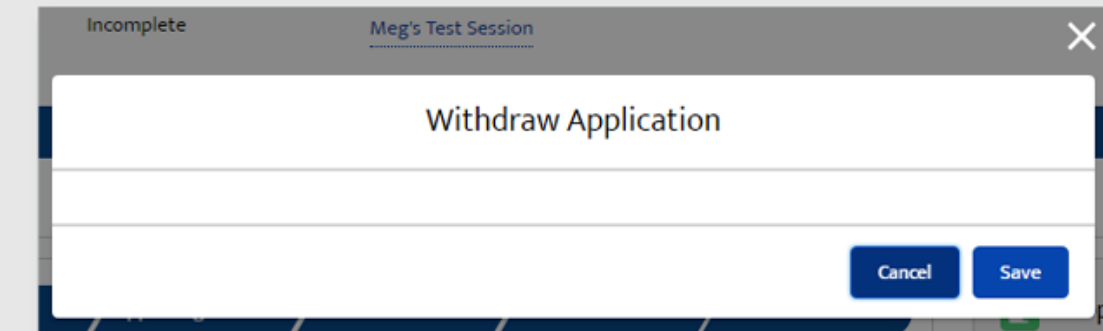
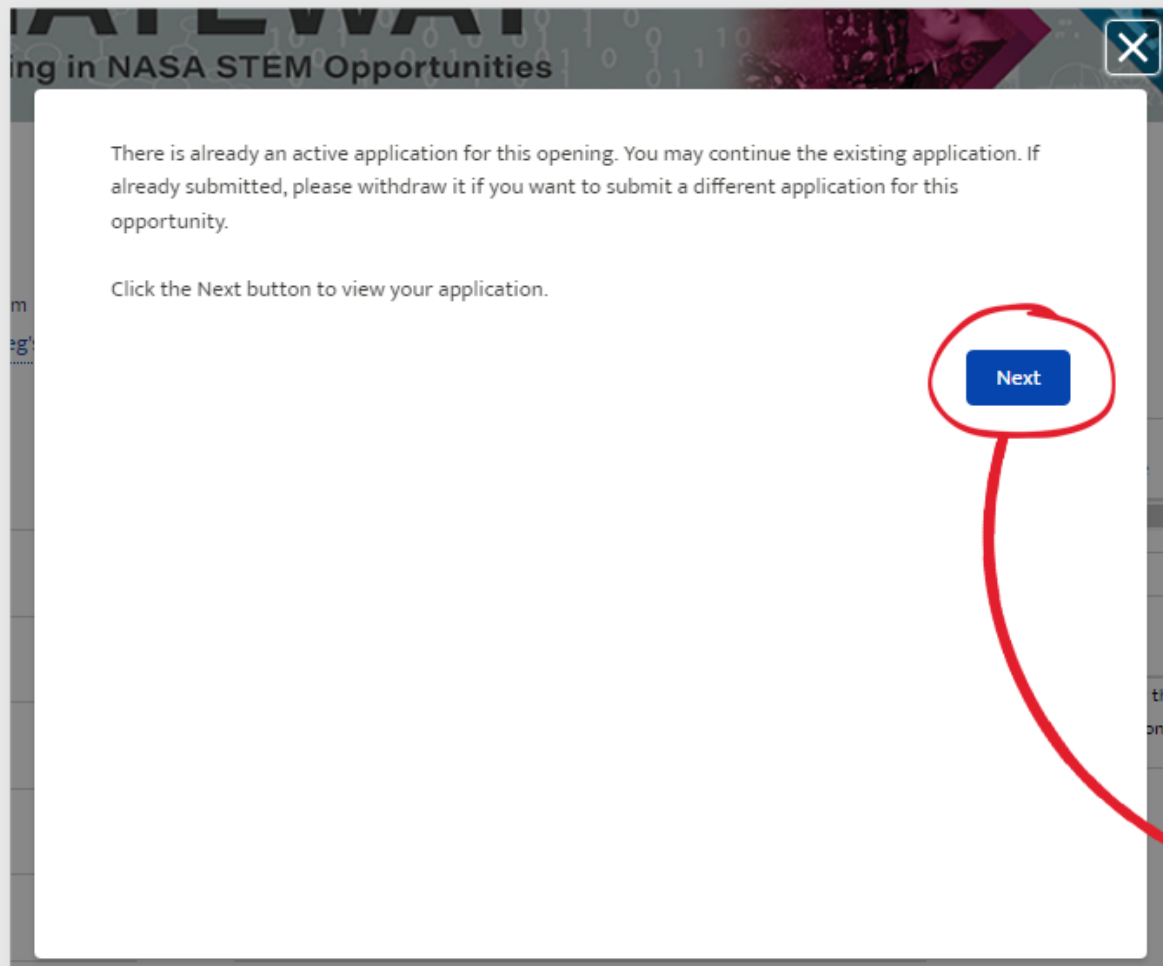
The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". Below the header, the page title is "Engagement Opening Meg's Internships Opening". A central white modal box with a close button (X) in the top right corner contains the message: "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background page is dimmed and shows a table with columns for "Course", "Record Type", and "Term". The "Course" column lists "Meg Test Internships". Below the table, there are fields for "Course" (Meg Test Internships), "Unique Identification Number" (011502), "Short Title" (Meg's Internships Opening), "Long Title" (Meg's Internships Opening), "Activity URL", and "Application Type" (Registration). On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View".

## SECTION 3 - 5C. EXISTING APPLICATION VERIFICATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.



The main application page features the NASA STEM Gateway logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities". The application ID is APP-871817. The applicant information is redacted. The engagement opening is "Meg's Fellowships Opening" and the term is "Meg's Test Session". The application status is "Incomplete". A progress bar shows the current status as "Incomplete" and includes steps: Incomplete, Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, and Withdrawn. Below the progress bar is a navigation menu with steps: Identification Num..., Points of Contact, Proposal, Supporting Docum..., Interest, Review & Submit, and Submitted. The "Identification Numbers" section includes input fields for Institution SAM Number, DUNS Number, and CAGE Code. On the right, there are sections for "Proposals (0)" and "Files (0)", each with an "Add" button and an "Upload Files" button. A "Next" button is at the bottom right. A "Withdraw Application" button is circled in red, with a red arrow pointing to the dialog box above.



## SECTION 3 - 5D. CLONE OR SKIP

When a new application is initiated, the system will provide the user with the option to clone one of their five most recently submitted applications for the same record type (College/Pre-College - Group Registration). This will copy all the data from the selected application and clone that information into the new application in an editable format. This allows individuals to submit multiple applications for the same record type without having to repeatedly re-enter the same information for each submission. If no applications were previously submitted for the related record type, the clone feature is bypassed all together and the user is routed to a new, blank application record.

Application APP-871871

+ Follow Withdraw Application

Applicant [Redacted] Engagement Opening [College Group - Clone](#) Application Status Incomplete Term [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Copy an Existing Application

Select an application to copy:

APP-871870: Eng Mgr Test - College Grp - Meg's Test Session - 2022-06-03T17:27:04.000Z

Copy Skip

No related lists to display

Application APP-871871

Applicant [Redacted] Engagement Opening [College Group - Clone](#) Application Status Incomplete Term [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer

It is important for you to review all portions of the application for accuracy prior to submission. Applications will be locked from further edits once submitted.

Next

The user may choose to skip the Clone feature and instead create a blank application record. If selected, the user is routed to the full, blank application, as described starting on the next page.

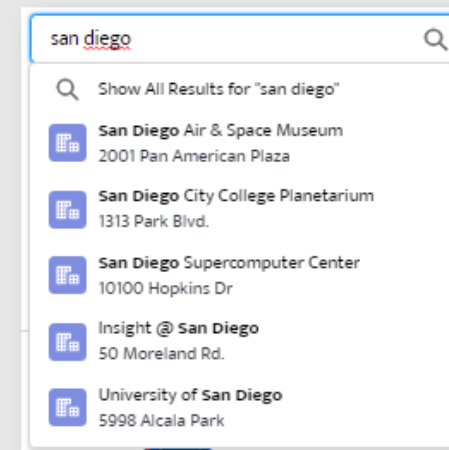
If an existing application is selected to be cloned, the user is then routed to a message to notify them that they have the responsibility of reviewing the cloned information to ensure it is still accurate before they record is submitted. This step in the workflow does not collect any information. When the Next button is selected, the user bypasses the application flow all together, and is auto-routed to the [Review & Submit](#) step.



## SECTION 3 - 5E. PRIMARY POINT OF CONTACT

Users are required to identify the First Name, Last Name, Title, and related Academic Institution for the Primary Point of Contact for the application.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.



san diego

Show All Results for "san diego"

- San Diego Air & Space Museum  
2001 Pan American Plaza
- San Diego City College Planetarium  
1313 Park Blvd.
- San Diego Supercomputer Center  
10100 Hopkins Dr
- Insight @ San Diego  
50 Moreland Rd.
- University of San Diego  
5998 Alcalá Park

Can't find my institution

\*Institution Name

Address

Country

--None--

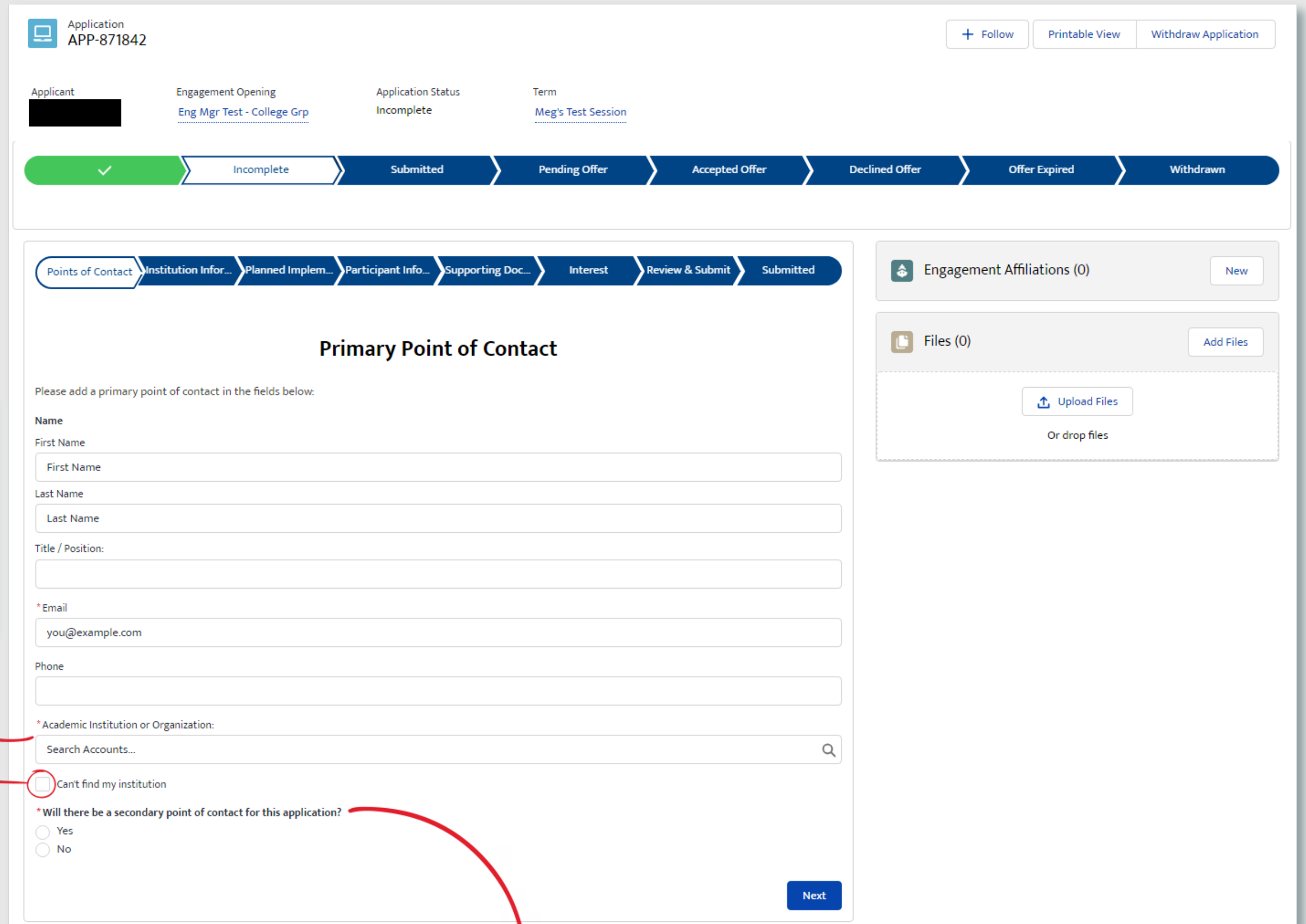
Street

City

State/Province

--None--

Zip/Postal Code



Application APP-871842

+ Follow Printable View Withdraw Application

Applicant Engagement Opening Application Status Term

Eng Mgr Test - College Grp Incomplete Meg's Test Session

Points of Contact Institution Infor... Planned Implem... Participant Info... Supporting Doc... Interest Review & Submit Submitted

### Primary Point of Contact

Please add a primary point of contact in the fields below:

Name

First Name

Last Name

Title / Position:

\*Email

Phone

\*Academic Institution or Organization:

Search Accounts...

Can't find my institution

\*Will there be a secondary point of contact for this application?

Yes

No

Next

If the user has a Secondary Point of Contact to identify, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry.

## SECTION 3 - 5F. SECONDARY POINT OF CONTACT

If a Secondary Point of Contact is identified, then the First Name, Last Name, Title, and related Academic Institution for that POC is required.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

san diego

Show All Results for "san diego"

- San Diego Air & Space Museum  
2001 Pan American Plaza
- San Diego City College Planetarium  
1313 Park Blvd.
- San Diego Supercomputer Center  
10100 Hopkins Dr
- Insight @ San Diego  
50 Moreland Rd.
- University of San Diego  
5998 Alcalá Park

Can't find my institution

\*Institution Name

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

Application APP-871842

+ Follow Printable View Withdraw Application

Applicant: [Redacted] Engagement Opening: Eng Mgr Test - College Grp Application Status: Incomplete Term: Meg's Test Session

Progress: [Checkmark] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Points of Contact Institution Infor... Planned Implem... Participant Info... Supporting Doc... Interest Review & Submit Submitted

### Secondary Point of Contact

Please add a secondary point of contact in the fields below:

Name

First Name

Last Name

Title / Position:

\*Email

you@example.com

Phone

\*Academic Institution or Organization:

Search Accounts...

Can't find my institution

Next

Engagement Affiliations (0) New

Files (0) Add Files

Upload Files

Or drop files

## SECTION 3 - 5G. LEAD INSTITUTION

Users are required to identify the lead Academic Institution associated to the application.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their institution's name and address. The information is validated by a Data Steward after submission.

san diego

Show All Results for "san diego"

- San Diego Air & Space Museum  
2001 Pan American Plaza
- San Diego City College Planetarium  
1313 Park Blvd.
- San Diego Supercomputer Center  
10100 Hopkins Dr
- Insight @ San Diego  
50 Moreland Rd.
- University of San Diego  
5998 Alcalá Park

Application APP-871842

Follow Printable View Withdraw Application

Applicant: [Redacted] Engagement Opening: Eng Mgr Test - College Grp Application Status: Incomplete Term: Meg's Test Session

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Progress: [Complete] Institution Information Planned Implementation Participant Information Supporting Documents Interest Review & Submit Submitted

### Institution Information

Lead Institution

Search Accounts...

Can't find my institution

\*Do you have any Participating Institutions to add?

Yes  No

Next

Engagement Affiliations (0) New

Files (0) Add Files

Upload Files Or drop files

Can't find my institution

\*Institution Name

Address

Country

--None--

Street

City State/Province

--None--

Zip/Postal Code

If the user has a participating institutions to identify, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry.

## SECTION 3 - 5H. PARTICIPATING INSTITUTION

If a Participating Institution is selected, then the name of that Academic Institution is required.

Application APP-871842

Applicant: [Redacted] Engagement Opening: Eng Mgr Test - College Grp Application Status: Incomplete Term: Meg's Test Session

Progress: Incomplete (Current Step) Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

### Institution Information

\* Participating Institution

Can't find my institution

\* Do you have any additional Participating Institutions to add?

Yes  No

Next

Engagement Affiliations (1)

| Account                      | Type             |
|------------------------------|------------------|
| San Diego Air & Space Museum | Lead Institution |

Files (0)

Upload Files

Or drop files

Users may edit the lead institution info that was previously submitted as long as the application has not yet been submitted. They may also identify an additional lead institution, which will present them with the same upload function as previously described.

If the user has additional participating institutions to identify, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry.

Users can select the Can't find my institution checkbox if they cannot find the institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their institution's name and address. The information is validated by a Data Steward after submission.



## SECTION 3 - 5I. PLANNED IMPLEMENTATION

Users are then required to answer multiple questions regarding their planned implementation of the content they will receive as a participant of the activity, if selected.

The screenshot shows an application form for 'APP-871842'. At the top, there are buttons for '+ Follow', 'Printable View', and 'Withdraw Application'. Below this, a progress bar shows the current step 'Planned Imple...' is active, with other steps like 'Participant Info...', 'Supporting Doc...', 'Interest', 'Review & Submit', and 'Submitted' also visible. The main section is titled 'Planned Implementation Information' and contains three questions:

- Question 1: '\*What setting do you plan to implement the content shared and knowledge gained from the activity?' with a dropdown menu showing 'Traditional Classroom', 'Traditional Classroom', and 'Out of School Time (OST)'. A callout box highlights this dropdown.
- Question 2: '\*How do you plan to deliver the content shared and knowledge gained from the activity?' with a dropdown menu showing 'In-person', 'In-person', 'Online', and 'Hybrid'. A callout box highlights this dropdown.
- Question 3: 'How do you plan to utilize the content shared and knowledge gained from the activity?' with a list of options: 'Incorporate into printed materials presented in my instruction', 'Use in hands-on activities/demonstrations', 'Teach other educators', 'Use information and resources in an after school program', and 'Present at a conference'. A callout box highlights the 'Other' option at the bottom of the list.

Below the third question, there is a text input field labeled '\*If Other, please specify:'. To the right of the main form, there is a section for 'Engagement Affiliations (3)' with a table listing institutions and their types, and a 'Files (0)' section with an 'Add Files' button and an 'Upload Files' button.

Users may edit the lead / participating institution info that was previously submitted as long as the application has not yet been submitted. They may also identify an additional lead or participating institution, which will present them with the same upload function as previously described.

If Other is selected, they are required to enter their planned utilization of the content.

## SECTION 3 - 5J. PARTICIPANT INFORMATION

Users will enter the estimated number of educators and students they will reach in the next year, broken down by educator type and grade level. Any categories that do not apply can be skipped and the system will count them as zero automatically.

Application APP-871842 + Follow Printable View Withdraw Application

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - College Grp](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: ✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Participant Information Supporting Documents Interest Review & Submit Submitted

### Participant Information

Number of Teams

Number Of Teams Participating

Please provide the numbers of the participants in the following categories.

**Number of Educators**

Elementary School Teachers

Middle School Teachers

High School Teachers

Informal Educators

Higher Education Faculty

Administrators

Preservice Teachers

**Number of Students**

Elementary School Students

Middle School Students

High School Students

Informal Students

Community College Students

Undergraduate Students

Graduate Students

[Next](#)

#### Engagement Affiliations (3)

| Account                                          | Type                      |
|--------------------------------------------------|---------------------------|
| <a href="#">San Diego Air &amp; Space Museum</a> | Lead Institution          |
| <a href="#">San Diego City College Planet...</a> | Participating Institution |
| <a href="#">California College San Diego</a>     | Participating Institution |

[View All](#)

#### Files (0)

[Add Files](#)

[Upload Files](#)

Or drop files

# SECTION 3 - 5K. SUPPORTING DOCUMENTS

Users may optionally submit any other supporting documents that they feel should be considered as part of their application. If no documents exist, they may skip this step all together.

Application APP-871842

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - College Grp](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Supporting Documents Progress: [Complete] [Complete] [Complete] [Complete] Supporting Doc... Interest Review & Submit Submitted

**Supporting Documents**

Upload your Supporting Documents (Word, PDF or image)

[Upload Files](#) Or drop files

[Next](#)

**Engagement Affiliations (3)** [New](#)

| Account                                          | Type                      |
|--------------------------------------------------|---------------------------|
| <a href="#">San Diego Air &amp; Space Museum</a> | Lead Institution          |
| <a href="#">San Diego City College Planet...</a> | Participating Institution |
| <a href="#">California College San Diego</a>     | Participating Institution |

[View All](#)

**Files (0)** [Add Files](#)

[Upload Files](#)

Or drop files

Upload Files

Proposal.docx 12 KB

1 of 1 file uploaded

[Done](#)

Users may upload one or multiple documents during this step

## SECTION 3 - 5L. INTEREST

Finally, users will identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Application APP-871842 + Follow Printable View Withdraw Application

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - College Grp](#) Application Status: Incomplete Term: [Meg's Test Session](#)

Progress: [Complete] Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Progress: [Complete] [Complete] [Complete] [Complete] [Complete] Interest Review & Submit Submitted

### How Did You Hear About Us

\* How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

[Next](#)

#### Engagement Affiliations (3)

| Account                                          | Type                      |
|--------------------------------------------------|---------------------------|
| <a href="#">San Diego Air &amp; Space Museum</a> | Lead Institution          |
| <a href="#">San Diego City College Planet...</a> | Participating Institution |
| <a href="#">California College San Diego</a>     | Participating Institution |

[View All](#)

#### Files (1)

[Add Files](#)

|                               |                        |                          |
|-------------------------------|------------------------|--------------------------|
| Transcripts<br>May 11, 202... | <a href="#">Delete</a> | <a href="#">View All</a> |
|-------------------------------|------------------------|--------------------------|

Users may delete any supporting files that they uploaded as long as the application has not yet been submitted. They may also upload new documents by clicking the Add Files button, which will present them with the same upload function as previously described.



SECTION 3 - 5M. REVIEW & SUBMIT

Users will have an opportunity to review / update any previously submitted information prior to submittal.

Application APP-871842 + Follow Printable View Withdraw Application

Applicant: [Redacted] Engagement Opening: Eng Mgr Test - College Grp Application Status: Incomplete Term: Meg's Test Session

Progress: [Complete] [Incomplete] [Submitted] [Pending Offer] [Accepted Offer] [Declined Offer] [Offer Expired] [Withdrawn]

### Review & Submit

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button - Academic History, Major, Transcript, and Recommendations. If you have entered the information to your satisfaction, submit your application/registration. By submitting this application/registration, you certify that the information provided is true and correct.

Application Date: May 17, 2022

Primary Point of Contact

First Name: [Redacted]  
Last Name: [Redacted]  
Position/Title: [Redacted]  
Email: [Redacted]  
Phone: [Redacted]  
Academic Institution: University of San Diego

Secondary Point of Contact

First Name: [Redacted]  
Last Name: [Redacted]  
Position/Title: [Redacted]  
Email: [Redacted]  
Phone: [Redacted]  
Academic Institution: University of Houston

Implementation Setting: Traditional Classroom  
Implementation Delivery Mechanism: In-person  
Intended Utilization: Use information and resources in an after school program

Other Intended Utilization: [Redacted]

Number of Teams Participating: 2  
Number of Elementary School Teachers Participating: 14  
Number of Middle School Teachers Participating: 2  
Number of High School Teachers Participating: 6  
Number of Informal Educators Participating: 13  
Number of Higher Education Faculty Participating: 0  
Number of Administrators Participating: 0  
Number of Preservice Teachers Participating: 0  
Number of Elementary School Students Participating: 22  
Number of Middle School Students Participating: 35  
Number of High School Students Participating: 4  
Number of Informal Students Participating: 10  
Number of Community College Students Participating: 14  
Number of Undergraduate Students Participating: 122  
Number of Graduate Students Participating: 47

Engagement Affiliations (3)

| Account                          | Type                      |
|----------------------------------|---------------------------|
| San Diego Air & Space Museum     | Lead Institution          |
| San Diego City College Planet... | Participating Institution |
| California College San Diego     | Participating Institution |


Files (1)

- Transcripts May 11, 2022...


Next

## SECTION 3 - 5N. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing.

 Application  
APP-871842

[+ Follow](#) [Printable View](#) [Withdraw Application](#)

|                                                                                   |                                            |                    |                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------|--------------------|------------------------------------|
| Applicant                                                                         | Engagement Opening                         | Application Status | Term                               |
|  | <a href="#">Eng Mgr Test - College Grp</a> | Submitted          | <a href="#">Meg's Test Session</a> |

Submitted

Pending Offer


Accepted Offer

Declined Offer

Offer Expired


Withdrawn


Thank you for your submission.  
You may now navigate away from this page.

 Engagement Affiliations (3)

| Account                                          | Type                                                       |
|--------------------------------------------------|------------------------------------------------------------|
| <a href="#">San Diego Air &amp; Space Museum</a> | Lead Institution <input type="button" value="v"/>          |
| <a href="#">San Diego City College Planet...</a> | Participating Institution <input type="button" value="v"/> |
| <a href="#">California College San Diego</a>     | Participating Institution <input type="button" value="v"/> |

[View All](#)

 Files (1)

|                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|
|  Transcripts<br>May 11, 202... |
|---------------------------------------------------------------------------------------------------------------------|

[View All](#)

# SECTION 3

## APPLY TO OPENINGS

### 6. COLLEGE & PRE-COLLEGE STEM EXPERIENCE INDIVIDUAL APPLICATIONS

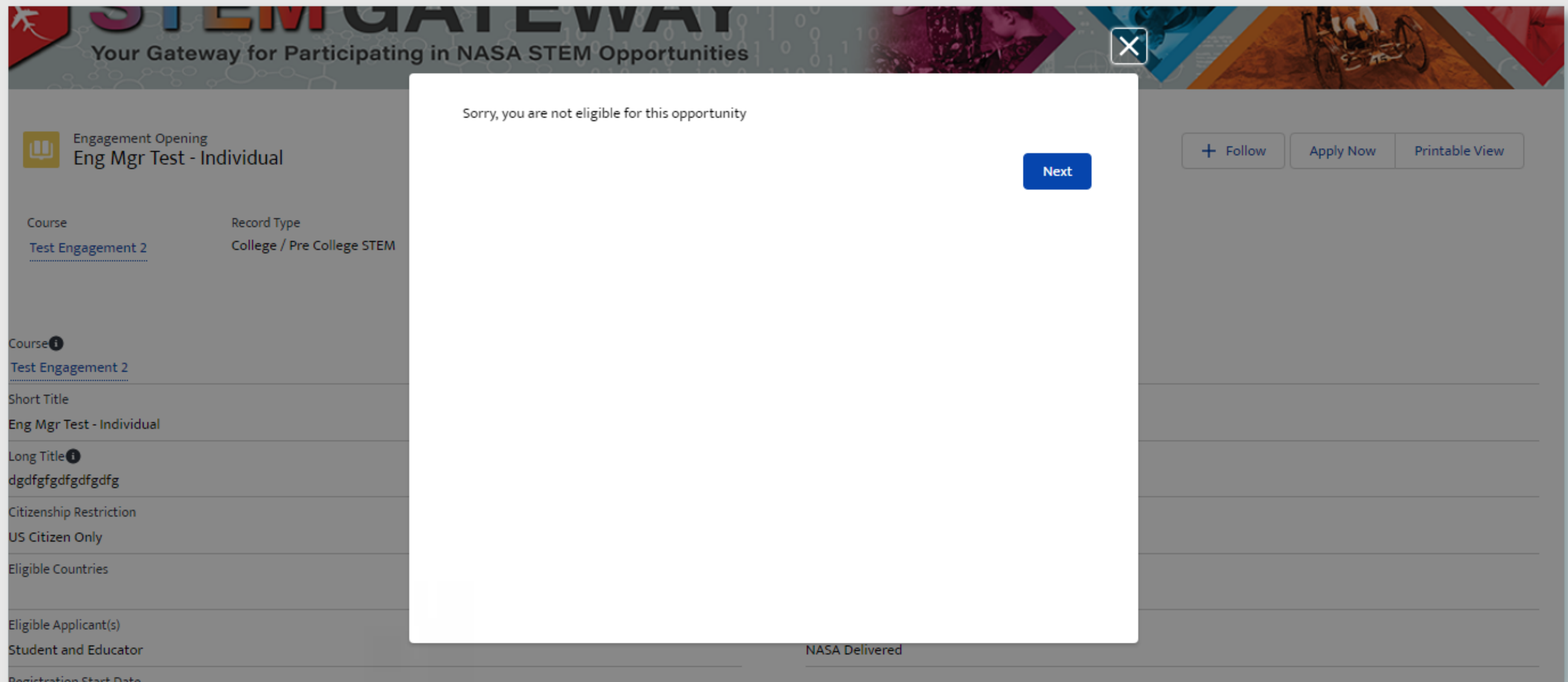
|                                                               |     |
|---------------------------------------------------------------|-----|
| 6A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....       | 106 |
| 6B. <a href="#">CITIZENSHIP VALIDATION</a> .....              | 107 |
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| 6D. <a href="#">EXISTING APPLICATION VALIDATION</a> .....     | 109 |
| 6E. <a href="#">CLONE OR SKIP</a> .....                       | 110 |
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| 6G. <a href="#">EDUCATION OR AFFILIATE ORGANIZATION</a> ..... | 112 |
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## SECTION 3 - 6A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.



The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a "Course" section with "Test Engagement 2" and a "Record Type" of "College / Pre College STEM". Below this, there are sections for "Short Title" (Eng Mgr Test - Individual) and "Long Title" (dgdfgfdgfdgfdg). The "Citizenship Restriction" is "US Citizen Only", and "Eligible Countries" is listed. The "Eligible Applicant(s)" are "Student and Educator". At the bottom of the page, it says "NASA Delivered". On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View".



## SECTION 3 - 6B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.

The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a table with the following data:

| Course                            | Record Type                |
|-----------------------------------|----------------------------|
| <a href="#">Test Engagement 2</a> | College / Pre College STEM |

Below the table, there are sections for "Course", "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", and "Registration Start Date". The "Citizenship Restriction" is listed as "US Citizen Only". On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View". At the bottom right, the text "NASA Delivered" is visible.

## SECTION 3 - 6C. APPLYING FOR SELF OR MINOR?

NASA STEM Gateway has introduced a new feature that will allow the parents or legal guardians to apply on behalf of their children if they are a minor (13 years old or under). This step in the workflow will only appear the following conditions are met:

- The Opening the user is applying to has been identified as an activity that will allow for parents/guardians to apply on behalf of minors (this setting is set by the NASA employee at the time the opportunity is created)
- The user applying to the activity is 18 years or older and identified themselves as a parent who may register on behalf of their minor children at the time of registration, as described in the [Education or Affiliate Institution](#) section of the registration process

If the user who is applying selects **Yes** at this workflow step, they will be required to enter the First and Last name of the minor child that they want to apply on behalf for. The system will auto-populate the last name of the parent/guardian, which can be edited if the minor's last name differs from the adult. After the Next button is selected, the user will be routed to the minor application flow, as described in the [Applying on Behalf of Minor](#) section of this document.

If the user who is applying selects **No** at this step, the user will continue on with the adult application flow upon clicking Next, in the described workflow, beginning on the next page.

The screenshot shows a web application interface for NASA STEM Gateway. A modal dialog is open, asking the user if they are applying on behalf of a minor (age 13 and under). The modal contains the following elements:

- Question: "Are you applying on behalf of a minor (age 13 and under)?"
- Section: "\* Minor Application?"
- Radio buttons: "Yes" (selected) and "No".
- Section: "Name of Minor"
- Input field: "First Name" (placeholder: "First Name")
- Input field: "Last Name" (placeholder: "Last Name", with a black redaction box over the text)
- Button: "Next" (blue)

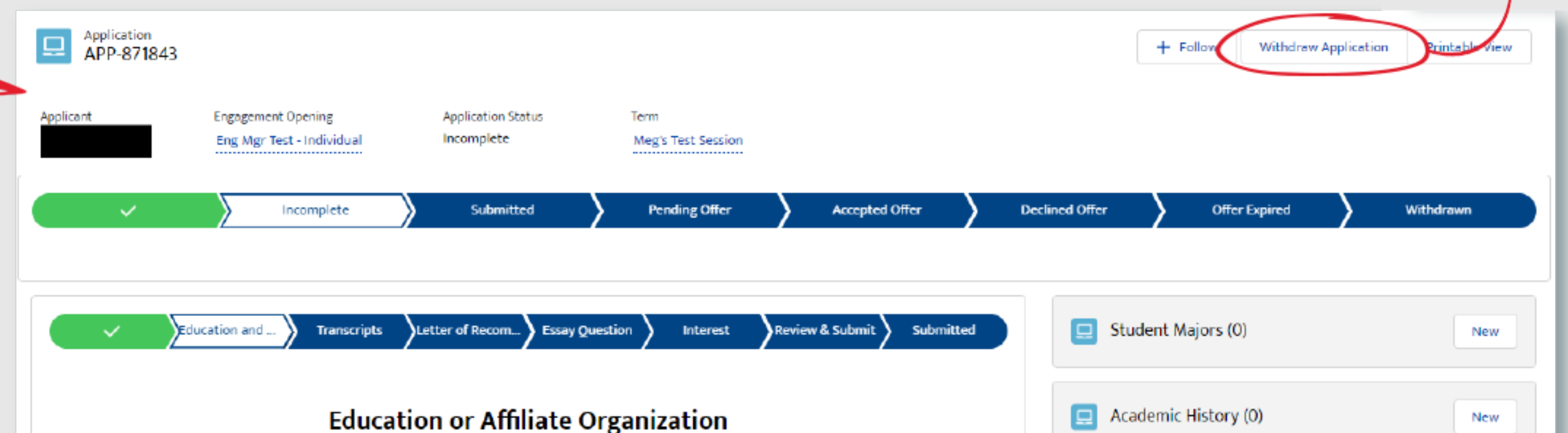
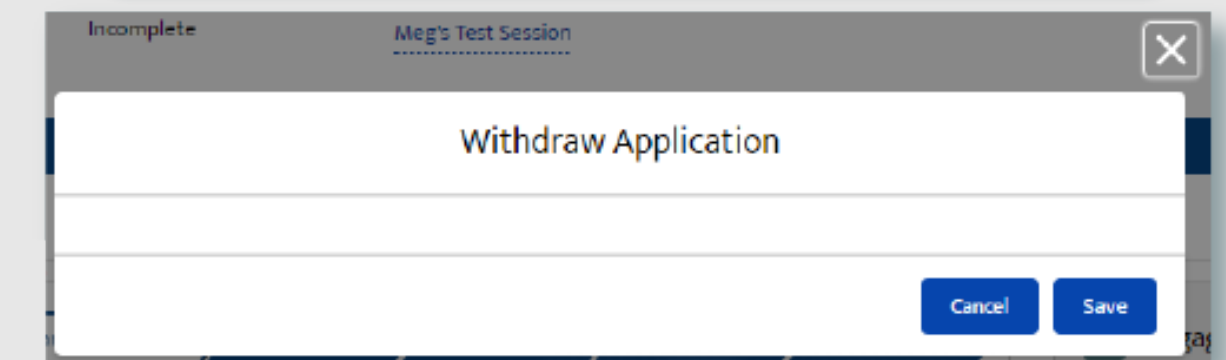
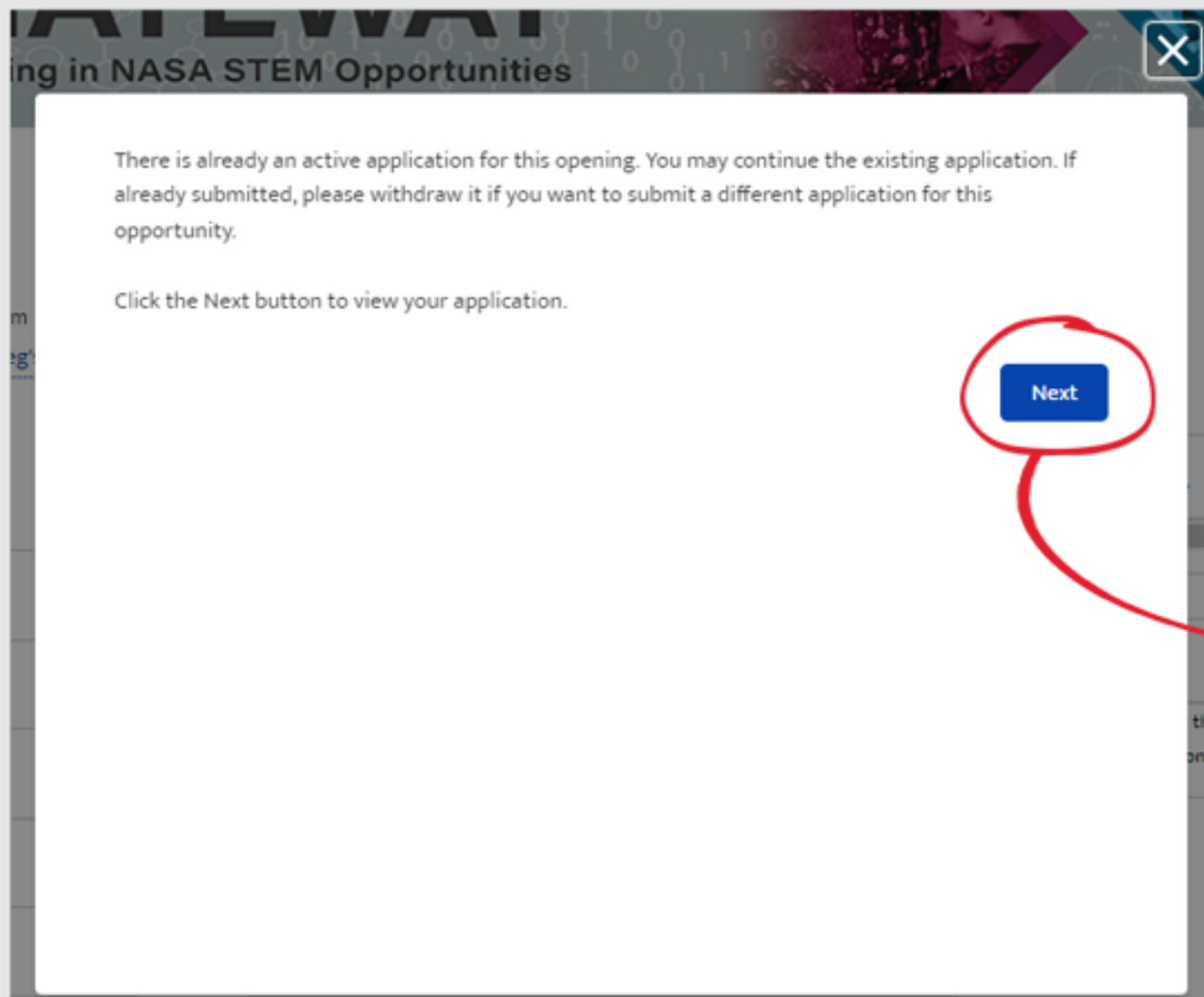
The background shows a table with columns for "Record Type" and "College / Pre Co". The table contains several rows, some with "DO NOT USE" in the first column. At the bottom right, there is a "Delivery Type" section with the value "NASA Delivered".

## SECTION 3 - 6D. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.





## SECTION 3 - 6E. CLONE OR SKIP

The system will provide the user with the option to clone one of their five most recently submitted applications for the same record type (College/Pre-College - Group Registration). This will copy all the data from the selected application and clone that information into the new application in an editable format. This allows individuals to submit multiple applications for the same record type without having to repeatedly re-enter the same information for each submission. If no applications were previously submitted for the related record type, the clone feature is bypassed all together and the user is routed to a new, blank application record.

If an existing application is selected to be cloned, the user is then routed to a message to notify them that they have the responsibility of reviewing the cloned information to ensure it is still accurate before they record is submitted. This step in the workflow does not collect any information. When the Next button is selected, the user bypasses the application flow all together, and is auto-routed to the [Review & Submit](#) step.

Application APP-871872

Applicant: Megoo Megoo | Engagement Opening: College Individual - Clone | Application Status: Incomplete | Term: Meg's Test Session

Buttons: + Follow, Withdraw Application, Printable View

Copy an Existing Application

Select an application to copy:

- APP-871852: Eng Mgr Test - Individual - Meg's Test Session - 2022-06-03T17:59:27.000Z
- APP-871798: Eng Mgr Test - Pre-College - Meg's Test Session - 2022-04-28T00:00:00.000Z
- APP-871788: Test Pre-College Opening - Parent Apply on Behalf of Minor - Meg's Test Session - 2022-04-27T00:00:00.000Z
- APP-871790: Test Pre-College Opening - Parent Apply on Behalf of Minor - Meg's Test Session - 2022-04-27T00:00:00.000Z

Buttons: Copy, Skip

Student Majors (0) [New]

Academic History (0) [New]

Transcripts (0) [New]

Application APP-871871

Applicant: [Redacted] | Engagement Opening: College Group - Clone | Application Status: Incomplete | Term: Meg's Test Session

Buttons: Next

It is important for you to review all portions of the application for accuracy prior to submission. Applications will be locked from further edits once submitted.

The user may choose to skip the Clone feature and instead create a blank application record. If selected, the user is routed to the full, blank application, as described starting on the next page.



## SECTION 3 - 6F. GPA

The GPA was separated from each Academic History entry. Users are now asked to identify their current GPA one time at the beginning of their application. If their school does not use GPA, then they can select the checkbox below instead to indicate that fact. One of the two options is required to be completed.

Application **APP-871844** + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - Individual](#) Application Status: **Incomplete** Term: [Meg's Test Session](#)

✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

GPA Education and ... Transcripts Letter of Recoom... Essay Question Interest Review & Submit Submitted

### GPA

Please enter your current cumulative GPA (based on a 4.0 GPA Scale) :

Current Cumulative GPA

Please indicate if your school does not use a GPA.

School Does Not use GPA

**Next**

Student Majors (0) New

Academic History (0) New

Transcripts (0) New

Files (0) Add Files

Upload Files

Or drop files

## SECTION 3 - 6G. EDUCATION OR AFFILIATE ORGANIZATION

Users are required to identify their full educational history, which includes each school they attended, the dates of attendance, their major/areas of interest, and the highest academic level they achieved per institution. They can search our database of over 139K+ formal/informal institutions stored within STEM Gateway. Users can identify their Major and Double Major by searching our database of all standardized academic programs within STEM Gateway, searching by keyword.

If the user selects the Present checkbox to indicate their current school, the *Date To* field disappears and is replaced with required fields called **Planned Graduation Month** and **Planned Graduation Year**. The year field will automatically display the current year + 10 years into the future.

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

### Education or Affiliate Organization

Can't find my institution

\*Institution Name

Can't find my institution

\*Date From

\*Date To   Present

\*Major / Area of Interest

Double Major / Minor

\*Academic Level

\*Do you have any additional educational institutions to add?  
 Yes  
 No

**Next**

Jan  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep  
Oct  
Nov  
Dec

Select an Option

2023  
2024  
2025  
2026  
2027  
2028  
2029  
2030  
2031  
2032  
2033

Select an Option

**Currently Attending**

Present

\*Planned Graduation Month

\*Planned Graduation Year

\*Major / Area of Interest

Show All Results for "computer"

- Computer and Information Sciences  
Computer and Information Sciences - Computer/Information Tech...
- Computer and Information Sciences  
Computer and Information Sciences - Computer Programming
- Computer and Information Sciences  
Computer and Information Sciences - Computer Science
- Computer and Information Sciences  
Computer and Information Sciences - Computer Software and Me...
- Computer and Information Sciences  
Computer and Information Sciences - Computer Systems Analysis

## SECTION 3 - 6H. TRANSCRIPTS

Users are required to upload their most current school transcripts before they may submit their College/Pre-College Individual application. However, because they can choose to save, leave, and return to their application at a later time, they are given the ability to choose if they are ready or not to upload their transcripts at this workflow step.

If the user chooses **No**, they may skip this step until they are ready and simply click the Next button.

If the user chooses **Yes**, they are then required to upload the transcripts to the application.

Users can click the dropdown arrow to the right of each record view, edit, or delete the record.

NOTE: Student Majors cannot be directly deleted by the user from this view. They may only view. The Academic History record where the major was identified on will have to be updated to add/modify/remove the major, which will automatically update the records displayed in the Student Majors section on save.

If the user has multiple entries to make, they can select Yes and click Next after completing the form, which will bring up a blank copy of this form so that they make an additional entry. This can be repeated as many times as needed.

## SECTION 3 - 6I. ESSAY QUESTION

Users are required to submit a brief essay on why they are interested in the NASA experience that they are applying for. This is limited to 300 words or less.

Application **APP-871844** + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - Individual](#) Application Status: **Incomplete** Term: [Meg's Test Session](#)

Progress: ✓ Incomplete Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Progress: ✓ ✓ ✓ ✓ **Essay Question** Interest Review & Submit Submitted

### Essay Question

\* In no more than 300 words, state why you are interested in this NASA experience.

[Next](#)

#### Student Majors (1)

| Student Major: S...       | Major         | Academic History                        |
|---------------------------|---------------|-----------------------------------------|
| <a href="#">SM-031281</a> | Communication | <a href="#">AH-89053</a> <span>▼</span> |

[View All](#)

#### Academic History (1)

| Academic ...             | Institution     | Major | Double Major |
|--------------------------|-----------------|-------|--------------|
| <a href="#">AH-89053</a> | San Diego Ai... |       |              |

[View All](#)

#### Transcripts (1)

| Transcripts Name                                 |
|--------------------------------------------------|
| <a href="#">Transcript-015787</a> <span>▼</span> |

[View All](#)

#### Files (0)

[Add Files](#)

[Upload Files](#)

Or drop files

Users can view or delete the uploaded transcripts by clicking the dropdown arrow for each uploaded file



## SECTION 3 - 6J. INTEREST

Finally, users will identify how they learned about the opportunity that they are applying for by checking one or multiple options.

Application  
**APP-871844**

[+ Follow](#) [Withdraw Application](#) [Printable View](#)

Applicant  
[REDACTED]

Engagement Opening  
[Eng Mgr Test - Individual](#)

Application Status  
Incomplete

Term  
[Meg's Test Session](#)

✓
Incomplete
Submitted
Pending Offer
Accepted Offer
Declined Offer
Offer Expired
Withdrawn

✓
✓
✓
✓
✓
Interest
Review & Submit
Submitted

### How Did You Hear About Us

**\*How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)**

- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

[Next](#)

**Student Majors (1)** [New](#)

| Student Major S...        | Major         | Academic History |
|---------------------------|---------------|------------------|
| <a href="#">SM-031281</a> | Communication | AH-89053         |

[View All](#)

**Academic History (1)** [New](#)

| Academic ...             | Institution     | Major | Double Major |
|--------------------------|-----------------|-------|--------------|
| <a href="#">AH-89053</a> | San Diego Ai... |       |              |

[View All](#)

**Transcripts (1)** [REDACTED] [New](#)

| Transcripts Name                  |
|-----------------------------------|
| <a href="#">Transcript-015787</a> |

[View All](#)

**Files (0)** [Add Files](#)

[Upload Files](#)

Or drop files

## SECTION 3 - 6K. REVIEW & SUBMIT

Users will have an opportunity to review / update any previously submitted information prior to submittal.

Application  
APP-871844

[+ Follow](#) [Withdraw Application](#) [Printable View](#)

Applicant  
[REDACTED]

Engagement Opening  
[Eng Mgr Test - Individual](#)

Application Status  
Incomplete

Term  
[Meg's Test Session](#)

✓
Incomplete
Submitted
Pending Offer
Accepted Offer
Declined Offer
Offer Expired
Withdrawn

**Review & Submit**

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button - Academic History, Major, Transcript, and Recommendations. If you have entered the information to your satisfaction, submit your application/registration. By submitting this application/registration, you certify that the information provided is true and correct.

\* Application Date

May 17, 2022

GPA

3.900

School Does Not Use GPA

\* Essay

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec qu

[Next](#)

**Student Majors (1)** [New](#)

| Student Major: S...       | Major         | Academic History |
|---------------------------|---------------|------------------|
| <a href="#">SM-031281</a> | Communication | AH-89053         |

[View All](#)

**Academic History (1)** [New](#)

| Academic ...             | Institution     | Major | Double Major |
|--------------------------|-----------------|-------|--------------|
| <a href="#">AH-89053</a> | San Diego Ai... |       |              |

[View All](#)

**Transcripts (1)** [New](#)

| Transcripts Name                  |
|-----------------------------------|
| <a href="#">Transcript-015787</a> |

[View All](#)

**Files (0)** [Add Files](#)

[Upload Files](#)

Or drop files

Users can optionally uploading any supporting files through a standard upload function by clicking the Add Files or the Upload Files button, anytime that the record is in an Incomplete state.

# SECTION 3 - 6L. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing.

Application APP-871844 + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [Eng Mgr Test - Individual](#) Application Status: Submitted Term: [Meg's Test Session](#)

Submitted Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn

Thank you for your submission.  
You may now navigate away from this page.

**Student Majors (1)**

| Student Major: S...       | Major         | Academic History           |
|---------------------------|---------------|----------------------------|
| <a href="#">SM-031281</a> | Communication | <a href="#">AH-89053</a> ▾ |

[View All](#)

**Academic History (1)**

| Academic ...             | Institution     | Major | Double Major |
|--------------------------|-----------------|-------|--------------|
| <a href="#">AH-89053</a> | San Diego Ai... |       | ▾            |

[View All](#)

**Transcripts (1)**

| Transcripts Name                    |
|-------------------------------------|
| <a href="#">Transcript-015787</a> ▾ |

[View All](#)

**Files (1)**

|                                                              |
|--------------------------------------------------------------|
| <a href="#">Supporting Docs</a><br>Mar 8, 2023 • 12KB • docx |
|--------------------------------------------------------------|

# SECTION 3

## APPLY TO OPENINGS

### 7. COLLEGE & PRE-COLLEGE STEM EXPERIENCE APPLY ON BEHALF OF MINORS APPLICATIONS

|                                                               |     |
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| 7A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....       | 119 |
| 7B. <a href="#">CITIZENSHIP VALIDATION</a> .....              | 120 |
| 7C. <a href="#">APPLYING FOR SELF OR MINOR?</a> .....         | 121 |
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| 7H. <a href="#">REVIEW &amp; SUBMIT</a> .....                 | 126 |
| 7I. <a href="#">SUBMITTED</a> .....                           | 127 |

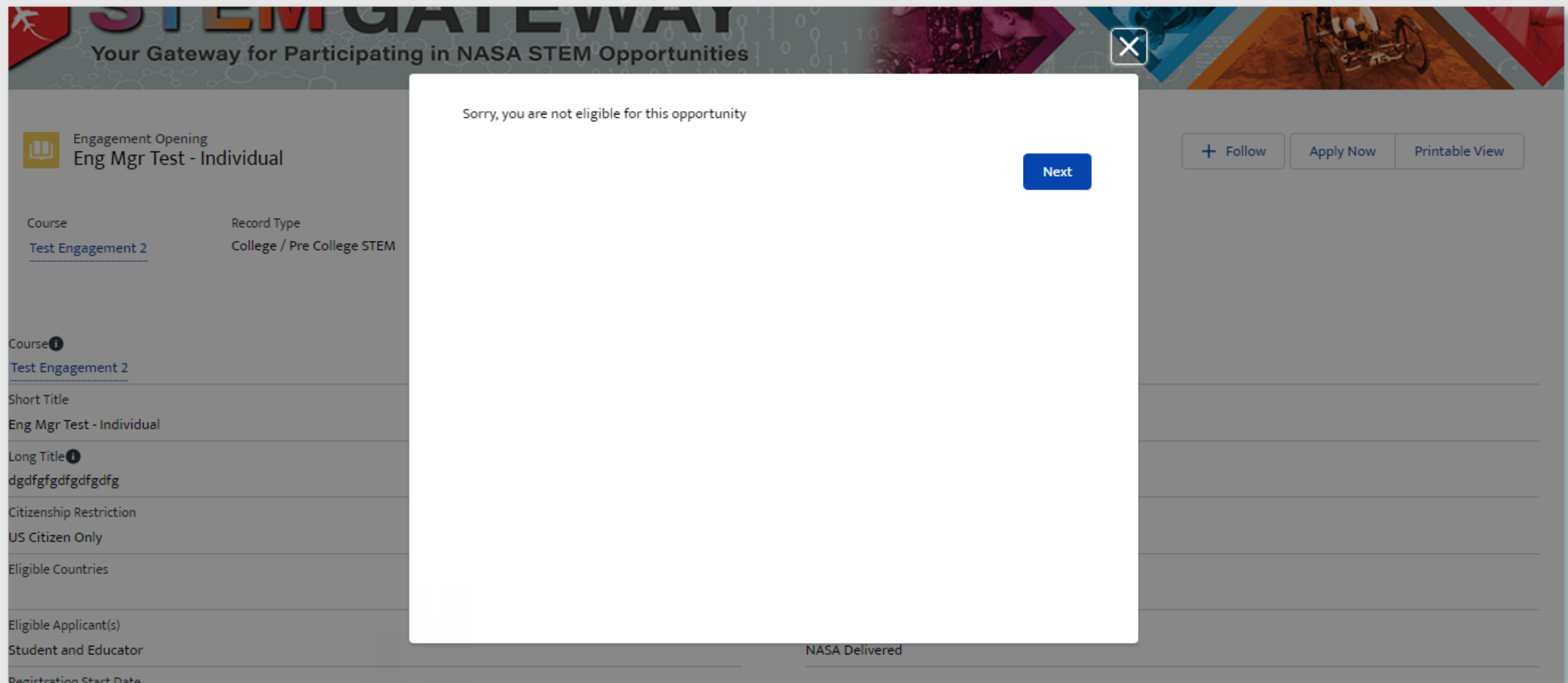


## SECTION 3 - 7A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.



The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a table with columns for "Course" and "Record Type", and a list of details such as "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", and "Registration Start Date". On the right side, there are buttons for "+ Follow", "Apply Now", and "Printable View".

| Course            | Record Type                |
|-------------------|----------------------------|
| Test Engagement 2 | College / Pre College STEM |

Engagement Opening  
**Eng Mgr Test - Individual**

Course ⓘ  
Test Engagement 2

Short Title  
Eng Mgr Test - Individual

Long Title ⓘ  
dgdfgdfgdfgdfg

Citizenship Restriction  
US Citizen Only

Eligible Countries

Eligible Applicant(s)  
Student and Educator

Registration Start Date

NASA Delivered

+ Follow   Apply Now   Printable View

Sorry, you are not eligible for this opportunity

Next

## SECTION 3 - 7B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.

The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a table with the following data:

| Course                            | Record Type                |
|-----------------------------------|----------------------------|
| <a href="#">Test Engagement 2</a> | College / Pre College STEM |

Below the table, there are sections for "Course", "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", and "Registration Start Date". The "Citizenship Restriction" is listed as "US Citizen Only". The "Eligible Countries" field is currently empty. The "Eligible Applicant(s)" field is listed as "Student and Educator". The "Registration Start Date" field is currently empty. On the right side of the page, there are three buttons: "+ Follow", "Apply Now", and "Printable View". At the bottom of the page, the text "NASA Delivered" is visible.

## SECTION 3 - 7C. APPLYING FOR SELF OR MINOR?

NASA STEM Gateway has introduced a new feature that will allow the parents or legal guardians to apply on behalf of their children if they are a minor (13 years old or under). This step in the workflow will only appear the following conditions are met:

- The Opening the user is applying to has been identified as an activity that will allow for parents/guardians to apply on behalf of minors (this setting is set by the NASA employee at the time the opportunity is created)
- The user applying to the activity is 18 years or older and identified themselves as a parent who may register on behalf of their minor children at the time of registration, as described in the [Education or Affiliate Institution](#) section of the registration process

If the user who is applying selects **Yes** at this workflow step, they will be required to enter the First and Last Name of the minor child that they want to apply on behalf for. The system will auto-populate the last name of the parent/guardian, which can be edited if the minor's last name differs from the adult. After the Next button is selected, the user will be routed to the minor application flow, as described beginning on the next page.

If the user who is applying selects **No** at this step, the user will continue on with the adult application flow upon clicking Next, as described in the [College/Pre-College Individual Application](#) section of this document.

The screenshot shows a modal form titled "Are you applying on behalf of a minor (age 13 and under)?". The form includes a "Minor Application?" section with radio buttons for "Yes" (selected) and "No". Below this is a "Name of Minor" section with two input fields: "First Name" and "Last Name". The "Last Name" field is pre-filled with a blacked-out name. A blue "Next" button is located at the bottom right of the modal. The background shows a table with columns for "Record Type" and "College / Pre Col", and a "Delivery Type" section at the bottom right with the value "NASA Delivered".

## SECTION 3 - 7D. GPA

The parent/guardian will identify the minor's current GPA, if it is applicable. Otherwise, they can select the checkbox below instead to indicate that their school does not use GPA. One of the two options is required to be completed.

Application  
APP-1068672

+ Follow

Withdraw Application

Printable View

Applicant

Engagement Opening

Application Status

Term

[REDACTED]

[TEST-DO NOT USE](#)

Incomplete

[Intern: Summer 2021](#)



### GPA

Please enter [REDACTED]'s cumulative GPA (based on a 4.0 GPA Scale):

Current Cumulative GPA

Please indicate if your school does not use a GPA.

School Does Not use GPA

Next

Academic History (0)

New

Files (0)

Add Files

| Title | Owner | Last Modified | Size |
|-------|-------|---------------|------|
|-------|-------|---------------|------|



## SECTION 3 - 7E. EDUCATION OR AFFILIATE ORGANIZATION

The parent or guardian will enter key information regarding the minor, including the school they attend, the date that they started, and their current grade level.

Users can select the **Can't find my institution** checkbox if they cannot find their institution, which will remove the Academic Institution search box and replace it with a write-in capability, where they are required to enter their school's name and address. The information is validated by a Data Steward after submission.

**NOTE:** Unlike the adult version of this workflow step, the parent/guardian is only asked to enter the most current information, so they will not see the option to loop through this same form again to enter past history. Instead, when they click Next, they will immediately go to the next step in the workflow.

## SECTION 3 - 7.F ESSAY QUESTION

The parent/guardian is required to submit a brief essay on why their minor is interested in the NASA experience that they are applying for. This is limited to 300 words or less.

Application  
APP-1068672

+ Follow   Withdraw Application   Printable View

Applicant: [REDACTED]   Engagement Opening: [TEST-DO NOT USE](#)   Application Status: Incomplete   Term: [Intern: Summer 2021](#)

Progress: [Complete] → Incomplete → Submitted → Pending Offer → Accepted Offer → Declined Offer → Offer Expired → Withdrawn

Progress: [Complete] → [Complete] → [Complete] → [Complete] → Essay Question → Interest → Review & Submit → Submitted

### Essay Question

\* In no more than 300 words, state why you are interested in this NASA experience.

Next

#### Academic History (1)

| Academic ...              | Institution | Major | Double Major |
|---------------------------|-------------|-------|--------------|
| <a href="#">AH-291083</a> | test test   |       |              |

[View All](#)

#### Files (0)


| Title | Owner | Last Modified | Size |
|-------|-------|---------------|------|
|-------|-------|---------------|------|

Add Files

The parent/guardian can click the dropdown arrow to the right of the record view, edit, or delete it as long as the application has not yet been submitted.

## SECTION 3 - 7G. INTEREST

Finally, parents/guardians will identify how they learned about the opportunity that they are applying for by checking one or multiple options.



Application  
**APP-1068672**


+ Follow
Withdraw Application
Printable View


Applicant  
[REDACTED]

Engagement Opening  
[TEST-DO NOT USE](#)

Application Status  
Incomplete

Term  
[Intern: Summer 2021](#)






### How Did You Hear About Us

**\* How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)**


- Webinar
- Video/Promotional Video
- Social Media/News Release
- Friend/Family/Coworker
- Other NASA Engagement Opportunity/Event
- Email/Phone Call
- Online Search
- Capstone Project Search
- Faculty/Educator
- NASA Express
- Newsletter/Flyer
- Television/NASA TV
- Article/Publication
- Another Company's Website
- NASA Employee/Intern
- Other/Not Listed

Next

 Academic History (1)
New

| Academic ...              | Institution | Major | Double Major |
|---------------------------|-------------|-------|--------------|
| <a href="#">AH-291083</a> | test test   |       |              |

View All

 Files (0)
Add Files

| Title | Owner | Last Modified | Size |
|-------|-------|---------------|------|
|-------|-------|---------------|------|

# SECTION 3 - 7H. REVIEW & SUBMIT

The parent/guardian will have an opportunity to review / update any previously submitted information prior to submittal.

Application APP-1068672 + Follow Withdraw Application Printable View

Applicant: [Redacted] Engagement Opening: [TEST-DO NOT USE](#) Application Status: Incomplete Term: [Intern: Summer 2021](#)

Progress: [Complete] → Incomplete → Submitted → Pending Offer → Accepted Offer → Declined Offer → Offer Expired → Withdrawn

Progress: [Complete] → [Complete] → [Complete] → [Complete] → [Complete] → Review & Submit → Submitted

### Review & Submit

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button - Academic History, Major, Transcript, and Recommendations. If you have entered the information to your satisfaction, submit your application/registration. By submitting this application/registration, you certify that the information provided is true and correct.

\*Application Date: Dec 2, 2022  School Does Not Use GPA

\*Essay: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis

[Next](#)

#### Academic History (1)

| Academic ...              | Institution | Major | Double Major |
|---------------------------|-------------|-------|--------------|
| <a href="#">AH-291083</a> | test test   |       |              |

[View All](#)

#### Files (0)

| Title | Owner | Last Modified | Size |
|-------|-------|---------------|------|
|-------|-------|---------------|------|

[Add Files](#)



## SECTION 3 - 7I. SUBMITTED

Once the application has been moved to a Submitted state, the content within the application is locked from further editing. Because the parent/guardian is the one who is registered in the system instead of the minor, the application will be associated to the parent's registered account, containing an indicator for the internal OSTEM staff that this is a minor application.

The parent may complete this same workflow for each minor child that they wish to apply on behalf of. If applicable, they may also apply to the same opportunity, except they would follow the adult workflow, as described in the [College/Pre-College Individual Application](#) section of this document.

Application  
APP-1068672

+ Follow

Withdraw Application

Printable View

Applicant

Engagement Opening

Application Status

Term

[Redacted]

[TEST-DO NOT USE](#)

Submitted

[Intern: Summer 2021](#)



Thank you for your submission.  
You may now navigate away from this page.

Academic History (1)

New

| Academic ... | Institution | Major | Double Major |
|--------------|-------------|-------|--------------|
|--------------|-------------|-------|--------------|

|                           |           |  |  |
|---------------------------|-----------|--|--|
| <a href="#">AH-291083</a> | test test |  |  |
|---------------------------|-----------|--|--|



View All

Files (0)

Add Files

| Title | Owner | Last Modified | Size |
|-------|-------|---------------|------|
|-------|-------|---------------|------|

# SECTION 3

## APPLY TO OPENINGS

### 8. SIGN-UP ONLY APPLICATIONS (ALL RECORD TYPES)

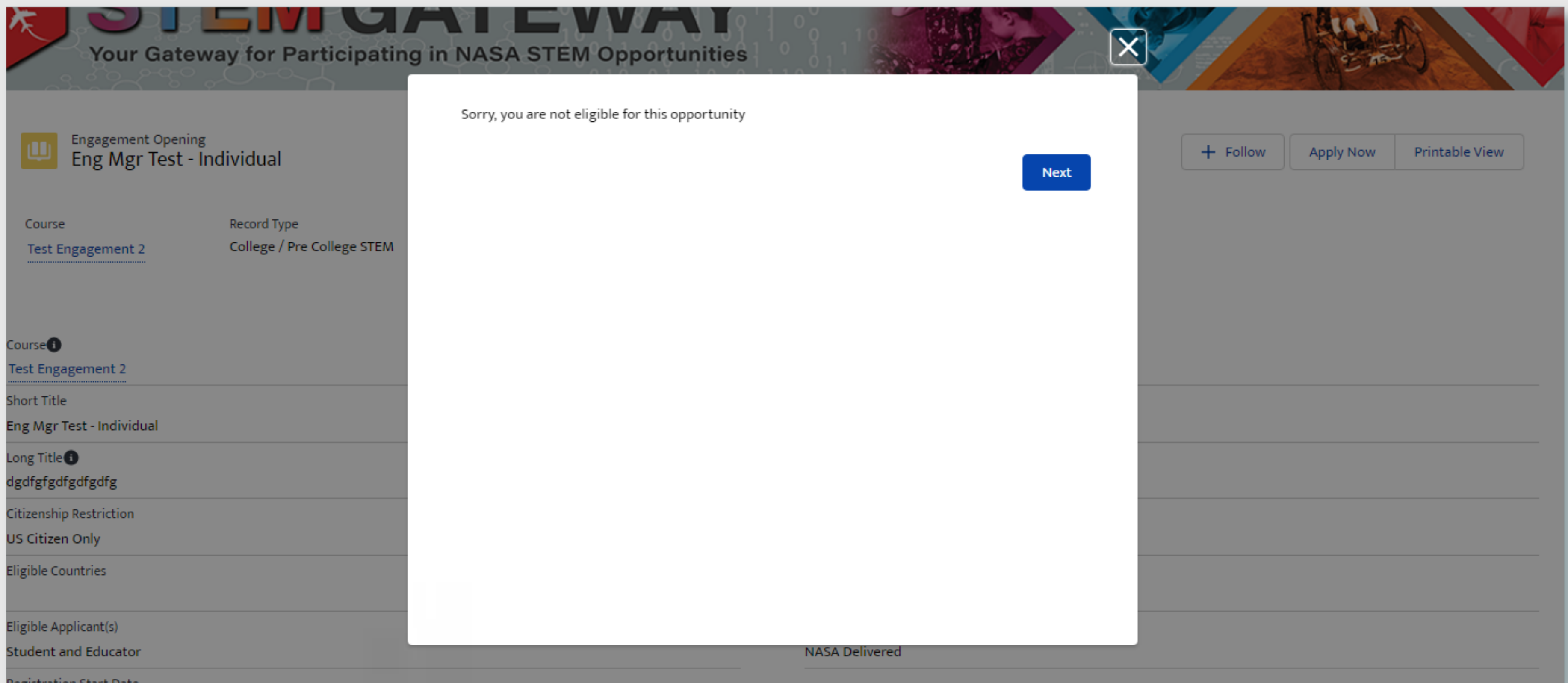
|                                                           |     |
|-----------------------------------------------------------|-----|
| 8A. <a href="#">ELIGIBLE USER TYPE VALIDATION</a> .....   | 129 |
| 8B. <a href="#">CITIZENSHIP VALIDATION</a> .....          | 130 |
| 8C. <a href="#">EXISTING APPLICATION VALIDATION</a> ..... | 131 |
| 8D. <a href="#">SUBMITTED</a> .....                       | 132 |

## SECTION 3 - 8A. ELIGIBLE USER TYPE VALIDATION

Because not every user type is qualified to apply/register for every Opening type, STEM Gateway has introduced a new validation against the Learner Category that the user has self-identified as. When the Opening is created on the internal side of the system, the activity owner will identify the eligible applicants by selecting from the options of: Student; Educator; Student and Educator; or All (All encompasses Students, Educator, or Other).

STEM Gateway has introduced a validation rule that will prevent any learner who does not fall within the identified learner category from needlessly applying to an opening if they are not qualified to participate. If the current user's learner category does not fall within the eligible applicant category identified for that Opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their learner type just to try and circumvent this validation rule.



The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen with the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a "Course" section with "Test Engagement 2" and a "Record Type" of "College / Pre College STEM". Other visible fields include "Short Title" (Eng Mgr Test - Individual), "Long Title" (dgdgfgdgdgdfgdfg), "Citizenship Restriction" (US Citizen Only), "Eligible Countries", "Eligible Applicant(s)" (Student and Educator), and "Registration Start Date". On the right side, there are buttons for "+ Follow", "Apply Now", and "Printable View". The footer of the page contains the text "NASA Delivered".

## SECTION 3 - 8B. CITIZENSHIP VALIDATION

When each Opening is created on the internal side of STEM Gateway, the activity managers can determine which country/countries of citizenship are allowed to apply/register for their activity. If the current user's citizenship is self-identified as being associated to any country other than the country/countries identified on the parent opening, the system will display a message informing them that they are not eligible for the opportunity.

The message was intentionally left vague to discourage users from changing their country of citizenship just to try and circumvent this validation rule.

The screenshot displays the STEM Gateway website interface. At the top, the header reads "STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities". A modal dialog box is centered on the screen, containing the text "Sorry, you are not eligible for this opportunity" and a blue "Next" button. The background shows a page for an "Engagement Opening" titled "Eng Mgr Test - Individual". The page includes a table with the following data:

| Course                            | Record Type                |
|-----------------------------------|----------------------------|
| <a href="#">Test Engagement 2</a> | College / Pre College STEM |

Below the table, there are fields for "Course", "Short Title", "Long Title", "Citizenship Restriction", "Eligible Countries", "Eligible Applicant(s)", and "Registration Start Date". The "Citizenship Restriction" field is set to "US Citizen Only". The "Eligible Countries" field is empty. The "Eligible Applicant(s)" field is set to "Student and Educator". The "Registration Start Date" field is empty. On the right side of the page, there are buttons for "+ Follow", "Apply Now", and "Printable View". At the bottom of the page, the text "NASA Delivered" is visible.

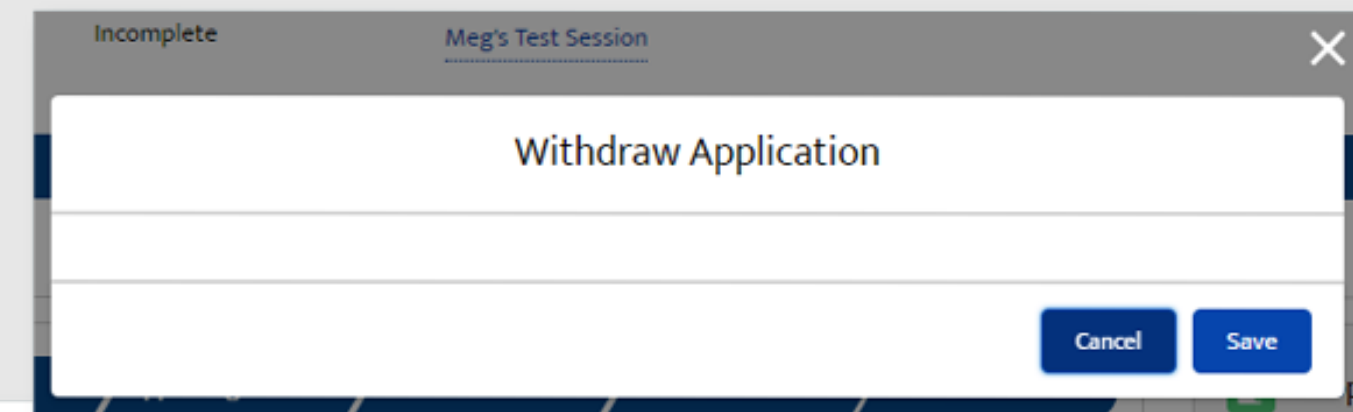
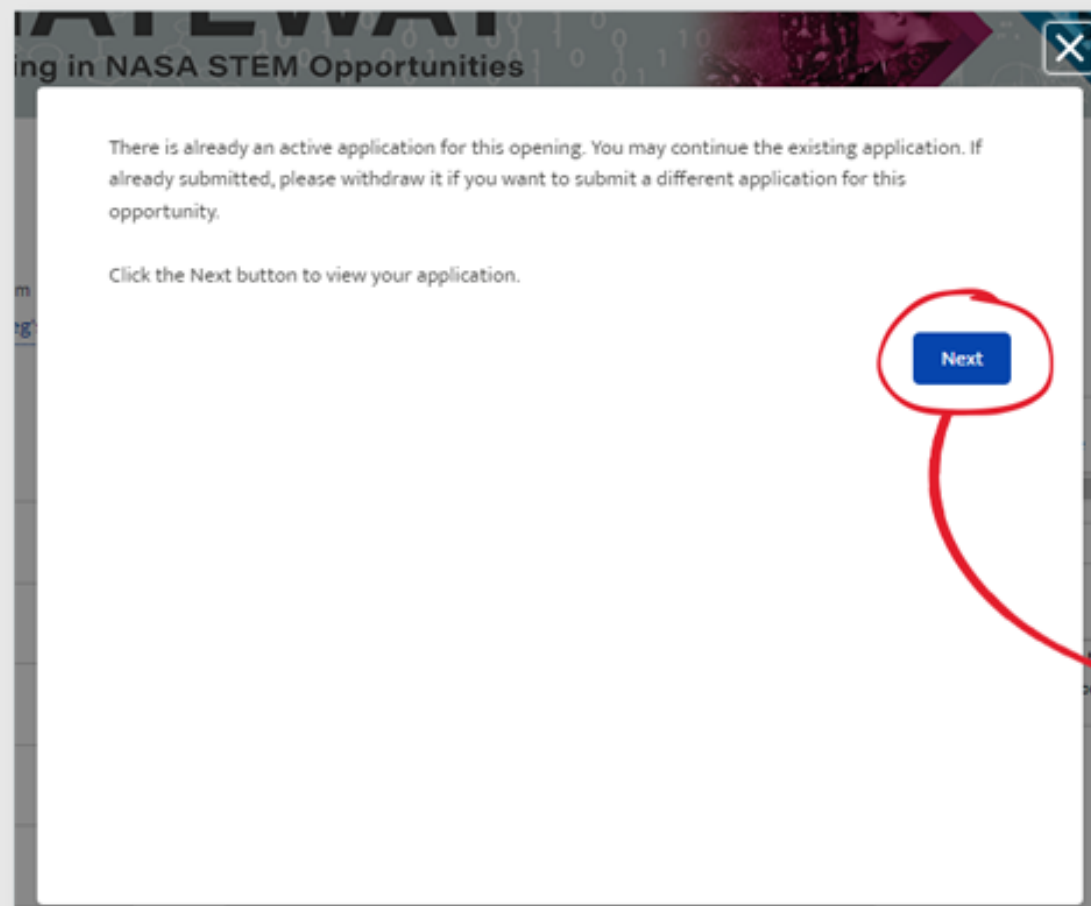


## SECTION 3 - 8C. EXISTING APPLICATION VALIDATION

STEM Gateway has introduced a validation rule that will prevent a user from initiating a new application record for an opening if one already exists in the system for the selected activity, regardless of the status of that application.

Users may click the Next button on the message that is displayed to be routed to the current application record that already exists in the system.

Users may proceed with the current application as is or they may choose to withdraw the application, which will then allow them to re-apply with a brand new application for that opening.



The main screenshot shows the NASA STEM Gateway application page. At the top, there is a navigation bar with "Home", "My Information", "Explore Opportunities", and "Stay Connected". Below this is a large banner with the NASA logo and the text "NASA STEM GATEWAY Your Gateway for Participating in NASA STEM Opportunities".

The main content area shows application details for "Application APP-871861". The applicant is "Megoo Megoo". The engagement opening is "Sign up Only - Manual Select". The application status is "Submitted". The term is "Test Session - Eng Mgr".

Below the details is a progress bar with the following steps: "Submitted" (checked), "Pending Offer", "Accepted Offer", "Declined Offer", "Offer Expired", and "Withdrawn".

At the bottom, there is a message: "Congratulations. You are signed up. No further action is required of you at this time." and a button that says "No related lists to display".

The footer contains the NASA logo, "NASA - National Aeronautics and Space Administration", the slogan "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers", and a list of related links: "No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help".

SECTION 3 - 8D. SUBMITTED

The Sign Up Only application flow does not collect any information from the user. After the existing validation rules are passed, they are immediately routed to a Submitted state in the system and will receive a message that no further action is needed from them. The system generates a blank application within the system on their behalf with this option.

The screenshot displays the NASA STEM Gateway application interface. At the top, there is a navigation bar with links for Home, My Information, Explore Opportunities, and Stay Connected, along with a search bar and a user profile for Megoo Megoo. The main header features the NASA STEM Gateway logo and the tagline "Your Gateway for Participating in NASA STEM Opportunities". Below the header, the application details are shown: Application APP-871861, Applicant Megoo Megoo, Engagement Opening Sign up Only - Manual Select, Application Status Submitted, and Term Test Session - Eng Mgr. A progress bar indicates the application status, with the Submitted step highlighted in green. Below the progress bar, a message states: "Congratulations. You are signed up. No further action is required of you at this time." To the right, a box indicates "No related lists to display". The footer includes the NASA logo, the text "NASA - National Aeronautics and Space Administration", the slogan "INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers", and a list of related links: No Fear Act, FOIA, PRA, Privacy, OIG, Agency Financial Reports, and Help.

# SECTION 4

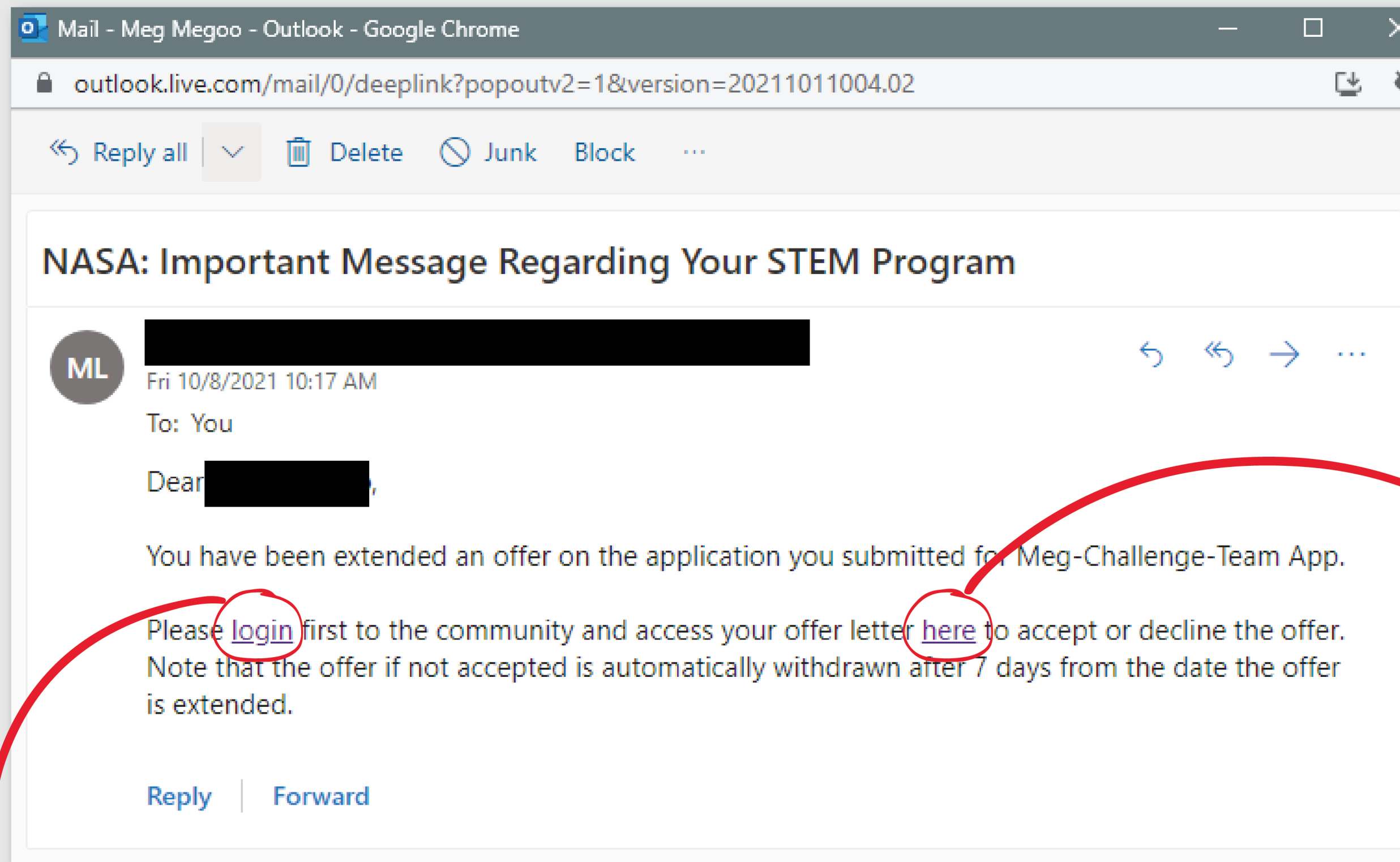
## ACCEPT/DECLINE OFFERS

|                                                                     |     |
|---------------------------------------------------------------------|-----|
| 1. <a href="#">ACCESS OFFER LETTER VIA EMAIL NOTIFICATION</a> ..... | 134 |
| 2. <a href="#">ACCESS OFFER LETTER VIA 'MY OFFERS' LIST</a> .....   | 135 |
| 3. <a href="#">OFFER LETTER TEMPLATE - ACCEPT OR DECLINE</a> .....  | 136 |
| 4. <a href="#">OFFER LETTER TEMPLATE - AUTO PARTICIPANT</a> .....   | 137 |



## SECTION 4 - 1. ACCESS OFFER LETTER VIA EMAIL NOTIFICATION

When a candidate is selected for an activity that requires an offer, the user will receive an automated email with a direct link to their offer letter. The initial email they receive contains the name of the Opening that the offer is being extended against.



Users will first need to log into their Gateway account to access the offer

Once logged in, they may click the link within the email to access their offer letter



SECTION 4 - 2. ACCESS OFFER LETTER VIA 'MY OFFERS' LIST

Users have the ability to manually navigate to a list of all offers that have been extended to their account, regardless if they receive or check their email. The list will display the current state of each offer, relevant information about the activity the offer is associated to, and a direct link to the template itself. If the letter is in pending mode, the template displayed to them will be editable when opened. For those letters that are Expired, Accepted, or Declined, the details will no longer be editable.

stengateway.nasa.gov/public/s/my-information/my-offers

Office Portal Analytics PROD | STEM Gate... SAIC STEM Gateway NGS CoP OSTEM Legislative/Instituti... Graphics / Design Case Management... PRA Changes - One...

Home My Information Explore Opportunities Stay Connected Search...

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

**My Offers**

This page displays offers you have received to participate in STEM Engagement experiences. Offers expire after 7 days if you take no action to accept or decline.

My Offers ▼

2 items • Sorted by Days Since Offer • Filtered by All award letter template - Is Current User Applicant

|   | Days ... ↑ ▼ | Award ... ▼ | Engagement Opening ▼                                                             | Award Status ▼ | Date Sent ▼ | Session ▼           |   |
|---|--------------|-------------|----------------------------------------------------------------------------------|----------------|-------------|---------------------|---|
| 1 | 4 Days       | AL-23997    | Data Governance , Training Development & UAT for NASA STEM Gateway Business Team | Pending Offer  | 7/13/2022   | Intern: Fall 2022   | ▼ |
| 2 | 213 Days     | AL-21315    | Data Governance , Training Development & UAT for NASA STEM Gateway Business Team | Accepted Offer | 5/5/2022    | Intern: Summer 2022 | ▼ |

## SECTION 4 - 3. OFFER LETTER TEMPLATE - ACCEPT OR DECLINE

The user will have 7 calendar days to respond to that offer before it is moved to an expired state. They may choose Accept or Decline via the radio button options at the bottom of the letter.

**Offer Award Letter**

Dear [REDACTED],

On behalf of the National Aeronautics and Space Administration (NASA), we are pleased to inform you that you have been selected for a STEM Opportunity with the **Lunar Surface EVA Operations - Lunar Sample Bag and Dispensing Device** in **Meg's Test Session-Eng Mgr.**

**Opportunity Details**

Project Description  
Full challenge description including technical requirements and proposal guidelines can be accessed on the Micro-g NEXt website <https://go.nasa.gov/micrognext>.  
NASA only requires one person to submit a proposal on behalf of an undergraduate team for the challenge.

NASA has been challenged to go to the Moon by 2024 with our Artemis Program. On the lunar surface, astronauts will collect geological samples during spacewalks, or Extravehicular Activities (EVAs), and will store each sample in an individual sample bag. There is a need for sample bags and a dispenser which can hold multiple sample bags and dispense one bag at a time during sampling operations.

OBJECTIVE: Design a sample bag and dispenser system for use during lunar surface sampling operations. The design should focus on ease of use with limited hand dexterity in the spacesuit while adhering to the specified requirements. Prototype will be testing underwater in Neutral Buoyancy Laboratory (NBL).

If you do not respond by 12:00 am, Eastern Standard Time (EST) on **October 19, 2021**, this award offer will be withdrawn.

Congratulations, and welcome to the team!

Award Amount: 1000  
Contact Hours: 20

**\* Do you Accept or Decline this offer?**

Accept Offer  
 Decline Offer

**Next**

Once they click the Next button, their response is recorded within the system.

## SECTION 4 - 4. OFFER LETTER TEMPLATE - AUTO PARTICIPANT

A new 'Auto Participant' selection option has been implemented in STEM Gateway, that allows the internal OSTEM activity managers to not require an offer letter be generated. These are for activities where the user should automatically become a participant in the system. This option can be applied to any full application workflow or the Sign Up Only workflow. When users access the offer letter for activities with this option selected, the offer is automatically marked as Accepted and the users see the below message when they open the letter.

**You have already accepted this offer.**

Sign Up Only offer - Application was auto accepted

[Click here to return to Home page](#)

[Click here to return to My Offers page](#)

# SECTION 5

## MY INFORMATION

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## SECTION 5 - 1. ACCESSING MY INFORMATION PAGE

To help users update their profile information and access the records that they generate in the system, Gateway has provided a dedicated **My Information** page. From the home page, users may click the My Information tile or the matching link in the top menu. The top menu is displayed anywhere the user navigates within the system. This page does not collect an data from the user.

The screenshot shows the NASA STEM Gateway website. At the top left is the NASA logo. The navigation menu includes 'Home', 'My Information' (circled in red), 'Explore Opportunities', and 'Stay Connected'. A search bar is located on the right with the text 'Search...'. A notification bell icon is labeled 'Megoo Megoo'. Below the navigation is a banner with the NASA STEM Gateway logo and the tagline 'Your Gateway for Participating in NASA STEM Opportunities'. The banner also features four images: a person with glasses, a person working with a microscope, a person on a bicycle, and a person working with a computer. Below the banner is a large heading 'WELCOME TO THE NASA STEM GATEWAY'. Underneath are three large tiles: 'My Information' (circled in red), 'Explore Opportunities', and 'Stay Connected'. Each tile has a distinct icon: a person at a computer for 'My Information', a person with a bar chart for 'Explore Opportunities', and social media icons for 'Stay Connected'. At the bottom left is the NASA logo and the text 'NASA - National Aeronautics and Space Administration'. In the center bottom is the NASA logo and the text 'INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers'. At the bottom right is the text 'Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help'.

## SECTION 5 - MY INFORMATION PAGE

The My Information page was added to Gateway to provide users with one consolidated location to access all the relevant files and information that they create and manage in Gateway. This page does not collect an data from the user.

Home [My Information](#) Explore Opportunities Stay Connected

Search...

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

**My INFORMATION**

My Profile

My Applications

My Assigned Deliverables

My Transcripts

My Offers

NASA - National Aeronautics and Space Administration

**INSPIRE - ENGAGE - EDUCATE - EMPLOY**  
The Next Generation of Explorers

Related Links [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)



## SECTION 5 - MY PROFILE

The **My Profile** page was added to allow users to view and update all the personal information that they entered when they registered their profile. All fields, and the related field validations, match the fields and field requirements they experienced at the time of registration, as described in the [Profile Creation](#) process. No additional information is collected during this step.

Users may click the pencil icon next to any field to open the record in edit mode, the option to save or cancel their changes will be displayed to them if they open the record in an editable format.

The screenshot shows the NASA STEM Gateway 'My Profile' page. The header includes the NASA logo, navigation links (Home, My Information, Explore Opportunities, Stay Connected), and a search bar. The main content is organized into sections, each with a dropdown arrow:

- Contact Details:** Name (red circle), Account Name, UUPIC, Academic Institution (Alaska Pacific University), Birthdate, Contact Type (Students).
- Consent:** Consent (Consent Provided), Media Release Consent (Yes), Survey Participation Consent (Yes).
- Demographic Information:** Gender (Female), Veteran Status (Yes), Ethnicity (Not Hispanic or Latino), Race (Asian), Citizen Status (United States Citizen), Country of Origin, Disability Status (No).
- Education Type:** Student Education Type (Undergraduate), Grade Level (Undergraduate Sophomore), Enrollment Status (Full-time), Educator Education Type, Informal Educator, Apply for Minor (checked).
- Contact Information:** Email, Mobile, Home Phone, Work Phone, Other Phone, Preferred Phone (Mobile), Opt In SMS (checked).
- Address Information:** Primary Address Type, Mailing Address, Secondary Address Type, Other Address (United States).

## SECTION 5 - MY APPLICATIONS

The **My Applications** page was introduced to allow users to access all of the applications they have initiated in the system, where they may track the status and relevant information associated to the record. No information is collected from the users from this location.

Home My Information Explore Opportunities Stay Connected Search...

# NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

## MY APPLICATIONS

### My Applications List

| Application Name            | Application Date   | Application Status | Engagement Opening                                       |
|-----------------------------|--------------------|--------------------|----------------------------------------------------------|
| <a href="#">APP-1067644</a> | 12/7/2022, 8:29 AM | Pending Offer      | <a href="#">Meg Test Pre-College Individual</a>          |
| <a href="#">APP-1067645</a> |                    | Incomplete         | <a href="#">NASA IV&amp;V K12 STEM Engagement Series</a> |

[View All](#)

NASA - National Aeronautics and Space Administration **INSPIRE - ENGAGE - EDUCATE - EMPLOY**  
**The Next Generation of Explorers**

[Related Links](#) [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)



## SECTION 5 - MY DELIVERABLES

The My Deliverables page was added to allow Learners to receive and track any outstanding deliverables that the activities may send to them post selection, as part of their participation with the activity. This page and its related records, do not collect information from the user prior to selection.

[Home](#) [My Information](#) [Explore Opportunities](#) [Stay Connected](#)

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

# MY DELIVERABLES

### My Assigned Deliverables

Deliverable Assignment Name

[Emergency Contact Information](#)

[View All](#)

NASA - National Aeronautics and Space Administration **INSPIRE - ENGAGE - EDUCATE - EMPLOY**  
**The Next Generation of Explorers** [Related Links](#) [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)

## SECTION 5 - MY TRANSCRIPTS

The **My Transcripts** page provides users with a consolidated view of all the transcripts that they have uploaded in any application flow that collects that information. This page does not collect any information from the user.

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

# MY TRANSCRIPTS

**All**

| Transcripts Name                  | Application | Institution | Student |
|-----------------------------------|-------------|-------------|---------|
| <a href="#">Transcript-174837</a> | APP-1067644 |             |         |

[View All](#)

**NASA** - National Aeronautics and Space Administration

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[Related Links](#) [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)

## SECTION 5 - MY OFFERS

The My Offers page is where users may access their pending and past offers that have been sent to them when they are selected as a participant on an activity. Users may click on an pending offer to accept or decline that request, as described on the [Accept or Decline](#) offers workflow step. No information is collected from this page.

**NASA STEM GATEWAY**  
Your Gateway for Participating in NASA STEM Opportunities

### My Offers

This page displays offers you have received to participate in STEM Engagement experiences. Offers expire after 7 days if you take no action to accept or decline.

1 item • Sorted by Days Since Offer • Filtered by All award letter template - Is Current User Applicant

|   | Days Since O... ↑ | Award Letter ID          | Engagement Opening                              | Award Status  | Date Sent | Session               |
|---|-------------------|--------------------------|-------------------------------------------------|---------------|-----------|-----------------------|
| 1 | 0 Days            | <a href="#">AL-31749</a> | <a href="#">Meg Test Pre-College Individual</a> | Pending Offer | 12/7/2022 | Meg Test Session FY23 |

NASA - National Aeronautics and Space Administration

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The Next Generation of Explorers

Related Links [No Fear Act](#) | [FOIA](#) | [PRA](#) | [Privacy](#) | [OIG](#) | [Agency Financial Reports](#) | [Help](#)

# SECTION 6

## NASA ENGAGES EXTERNAL USER EXPERIENCE

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# SECTION 6

## NASA ENGAGES EXTERNAL USER EXPERIENCE

### 1. NAVIGATION

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## SECTION 6.1 - A. UNAUTHENTICATED HOME PAGE

The unauthenticated NASA ENGAGES home page provides basic information about NASA ENGAGES and provides external users with the ability to either create a new account if one does not already exist or login to Gateway directly from this location.

When external users select the **Create an Account** button, they are routed to the [Select User Type](#) step of the User Profile Registration workflow in the main section of NASA STEM Gateway in a separate tab. Once registered as a Learner, external users automatically gain access to NASA ENGAGES.

https://stemgateway.nasa.gov/engages/s/

Home Log in

# Welcome to NASA Engages

The NASA Engages program is composed of NASA Experts who share NASA missions and content at educational, professional, civic, and other public venues. Audiences include preschool to college, libraries and museums, scouts, professional and technical organizations, community groups and other non-profit organizations. Experts are made up of professionals from education, engineering, science, and other fields. NASA Engages is funded by NASA's Next Gen STEM program in the Office of STEM Engagement.

**We invite you to join NASA Engages!**

Create a profile in Gateway and register for a NASA Engages representative by clicking the button below and following the prompts. Please allow as much lead-time as possible prior to your event, preferably 7+ weeks for US requests and 12+ weeks for international requests. This consideration is necessary to give representatives adequate notice, ensure minimal disruption to work schedules, and provide adequate advance notice for preparation. Participation is on a volunteer basis. There is no guarantee requests will be fulfilled.

**Requesters must be 18 years of age or older**  
NASA Employees do not need to create an account

**Already have an account?**

Log in below to your account with us and you can make a new request, check on the status of your previously submitted requests, chat with your assigned Experts, complete your post-event surveys, and check out our provided resources!

**If you are a NASA Employee, click Login below**

Create Account Login

### Our Mission

Our mission with this tool is to help more of the public engage with our NASA Experts and have them connect in a real world way. We want to facilitate the teaching that our NASA Experts are eager to share with the public and we want to help expand learning for the public in the fields of math, science and space exploration. We hope you will join us in our mission and help us connect with you!

### Our Success Stories

We have connected thousands of students, employees, organizations and industry leaders with NASA subject matter experts. We have heard that our speakers have enriched lives and helped people of all ages to become interested in math, science and space exploration. We want to continue to be a positive influence in the world.

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforn

No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

The **Login** link in the upper menu and the button within the body of the page both link users to the same login screen. External users will use either link to login if they were not previously authenticated through another area of Gateway when they access this section of the platform.

Footer links match pre-approved links from nasa.gov standard footer. The **Terms and Conditions** link for ENGAGES is described on the [Create new request - Terms & Conditions](#) section of this document.

## SECTION 6.1 - B. LOGIN

If the external requester already has a Gateway user name and password, they may enter it here to log into ENGAGES.

They may reset their password by clicking the **Forgot Password** link, or if they do not have a registered account, they may click the **New to NASA ENGAGES** link, which will route them to the [Select User Type](#) step of the User Profile Registration workflow in the main NASA STEM Gateway platform to register as a Learner.

**NASA**

**NASA ENGAGES**

Username

Password

**Log in**

[Forgot your password?](#)

[New to NASA ENGAGES? Sign Up Here](#)

[NASA Employee Login](#)



## SECTION 6.1 - C. AUTHENTICATED HOME PAGE

Once authenticated, the external requester will have access to all of the Request records that they have generated and interacted with in one location. The **My Requests** section up top displays the request records that they have created in the system. The **Chatter** section down below displays all recent communication that they have sent or received from within all their requests in a consolidated view.

External requesters can access and update their Gateway Learner profile directly from the profile image in the top menu, as described on the [My Profile](#) section.

External requesters can initiate a new request by clicking the Launch link from here.

By default, the home page has the external user's open requests displayed, but they can click the History tab to view their closed requests.

The Home Page contains a consolidated view of all recent chatter conversations that have occurred in all of the user's records. Each chatter notification contains a direct link to the request record that the chatter conversation is associated to.

| Request Name                  | Status                      | Request Type                           | Start Date |
|-------------------------------|-----------------------------|----------------------------------------|------------|
| 51557 Test                    | Draft Request               | Keynote Speaker                        | 3/31/2023  |
| 51787 Record Test             | Matching Initiated          | Conference/Summit                      | 4/29/2023  |
| 51787 Record Test 2.0         | Review Initiated            | Media/Press Interview;Panel            | 4/29/2023  |
| 52027 Test Record             | Confirmed                   | Conference/Summit                      | 4/29/2023  |
| Allie 51787 External Test 1   | Draft Request               | Speaker or Presenting Content (STEM... | 5/1/2023   |
| Allie 51787 Modal 2           | Matching Initiated          | Conference/Summit                      | 5/1/2023   |
| Allie 51787 Modal Test 1      | Review Initiated            | Conference/Summit                      | 5/1/2023   |
| Allie Test 48948 Test 1       | Review Initiated            | Media/Press Interview;Panel            | 4/1/2023   |
| Auburn/NASA Recruitment Event | Review Initiated            | Classroom Activity                     | 4/14/2023  |
| Calculate Match Score         | Post Event Survey Initiated | Demonstration                          | 3/31/2023  |

The **My Requests** section of the home page displays the 10 most recent requests that the external user has submitted.

They may click the **View All** link at the bottom of their open requests, the **My Requests** link in the top menu or the **Launch** link to view a full list of all requests that they have created in the system.



## SECTION 6.1 - D. AUTHENTICATED HOME PAGE - HISTORY

The **History** tab shows the current user all their requests that have been closed or withdrawn, (i.e. no longer active).

Users can pivot between open and closed tabs from the home page by selecting the appropriate tabs

The home page displays up to 10 most recent requests that have been closed/withdrawn. If they click the **My Requests** link in the top menu, they will also have a history tab, where they can view the full list of closed/withdrawn requests.

The screenshot shows the NASA authenticated home page. At the top, there is a navigation bar with the NASA logo, 'Home', and 'My Requests' tabs. Below the navigation bar, there is a 'Welcome' message. The main content area features two cards: 'Create New Request' and 'My Requests'. The 'My Requests' card is highlighted with a red circle, and a red arrow points from the 'History' tab in the 'My Requests' section to the explanatory text on the left. Below the 'My Requests' card, there is a 'My Requests' section with two tabs: 'My Open Requests' and 'History'. The 'History' tab is highlighted with a red circle. Below the tabs, there is a table of requests with columns for Request Name, Status, Request Type, and Start Date. The table contains two rows of data. Below the table, there is a 'View All' link, a 'Sort by' dropdown menu, and a search bar. The bottom of the page features the NASA logo and the text 'National Aeronautics and Space Administration' and 'NASA Official: Douglas Goforth'.

| Request Name                                   | Status         | Request Type                                                        | Start Date |
|------------------------------------------------|----------------|---------------------------------------------------------------------|------------|
| <a href="#">Liberty Flight Training</a>        | Request Closed | Classroom Activity;Educator Professional Development;Pre-Recorde... | 3/10/2023  |
| <a href="#">UAT prep External Request Test</a> | Request Closed | Keynote Speaker                                                     | 4/5/2023   |

# SECTION 6

## NASA ENGAGES EXTERNAL USER EXPERIENCE

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## SECTION 6.2 - A. CREATE NEW REQUEST - TERMS & CONDITIONS

Each time an external user initiates a new request, they are prompted with the **Terms and Conditions**, which they must click the **Agree** button at the bottom in order to proceed.

### Terms and Conditions

1. Accessing and utilizing the NASA Engages platform is fully voluntary and users are not entitled to compensation, nor will they be considered employees, agents, independent contractors, or consultants of NASA or of the United States Government.
2. NASA Engages 'Experts' or representatives may not participate in any activity that is associated with fundraising, promotional activities or endorsements, either directly or indirectly.
3. Although it is understood that fees are often required to cover logistics expenses of an event (e.g., food at a dinner at which a NASA representative delivers a presentation) or the facility maintenance cost (e.g., entry fees at a non-profit museum), no fee may be charged or membership required specifically to view or attend the NASA employee's participation or speech, whether on the day of the event or in subsequent offered recordings. In addition, the employee's image, name, title, and position may not be used for promotional or marketing purposes and any use must comply with the Agency's Media Usage and Advertising Guidelines.
4. NASA Engages representatives may not participate in any activity in which a group/person has been, or will be excluded on the basis of race, color, religion, sex, national origin, gender identity, sexual orientation, or disability.
5. NASA Engages representatives are not allowed to accept honoraria, stipends or fees for speaking.
6. Due to budgetary limitations, NASA may not be able to fund the travel for events requiring a representative to travel 50 miles or more. NASA does have authority to accept payment from other organizations for travel expenses to meetings for engagements.
7. I understand that a representative may not be available for my event or request.
8. By uploading material to the NASA Engages platform, users, (i) voluntarily and unconditionally grant the U.S. government a royalty-free, worldwide, perpetual, non-exclusive license to reproduce, display and distribute such material, in whole or in part, in any media now existing or subsequently developed, for any educational, informational, publicity, exhibition, archival, scholarly and all other governmental purposes, and to have or permit others to do so on the government's behalf. NASA will use reasonable efforts to mark any photograph reproduced by NASA with a photographer credit as feasible and in a place and manner deemed appropriate by NASA in its discretion, (ii) acknowledge that NASA is not required to seek any additional approval in connection with the uses described herein, (iii) acknowledge and agree NASA is under no obligation to use material submitted to the NASA Engages platform; and (iv) unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities contemplated under these terms and conditions, and (v) acknowledge that the above grant constitutes an unconditional gift or donation to NASA in accordance with Section 20113(d) of the National Aeronautics and Space Act (51 U.S.C. 20113(d)).
9. User posts may be removed if they contain:
  - a. Material that is off-topic for this forum;
  - b. Threatening, slanderous, or obscene language;
  - c. Personal attacks;
  - d. Discriminatory language based on race, national origin, age, gender, sexual orientation, religion, or disability;
  - e. Sexually explicit material or other material that would violate the law;
  - f. Proprietary or business sensitive information that you do not have the right to make public;
  - g. Content for which you do not hold the copyright or other intellectual property rights; or
  - h. Share Personally Identifiable Information (e.g. social security numbers, home addresses, home phone numbers).Repeated violations may be subject to temporary or permanent suspension of access to this forum.
10. NASA employees cannot provide any services to the hosts or engage in judging or selections for which there are cash, awards, or prizes that would represent significant financial gain for the winners/selectees.
11. Uploads and Images:
  - a. The image, photograph, video or music was produced entirely by you (i.e. your original work), and contains no material from another copyrighted work;
  - b. The contents of the image or video do not infringe the copyright or any other right of any third party;
  - c. The material does not feature any inappropriate content, including mature subject matter or themes, product advertisements, or other material not suitable to minors as more particularly set forth herein;
  - d. In the event any individual is featured in any submitted images, video or other material, by submitting such material you represent and warrant that such individual has granted permission for NASA to use such individual's name and likeness in connection with NASA's use of the material hereunder, and you agree to provide proof of such permission upon demand.
12. NASA may remove, at its discretion, any material members submit to, create or provide in NASA Engages that does not meet NASA content standards or values.
13. The views expressed by other users on NASA Engages do not necessarily represent NASA views or values. Content shared and posted by other members should not be considered as endorsed by NASA.
14. I have read and accept NASA's Engages Terms and Conditions.

By posting material and submitting requests to this platform, you agree to indemnify NASA for any claims arising from a breach of the above representations and warranties.

[I Agree](#)

Home My Requests

## NASA Engages Terms and Conditions

By accessing the NASA Engages platform, you agree to the following terms and conditions.

### Terms & Conditions

By accessing the NASA Engages platform, you agree to the following terms and conditions.

1. Accessing and utilizing the NASA Engages platform is fully voluntary and users are not entitled to compensation, nor will they be considered employees, agents, independent contractors, or consultants of NASA or of the United States Government.
2. NASA Engages 'Experts' or representatives may not participate in any activity that is associated with fundraising, promotional activities or endorsements, either directly or indirectly.
3. Although it is understood that fees are often required to cover logistics expenses of an event (e.g., food at a dinner at which a NASA representative delivers a presentation) or the facility maintenance cost (e.g., entry fees at a non-profit museum), no fee may be charged or membership required specifically to view or attend the NASA employee's participation or speech, whether on the day of the event or in subsequent offered recordings. In addition, the employee's image, name, title, and position may not be used for promotional or marketing purposes and any use must comply with the Agency's Media Usage and Advertising Guidelines.
4. NASA Engages representatives may not participate in any activity in which a group/person has been, or will be excluded on the basis of race, color, religion, sex, national origin, gender identity, sexual orientation, or disability.
5. NASA Engages representatives are not allowed to accept honoraria, stipends or fees for speaking.
6. Due to budgetary limitations, NASA may not be able to fund the travel for events requiring a representative to travel 50 miles or more. NASA does have authority to accept payment from other organizations for travel expenses to meetings for engagements.
7. I understand that a representative may not be available for my event or request.
8. By uploading material to the NASA Engages platform, users, (i) voluntarily and unconditionally grant the U.S. government a royalty-free, worldwide, perpetual, non-exclusive license to reproduce, display and distribute such material, in whole or in part, in any media now existing or subsequently developed, for any educational, informational, publicity, exhibition, archival, scholarly and all other governmental purposes, and to have or permit others to do so on the government's behalf. NASA will use reasonable efforts to mark any photograph reproduced by NASA with a photographer credit as feasible and in a place and manner deemed appropriate by NASA in its discretion, (ii) acknowledge that NASA is not required to seek any additional approval in connection with the uses described herein, (iii) acknowledge and agree NASA is under no obligation to use material submitted to the NASA Engages platform; and (iv) unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities contemplated under these terms and conditions, and (v) acknowledge that the above grant constitutes an unconditional gift or donation to NASA in accordance with Section 20113(d) of the National Aeronautics and Space Act (51 U.S.C. 20113(d)).
9. User posts may be removed if they contain:
  - a. Material that is off-topic for this forum;
  - b. Threatening, slanderous, or obscene language;
  - c. Personal attacks;
  - d. Discriminatory language based on race, national origin, age, gender, sexual orientation, religion, or disability;
  - e. Sexually explicit material or other material that would violate the law;
  - f. Proprietary or business sensitive information that you do not have the right to make public;
  - g. Content for which you do not hold the copyright or other intellectual property rights; or
  - h. Share Personally Identifiable Information (e.g. social security numbers, home addresses, home phone numbers).Repeated violations may be subject to temporary or permanent suspension of access to this forum.
10. NASA employees cannot provide any services to the hosts or engage in judging or selections for which there are cash, awards, or prizes that would represent significant financial gain for the winners/selectees.
11. Uploads and Images:
  - a. The image, photograph, video or music was produced entirely by you (i.e. your original work), and contains no material from another copyrighted work;
  - b. The contents of the image or video do not infringe the copyright or any other right of any third party;
  - c. The material does not feature any inappropriate content, including mature subject matter or themes, product advertisements, or other material not suitable to minors as more particularly set forth herein;
  - d. In the event any individual is featured in any submitted images, video or other material, by submitting such material you represent and warrant that such individual has granted permission for NASA to use such individual's name and likeness in connection with NASA's use of the material hereunder, and you agree to provide proof of such permission upon demand.
12. NASA may remove, at its discretion, any material members submit to, create or provide in NASA Engages that does not meet NASA content standards or values.
13. The views expressed by other users on NASA Engages do not necessarily represent NASA views or values. Content shared and posted by other members should not be considered as endorsed by NASA.

By posting material and submitting requests to this platform, you agree to indemnify NASA for any claims arising from a breach of the above representations and warranties.

National Aeronautics and Space Administration

[No Fear Act](#) [FOIA](#) [Privacy](#) [Office of Inspector General](#) [Agency Financial Reports](#) [Contact NASA](#) [NASA STEM Engagement](#) [Terms and Conditions](#)

Users may access the same Terms and Conditions on a dedicated page by clicking the **Terms and Conditions** link within the footer.



SECTION 6.2 - B. CREATE NEW REQUEST - INITIATE REQUEST

When a new request is initiated, external uUsers must first identify a name for the event, which will serve as the link for the request record. Required fields throughout the workflow are identified with a red asterisk (\*).

### Create New Request

**\* Location**

US & US Territories  
 International

**\* Event Name**

External Request for PRA Screenshots

Please allow as much lead-time as possible prior to your event, preferably 7+ weeks for US requests and 12+ weeks for International requests.

**\* Event Date**

May 2, 2023

Cancel Continue

Brief title or name of the event description that will serve as the name for this record.



**\* Event Name**

Help text is provided to help guide users on what to enter



## SECTION 6.2 - C. MY REQUEST TAB - CONTACT INFORMATION

Tabs at the top of the record contain various information. **My Request** is the default tab, and contains the main request details. All other tabs are populated as the user moves throughout the workflow.

The **Contact Information** page will auto-populate the external user's information directly from their Learner profile within Gateway. Users may access their profile to update any inaccurate information and then return here to see the updated information populated within this section of the record automatically upon refresh.

When the **My Request** tab is selected, users have the ability to optionally skip around to the different sections of the workflow by clicking the appropriate step in the side bar, in addition to moving through the flow in a linear path that's guided by clicking the **Continue** button.

Create New Institution/Organization

\* Institution/Organization Name

\* Address  
Country  
United States

\* Street

\* City \* State/Province  
 --None--

\* Postal Code

\* New Institutions/organizations are subject to review

Website

Phone

Cancel Continue

Users can select the **Add New** button if they cannot find their institution, which will provide the above write-in capability, where they are required to enter the name and address. The information is validated by a Data Steward after submission.

NASA Home My Requests

Request External Request for PRA Screenshots Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Surve... Post-Event Surve... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information **Contact Information**

Event Information

NASA Expert Information

Admin Information

Verify Information

**Requester Details**  
\*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

First Name

\* Last Name

Email

Home Phone Mobile

**Institution/Organization Details**  
\* Organization Search (Institution/Organization name)  
Kent State University

Add New Click 'Add New' if your Institution/Organization does not appear when you search.

Cancel Save as Draft Continue

National Aeronautics and Space Administration

Users may choose to close with no changes by clicking **Cancel**, they may save their changes by clicking the **Save as Draft** button, or they may continue to the next step in the workflow by clicking **Continue**. These buttons are consistently available throughout the workflow.

## SECTION 6.2 - D. MY REQUEST TAB - EVENT INFORMATION

The **Event Information** page collects the specific details about the event itself, including the type of event and expected audience, as well as when and where the event will take place.

If *Other* is selected within the **Request Type** field, a new **Other Type** field is populated, where users will be required to describe the unlisted type.

The **Event/Activity Name** field is auto-populated based on what was entered on the [Initiate Request step](#).

The **Start Date** field is auto-populated based on what was entered on the [Initiate Request step](#). When the **This is a multi-day event** checkbox is selected, a new set of fields called **End Date** and **Event Schedule** are then added, which the user will be required to complete.

IF *Virtual* or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field, a new field that asks users if they would accept a virtual NASA expert if one cannot be arranged for in-person is required to be completed.

IF *United States* is selected from the **Country** field, new fields for **Street Address**, **City**, and **Zip Code** are added, which will be required to be completed.

IF *Virtual* or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field, a new **Event Platform** field is added, which is required to be completed.

The screenshot displays the 'Event Information' page for an 'External Request for PRA Screenshots'. The page is divided into several sections:

- Event Details:** Includes fields for Request Type (with a dropdown menu showing options like 'Event support (airshow, community day)', 'Media/Press Interview', 'Pre-Recorded Message', 'Product Review - Technical Input or Feedback on OSTEM Outputs', and 'Other' which is circled), Other Type, Event/Activity Name (auto-populated with 'External Request for PRA Screenshots'), Number of Attendees (est.) (1,500), Audience Type (dropdown menu with options like 'Informal Education: K-2', 'Higher Education', 'Educators/Professors', 'Informal Education: All ages', 'Students: K-2'), Event/Activity URL (https://www.google.com), and Event/Activity Description (placeholder text).
- Event Schedule:** Includes a checked checkbox for 'This is a multi-day event', Start Date (May 2, 2023), End Date (May 4, 2023), Start Time (10:00 AM), End Time (5:00 PM), Time Zone (Central Standard Time (CST); UTC -6), and Event Schedule (Tuesday 5/2: 8am-12pm Panel Discussion).
- Event Platform:** Includes a dropdown menu for 'Will the event be held virtually, in-person, or both?' with options 'Virtual and In-Person' and 'Would you accept a virtual NASA participant if an in-person appearance cannot be arranged?'.
- Event Location:** Includes fields for Country (United States of America (the)), City (Houston), Street Address (1234 Street Name), State (Texas), Zip Code (54321), and Event Platform (Office 356 Teams).

Red circles and arrows highlight the following fields and their relationships to the text on the left:

- 'Other' in the Request Type dropdown.
- 'Other Type' field.
- 'Event/Activity Name' field.
- 'This is a multi-day event' checkbox.
- 'End Date' field.
- 'Event Schedule' field.
- 'Will the event be held virtually, in-person, or both?' dropdown menu.
- 'Country' field (United States of America (the)).
- 'Street Address' field.
- 'City' field (Houston).
- 'Zip Code' field (54321).
- 'Event Platform' field.

# SECTION 6.2 - D.1 EVENT INFORMATION - PICKLIST VALUES & HELP TEXT

**\* Request Type**  
Available

- Career Fair
- Ceremony (Commemorative, Awards)
- Classroom Activity
- Competition or Challenge Judge
- Conference/Summit
- Demonstration
- Educator Professional Development
- Event support (airshow, community day)
- Keynote Speaker
- Media/Press Interview
- Panel
- Pre-Recorded Message
- Product Review - Technical Input or Feedback on OSTEM Outputs
- Remarks/Q&A
- Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)
- Technical Review - Proposed Review or Review Panel Participation
- Other

### Event Details

**\* Request Type**  
Available

- Event support (airshow, community day)
- Media/Press Interview
- Pre-Recorded Message
- Product Review - Technical Input or Feedback on OSTEM Outputs
- Remarks/Q&A

Chosen

- Panel
- Keynote Speaker
- Other

**\* Other Type**  
Outdoor Experiment

**\* Event/Activity Name**  
External Request for PRA Screenshots

**\* Number of Attendees (est.)**  
1,500

**\* Audience Type**  
Available

- Informal Education: K-2
- Informal Education: 3-5
- Informal Education: 6-8
- Informal Education: 9-12

Chosen

- Higher Education
- Educators/Professors
- Informal Education: All ages
- Students: K-2

**Event/Activity URL**  
https://www.google.com

**Event/Activity Description**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes

This is a multi-day event

**\* Start Date**  
May 2, 2023

**\* Start Time**  
10:00 AM

**\* End Date**  
May 4, 2023

**\* End Time**  
5:00 PM

**\* Time Zone**  
Central Standard Time (CST); UTC -6

**\* Event Schedule**  
Tuesday 5/2:  
8am-12pm Panel Discussion  
4:30pm-6pm Lunch

### Event Plan

**\* Will the event be held virtually, in-person, or both?**  
Virtual and In-Person

Would you accept a virtual NASA participant if an in-person appearance cannot be arranged?

### Event Location

**\* Country**  
United States of America (the)

**\* City**  
Houston

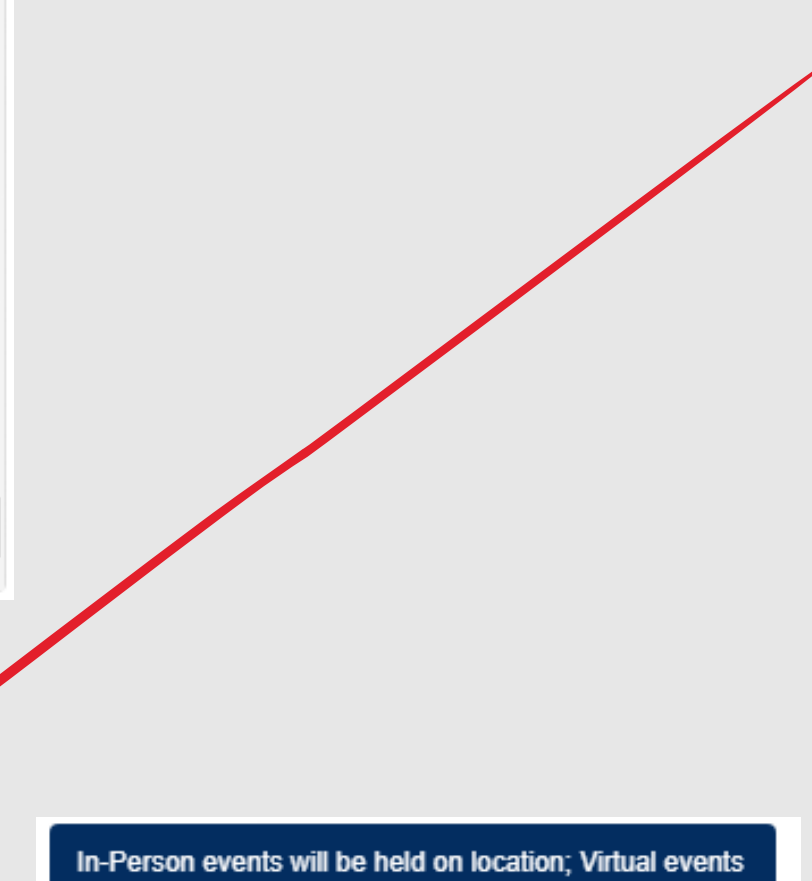
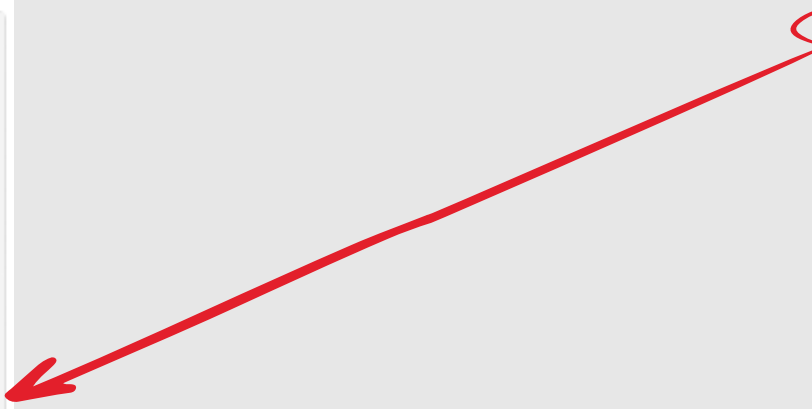
**\* Street Address**  
1234 Street Name

**\* State**  
Texas

**\* Zip Code**  
54321

**\* Event Platform**  
Office 356 Teams

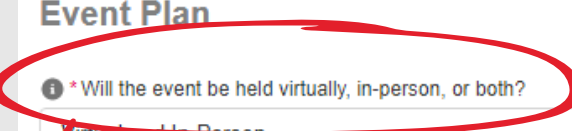
Cancel Save as Draft Continue



In-Person events will be held on location; Virtual events will be held over a video teleconference tool; 'Virtual and In-Person' events will be on location with participants being able to join over a video teleconference tool.

**\* Will the event be held virtually, in-person, or both?**

- In-Person
- Virtual
- Virtual and In-Person



- Office 356 Teams
- Cisco Webex
- CenturyLink Instant Meeting
- Vidyo
- VITS
- Zoom Webinar (public-facing)



## SECTION 6.2 - E. MY REQUEST TAB - NASA EXPERT INFORMATION

External users may request multiple NASA Experts to be filled for different role categories, based on the event's specific needs. They can click the **Add New Role** button to walk through a form to request a new role. Once completed, the role request is added to the NASA Expert Information page.

The screenshot displays the NASA Expert Information page. At the top, there is a navigation bar with the NASA logo, 'Home', and 'My Requests'. Below this, a 'Request' section shows 'External Request for PRA Screenshots' with a 'Withdraw' button. A progress bar indicates the current stage is 'Draft Request'. The main content area is titled 'NASA Expert Information' and includes a sidebar with sections like 'Contact Information', 'Event Information', 'NASA Expert Information', 'Admin Information', and 'Verify Information'. The 'NASA Expert Information' section is active and contains an 'Add New Role' button. Below this is a table with columns for 'Role Title', 'Number of NASA Experts', 'Topic', and 'Areas of Expertise'. The table lists two roles: 'Panelist for Magnet Comparison' (3 experts) and 'Key Note Speaker - Magnets' (1 expert). A red circle highlights the 'Add New Role' button, and another red circle highlights a dropdown arrow in the 'Areas of Expertise' column of the second row. A callout box on the right shows 'Edit' and 'Delete' options.

| Role Title                     | Number of NASA Experts | Topic                                       | Areas of Expertise                        |
|--------------------------------|------------------------|---------------------------------------------|-------------------------------------------|
| Panelist for Magnet Comparison | 3                      | Physical Science - Gravity, Physical Sci... | Communications/Outreach, Scientist - P... |
| Key Note Speaker - Magnets     | 1                      | Earth Science - Environment, Physical ...   | Communications/Outreach, Scientist - P... |

Users can choose to **Edit** or **Delete** each role entry that they add, but a minimum of one role per request is required.



## SECTION 6.2 - E.1 NASA EXPERT INFORMATION - ADD NEW ROLE

A title created and used to describe how the NASA Expert will engage with your activity (i.e. judge, panelist, educator, speaker). NASA Expert Definition: A member of NASA's workforce that engages with a variety of audiences in NASA missions through sharing content, knowledge, and experiences.

**\* Role Title**

The Add Role form collects specific information about what type of NASA Expert is being requested for the event, how many experts are needed, and when the requested expert(s) would need to be available.

### Requested NASA Expert Details

**\* Role Title**

Panelist for Magnet Comparison

**\* Number of NASA Experts requested in this Role**

3

**\* Description**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.

**\* Topic**

Available

Physical Science - Matter and it's properties  
Physical Science - Optics  
Physical Science - Orbits  
Physical Science - Physics

Chosen

Physical Science - Gravity  
Physical Science - Microgravity

This tool will automatically search for NASA Experts that match your request. Check this box if there are no specific qualifications preferred.

**Requested Area of Expertise**

Available

Scientist - Optics  
Scientist - Planetary Science  
Scientist - Any Scientific Field  
Technologist

Chosen

Communications/Outreach  
Scientist - Physics

**Requested School Background**

Kent State University

**Add New**

Click 'Add New' if your Institution/Organization does not appear when you search.

### Presenter Time & Date

**\* Start Date**

May 2, 2023

**\* End Date**

May 3, 2023

**\* Start Time**

10:00 AM

**\* End Time**

2:00 PM

**\* Time Zone**

Central Standard Time (CST); UTC -6

If necessary, would the requesting organization agree to pay for the NASA Expert(s) travel/registration expenses?

Additional Comments

Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna.

The system will automatically compare the information listed in this record to the profile information for NASA Experts, if the external user has specific requests, and will surface matches to the internal Coordinators who fulfill the role requests in the system. IF the user selects this checkbox, the **Requested Area of Expertise** and **Requested School Background** fields will disappear from the form.

An affiliation or alumni from a particular school / institution associated with the NASA Expert(s) requested.

**Requested School Background**

### Create New Institution/Organization

**\* Institution/Organization Name**

**\* Address**

Country

United States

**\* Street**

**\* City**

**\* State/Province**

--None--

**\* Postal Code**

\* New institutions/organizations are subject to review

Website

Phone

Cancel

Continue

Users can select the **Add New** button if they cannot find their institution, which will provide the above write-in capability, where they are required to enter the name and address. The information is validated by a Data Steward after submission.

Users may choose to **Close** the form without saving or click **Add Role** to add the new role request to the main record.

Close Add Role

## SECTION 6.2 - E.2 NASA EXPERT INFORMATION - ADD NEW ROLE - TOPIC PICKLIST VALUES

\* Topic

Available

- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Art - Graphic Design
- Art - Photography

Users may choose from one or multiple topics from this list of picklist values

\* Topic

Available

- Aeronautics - Advanced air mobility
- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Aeronautics - Future airspace
- Aeronautics - High-speed flight
- Aeronautics - Net-zero emissions
- Aeronautics - Sustainable aviation
- Art - Graphic Design
- Art - Photography
- Art - Video Design
- Careers - Internships
- Communications - Deep Space Network
- Communications - Public Relations
- Communications - Space Communication and Navigation

- Communications - Technical writing
- Computer Science - Avionics
- Computer Science - Cybersecurity
- Computer Science - Machine learning
- Computer Science - Navigation
- Computer Science - Software
- Earth Science - Environment
- Earth Science - Geography
- Earth Science - Geology
- Earth Science - Human interactions
- Earth Science - Planet Earth
- Earth Science - Weather and Climate
- Engineering Design - Human Factors
- Engineering Design - Life Support
- Engineering Design - Robotics
- Engineering Design - Rocketry
- Engineering Design - Spacecraft
- Engineering Design -Virtual Reality
- History/Anniversaries - Biographies
- History/Anniversaries - Flight
- History/Anniversaries - Historical overviews
- History/Anniversaries - Planetary exploration
- History/Anniversaries - Scientists and Inventors
- History/Anniversaries - Timelines
- Law -NASA Patents
- Law - Space Law
- Law - Space Policy
- Life Science - Animals and Plants
- Life Science - Biomedical
- Life Science - Health and Nutrition
- Life Science - Humans

- Life Science - Space Biology
- Living and Working in Earth Orbit - Commercial Crew
- Living and Working in Earth Orbit - Exercise Science
- Living and Working in Earth Orbit - ISS
- Living and Working on the Moon and Mars - Artemis Overview
- Living and Working on the Moon and Mars - Gateway
- Living and Working on the Moon and Mars - Habitat
- Living and Working on the Moon and Mars - Humans on Mars
- Living and Working on the Moon and Mars - Landing Systems
- Living and Working on the Moon and Mars - Orion
- Living and Working on the Moon and Mars - Recovery
- Living and Working on the Moon and Mars - Space Launch System
- Living and Working on the Moon and Mars - Space Suits
- Mathematics - Algebra
- Mathematics - Calculus
- Mathematics - Fractions and Decimals
- Mathematics - Geometry
- Mathematics - Measurements and Data Analysis
- Mathematics - Numbers and Operations
- Mathematics - Probability and Statistics
- Mathematics - Trigonometry
- Motivational/Inspirational - Diversity and Inclusion
- Motivational/Inspirational - Leadership
- Motivational/Inspirational - My NASA Journey
- Motivational/Inspirational - Team Building
- Overview (NASA) - Current NASA Missions (high level)
- Physical Science - Chemistry
- Physical Science - Energy
- Physical Science - Flight and Aeronautics
- Physical Science - Forces and Motion
- Physical Science - Gravity

- Physical Science - Matter and it's properties
- Physical Science - Microgravity
- Physical Science - Optics
- Physical Science - Orbits
- Physical Science - Physics
- Physical Science - Waves
- Space Science - Astrobiology
- Space Science - Astromaterials
- Space Science - Astronomy
- Space Science - Exoplanets
- Space Science - Missions to Planets and Moons
- Space Science - Planetary Geology
- Space Science - Robotic Explorers
- Space Science - Solar System and Planets
- Space Science - Solar System and Stars
- Space Science - Space Radiation
- Space Science - Sun
- Space Science - Telescopes
- Space Science - Universe
- Technology - Advanced Manufacturing
- Technology - Communication
- Technology - Models
- Technology - Photography and Imaging
- Technology - Remote Sensing
- Technology - Robotics
- Technology - Rocketry
- Technology - Satellites
- Technology - Space Station
- Technology - Space Vehicles
- Technology - Spinoffs (benefits to you)
- Technology - Virtual Reality



# SECTION 6.2 - E.3 NASA EXPERT INFORMATION - ADD NEW ROLE - REQUESTED AREA OF EXPERTISE PICKLIST VALUES

- Requested Area of Expertise Available
- Acquisition/Procurement
  - Business
  - Careers
  - Communications/Outreach
  - Education
  - Engineer - Aerospace
  - Engineer - Chemical
  - Engineer - Computer/Software
  - Engineer - Electrical, Mechanical
  - Engineer - Human Factors
  - Engineer - Manufacturing
  - Engineer - Systems
  - Engineer - Any Engineering Field
  - Finance/Budget
  - Graphics/Design
  - History
  - Human Resources
  - Leadership
  - Legal
  - Logistics
  - Mathematician - Launch Trajectory
  - Mathematician - Orbital Mechanics
  - Mathematician - Statistics
  - Mathematician - Any Mathematics Field
  - Mission Assurance
  - Project Management
  - Safety

- Scientist - Astronomy
- Scientist - Astrophysics
- Scientist - Biology
- Scientist - Chemistry
- Scientist - Climatology
- Scientist - Computer Science
- Scientist - Earth Science
- Scientist - Environmental and Occupational Health
- Scientist - Geology
- Scientist - Heliophysics
- Scientist - Life Sciences
- Scientist - Optics
- Scientist - Physics
- Scientist - Planetary Science
- Scientist - Any Scientific Field
- Technologist

### Requested NASA Expert Details

**\* Role Title**

**\* Number of NASA Experts requested in this Role**

**\* Description**

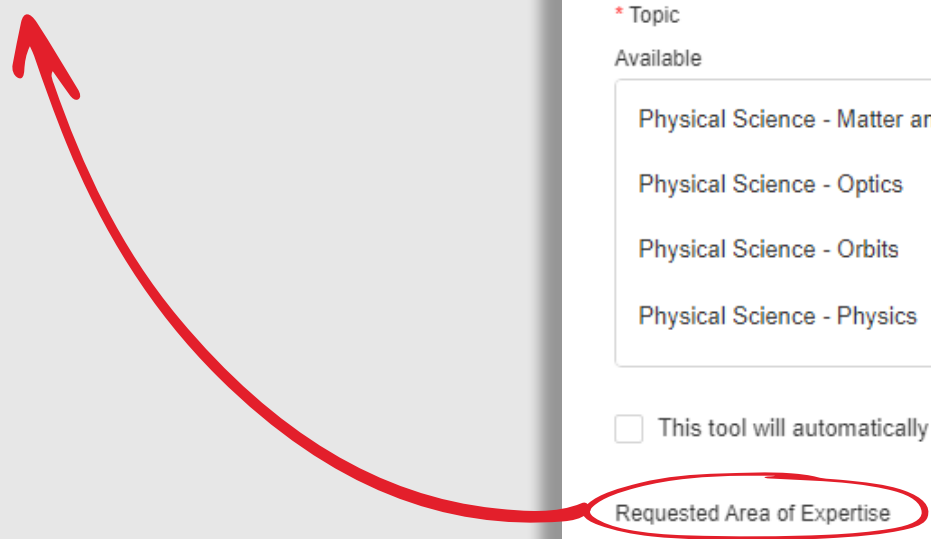
**\* Topic**

| Available                                     | Chosen                          |
|-----------------------------------------------|---------------------------------|
| Physical Science - Matter and it's properties | Physical Science - Gravity      |
| Physical Science - Optics                     | Physical Science - Microgravity |
| Physical Science - Orbits                     |                                 |
| Physical Science - Physics                    |                                 |

This tool will automatically search for NASA Experts that match your request. Check this box if there are no specific qualifications preferred.

**Requested Area of Expertise**

| Available                        | Chosen                  |
|----------------------------------|-------------------------|
| Scientist - Optics               | Communications/Outreach |
| Scientist - Planetary Science    | Scientist - Physics     |
| Scientist - Any Scientific Field |                         |
| Technologist                     |                         |



## SECTION 6.2 - F. MY REQUEST TAB - ADMINISTRATION INFORMATION

The Administration Information section collects administrative related information from the user, including the date that fulfillment confirmation is needed by. The system provides a warning message that the preferred minimum is 7 weeks for US and 12 weeks for international requests, but still allows the user to continue if the requested confirmation date is below the requested timeframe.

i.e. hearing impairment  
below ⓘ

The screenshot shows the NASA My Request interface. At the top, there's a navigation bar with the NASA logo, 'Home', and 'My Requests'. Below this is a breadcrumb trail: 'Request' > 'External Request for PRA Screenshots'. A 'Withdraw' button is in the top right. A progress bar shows stages: Draft Request (active), Request Submitted, Review Initiated, Matching Initiated, Confirmed, Match Found, Post Event Survey..., Post-Event Survey..., and Request Closed. Below the progress bar are links for 'My Request', 'NASA Expert Information', 'Resources', 'Chat', 'Event Logistics Form', and 'Post-Event Survey'. The main content area is titled 'Administration Information'. It includes a sidebar with sections: Contact Information (green check), Event Information (red triangle), NASA Expert Information (green check), Admin Information (red triangle), and Verify Information (red triangle). The main form has a 'Confirmed-By Date Requested' field set to 'Apr 23, 2023'. Below this is a red warning: '(Preferred minimum lead time of 7 weeks for US & US Territories, 12 weeks for international is needed to fulfill SME requests)'. A text input field contains 'There will be several audience members with a hearing impairment'. There are two radio button questions: 'Will members of the media be invited?' (selected 'No') and 'Will the event be recorded?' (selected 'No'). At the bottom of the form is an 'Upload attachments' section with an 'Upload Files' button and a file named 'Agenda.docx'. At the very bottom of the page is a footer with the NASA logo, 'National Aeronautics and Space Administration', 'NASA Official: Douglas Goforth', and various links like 'No Fear Act', 'FOIA', 'Privacy', etc.

Media Upload: Share any flyers, PowerPoints, agendas, or other pertinent documentation that may contribute to the understanding for this event.

Upload attachments

Upload Files Or drop files

[Attachment Upload 36MB limit - upload type: ppt, pdf, img, gif, ...]

External users can click the Upload Files button to attach any relevant information. Help text is provided to help guide users on what type of information is helpful.



## SECTION 6.2 - G. MY REQUEST TAB - VERIFY INFORMATION

The **Verify Information** section provides a summary of the information the user has submitted for the request. The request can be edited as long as it remains in a **Draft** state. Once the request is submitted, the details submitted within the **My Request** tab can no longer be edited.

Users will click the **Submit** button to submit the request into the system. Submitted requests must first be reviewed by an internal administrator to determine if the request is valid.

If approved, the request will move to the *Matching Initiated* state, where the NASA Coordinators will work to find a NASA Expert to fill the role.

If the request is declined, or if it is unable to be filled, the request will be closed and the user will be notified, as described in the [Declined /Unfulfilled Requests](#) section.

Request  
External Request for PRA Screenshots

Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post-Event Survey... Post-Event Survey... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

### Verify Information

#### Contact Information

First Name [Redacted] Last Name [Redacted]  
Email [Redacted]  
Home Phone [Redacted] Mobile Phone [Redacted]  
Organization  
Kent State University

#### Event Information

Event Type  
Keynote Speaker:Panel  
Event Name  
External Request for PRA Screenshots  
Number of Attendees (est.)  
1,500  
Does the Organization agree to pay the SME travel/registration expenses?  
No  
Event/Activity URL  
https://www.google.com  
Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes  
Start Date  
May 1, 2023  
End Date  
May 3, 2023  
Is this event Virtual or In-Person?  
Virtual  
Is this event requested to be recorded?  
  
Information about the Expected Audience (includes underserved or demographics)

#### SME Information

Role | Panelist for Magnet Comparison  
Number of SMEs needed in this role  
3  
Topic  
Physical Science - Gravity,Physical Science - Microgravity  
Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.  
Areas of Expertise  
Communications/Outreach,Scientist - Physics  
Requested School Background  
Kent State University  
Start Date  
May 1, 2023  
Start Time  
10:00:00 AM  
End Date  
May 3, 2023  
End Time  
2:00:00 PM  
Additional Comments  
Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna.

Role | Key Note Speaker - Magnets  
Number of SMEs needed in this role  
1  
Topic  
Earth Science - Environment,Physical Science - Physics  
Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes.  
Areas of Expertise  
Communications/Outreach,Scientist - Physics  
Requested School Background  
Start Date  
May 1, 2023  
Start Time  
11:00:00 AM  
End Date  
May 3, 2023  
End Time  
1:30:00 PM  
Additional Comments

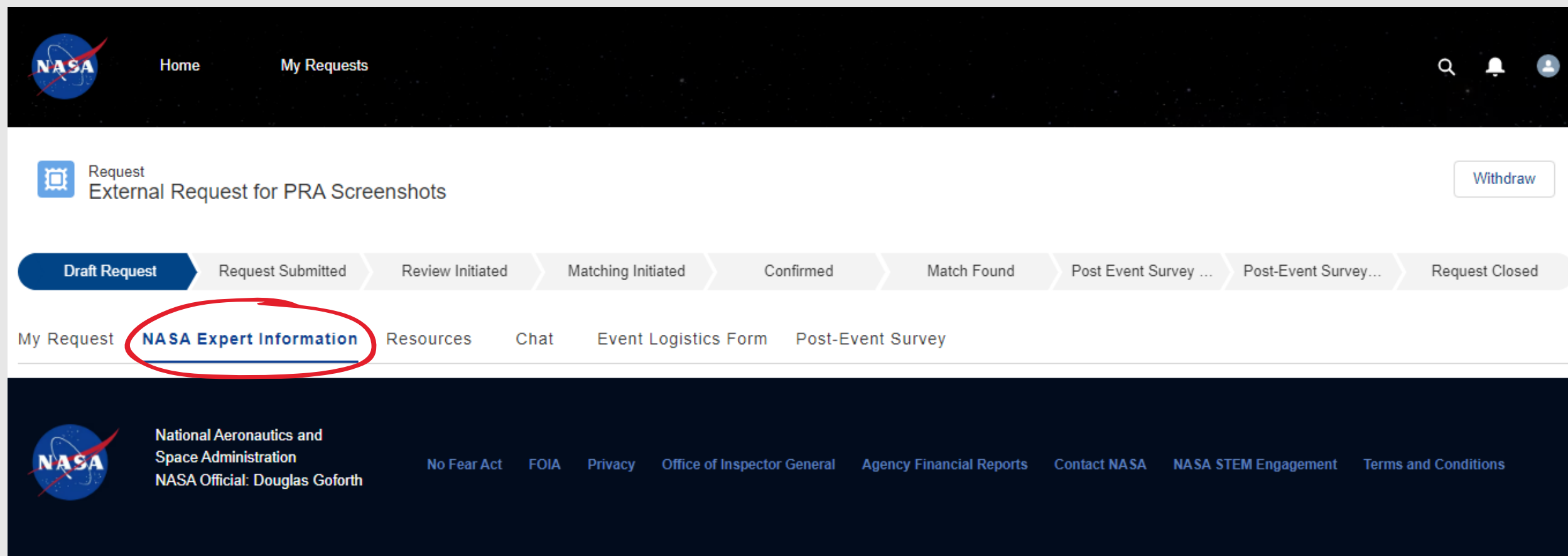
#### Admin Information

Confirm-by Date Requested  
Apr 23, 2023  
Please list any unique requests or critical information below:  
There will be several audience members with a hearing impairment  
Will members of the media be invited?  
No  
Files Uploaded  
Agenda.docx

Cancel Submit

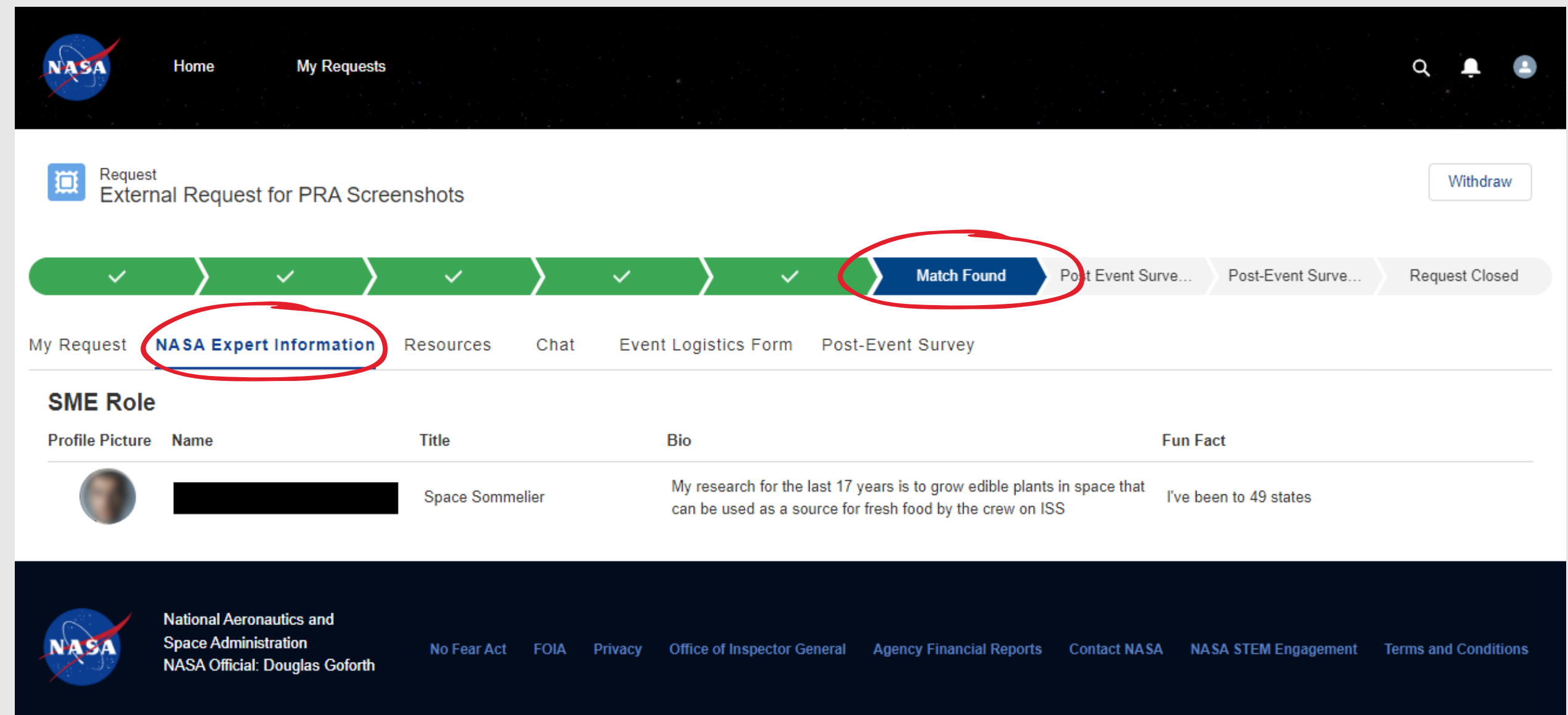
## SECTION 6.2 - H. NASA EXPERT INFORMATION TAB

The NASA Expert Information tab provides users with basic information that the registered NASA Expert chooses to share about themselves within their profile.



Before a match is made between the request and a NASA Expert, this tab will remain blank.

Once the request moves to a *Match Found* state, the system will automatically populate this tab with the public-facing profile information that the NASA Expert chooses to share within their profile.



## SECTION 6.2 - I. RESOURCES TAB

The **Resources** tab is intended to provide both standard and custom resources to help support/enhance the user's experience related to the event.

Request Magnets Convention

Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Survey I... Post-Event Survey ... Request Closed

My Request NASA Expert Information **Resources** Chat Event Logistics Form Post-Event Survey

### Standard Resources

The links below are standard resources intended to support or enhance your experience.

### Additional Resources

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

This tab will be empty until the record moves to a **Review Initiated** state.

Request Magnets Convention

Withdraw

Request Closed

My Request NASA Expert Information **Resources** Chat Event Logistics Form Post-Event Survey

### Standard Resources


The links below are standard resources intended to support or enhance your experience.

[NASA](#)  
Explore NASA's homepage to browse missions, galleries, news and more.

[NASA Office of STEM Engagement \(OSTEM\)](#)  
A collection of resources for students and educators that can be filtered by audience type, subjects, and opportunities.

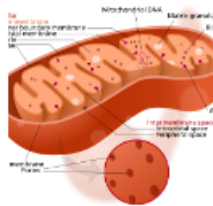
- [Next Gen STEM's](#) activities, lesson plans, and more for the K-12 audience are available by topic:
  - [Earth Science Education Toolkit](#)
  - [Earth's Moon STEM Toolkit](#)
  - [Sun STEM Toolkit](#)
  - [Sustainable Aviation STEM Toolkit](#)
  - [Climate Science STEM Toolkit](#)
  - [James Webb Space Telescope](#)
- [Internships](#)  
Find more information about internships and fellowships at NASA.
- [Space Grant](#)  
National network of colleges and universities within all 50 states, DC and Puerto Rico
- [Minority University Research and Education Project \(MUREP\)](#)  
Engages underrepresented populations through a variety of initiatives including competitive awards to Minority Serving Institutions (MSI).
- [Established Program to Stimulate Competitive Research \(EPSCoR\)](#)  
Establishes partnerships with government, higher education and industry in a state or region's research infrastructure, research and development capacity and its national R&D competitiveness.

### Additional Resources



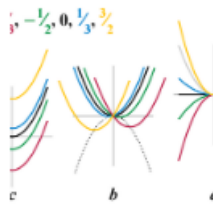
**Magnets: How do they work**  
4/2/23

Magnets. How do they work? No one is certain, but here are seven of our favorite guesses.



**Mitochondria: The...**  
4/2/23

Mitochondria play a unique role in powering cells and guiding the epigenetic coding of DNA. What happens if you put them in space? Click here to learn more...



**The Quadratic Equation**  
4/2/23

$ax^2 + bx + c = 0$

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

Once the request moves to a **Review Initiated** state, the system will automatically populate this tab with a standard set of resources intended to provide basic information about OSTEM. The **Standard Resources** section is populated with the same information for all requests once the record moves to this state.

The **Additional Resources** section is optionally populated by NASA personnel with rich-text knowledge articles that are managed by NASA. The intention of this section is to provide the user with additional resource information that is more specific to the request type or subject of the event.



## SECTION 6.2 - J. CHAT TAB

The **Chat** tab allows external users to initiate a conversation with the Coordinator staff and the NASA Expert(s) once assigned. The chatter function will capture all back-and-forth correspondence between the requester and all/any NASA personnel.

This screenshot shows the NASA chat interface for a request titled "External Request for PRA Screenshots". The progress bar indicates the request is in the "Draft Request" stage. The "Chat" tab is selected, showing a "Post" input field, a "Share an update..." field, and a "Share" button. Below the input fields is a "Sort by: Latest Posts" dropdown and a search bar. The main content area is blank, featuring a blue illustration of a landscape with mountains, trees, and a sun. Below the illustration, the text reads "Collaborate here! Here's where you start talking with your colleagues about this record." The footer includes the NASA logo, "National Aeronautics and Space Administration", "NASA Official: Douglas Goforth", and various links like "No Fear Act", "FOIA", "Privacy", "Office of Inspector General", "Agency Financial Reports", "Contact NASA", and "NASA STEM Engagement".

This tab will be blank on creation

This screenshot shows the NASA chat interface for the same request, but now in the "Review Initiated" stage. The progress bar shows the request has moved through "Draft Request", "Request Submitted", "Review Initiated", "Matching Initiated", "Confirmed", "Match Found", "Post Event Survey...", and "Post-Event Survey...". The "Chat" tab is selected, showing a "Post" input field, a "Share an update..." field, and a "Share" button. Below the input fields is a "Sort by: Latest Posts" dropdown and a search bar. The main content area displays a conversation history with two messages. The first message is from an employee on March 20, 2023 at 4:13 PM, with the text "test not tagging!". The second message is from an employee on March 20, 2023 at 4:08 PM, with the text "This request is short notice. Will do our best to fulfill @ [Customer]". Each message has "Like" and "Comment" options and a "Write a comment..." input field. The footer includes the NASA logo, "National Aeronautics and Space Administration", "NASA Official: Douglas Goforth", and various links like "No Fear Act", "FOIA", "Privacy", "Office of Inspector General", "Agency Financial Reports", "Contact NASA", "NASA STEM Engagement", and "Terms and Conditions".

If any chatter messages are submitted by any party, the conversation will be recorded along with name/role/date/time stamps for historical tracking.



## SECTION 6.2 - K. EVENT LOGISTICS FORM TAB

The screenshot displays the NASA Engages user interface. At the top left is the NASA logo. Navigation links include "Home" and "My Requests". On the right, there are icons for search, notifications, and user profile. Below the header, a "Request" card is shown for "External Request for PRA Screenshots" with a "Withdraw" button. A progress bar indicates the request's status: Draft Request (active), Request Submitted, Review Initiated, Matching Initiated, Confirmed, Match Found, Post Event Survey ..., Post-Event Survey..., and Request Closed. Below the progress bar are navigation tabs: My Request, NASA Expert Information (selected), Resources, Chat, Event Logistics Form, and Post-Event Survey. At the bottom, a footer contains the NASA logo, "National Aeronautics and Space Administration", "NASA Official: Douglas Goforth", and various links: No Fear Act, FOIA, Privacy, Office of Inspector General, Agency Financial Reports, Contact NASA, NASA STEM Engagement, and Terms and Conditions.

The screenshot shows an email notification titled "Your NASA Engages Application was Selected". The sender is "noreply@salesforce.com On Behalf Of HQ-NASAEngages". The email body features a banner with the text "NASAengages" and a background image of diverse people. Below the banner, there is a redacted area (blacked out) and a paragraph of text: "Your NASA Engages request has been updated and requires additional information from you. We are currently looking to fulfill the role(s) you requested for your event. Please log in to NASA Engages or use the link below to navigate to your request record to fill out an 'Event Logistics Form' located under the Event Logistics Form tab. The information you provide may be critical to fulfilling your request. If you have any questions or need to reach out, please use the chat feature within NASA Engages." Below this text is a blue hyperlink: "Display Warning when requester withdraws greater than 7 days". The email footer includes the NASA logo and "National Aeronautics and Space Administration".

The Event Logistics form is used to collect specific logistical information about the event that is needed from the requester. To reduce burden on the requester, this tab will be blank on creation/submittal, and will only be populated if the request is approved to proceed by NASA personnel during the *Review Initiated* stage.

Once the request moves to the **Matching Initiated** state, the system will generate an email notification to the requester informing them that they have an action to begin gathering / populating the logistics information into the record.

## SECTION 6.2 - K.1. EVENT LOGISTICS FORM TAB - FORM & HELP TEXT

The requester will be required to provide 5 standard logistics information areas. Help text is provided for each section to help guide users on what type of information is needed.


Pre-event technology tests for virtual engagement; on-site equipment availability; method for sharing presentations in advance of the event; audio/visual requirements; USB requirements; material review such as a rubric. If not applicable, input N/A

Prior to the Event 

Link for virtual connections; parking specifications; facility maps or directions; dial-in number. If not applicable, input N/A.

Location Information 


Point of contact upon arrival; ID requirements; vaccination requirements; location of entrance and other building entry sign-in processes. If not applicable, input N/A.

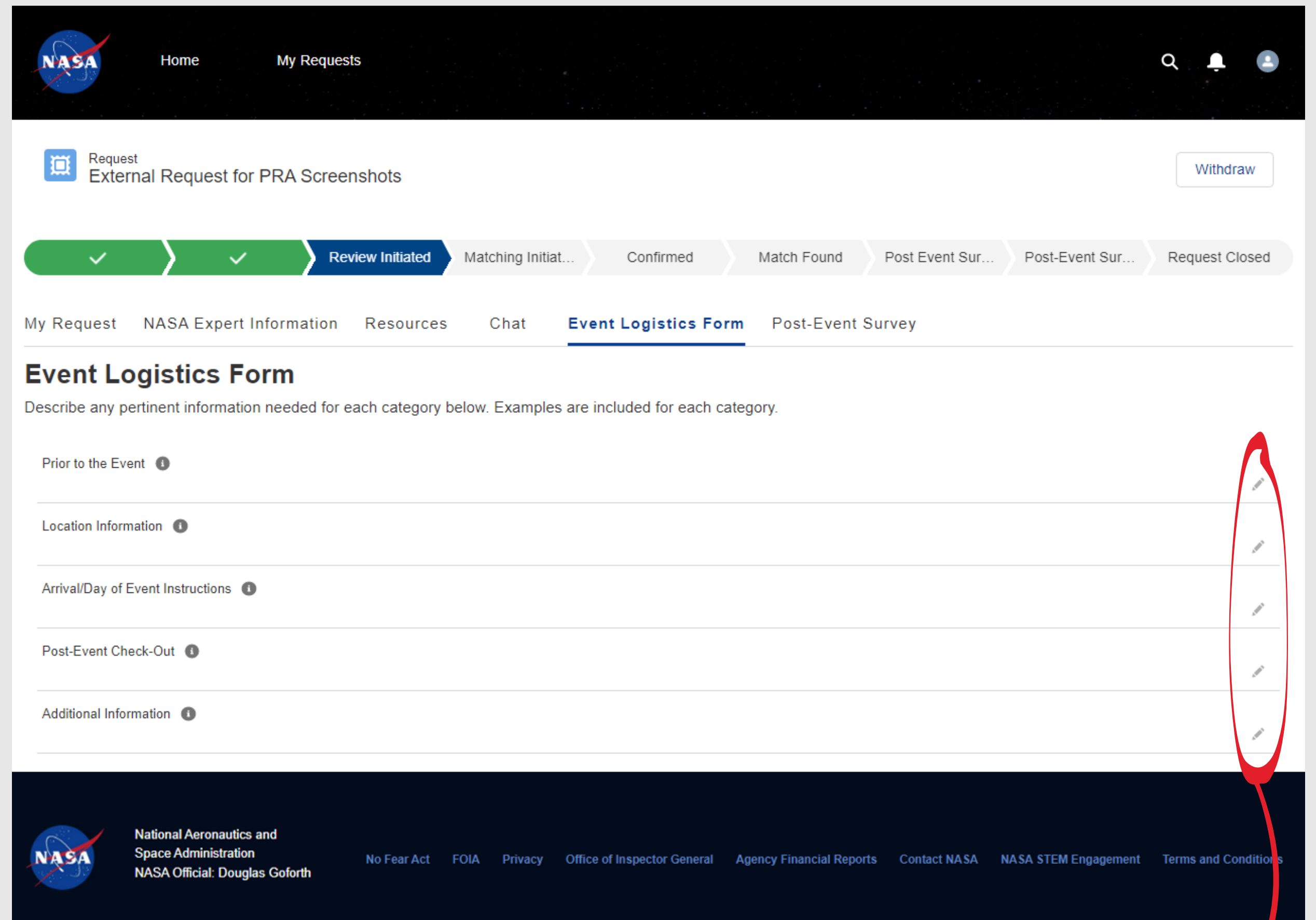
Arrival/Day of Event Instructions 

Sign-out and exiting procedures and requirements. If not applicable, input N/A.

Post-Event Check-Out 

Subtext or help text icon: Any other specific information needed that would assist in making the event a success. If not applicable, input N/A.

Additional Information 




Request  
External Request for PRA Screenshots Withdraw


Review Initiated | Matching Initiat... | Confirmed | Match Found | Post Event Sur... | Post-Event Sur... | Request Closed


My Request | NASA Expert Information | Resources | Chat | **Event Logistics Form** | Post-Event Survey


### Event Logistics Form


Describe any pertinent information needed for each category below. Examples are included for each category.

Prior to the Event 

Location Information 

Arrival/Day of Event Instructions 

Post-Event Check-Out 

Additional Information 

NASA  
National Aeronautics and Space Administration  
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Users may click any available pencil icon to open this section in edit mode.

## SECTION 6.2 - K.2. EVENT LOGISTICS FORM TAB - EDIT MODE

Each field is a rich text editor, providing the requester with the ability to enter text with formatting, hyperlinks, and image to support their statements.

The screenshot shows the NASA Request Management System interface. At the top, there is a navigation bar with the NASA logo, "Home", and "My Requests". A search icon, a notification bell, and a user profile icon are on the right. Below the navigation bar, the page title is "Request External Request for PRA Screenshots" with a "Withdraw" button on the right. A progress bar shows the current status as "Review Initiated", with other stages like "Matching Initiat...", "Confirmed", "Match Found", "Post Event Sur...", "Post-Event Sur...", and "Request Closed". Below the progress bar, there are tabs for "My Request", "NASA Expert Information", "Resources", "Chat", "Event Logistics Form" (which is selected), and "Post-Event Survey".

### Event Logistics Form

Describe any pertinent information needed for each category below. Examples are included for each category.

**\*Prior to the Event**

Rich text editor content: "We'll need a copy of your final presentation in .pptx format 1 day before the event, so that we can have it loaded on the conference room computer prior to your presentation start. The dropbox link is here: <https://fake-dropbox-account.com>"

**\*Location Information**

Rich text editor content: An image of a "KENT STATE UNIVERSITY STARK CAMPUS MAP" showing various buildings and a map of the campus. The map includes the address "6000 FRANK AVENUE NW • NORTH CANTON, OHIO 44720" and contact information "330-499-9600 • WWW.KENT.EDU/STARK".

**\*Arrival/Day of Event Instructions**

Rich text editor content: "Day of instructions, along with the agenda, can be found here: <https://www.fake-kent-event.com/instructions>"

**\*Post-Event Check-Out**

Rich text editor content: "Checkout instructions are located here: <https://www.fake-kent-event.com/checklist>"

**\*Additional Information**

Rich text editor content: "Your point-of-contact for check-in is [REDACTED] and her cell phone is [REDACTED]"

At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is circled in red, and a red arrow points from a text box to it.

Users may choose to **Close** the form without saving or click **Save** to add the data to the record.



## SECTION 6.2 - K.3. EVENT LOGISTICS FORM TAB - SAVED INFO

Once saved, all formatting, links and graphics are displayed.

Home
My Requests
🔍 📧 👤

Request  
External Request for PRA Screenshots

Withdraw

✓
✓
Review Initiated
Matching Initiat...
Confirmed
Match Found
Post Event Sur...
Post-Event Sur...
Request Closed

My Request
NASA Expert Information
Resources
Chat
Event Logistics Form
Post-Event Survey

### Event Logistics Form

Describe any pertinent information needed for each category below. Examples are included for each category.

**Prior to the Event** ⓘ

We'll need a copy of your final presentation in **.pptx** format 1 day before the event, so that we can have it loaded on the conference room computer prior to your presentation start. The dropbox link is here: <https://fake-dropbox-account.com>

**Location Information** ⓘ

**KENT STATE UNIVERSITY STARK**  
 6000 FRANK AVENUE NW • NORTH CANTON, OHIO 44720 • 330-499-9600 • WWW.KENT.EDU/STARK

**1. FINE ARTS | RCF + RCA**  
 Classrooms, faculty offices, theatre, art gallery, art studios, rehearsal hall, music studios, practice rooms, computer labs

**2. CAMPUS CENTER | RCS**  
 Bookstore, Emporium, Hoover Counseling Center, Student Accessibility Services, Academic Success Center, Student Involvement, Interfaith Campus Ministry, Internship & Career Services, Testing Services, Tutoring Services

**3. LIBRARY | RCL**  
**LEARNING RESOURCE CENTER**  
 Reference desk, classrooms, conference room, math labs, computer stations, study areas

**4. MAIN HALL | RCM**  
**EAST WING | RCE**  
**Main Hall:** Information, Admissions, Student Services, Dean's Office, Business Services, Facilities & Parking, Security, Human Resources, Student Employment, Advancement, Grants & Sponsored Projects, Multicultural Initiatives, Global Education Initiatives, Writing Center, faculty offices, classrooms, art gallery, mailroom, auditorium, conference rooms  
**East Wing:** Network Services, computer lab, science classrooms and labs

**5. SCIENCE & NURSING | RCD**  
 Classrooms, faculty offices, nursing lab, science labs, research labs, cyber lounge, lecture hall, computer lab, conference room

**6. RECREATION & WELLNESS CENTER | RCP**  
 Basketball and volleyball court, weight circuit, dance studio, fitness equipment, locker rooms

**7. CONFERENCE CENTER | RCC**  
 External Affairs, The Corporate University, Small Business Development Center, SCORE, Media Services, Timken Great Hall, meeting and conference rooms, dining room

**DRIVING DIRECTIONS**  
**FROM AREAS NORTH OF CANTON:**  
 - I-77 south to exit 111 - Portage St.  
 - Turn right on Portage St.  
 - At the 3rd traffic light, turn left on Frank Ave.  
 - Proceed one-half mile on Frank Ave.  
 - Main entrance is at the 2nd traffic light.  
**FROM AREAS SOUTH OF CANTON:**  
 - I-77 north to exit 111 - Portage St.  
 - Turn left on Portage St.  
 - At the 4th traffic light, turn left on Frank Ave.  
 - Proceed one-half mile on Frank Ave.  
 - Main entrance is at the 2nd traffic light.  
**To Conference Center:** On Frank Ave., proceed to 3rd traffic light and turn left on University Dr.

**PARKING** ⓘ STUDENT ⓘ VISITOR ⓘ FACULTY & STAFF ⓘ CONFERENCE CENTER ⓘ  
ACCESSIBLE PARKING IS WELL SIGNAGED AND AVAILABLE THROUGHOUT CAMPUS.

**Arrival/Day of Event Instructions** ⓘ

Day of instructions, along with the agenda, can be found here: <https://www.fake-kent-event.com/instructions>

**Post-Event Check-Out** ⓘ

Checkout instructions are located here: <https://www.fake-kent-event.com/checklist>

**Additional Information** ⓘ

Your point-of-contact for check-in is [REDACTED] and her cell phone is [REDACTED]

National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

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## SECTION 6.2 - L. WITHDRAWN REQUESTS

Users can withdraw their own requests, until the request has moved to the Match Found state. After a match has been confirmed, the user will need to contact the NASA Coordinator via the chat tab to have the request withdrawn on their behalf. When available, they may click the **Withdraw** button in the upper corner of the request record, where they will be required to enter a reason for withdrawing. Once they confirm, the request moves to a **Request Closed** state and an email confirmation is generated and cannot be changed back.

Request  
Summit of the Americas | Space Industry Opportunities

Withdraw

Matching Initi... Confirmed Match Found Post Event S... Post-Event S... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓ Contact Information  
Requester Details

Event Information ✓

Withdraw

Withdrawing a request will cancel your submission. This action cannot be reversed

\*Withdraw Reason

Complete this field.

Undo Confirm Withdrawal

Request  
Summit of the Americas | Space Industry Opportunities

Withdraw

Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓ Contact Information  
Requester Details

Event Information ⚠️ \*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

NASA Expert Information ⚠️

My Requests

My Open Requests History

| Request Name                                          | Status         | Request Type                     | Start Date |
|-------------------------------------------------------|----------------|----------------------------------|------------|
| Allie 51787 Test 7                                    | Request Closed | Career Fair                      | 5/1/2023   |
| Summit of the Americas   Space Industry Opportunities | Request Closed |                                  | 6/30/2023  |
| Test post event survey for self report                | Request Closed | Ceremony (Commemorative, Awards) | 4/1/2023   |
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Demonstration                    | 4/14/2023  |

View All

Request Withdrawn

noreply@salesforce.com On Behalf Of HQ-NASAEngages

To: [Redacted]

Fri 4/7/2023 11:55 AM

Reply Reply All Forward

NASAengages

[Redacted]

Your request for the event, Summit of the Americas | Space Industry Opportunities, has been withdrawn. The request is now closed, and no further action is required from you.

Thank you for your interest and participation in NASA Engages! We hope to work with you again soon.

NASA National Aeronautics and Space Administration

The request will automatically move out of the My Open Requests list on the home page and will move to the History tab, where the Request Closed state is displayed.

## SECTION 6.2 - M. DECLINED / UNFULFILLED REQUESTS

If the NASA Coordinator is either unable fulfill the request wit an expert or if the request is not approved, the system will automatically notify the user via email that the request cannot be filled. The status of the request automatically moves to a Request Closed state if this occurs. The user can reach out to the Coordinator via the chat for any further questions related to this request record.

The screenshot shows the top navigation bar with the NASA logo, 'Home', and 'My Requests'. Below this is a request card for 'Summit of the Americas | Space Industry Opportunities' with a 'Withdraw' button. A progress bar consists of ten green steps, with the final step labeled 'Request Closed' circled in red. Below the progress bar are tabs for 'My Request', 'NASA Expert Information', 'Resources', 'Chat', 'Event Logistics Form', and 'Post-Event Survey'. On the left, there are sections for 'Contact Information' and 'Event Information', both with checkmarks. The 'Contact Information' section is expanded to show 'Requester Details'.

The email subject is 'We Cannot Fulfill your NASA Engages Request'. It is from 'noreply@salesforce.com On Behalf Of HQ-NASAEngages' and dated 'Fri 3/31/2023 4:04 P'. The email body features a 'NASAengages' banner with a collage of people. Below the banner, the text reads: 'Your request 'Summit of the Americas | Space Industry Opportunities' has been reviewed. Unfortunately, NASA is unable to fulfill your request at this time. We thank you for your interest in NASA and we hope to partner with you on future engagements. To review the details of your request, click the link below.' A blue hyperlink is provided: <https://nasacentral-smetest3.sandbox.my.site.com/sme/s/application/a033S0000021pYs>. The footer includes the NASA logo and 'National Aeronautics and Space Administration'.

**My Requests**

My Open Requests **History**

**HISTORY**

| Request Name                                          | Status         | Request Type  | Start Date |
|-------------------------------------------------------|----------------|---------------|------------|
| Summit of the Americas   Space Industry Opportunities | Request Closed |               | 6/30/2023  |
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Demonstration | 4/14/2023  |

[View All](#)

The request will automatically move out of the My Open Requests list on the home page and will move to the History tab, where the Request Closed state is displayed.

# SECTION 7

## NASA ENGAGES INTERNAL USER EXPERIENCE

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# SECTION 7

## NASA ENGAGES - INTERNAL USER EXPERIENCE

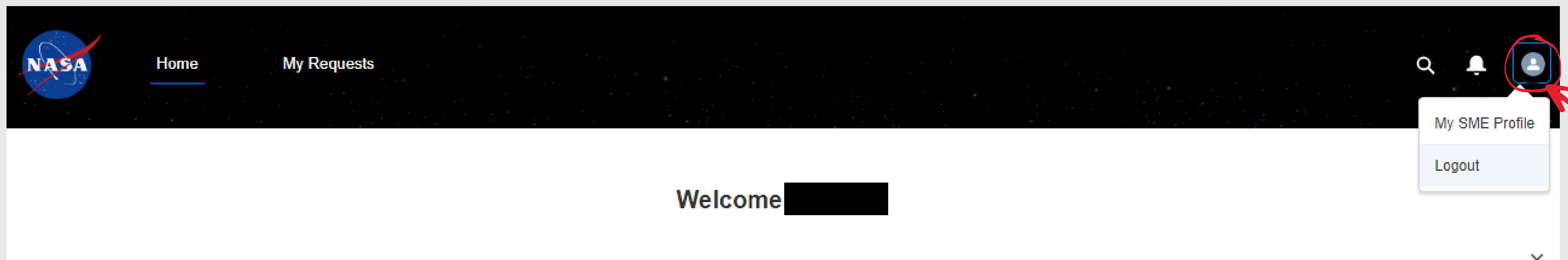
### 1. NASA EXPERT PROFILE

|                                                                                                                                     |     |
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## SECTION 7.1 - A. ACCESS PROFILE PAGE

NASA employees will be automatically provisioned in the system, granting them access to create new requests and self-report events without any action on their part. However, in order to be considered as a NASA Expert and matched to requests, the employee must activate their SME profile by completing the required profile information.



The user will right-click on the profile icon in the upper right corner of the main menu and will select My SME Profile.

## SECTION 7.1 - B. PROFILE PAGE - INCOMPLETE PROFILE VIEW

This message will be displayed at the top of the profile page while the profile record is incomplete. The system will automatically select the **Active Engages Profile** checkbox once all required fields are completed and saved. The system will prevent users from selecting this checkbox at any point if all required fields are not complete.

After the initial auto-selection, this checkbox can be toggled on / off at the discretion of the internal user. This checkbox will indicate in the system if the user should be considered an "active NASA Expert", and will prevent them from being selected as a NASA Expert for a new Event.

Anytime the checkbox is selected, this message will disappear from the Profile page as well as the Home Page. Anytime the checkbox is de-selected, the message will appear in both places.

**Profile Setup**

**Our records indicate that you have not submitted a profile with this system**

Complete all fields and save your profile for the ability to browse opportunities. By completing this profile, the system will be able to help identify opportunities that are a good match with your areas of expertise and identified preferences. Once complete, you can update your profile at any time and remove an "Active Engages Profile" status to temporarily stop browsing opportunities and stop browsing opportunity suggestions.

All fields marked with an asterisk (\*) are required.

**Active Engages Profile**

Sort by: Most Recent Activity

**Collaborate here!**  
Here's where you start talking with your colleagues about this record.

**User Information**

|                          |              |
|--------------------------|--------------|
| First Name               | Last Name    |
| Email                    | Company Name |
| Assigned Center          | Title        |
| Communication Preference |              |

**General Information**

|                   |                      |
|-------------------|----------------------|
| Preferred Phone   | Home Phone           |
| Work Phone        | Mobile               |
| Other Phone       | Mission Directorate  |
| Work City         | Work State           |
| Work Zip Code     | Academic Institution |
| Languages Spoken  | Languages Read       |
| Languages Written | Fun Fact             |
| Bio               |                      |

**Qualifications and Event Preferences**

|                           |                              |
|---------------------------|------------------------------|
| Primary Area of Expertise | Virtual/In-Person Preference |
| Other Areas of Expertise  | Preferred Request Types      |
| Maximum Audience Size     | Audience Type                |
| Preferred Topics          |                              |

**Demographic Information**

|                    |                           |
|--------------------|---------------------------|
| Gender             | Race                      |
| Ethnicity          | Do you have a disability? |
| Are you a Veteran? | Hometowns                 |

The **User Information** section is auto-populated with basic information about the user from their agency account. All fields, except for **Assigned Center**, can be edited.

The **General Information** section collects info to aid coordinators with matching experts to role requests and collects public-displayed information about the expert when they've been matched to a request.

The **Qualifications and Event Preferences** section collects info to allow the system to automatically match experts to requests, based on matching selections between the two records.

The **Demographics Information** section optionally collects demographic data for annual reporting. This section is hidden from view on the profile for all roles except the assigned user.

# SECTION 7.1 - B.1. PROFILE PAGE - GENERAL INFORMATION HELP TEXT

Which phone number should be used for most communications involving this Contact?

If Remote, please put the location information for your remote work location.

If Remote, please put the location information for your remote work location.

In choosing a language, you may be asked to speak in the languages listed.

In choosing a language, you may be asked to write in the languages listed.

NASA Expert Reading Bio: Include a brief biography that may be read to introduce you to the audience for the event. This bio will be shared with the requester.

The screenshot shows the NASA Profile Setup page. At the top, there is a NASA logo and navigation links for 'Home' and 'My Requests'. The main heading is 'Profile Setup'. Below this, a message states: 'Our records indicate that you have not submitted a profile with this system'. A sub-message says: 'Complete all fields and save your profile for the ability to browse opportunities. By completing this profile, the system will be able to help identify opportunities that are a good match with your areas of expertise and identified preferences. Once complete, you can update your profile at any time and remove an "Active Engages Profile" status to temporarily stop browsing opportunities and stop browsing opportunity suggestions.' A note below reads: 'All fields marked with an asterisk (\*) are required.' The form is divided into several sections: 'User Information' (First Name, Last Name, Email, Assigned Center: Johnson Space Center, Communication Preference: No Preference, Company Name: NASA, Title: Food Scientist), 'General Information' (Preferred Phone, Work Phone, Other Phone, Work City: San Antonio, Work Zip Code: 78256, Languages Spoken, Languages Written, Bio), and 'Qualifications and Event Preferences' (Primary Area of Expertise, Other Areas of Expertise, Maximum Audience Size, Preferred Topics, Virtual/In-Person Preference, Preferred Request Types, Audience Type). There are also fields for Home Phone, Mobile, Mission Directorate, Work State: Texas, Academic Institution, and Fun Fact. Red callouts from external text boxes point to the 'Preferred Phone', 'Work City', 'Work Zip Code', 'Languages Spoken', 'Languages Written', 'Bio', and 'Languages Read' fields.

In choosing a language, you may be asked to read in the languages listed.

## SECTION 7.1 - B.2. PROFILE PAGE - DEMOGRAPHICS INFORMATION HELP TEXT

**Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

### Demographic Information

Gender

Ethnicity

Are you a Veteran?

Race

Do you have a disability?

Hometowns

Please input City and State or City and Country.

**American Indian or Alaskan Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

**Black or African American** - a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

**White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Each agency in the Executive branch of Federal government has established programs to facilitate the selection, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential in these efforts. Self-identification is voluntary but your cooperation is critical in these efforts.

Examples of some disabilities or other serious health conditions are listed below:

- Speech impairment
- Spinal abnormalities, for example, spina bifida or scoliosis
- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body
- HIV Positive/AIDS
- Morbid obesity
- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis
- Cardiovascular or heart disease
- Depression, anxiety disorder, or other psychiatric disorder
- Blood diseases, for example, sickle cell anemia, hemophilia
- Diabetes
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Kidney dysfunction
- Cancer (present or past history)
- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis
- Liver disease, for example, hepatitis or chirrrosis
- History of alcoholism or history of drug addiction (but not currently using illegal drugs)
- Endocrine disorder, for example, thyroid dysfunction
- Developmental Disability (i.e. autism spectrum disorder)
- Traumatic Brain Injury
- Deaf or serious difficulty hearing, benefiting from ASL, CART, hearing aids, a cochlear implant and/or other supports
- Blind or serious difficulty seeing even when wearing glasses
- Missing extremities (arm, leg, hand and/or foot)
- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg braces(s) and/or other supports
- Partial or complete paralysis (any cause)
- Epilepsy or other seizure disorders
- Intellectual disability
- Significant Psychiatric Disorder (bipolar disorder, schizophrenia, PTSD, or major depression)
- Dwarfism
- Significant disfigurement, for example disfigurements caused by burns, wounds, accidents, or congenital disorders

U.S. Office of Personnel Management SF 256



# SECTION 7.1 - C. EDIT PROFILE PAGE

**Profile Setup**

Our records indicate that you have not submitted a profile with this system

Complete all fields and save your profile for the ability to browse opportunities. By completing this profile, the system will be able to help identify opportunities that are a good match with your areas of expertise and identified preferences. Once complete, you can update your profile at any time and remove an 'Active Engages Profile' status to temporarily stop browsing opportunities and stop browsing opportunity suggestions.

All fields marked with an asterisk (\*) are required.

**User Information**

\*First Name [ ] \*Last Name [ ]

\*Email [ ] \*Company Name [ NASA ]

\*Assigned Center [ Johnson Space Center ] \*Title [ Food Scientist ]

\*Communication Preference [ No Preference ]

Cancel Save

**General Information**

Preferred Phone [ ] Home Phone [ ]

Work Phone [ ] Mobile [ ]

Other Phone [ ] \*Mission Directorate [ ]

\*Work City [ Houston ] \*Work State [ Texas ]

\*Work Zip Code [ 77007 ] Academic Institution [ ]

Languages Spoken [ ] Languages Read [ ]

Languages Written [ ] Fun Fact [ ]

Bio [ ]

Cancel Save

**Qualifications and Event Preferences**

\*Primary Area of Expertise [ --None-- ] \*Virtual/Person Preference [ No Preference ]

\*Other Areas of Expertise [ ] \*Preferred Request Types [ ]

\*Maximum Audience Size [ ] \*Audience Type [ ]

\*Preferred Topics [ ]

Cancel Save

**Demographic Information**

Completion of your Demographic Information is voluntary.

No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.

\*Gender [ --None-- ] \*Race [ ]

\*Ethnicity [ --None-- ] \*Do you have a disability? [ --None-- ]

\*Are you a Veteran? [ --None-- ] \*Home/Downs [ --None-- ]

Cancel Save

Each section of the profile page can be separately edited to allow the user to easily manage the data within the profile without having to update all information at once. Users can independently update each section separately, and may leave and come back to continue editing at a later date, at their convenience.

## SECTION 7.1 - C.1. EDIT PROFILE PAGE - USER INFORMATION SECTION

The **User Information** section is intended to provide the name and basic user information about the expert. All fields, with the exception of the **Communication Preferences** and **Title**, are auto-populated from the internal user's agency account. All fields, except for **Assigned Center**, can be edited.

∨ User Information

\* First Name

\* Last Name

\* Email

\* Company Name

\* Assigned Center

\* Title

Communication Preference

\* Communication Preference

No Preference ▾

--None--

✓ No Preference

Only communicate through the request coordinator

## SECTION 7.1 - C.2. EDIT PROFILE PAGE - GENERAL INFORMATION SECTION

The **General Information** section collects basic location information, school background, current mission support, language skills, and optional background information about themselves. Some information will be used to auto-match the expert to data collected in the request records and some of the optional data is shared on the public-facing expert information tab on request records if the expert applies to / and is selected for the request.

- Akan
- American Sign Language
- Arabic
- Azerbaijani
- Bamana
- Bengali
- Bulgarian
- Chinese-Mandarin
- Croatian
- Czech
- Dutch
- English
- Estonian
- Finnish
- French
- German
- Greek
- Haitian Creole
- Hebrew
- Hindi
- Hungarian
- Italian
- Japanese
- Kazakh
- Korean
- Lakota
- Latin
- Mongolian
- Norwegian
- Pashto
- Persian
- Polish
- Portuguese
- Punjabi
- Quechua
- Romanian
- Russian
- Sanskrit
- Serbian
- Spanish
- Swahili
- Tajik
- Tibetan
- Turkish
- Turkmen
- Ukranian
- Urdu
- Uyghur
- Uzbek
- Wolof
- Yiddish
- Zulu

**General Information**

\* Preferred Phone i  
 Mobile Phone ▼

Work Phone i  
 [Redacted]

Other Phone

\* Work City i  
 Houston

\* Work Zip Code i  
 77007

Home Phone

Mobile i  
 [Redacted]

\* Mission Directorate i  
 Space Operations ▼

\* Work State i  
 Texas ▼

Academic Institution i  
 Kent State University x

Add New Click 'Add New' if your Institution/Organization does not appear when you search.

**Languages Spoken** i

|                                                                                                                                            |   |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>American Sign L...</li> <li>Arabic</li> <li>Azerbaijani</li> <li>Bamana</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>French</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------|

**Languages Read** i

|                                                                                                                                            |   |                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>American Sign L...</li> <li>Arabic</li> <li>Azerbaijani</li> <li>Bamana</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>Latin</li> <li>Portuguese</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|

**Languages Written** i

|                                                                                                                                            |   |                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>American Sign L...</li> <li>Arabic</li> <li>Azerbaijani</li> <li>Bamana</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>German</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------|

Bio i  
 My research for the last 17 years is to grow edible plants in space that can be used as a source for fresh food by the crew on ISS

Cancel Save

\* Mission Directorate

--None-- ▼

- None--
- Aeronautics Research
- Mission Support
- Science
- Space Technology
- Exploration Systems Development
- Space Operations

Create New Institution/Organization

\* Institution/Organization Name i

\* Address i  
 Country i  
 United States ▼

\* Street i

\* City i \* State/Province i  
 --None-- ▼

\* Postal Code i

\* New institutions/organizations are subject to review

Website i

Phone i

Cancel Continue

Users can select the **Add New** button if they cannot find their institution, which will provide the above write-in capability, where they are required to enter the name and address. The information is validated by a Data Steward after submission.

## SECTION 7.1 - C.3. EDIT PROFILE PAGE - QUALIFICATIONS AND PREFERENCES SECTION

The information collected in the Qualifications and Preferences section is used to auto-match the expert's selected preferences and qualifications to the same picklists on the request record.

Experts can apply for any available role, but the system does visually help identify which experts' data most closely matches between both records.

**Qualifications and Event Preferences**

**\*Primary Area of Expertise**  
 Scientist - Biology

**\*Virtual/In-Person Preference**  
 No Preference

**\*Other Areas of Expertise**

|                                                                                                                                                             |   |                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>Acquisition/Procure...</li> <li>Business</li> <li>Careers</li> <li>Communications/Out...</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>Scientist - Astrophysics</li> <li>Scientist - Biology</li> <li>Scientist - Chemistry</li> <li>Scientist - Climatology</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**\*Preferred Request Types**

|                                                                                                                                                                                         |   |                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>Classroom Activity</li> <li>Speaker or Presenti...</li> <li>Technical Review - P...</li> <li>Event Support (Airsh...</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>Demonstration</li> <li>Judge</li> <li>Keynote Speaker</li> <li>Panel</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------|

**\*Maximum Audience Size**  
 4,000

**\*Audience Type**

|                                                                                                                                                              |   |                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>Educators/Professors</li> <li>Students: K-2</li> <li>Students: 3-5</li> <li>Students: 6-8</li> </ul> | ▶ | <p>Chosen</p> <ul style="list-style-type: none"> <li>Media</li> <li>Policy Makers</li> <li>General Public</li> <li>Non-Aerospace Busi...</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|

**\*Preferred Topics**

|                                                                                                                                                                                      |   |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------|
| <p>Available</p> <ul style="list-style-type: none"> <li>Aeronautics - Experi...</li> <li>Aeronautics - Forces...</li> <li>Art - Graphic Design</li> <li>Art - Photography</li> </ul> | ▶ | <p>Chosen</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------|

**\*Virtual/In-Person Preference**

- No Preference
- None--
- ✓ No Preference
- Virtual
- In-person



SECTION 7.1 - C.3-1. QUALIFICATIONS AND PREFERENCES SECTION - PRIMARY & OTHER AREAS OF EXPERTISE PICKLIST VALUES

\* Primary Area of Expertise  
 Scientist - Biology

\* Other Areas of Expertise

| Available                 | Chosen                   |
|---------------------------|--------------------------|
| Engineer - Chemical       | Scientist - Astrophysics |
| Engineer - Computer...    | Scientist - Biology      |
| Engineer - Electrical,... | Scientist - Chemistry    |
| Engineer - Human F...     | Scientist - Climatology  |
| Engineer - Manufact...    |                          |

These picklist values apply to both the **Primary Area of Expertise** and the **Other Areas of Expertise** fields.

- Acquisition/Procurement
- Business
- Careers
- Communications/Outreach
- Education
- Engineer - Aerospace
- Engineer - Chemical
- Engineer - Computer/Software
- Engineer - Electrical, Mechanical
- Engineer - Human Factors
- Engineer - Manufacturing
- Engineer - Systems
- Engineer - Any Engineering Field
- Finance/Budget
- Graphics/Design
- History
- Human Resources
- Leadership
- Legal
- Logistics
- Mathematician - Launch Trajectory
- Mathematician - Orbital Mechanics
- Mathematician - Statistics
- Mathematician - Any Mathematics Field
- Mission Assurance
- Project Management
- Safety

- Scientist - Astronomy
- Scientist - Astrophysics
- Scientist - Biology
- Scientist - Chemistry
- Scientist - Climatology
- Scientist - Computer Science
- Scientist - Earth Science
- Scientist - Environmental and Occupational Health
- Scientist - Geology
- Scientist - Heliophysics
- Scientist - Life Sciences
- Scientist - Optics
- Scientist - Physics
- Scientist - Planetary Science
- Scientist - Any Scientific Field
- Technologist

SECTION 7.1 - C.3-2. QUALIFICATIONS AND PREFERENCES SECTION - PREFERRED REQUEST TYPE & AUDIENCE TYPE PICKLIST VALUES

Qualifications and Event Preferences

\* Primary Area of Expertise  
 Scientist - Biology

\* Other Areas of Expertise

| Available              | Chosen                   |
|------------------------|--------------------------|
| Acquisition/Procure... | Scientist - Astrophysics |
| Business               | Scientist - Biology      |
| Careers                | Scientist - Chemistry    |
| Communications/Out...  | Scientist - Climatology  |

\* Maximum Audience Size  
 4,000

\* Preferred Topics

| Available               | Chosen |
|-------------------------|--------|
| Aeronautics - Experi... |        |
| Aeronautics - Forces... |        |
| Art - Graphic Design    |        |
| Art - Photography       |        |

Virtual/In-Person Preference  
 No Preference

\* Preferred Request Types

| Available               | Chosen          |
|-------------------------|-----------------|
| Classroom Activity      | Demonstration   |
| Speaker or Presenti...  | Judge           |
| Technical Review - P... | Keynote Speaker |
| Event Support (Airsh... | Panel           |

\* Audience Type

| Available            | Chosen                |
|----------------------|-----------------------|
| Educators/Professors | Media                 |
| Students: K-2        | Policy Makers         |
| Students: 3-5        | General Public        |
| Students: 6-8        | Non-Aerospace Busi... |

Cancel Save

- Career Fair
- Ceremony (Commemorative, Awards)
- Classroom Activity
- Competition or Challenge Judge
- Conference/Summit
- Demonstration
- Educator Professional Development
- Event support (airshow, community day)
- Keynote Speaker
- Media/Press Interview
- Panel
- Pre-Recorded Message
- Product Review - Technical Input or Feedback on OSTEM Outputs
- Remarks/Q&A
- Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)
- STEM Activity Mentor/Advisor
- Technical Review - Proposed Review or Review Panel Participation
- Other

Circled items only appear on Internal user's view of the profile page, request records, and self-reported events.

- Educators/Professors
- Students: K-2
- Students: 3-5
- Students: 6-8
- Students: 9-12
- Higher Education
- Informal Education: K-2
- Informal Education: 3-5
- Informal Education: 6-8
- Informal Education: 9-12
- Informal Education: All ages
- Internal Audience
- Media
- Policy Makers
- General Public
- Non-Aerospace Business/Industry/Organizations
- Aerospace Business/Industry/Organization



## SECTION 7.1 - C.3-3. QUALIFICATIONS AND PREFERENCES SECTION - PREFERRED TOPICS PICKLIST VALUES

### \* Preferred Topics

Available

Aeronautics – Advanced a...  
 Aeronautics – Experimen...  
 Aeronautics – Forces of li...  
 Aeronautics – Future airs...  
 Aeronautics – High-spee...

Chosen

Users may choose from one or multiple topics from this list of picklist values

Aeronautics - Advanced air mobility  
 Aeronautics - Experimental aircraft  
 Aeronautics - Forces of flight  
 Aeronautics - Future airspace  
 Aeronautics - High-speed flight  
 Aeronautics - Net-zero emissions  
 Aeronautics - Sustainable aviation  
 Art - Graphic Design  
 Art - Photography  
 Art - Video Design  
 Careers - Internships  
 Communications - Deep Space Network  
 Communications - Public Relations  
 Communications - Space Communication and Navigation

Communications - Technical writing  
 Computer Science - Avionics  
 Computer Science - Cybersecurity  
 Computer Science - Machine learning  
 Computer Science - Navigation  
 Computer Science - Software  
 Earth Science - Environment  
 Earth Science - Geography  
 Earth Science - Geology  
 Earth Science - Human interactions  
 Earth Science - Planet Earth  
 Earth Science - Weather and Climate  
 Engineering Design - Human Factors  
 Engineering Design - Life Support  
 Engineering Design - Robotics  
 Engineering Design - Rocketry  
 Engineering Design - Spacecraft  
 Engineering Design - Virtual Reality  
 History/Anniversaries - Biographies  
 History/Anniversaries - Flight  
 History/Anniversaries - Historical overviews  
 History/Anniversaries - Planetary exploration  
 History/Anniversaries - Scientists and Inventors  
 History/Anniversaries - Timelines  
 Law - NASA Patents  
 Law - Space Law  
 Law - Space Policy  
 Life Science - Animals and Plants  
 Life Science - Biomedical  
 Life Science - Health and Nutrition  
 Life Science - Humans

Life Science - Space Biology  
 Living and Working in Earth Orbit - Commercial Crew  
 Living and Working in Earth Orbit - Exercise Science  
 Living and Working in Earth Orbit - ISS  
 Living and Working on the Moon and Mars - Artemis Overview  
 Living and Working on the Moon and Mars - Gateway  
 Living and Working on the Moon and Mars - Habitat  
 Living and Working on the Moon and Mars - Humans on Mars  
 Living and Working on the Moon and Mars - Landing Systems  
 Living and Working on the Moon and Mars - Orion  
 Living and Working on the Moon and Mars - Recovery  
 Living and Working on the Moon and Mars - Space Launch System  
 Living and Working on the Moon and Mars - Space Suits  
 Mathematics - Algebra  
 Mathematics - Calculus  
 Mathematics - Fractions and Decimals  
 Mathematics - Geometry  
 Mathematics - Measurements and Data Analysis  
 Mathematics - Numbers and Operations  
 Mathematics - Probability and Statistics  
 Mathematics - Trigonometry  
 Motivational/Inspirational - Diversity and Inclusion  
 Motivational/Inspirational - Leadership  
 Motivational/Inspirational - My NASA Journey  
 Motivational/Inspirational - Team Building  
 Overview (NASA) - Current NASA Missions (high level)  
 Physical Science - Chemistry  
 Physical Science - Energy  
 Physical Science - Flight and Aeronautics  
 Physical Science - Forces and Motion  
 Physical Science - Gravity

Physical Science - Matter and it's properties  
 Physical Science - Microgravity  
 Physical Science - Optics  
 Physical Science - Orbits  
 Physical Science - Physics  
 Physical Science - Waves  
 Space Science - Astrobiology  
 Space Science - Astromaterials  
 Space Science - Astronomy  
 Space Science - Exoplanets  
 Space Science - Missions to Planets and Moons  
 Space Science - Planetary Geology  
 Space Science - Robotic Explorers  
 Space Science - Solar System and Planets  
 Space Science - Solar System and Stars  
 Space Science - Space Radiation  
 Space Science - Sun  
 Space Science - Telescopes  
 Space Science - Universe  
 Technology - Advanced Manufacturing  
 Technology - Communication  
 Technology - Models  
 Technology - Photography and Imaging  
 Technology - Remote Sensing  
 Technology - Robotics  
 Technology - Rocketry  
 Technology - Satellites  
 Technology - Space Station  
 Technology - Space Vehicles  
 Technology - Spinoffs (benefits to you)  
 Technology - Virtual Reality

## SECTION 7.1 - C.4. EDIT PROFILE PAGE - DEMOGRAPHICS INFORMATION SECTION

Demographic data is only used to aid in performance reporting and is not visible on the profile page to anyone but the expert themselves. All fields are required, but each field allows the expert to opt out of providing their demographic data by selecting 'do not wish to provide'

### Demographic Information

Completion of your Demographic Information is voluntary.

No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.

**\* Gender**  
Female

**\* Ethnicity**  
Not Hispanic or Latino

**\* Are you a Veteran?**  
No

**\* Race**

| Available                        | Chosen                                    |
|----------------------------------|-------------------------------------------|
| American Indian or Alaska Native | White                                     |
| Asian                            | Native Hawaiian or Other Pacific Islander |
| Black or African American        |                                           |
| Do not wish to provide           |                                           |

**\* Do you have a disability?**  
Do not wish to provide

Identifying any qualifying disability is protected under the Americans with Disabilities Act Citizenship or the Rehabilitation Act of 1973.

**\* Hometowns**  
Pumpkintown, SC

**\* Disability Status**  
Do not wish to provide

Cancel Save

**\* Gender**

- None--
- ✓ --None--
- Female
- Male
- Do not wish to provide

**\* Ethnicity**

- None--
- ✓ --None--
- Hispanic or Latino
- Not Hispanic or Latino
- Do not wish to provide

**\* Veteran Status**

- None--
- ✓ --None--
- Yes
- No
- Do not wish to provide

**\* Race**

Available

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Do not wish to provide

**\* Disability Status**

- None--
- ✓ --None--
- Yes
- No
- Do not wish to provide



## SECTION 7.1 - D. PROFILE PAGE - COMPLETED PROFILE VIEW

Once the profile page is completed and saved, the message that appeared at the top of the record is no longer displayed and the **Active Engages Profile** checkbox is automatically selected. Experts may choose to toggle this checkbox on/off at their discretion to be considered as an expert, but all required fields must be completed in order to activate the profile status.

Active Engages Profile ⓘ

Cancel Save

The screenshot displays the NASA Profile Setup page. At the top, there is a navigation bar with the NASA logo and links for Home, My Requests, My Events, and Browse Engagement Openings. The main heading is "Profile Setup" with a note: "All fields marked with an asterisk (\*) are required." The profile is for a user with a profile picture of a woman. The "Active Engages Profile" checkbox is checked. The profile details are organized into several sections:

- User Information:** First Name, Last Name, Email, Assigned Center (Johnson Space Center), Communication Preference (No Preference), Company Name (NASA), and Title (Rocket Engineer).
- General Information:** Preferred Phone (Mobile), Work Phone, Other Phone, Home Phone, Mobile, Mission Directorate (Space Operations), Work State (Texas), Academic Institution (Kent State University), Languages Spoken (American Sign Language, French), Languages Read (French), Languages Written, and Fun Fact (I've been to 49 states).
- Qualifications and Event Preferences:** Primary Area of Expertise (Engineer - Aerospace), Other Areas of Expertise (Communications/Outreach, Leadership), Maximum Audience Size (1,000), Preferred Topics (Engineering Design - Rocketry), Virtual/In-Person Preference (No Preference), Preferred Request Types (Keynote Speaker, Panel, Career Fair), and Audience Type (Educators/Professors, Students: K-2, Students: 3-5, Students: 6-8, Students: 9-12, Aerospace Business/Industry/Organization).
- Demographic Information:** Gender (Female), Race (Native Hawaiian or Other Pacific Islander, White), Ethnicity (Hispanic or Latino), Do you have a disability? (Do not wish to provide), Are you a Veteran? (No), and Hometowns (Pumpkintown, SC).

Below the profile information, there is a "Collaborate here!" section with the text: "Here's where you start talking with your colleagues about this record." The footer contains the NASA logo, "National Aeronautics and Space Administration", "NASA Official: Douglas Goforth", and various links including No Fear Act, FOIA, Privacy, Office of Inspector General, Agency Financial Reports, Contact NASA, NASA STEM Engagement, and Terms and Conditions.

# SECTION 7

## NASA ENGAGES - INTERNAL USER EXPERIENCE

### 2. NAVIGATION

|                                                                     |     |
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| 2A. <a href="#">UNAUTHENTICATED HOME PAGE</a> .....                 | 189 |
| 2B. <a href="#">LOGIN</a> .....                                     | 190 |
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## SECTION 7.2 - A. UNAUTHENTICATED HOME PAGE

The unauthenticated NASA ENGAGES home page provides basic information about NASA ENGAGES and provides internal users with the ability to login to Gateway directly from this location.

https://stemgateway.nasa.gov/engages/s/

Home Log in

# Welcome to NASA Engages

The NASA Engages program is composed of NASA Experts who share NASA missions and content at educational, professional, civic, and other public venues. Audiences include preschool to college, libraries and museums, scouts, professional and technical organizations, community groups and other non-profit organizations. Experts are made up of professionals from education, engineering, science, and other fields. NASA Engages is funded by NASA's Next Gen STEM program in the Office of STEM Engagement.

**We invite you to join NASA Engages!**

Create a profile in Gateway and register for a NASA Engages representative by clicking the button below and following the prompts. Please allow as much lead-time as possible prior to your event, preferably 7+ weeks for US requests and 12+ weeks for international requests. This consideration is necessary to give representatives adequate notice, ensure minimal disruption to work schedules, and provide adequate advance notice for preparation. Participation is on a volunteer basis. There is no guarantee requests will be fulfilled.

**Requesters must be 18 years of age or older**  
NASA Employees do not need to create an account

**Already have an account?**

Log in below to your account with us and you can make a new request, check on the status of your previously submitted requests, chat with your assigned Experts, complete your post-event surveys, and check out our provided resources!

**If you are a NASA Employee, click Login below**

Create Account Login

### Our Mission

Our mission with this tool is to help more of the public engage with our NASA Experts and have them connect in a real world way. We want to facilitate the teaching that our NASA Experts are eager to share with the public and we want to help expand learning for the public in the fields of math, science and space exploration. We hope you will join us in our mission and help us connect with you!

### Our Success Stories

We have connected thousands of students, employees, organizations and industry leaders with NASA subject matter experts. We have heard that our speakers have enriched lives and helped people of all ages to become interested in math, science and space exploration. We want to continue to be a positive influence in the world.

NASA National Aeronautics and Space Administration NASA Official: Douglas Goforn

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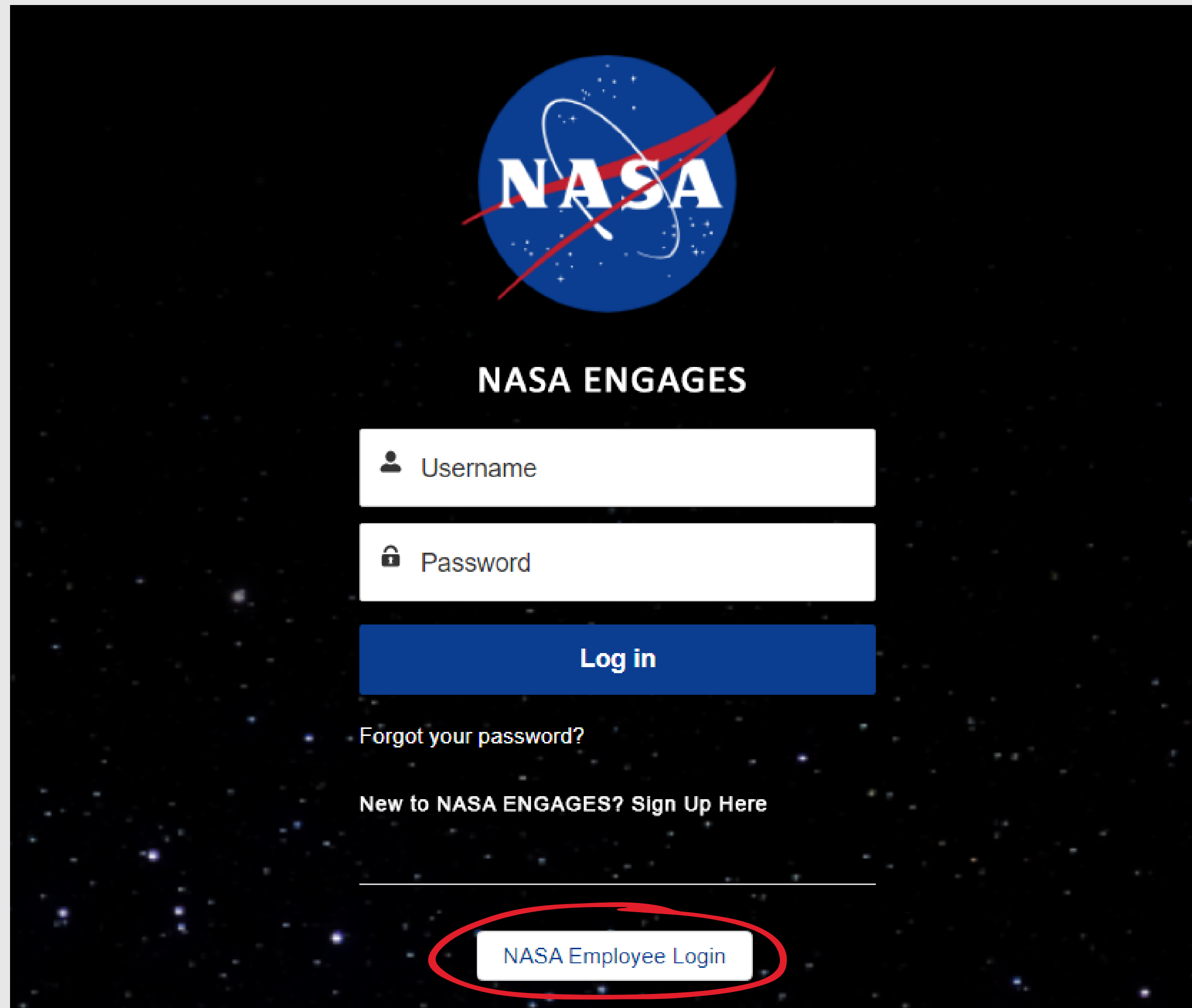
NASA employees will NOT create an account from this page. The **Create Account** function is only designated for external users.


The **Login** link in the upper menu and the button within the body of the page both link users to the same login screen. Internal users will use this link to login if they were not previously authenticated through another area of Gateway when they access this section of the tool.

Footer links match pre-approved links from nasa.gov standard footer. The **Terms and Conditions** link for ENGAGES is described on the [Create new request - Terms & Conditions](#) section of this document.

## SECTION 7.2 - B. LOGIN

Badged employees will be automatically provisioned in the system, so they simply need to click the **NASA Employee Login** button and the system will pass them through the system through the *Single Sign On* process.





### NASA ENGAGES

[Log in](#)

[Forgot your password?](#)

[New to NASA ENGAGES? Sign Up Here](#)

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[NASA Employee Login](#)



## SECTION 7.2 - C. HOME PAGE - INCOMPLETE PROFILE VIEW

This message will appear at the top of the home page for any authenticated NASA employee who has not activated their SME profile, as described in the [NASA Expert Profile](#) section of this document.

Active / Inactive users can Create New Requests for future events, as described in the [Initiate & Manage Requests](#) section of this document.

By default, the home page has the user's open requests displayed, but they can click the History tab to view their closed requests.

The Home Page contains a consolidated view of all recent chatter conversations that have occurred in all of the user's records. Each chatter notification contains a direct link to the request record that the chatter conversation is associated to.

Welcome [redacted]

**Our records indicate that you have not completed a profile or are not active within this system.**  
Before browsing opportunities, you must first complete a profile. By completing a profile, the system will be able to help identify opportunities that are a good match with your areas of expertise and identified preferences. You will only need to create this profile once, as it will be stored and applied to any future interaction with this system. You can update your profile at any time by clicking on your profile icon in the upper right corner of the system.

To be considered for opportunities submitted by others, create a SME profile.

[Submit Profile](#)

[Complete & Submit Profile](#)

### Create New Request

Create a new request for a NASA SME to attend and/or speak at you event!

[Launch](#)

### Self-Report Event

Request a workflow after an event has occurred

[Launch](#)

### My Requests

[My Open Requests](#) [History](#)

| Request Name                               | Status                      | Request Type                      | Start Date |
|--------------------------------------------|-----------------------------|-----------------------------------|------------|
| <a href="#">51505 Record Test</a>          | Draft Request               | Career Fair                       | 4/8/2023   |
| <a href="#">51505 Self Report Testing</a>  | Matching Initiated          | Conference/Summit                 | 4/8/2023   |
| <a href="#">51505 Self Reporting Test</a>  | Review Initiated            | Panel                             | 4/8/2023   |
| <a href="#">51787 Internal Record Test</a> | Confirmed                   | Educator Professional Development | 4/29/2023  |
| <a href="#">51787 Self Report Test</a>     | Draft Request               | Media/Press Interview             | 4/29/2023  |
| <a href="#">52027 Record Test</a>          | Matching Initiated          | Demonstration                     | 4/22/2023  |
| <a href="#">52027 Record Test</a>          | Review Initiated            | Ceremony (Commemorative, Awards)  | 4/22/2023  |
| <a href="#">52027 Self Report Test</a>     | Review Initiated            | Career Fair                       | 4/22/2023  |
| <a href="#">52027 Test Record</a>          | Review Initiated            | Ceremony (Commemorative, Awards)  | 4/15/2023  |
| <a href="#">Classroom Visit</a>            | Post Event Survey Initiated | Demonstration                     | 4/28/2023  |

[View All](#)

Sort by: [Most Recent Activity](#)

[52027 Test Record](#) [redacted] (NASA)  
12m ago

This is just a test of the chat function as an internal user

[Like](#) [Comment](#)

National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

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When the profile is inactive, the system provides users with multiple buttons/links to access their SME profile page. They all lead to the same profile page.

Active / Inactive users can Self-Report Events that have already occurred, as described in the [Self-Report Events](#) section of this document.

## SECTION 7.2 - D. HOME PAGE - COMPLETED PROFILE VIEW

Once the profile is activated, the message that appeared at the top of the home page is no longer displayed. Once active, the **My Upcoming Events** and **Browse Engagement Openings** sections appear.

This section of the home page is displayed regardless if the user's profile is active or inactive.

**Home** My Requests My Events Browse Engagement Openings

Welcome [Redacted]

**My Upcoming Events** My Applications Bookmarks My Events History

**MY UPCOMING EVENTS**  
**MY UPCOMING NASA ENGAGES EVENTS**

| Request                           | Request Type                                         | Location                                                           | Start Date and Time |
|-----------------------------------|------------------------------------------------------|--------------------------------------------------------------------|---------------------|
| 52027 Test Record                 | Conference/Summit                                    | San Antonio, Texas                                                 | 4/29/2023, 12:00 AM |
| F1 Infinity -- The New Space Race | Panel/Media/Press Interview                          | London, United Kingdom of Great Britain and Northern Ireland (the) | 4/14/2023, 7:45 PM  |
| Liberty Flight Demo               | Demonstration,Event Support (Airshow, Community Day) | Kent, Ohio                                                         | 7/16/2023, 12:00 PM |

[View All](#)

**Browse Engagement Openings**  
**Browse Engagement Openings** Suggested Engagement Openings

| Short Title                                | Start Date & Time | End Date & Time   | Request Type                                                                   |
|--------------------------------------------|-------------------|-------------------|--------------------------------------------------------------------------------|
| Test ELS / PES Engagement Opening          | 3/3/2023 9:00 AM  | 3/1/2024 11:30 AM | Demonstration                                                                  |
| Full Match for SME Test Engagement Opening | 3/3/2023 9:30 AM  | 3/1/2024 11:30 AM | Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission) |
| Test International                         | 3/3/2023 12:00 AM | 3/1/2024 12:30 AM | Ceremony (Commemorative, Awards)                                               |
| PRA Walkthrough EO                         | 3/3/2023 8:30 AM  | 3/1/2024 10:30 AM | Ceremony (Commemorative, Awards)                                               |
| 52085 Test Role 1                          | 3/3/2023 12:00 AM | 3/1/2024 1:00 AM  | Career Fair                                                                    |
| Calculate Match Score Engagement Opening   | 3/3/2023 9:30 AM  | 3/1/2024 11:30 AM | Demonstration                                                                  |

**Create New Request**  
 Create a new request for a NASA SME to attend and/or speak at you event!  
[Launch](#)

**Self-Report Event**  
 Request a workflow after an event has occurred  
[Launch](#)

**My Requests**  
**My Open Requests** History

**MY OPEN REQUESTS**

| Request Name               | Status                      | Request Type                      | Start Date |
|----------------------------|-----------------------------|-----------------------------------|------------|
| 51505 Record Test          | Draft Request               | Career Fair                       | 4/8/2023   |
| 51505 Self Report Testing  | Matching Initiated          | Conference/Summit                 | 4/8/2023   |
| 51505 Self Reporting Test  | Review Initiated            | Panel                             | 4/8/2023   |
| 51787 Internal Record Test | Confirmed                   | Educator Professional Development | 4/29/2023  |
| 51787 Self Report Test     | Draft Request               | Media/Press Interview             | 4/29/2023  |
| 52027 Record Test          | Matching Initiated          | Demonstration                     | 4/22/2023  |
| 52027 Record Test          | Review Initiated            | Ceremony (Commemorative, Awards)  | 4/22/2023  |
| 52027 Self Report Test     | Review Initiated            | Career Fair                       | 4/22/2023  |
| 52027 Test Record          | Review Initiated            | Ceremony (Commemorative, Awards)  | 4/15/2023  |
| Classroom Visit            | Post Event Survey Initiated | Demonstration                     | 4/28/2023  |

[View All](#)

Sort by:  
 Most Recent Activity

Search this feed...

52027 Test Record (NASA)  
 Just now  
 This is just a test of the chat function as an internal user  
[Like](#) [Comment](#)

NASA National Aeronautics and Space Administration  
 NASA Official: Douglas Goforth  
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Once the profile is activated, the internal users will only be able to access their SME profile page from the profile icon image in the upper menu.

## SECTION 7.2 - E. HOME PAGE - MY UPCOMING EVENTS

The **My Upcoming Events** section of the home page is intended to display all events where the internal user has been assigned as a NASA Expert on a request record. The default view will display up to 5 events with the ability to expand the list to view more.

The **My Events** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.

**MY UPCOMING EVENTS**

**MY UPCOMING NASA ENGAGES EVENTS**

| Request                                             | Request Type                                         | Location                                                           | Start Date and Time |
|-----------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|---------------------|
| <a href="#">International Event 1</a>               | Career Fair                                          | Cairo, Egypt                                                       | 4/20/2023, 12:00 AM |
| <a href="#">NASA in Napa: Space Wine Convention</a> | Career Fair                                          | Napa, California                                                   | 4/16/2023, 12:00 AM |
| <a href="#">Allie 52085 Test 1</a>                  | Career Fair                                          | Kabal, Afghanistan                                                 | 5/1/2023, 12:00 AM  |
| <a href="#">F1 Infinity -- The New Space Race</a>   | Ceremony (Commemorative, Awards)                     | London, United Kingdom of Great Britain and Northern Ireland (the) | 5/31/2023, 12:00 AM |
| <a href="#">Liberty Flight Demo</a>                 | Demonstration;Event Support (Airshow, Community Day) | Kent, Ohio                                                         | 7/16/2023, 12:00 PM |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

Applications  
My Upcoming NASA Engages Events

5 items • Sorted by Request • Filtered by My applications - Days Until Event Start Date • Updated a few seconds ago

| Request ↑                            | Request Type | Location           | Start Date and Time | End Date and Time | Time Zone          | Topic |
|--------------------------------------|--------------|--------------------|---------------------|-------------------|--------------------|-------|
| 1 <a href="#">Allie 52085 Test 1</a> | Career Fair  | Kabal, Afghanistan | 5/1/2023, 12:00 AM  | 5/1/2023, 1:00 AM | Central Standard T |       |

[Printable View](#)



## SECTION 7.2 - F. HOME PAGE - MY APPLICATIONS

The **My Applications** section of the home page is intended to display all applications where the internal user has applied to be a NASA Expert on a request record. The default view will display up to 5 applications with the ability to expand the list to view more.

The **My Events** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.

Home My Requests **My Events** Browse Engagement Openings

Welcome [REDACTED]

My Upcoming Events **My Applications** Bookmarks My Events History

### MY APPLICATIONS

#### MY NASA ENGAGES APPLICATIONS

| Application Name            | Application Status | Engagement Opening                                     | Application Date   |
|-----------------------------|--------------------|--------------------------------------------------------|--------------------|
| <a href="#">APP-1056184</a> | Withdrawn          | <a href="#">Astronaut</a>                              | 3/19/2023, 8:03 PM |
| <a href="#">APP-1056185</a> | Declined Offer     | <a href="#">NASA in Napa: Space Agriculture Expert</a> | 3/19/2023, 8:00 PM |
| <a href="#">APP-1056227</a> | Pending Offer      | <a href="#">Post Event 2</a>                           | 3/15/2023, 4:53 PM |
| <a href="#">APP-1056255</a> | Accepted Offer     | <a href="#">Space Car Engineer</a>                     | 3/16/2023, 7:00 PM |
| <a href="#">APP-1056256</a> | Withdrawn          | <a href="#">Test ELS / PES Engagement Opening</a>      | 3/5/2023, 7:00 PM  |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

Home My Requests My Events Browse Engagement Openings

Applications My NASA Engages Applications [Printable View](#)

14 items • Sorted by Application Name • Filtered by My applications • Updated a few seconds ago

Search this list...

|   | Application Name ↑          | Application Status | Engagement Opening                               | Application Date  |
|---|-----------------------------|--------------------|--------------------------------------------------|-------------------|
| 1 | <a href="#">APP-1056199</a> | Accepted Offer     | <a href="#">NASA Presenter for Demonstration</a> | 3/5/2023, 7:00 PM |



## SECTION 7.2 - G. HOME PAGE - BOOKMARKS

The **Bookmarks** section of the home page is intended to display all requests records that have been bookmarked by the current user. The default view will display up to 5 event records with the ability to expand the list to view more.

The **My Events** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.

The screenshot shows the NASA home page navigation bar with the following items: Home, My Requests, My Events (circled in red), and Browse Engagement Openings. Below the navigation bar, a 'Welcome' message is displayed. Underneath, there are tabs for 'My Upcoming Events', 'My Applications', 'Bookmarks' (selected), and 'My Events History'. The 'Bookmarks' section is titled 'BOOKMARKS MY BOOKMARKS' and contains a table with the following data:

| Engagement Opening                                       | Request Type                                         | Location                                                           | Start Date and Time |
|----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|---------------------|
| <a href="#">Astronaut</a>                                | Demonstration;Event Support (Airshow, Community Day) | Kent, Ohio                                                         | 7/16/2023, 12:00 PM |
| <a href="#">Calculate Match Score Engagement Opening</a> | Demonstration                                        | Kent, Ohio                                                         | 3/31/2023, 9:30 AM  |
| <a href="#">Space Car Engineer</a>                       | Panel;Media/Press Interview                          | London, United Kingdom of Great Britain and Northern Ireland (the) | 4/14/2023, 7:45 PM  |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

The expanded view shows a detailed table with the following columns: Engagement Opening, Request Type, Location, Start Date and Time, End Date and Time, Time Zone, and Topic. The table contains one row of data:

| Engagement Opening | Request Type                              | Location   | Start Date and Time | End Date and Time  | Time Zone       | Topic |
|--------------------|-------------------------------------------|------------|---------------------|--------------------|-----------------|-------|
| 1 Astronaut        | Demonstration;Event Support (Airshow, ... | Kent, Ohio | 7/16/2023, 12:00 PM | 7/16/2023, 1:00 PM | Eastern Stan... |       |

Additional features in this view include a search bar, a 'Printable View' button, and various table controls like sorting and filtering.

## SECTION 7.2 - H. HOME PAGE - MY EVENTS HISTORY

The **My Events History** section of the home page displays past events that I served as a NASA Expert for, but which have now been closed or withdrawn. The default view will display up to 5 event records with the ability to expand the list to view more.

The **My Events** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.

Home My Requests **My Events** Browse Engagement Openings

Welcome [Redacted]

My Upcoming Events My Applications Bookmarks **My Events History**

### MY EVENTS HISTORY

#### MY NASA ENGAGES EVENT HISTORY

| Request                                                        | Request Type                                                                   | Location                                                           | Start Date and Time |
|----------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------|
| <a href="#">Space Car Engineer</a>                             | Career Fair                                                                    | Lisbon, Portugal                                                   | 3/16/2023, 12:00 AM |
| <a href="#">Test ELS / PES Engagement</a>                      | Demonstration                                                                  | Kent, Ohio                                                         | 3/31/2023, 9:30 AM  |
| <a href="#">PRA Walkthrough EO</a>                             | Panel;Media/Press Interview                                                    | London, United Kingdom of Great Britain and Northern Ireland (the) | 4/14/2023, 7:45 PM  |
| <a href="#">Full Match for SME Test</a>                        | Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission) | Kent, Ohio                                                         | 4/1/2023, 9:30 AM   |
| <a href="#">Astro-Photography: The Future of Space Imaging</a> | Keynote Speaker                                                                | Napa, California                                                   | 4/10/2023, 1:00 PM  |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

Home My Requests My Events Browse Engagement Openings

Applications My NASA Engages Event History [Printable View](#)

9 items • Sorted by Request • Filtered by My applications - Days Until Event Start Date • Updated a few seconds ago

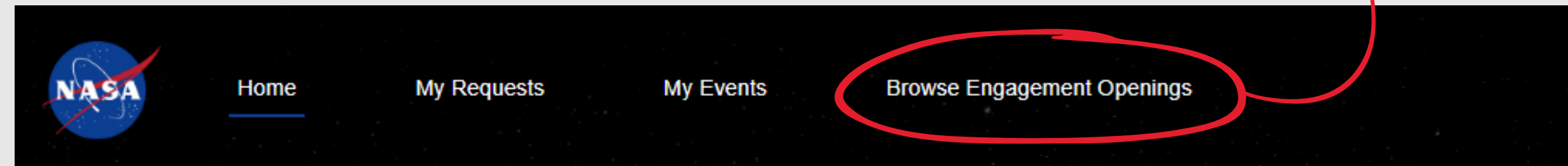
Search this list...

| Request ↑         | Request Type | Location       | Start Date and...   | End Date and ...   | Time Zone            | Topic |
|-------------------|--------------|----------------|---------------------|--------------------|----------------------|-------|
| 51875 Record Test | Career Fair  | Quito, Ecuador | 4/16/2023, 12:00 AM | 4/16/2023, 1:00 AM | Central Standard Tim |       |


## SECTION 7.2 - I. HOME PAGE - BROWSE ENGAGEMENT OPENINGS


The **Browse Engagement Openings** section of the home page displays active Openings that internal users can apply to as an active NASA Expert. The default view will display up to 10 openings with the ability to expand the list to view more.

The **Browse Engagement Openings** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see all active openings with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.



The system will automatically compare the event details submitted by the requester to the profile data managed by the internal users within their SME profile page and will calculate match percentages based on a pre-determined formula on the back end to surface full and partial matches at the top of the openings list.

 Full matches are represented with double green arrows






 Partial matches are represented with a single turquoise arrow

There is no visual representation for openings with no matching data

If users hover their mouse over the icon, the system displays a text description of what the visual icon represents.

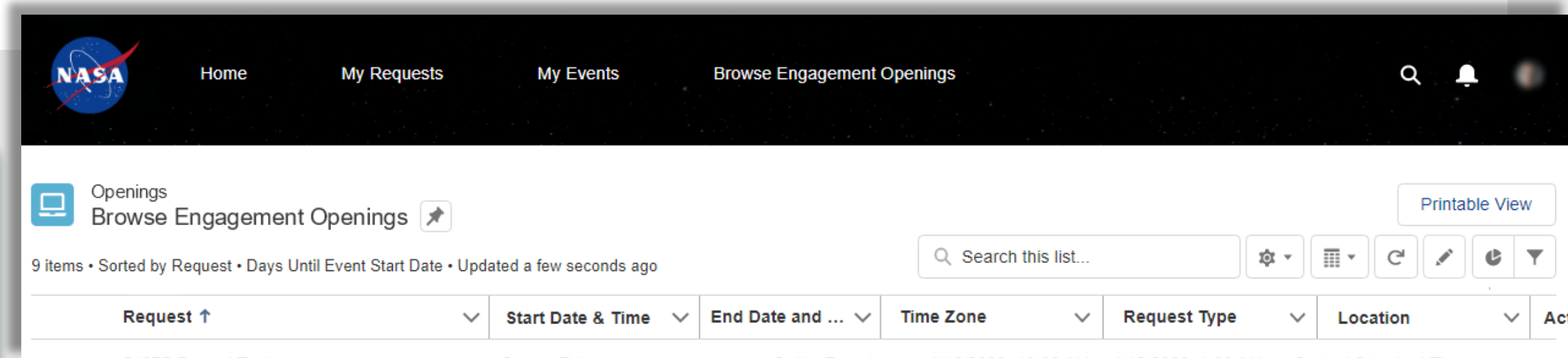
### Browse Engagement Openings

**Browse Engagement Openings** Suggested Engagement Openings

| Short Title                                                                                                                    | Start Date & Time | End Date & Time   | Request Type                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|--------------------------------------------------------------------------------|
|  Test ELS / PES Engagement Opening          | 3/3/2023 9:00 AM  | 3/1/2024 11:30 AM | Demonstration                                                                  |
|  Full Match for SME Test Engagement Opening | 3/3/2023 9:30 AM  | 3/1/2024 11:30 AM | Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission) |
|  Space Car Engineer                         | 3/3/2023 7:45 PM  | 3/1/2024 11:00 PM | Panel;Media/Press Interview                                                    |
|  Test International                         | 3/3/2023 12:00 AM | 3/1/2024 12:30 AM | Ceremony (Commemorative, Awards)                                               |
|  SME Role                                   | 3/3/2023 12:00 AM | 3/1/2024 1:00 AM  | Career Fair                                                                    |
| PRA Walkthrough EO                                                                                                             | 3/3/2023 8:30 AM  | 3/1/2024 10:30 AM | Ceremony (Commemorative, Awards)                                               |
| 52085 Test Role 1                                                                                                              | 3/3/2023 12:00 AM | 3/1/2024 1:00 AM  | Career Fair                                                                    |
| NASA in Napa: Space Agriculture Expert                                                                                         | 3/3/2023 1:00 PM  | 3/1/2024 2:00 PM  | Keynote Speaker                                                                |
| Mobile Experience Engagement Opening                                                                                           | 3/3/2023 8:00 AM  | 3/1/2024 9:00 AM  | Demonstration                                                                  |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

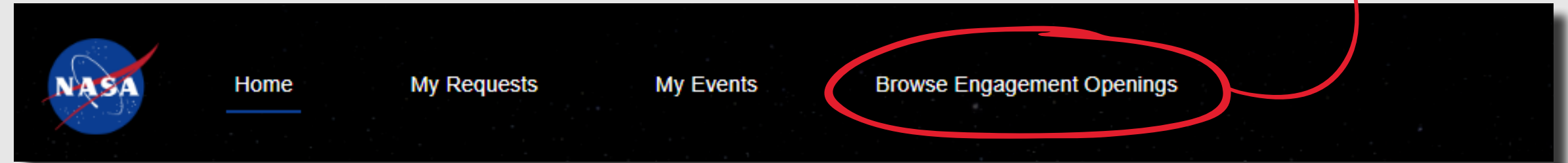





## SECTION 7.2 - J. HOME PAGE - SUGGESTED ENGAGEMENT OPENINGS


The **Suggested Engagement Openings** section of the home page displays active Openings that the current user has been recommended for through the [Suggest a Colleague](#) process in the system. The default view will display up to 10 openings with the ability to expand the list to view more.

The **Browse Engagement Openings** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see all active openings with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.



The system will automatically compare the event details submitted by the requester to the profile data managed by the internal users within their SME profile page and will calculate match percentages based on a pre-determined formula on the back end to surface full and partial matches at the top of the openings list.

 Full matches are represented with double green arrows


 Partial matches are represented with a single turquoise arrow

There is no visual representation for openings with no matching data

If users hover their mouse over the icon, the system displays a text description of what the visual icon represents.

**Browse Engagement Openings**

Browse Engagement Openings [Suggested Engagement Openings](#)

| Short Title                                                                                                                    | Suggested By | Suggestion Type        | Suggested Date |
|--------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|----------------|
|  Full Match for SME Test Engagement Opening | [Redacted]   | Suggested by Colleague | 4/16/2023      |
|  Test International                         | [Redacted]   | Suggested by Colleague | 4/16/2023      |
|  NASA in Napa: Space Agriculture Expert     | [Redacted]   | Suggested by Colleague | 3/3/2023       |
| NASA Presenter for Demonstration                                                                                               | [Redacted]   | Suggested by Colleague | 3/1/2024       |

[View All](#)

Expanded view also provides more columns and the ability to print the list view

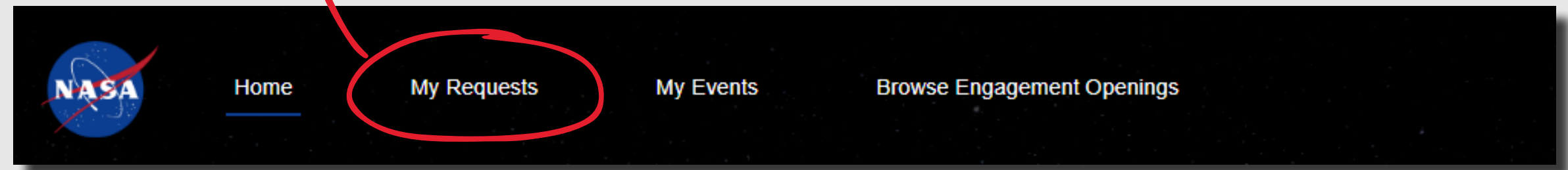
A screenshot of the expanded 'Browse Engagement Openings' view. The top navigation menu shows 'Home', 'My Requests', 'My Events', and 'Browse Engagement Openings'. Below the menu, there is a search bar and a 'Printable View' button. The main content area shows a table with columns: Request, Start Date & Time, End Date and Time, Time Zone, Request Type, and Location. The table contains one row of data: '51975 Record Test', 'Career Fair', 'Quito, Ecuador', '4/16/2023 12:00 AM', '4/16/2023 1:00 AM', 'Central Standard Tim'.



## SECTION 7.2 - K. HOME PAGE - MY OPEN REQUESTS

The **My Requests** section of the home page displays all open Requests and Self-Reported Events that the user has created. The default view will display up to 5 request records with the ability to expand the list to view more.

The **My Requests** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.



### My Requests

[My Open Requests](#) [History](#)

#### MY OPEN REQUESTS

| Request Name                                                   | Status             | Request Type                     | Start Date |
|----------------------------------------------------------------|--------------------|----------------------------------|------------|
| <a href="#">International Event</a>                            | Draft Request      | Demonstration                    | 5/31/2023  |
| <a href="#">International Event 1</a>                          | Confirmed          | Ceremony (Commemorative, Awards) | 5/31/2023  |
| <a href="#">Classroom Visit</a>                                | Draft Request      | Keynote Speaker                  | 5/19/2023  |
| <a href="#">Noah Test 4/14</a>                                 | Matching Initiated | Career Fair                      | 5/6/2023   |
| <a href="#">College Recruitment Event</a>                      | Draft Request      | Career Fair                      | 5/5/2023   |
| <a href="#">Internal PRA Test1</a>                             | Draft Request      | Panel                            | 5/4/2023   |
| <a href="#">Allie 51787 Internal Test 1</a>                    | Request Submitted  | Panel;Media/Press Interview      | 5/1/2023   |
| <a href="#">Allie 51787 Test 7</a>                             | Request Closed     | Career Fair                      | 5/1/2023   |
| <a href="#">Allie 52085 Test 1</a>                             | Matching Initiated |                                  |            |
| <a href="#">Astro-Photography: The Future of Space Imaging</a> | Request Submitted  |                                  |            |

[View All](#)

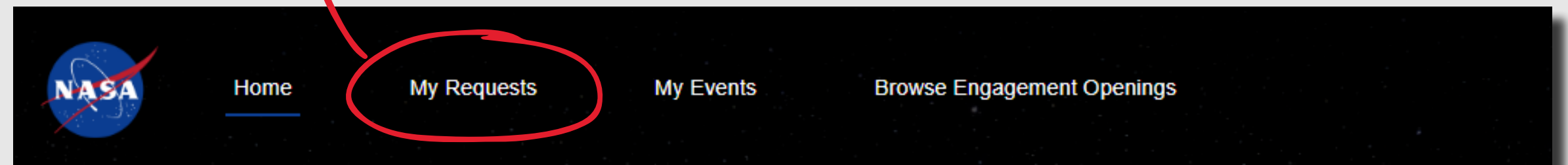
Expanded view also provides more columns and the ability to create a new request directly from this view

| Request Name                           | Status            | Request Type                     | St...     | Start T...  | End...    | End Ti...   | Location                            | Format           |
|----------------------------------------|-------------------|----------------------------------|-----------|-------------|-----------|-------------|-------------------------------------|------------------|
| 1 Summit of the Americas   Space In... | Request Closed    | STEM Activity Mentor/Advisor     | 6/30/2023 | 12:00:00 AM | 5/31/2023 | 12:30:00 AM | London, United Kingdom of Great ... | Virtual          |
| 2 International Event 1                | Confirmed         | Ceremony (Commemorative, Awar... | 5/31/2023 | 7:30:00 AM  | 5/31/2023 | 2:30:00 PM  | Washington                          | In-person        |
| 3 Test In Person                       | Request Submitted | Career Fair                      | 5/31/2023 | 12:30:00 AM |           | 1:00:00 AM  | Washington                          | In-person / Virt |

## SECTION 7.2 - L. HOME PAGE - HISTORY

The **History** section of the home page displays all closed and withdrawn Requests and Self-Reported Events that were created by the user, but are no longer active. The default view will display up to 5 request records with the ability to expand the list to view more.

The **My Requests** link in the upper menu displays the same records as the home page with matching tabs. However, when accessed from the menu, users see their complete list of records with no display limitations and additional columns are included for more visibility of the records' metadata at a glance.



### My Requests

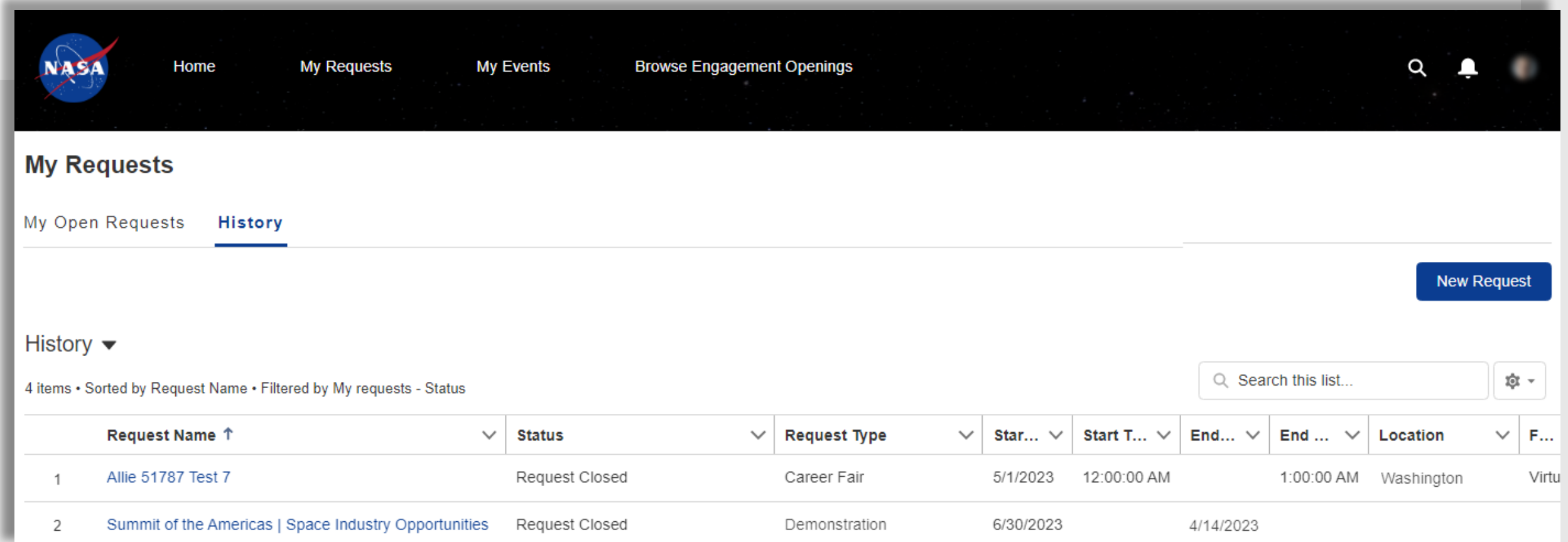
My Open Requests **History**

#### HISTORY

| Request Name                                           | Status         | Request Type                     | Start Date |
|--------------------------------------------------------|----------------|----------------------------------|------------|
| <a href="#">Allie 51787 Test 7</a>                     | Request Closed | Career Fair                      | 5/1/2023   |
| <a href="#">Test post event survey for self report</a> | Request Closed | Ceremony (Commemorative, Awards) | 4/1/2023   |

[View All](#)

Expanded view also provides more columns and the ability to create a new request directly from this view



# SECTION 7

## NASA ENGAGES - INTERNAL USER EXPERIENCE

### 3. INITIATE & MANAGE REQUESTS

|                                                                                                                  |     |
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## SECTION 7.3 - A. CREATE NEW REQUEST - INITIATE NEW REQUEST

Users must first identify a name for the event, which will serve as the link for the request record. Required fields throughout the workflow are identified with a red asterisk (\*).

### Create New Request


**\* Location**

US & US Territories  
 International

**\* Event Name** ⓘ

Internal Request for PRA Screenshots

**\* Event Date**

May 2, 2023 

Please allow as much lead-time as possible prior to your event, preferably 7+ weeks for US requests and 12+ weeks for International requests.

Brief title or name of the event description that will serve as the name for this record.

ⓘ \* Event Name

Help text is provided to help guide users on what to enter



## SECTION 7.3 - B. MY REQUEST TAB - CONTACT INFORMATION

Tabs at the top of the record contain various information. **My Request** is the default tab, and contains the main request details. All other tabs are populated as the user moves throughout the workflow.

Because internal users will be provisioned through an internal system, the **Contact Information** page will auto-populate the internal user's information directly from their profile even if they have not fully activated their NASA Expert profile page. Users may access their profile to update any inaccurate information and then return here to see the updated information populate within this section of the record automatically.

When the **My Request** tab is selected, users have the ability to optionally skip around to the different sections of the workflow by clicking the appropriate step in the side bar, in addition to moving through the flow in addition to the linear path that's followed by clicking the **Continue** button.

If internal users would like to associate the request to an existing engagement record within Gateway, they will select the checkbox, which will populate a new **Engagement** lookup field.

Here, they can search within the database of Gateway engagement records by keyword(s). Once the appropriate record is selected, the system will auto-populate the name of the Engagement Manager who is named in the record for informational purposes.

Request  
Internal Request for PRA Screenshots

Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Survey... Post-Event Survey... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓

Event Information ⚠

NASA Expert Information ⚠

Admin Information ⚠

Verify Information ⚠

Contact Information  
Requester Details

\*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

First Name

Last Name

Email

Home Phone Mobile

NASA Mission/Mission Support Directorate(s)  
NASA Mission/Mission Support Directorate(s)  
Office of STEM Engagement

Is the request associated with an Office of STEM Engagement activity?

Engagement  
Test Engagement

Engagement Manager

Cancel Save as Draft Continue

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

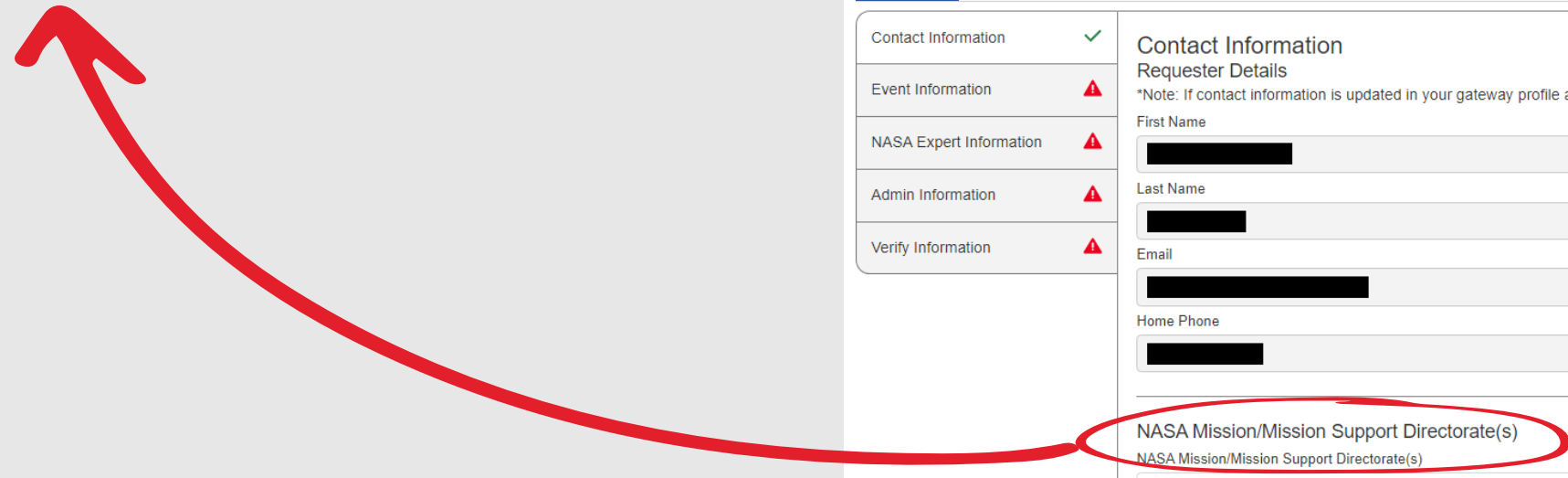
No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

Users may choose to close with no changes by clicking **Cancel**, they may save their changes by clicking the **Save as Draft** button, or they may continue to the next step in the workflow by clicking **Continue**. These buttons are consistently available throughout the workflow.

# SECTION 7.3 - B.1. CONTACT INFORMATION - MISSION DIRECTORATE PICKLIST VALUES

- NASA Mission/Mission Support Directorate(s)
- NASA Mission/Mission Support Directorate(s)
- None--
- ✓ --None--
  - Office of the Administrator
  - Office of Chief Health & Medical Officer
  - NASA Office of JPL Management & Oversight
  - Office of Technology, Policy & Strategy
  - Office of the Chief Scientist
  - Exploration Systems Development Mission Directorate
  - Space Operations Mission Directorate
  - Science Mission Directorate
  - Aeronautics Research Mission Directorate
  - Office of Safety & Mission Assurance
  - Office of the Chief Engineer
  - Space Technology Mission Directorate
  - Office of STEM Engagement
  - Office of the Chief Financial Officer
  - Office of the Chief Information Officer
  - Office of Strategic Infrastructure
  - Office of the Chief Human Capital Officer
  - Office of Procurement
  - Office of Protective Services
  - Office of the General Counsel
  - Office of Communications
  - Office of International & Interagency Relations
  - Office of Legislative & Intergovernmental Affairs
  - Office of Diversity & Equal Opportunity
  - Office of Small Business Programs

- Office of Small Business Programs
- Ames Research Center (ARC)
  - Armstrong Flight Research Center (AFRC)
  - Glenn Research Center (GRC)
  - Goddard Institute for Space Studies (GISS)
  - Goddard Space Flight Center (GSFC)
  - Headquarters (HQ)
  - Independent Verification and Validation Facility (IVV)
  - Jet Propulsion Laboratory (JPL)
  - Johnson Space Center (JSC)
  - Kennedy Space Center (KSC)
  - Langley Research Center (LRC)
  - Marshall Space Flight Center (MSFC)
  - Michoud Assembly Facility (MAF)
  - NASA Shared Services Center (NSSC)
  - Stennis Space Center (SSC)
  - Wallops Flight Facility (WFF)
  - White Sands Test Facility (WSC)
  - White Sands Test Facility (WSTF)



NASA Mission/Mission Support Directorate(s)

Request Internal Request for PRA Screenshots

Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Survey... Post-Event Survey... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓

Event Information ▲

NASA Expert Information ▲

Admin Information ▲

Verify Information ▲

Contact Information

Requester Details

\*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

First Name

Last Name

Email

Home Phone Mobile

NASA Mission/Mission Support Directorate(s)

NASA Mission/Mission Support Directorate(s)

Office of STEM Engagement

Is the request associated with an Office of STEM Engagement activity?

Engagement

Test Engagement

Engagement Manager

Cancel Save as Draft Continue

NASA National Aeronautics and Space Administration NASA Official: Douglas Goforth No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

## SECTION 7.3 - C. MY REQUEST TAB - EVENT INFORMATION

The **Event Information** page collects the specific details about the event itself, including the type of event and expected audience, as well as when and where the event will take place.

If *Other* is selected within the **Request Type** field, a new **Other Type** field is populated, where users will be required to describe the unlisted type.

The **Event/Activity Name** field is auto-populated based on what was entered on the [Create a New Request](#) step.

The **Start Date** field is auto-populated based on what was entered on the [Create a New Request](#) step. When the **This is a multi-day event** checkbox is selected, a new set of fields called **End Date** and **Event Schedule** are then added, which the user will be required to complete.

Internal users will indicate if the event being requested is an **Employee Resource Group (ERG)** event.

Request  
Internal Request for PRA Screenshots Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Survey... Post-Event Survey... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓  
Event Information ⚠  
NASA Expert Information ⚠  
Admin Information ⚠  
Verify Information ⚠

### Event Information

\* Request Type  
Available  
Career Fair  
Ceremony (Commemorative, Awards)  
Classroom Activity  
Conference/Summit  
Other Type  
Outdoor Experiment

Chosen  
Panel  
Keynote Speaker  
Other

\* Event/Activity Name  
Internal Request for PRA Screenshots

\* Number of Attendees (est.)  
5,500

Audience Type  
Available  
Educators/Professors  
Students: K-2  
Students: 3-5  
Students: 6-8

Chosen  
Policy Makers  
Media  
Aerospace Business/Industry/Organization  
Non-Aerospace Business/Industry/Organizations

Event/Activity Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.

This is a multi-day event

\* Start Date  
May 2, 2023

\* Start Time  
8:30 AM

\* End Date  
May 3, 2023

\* End Time  
5:00 PM

\* Time Zone  
Central Standard Time (CST); UTC -6

\* Event Schedule  
Tuesday (5/2):  
- 08:30am - 09:45am Breakfast  
10:00am - 10:15am Introduction & Meeting announcements

Will the event be held virtually, in-person, or both?  
Virtual

\* Country  
--None--

\* City

Zip Code

\* Platform  
Office 356 Teams

This is an Employee Resource Group Event

Cancel Save as Draft Continue



# SECTION 7.3 - C.1. EVENT INFORMATION - PICKLIST VALUES & HELP TEXT

Circled items only appear on Internal user's view of the request record, and match the picklist values for the matching fields on the Expert profile page.

- \* Request Type**  
Available
- Career Fair
  - Ceremony (Commemorative, Awards)
  - Classroom Activity
  - Competition or Challenge Judge
  - Conference/Summit
  - Demonstration
  - Educator Professional Development
  - Event support (airshow, community day)
  - Keynote Speaker
  - Media/Press Interview
  - Panel
  - Pre-Recorded Message
  - Product Review - Technical Input or Feedback on OSTEM Outputs
  - Remarks/Q&A
  - Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)
  - STEM Activity Mentor/Advisor**
  - Technical Review - Proposed Review or Review Panel Participation
  - Other

Request  
Internal Request for PRA Screenshots

Withdraw

Draft Request | Request Submitted | Review Initiated | Matching Initiated | Confirmed | Match Found | Post Event Survey... | Post-Event Survey... | Request Closed

My Request | NASA Expert Information | Resources | Chat | Event Logistics Form | Post-Event Survey

Contact Information ✓

Event Information ⚠ **\* Request Type**

NASA Expert Information ⚠

Admin Information ⚠

Verify Information ⚠

**\* Request Type**  
Available

- Career Fair
- Ceremony (Commemorative, Awards)
- Classroom Activity
- Conference/Summit

Chosen

- Panel
- Keynote Speaker
- Other

**\* Other Type**  
Outdoor Experiment

**\* Event/Activity Name**  
Internal Request for PRA Screenshots

**\* Number of Attendees (est.)**  
5,500

**\* Audience Type**

Available

- Educators/Professors
- Students: K-2
- Students: 3-5
- Students: 6-8

Chosen

- Policy Makers
- Media
- Aerospace Business/Industry/Organization
- Non-Aerospace Business/Industry/Organizations

Event/Activity Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.

This is a multi-day event

**\* Start Date**  
May 2, 2023

**\* Start Time**  
8:30 AM

**\* End Date**  
May 3, 2023

**\* End Time**  
5:00 PM

**\* Time Zone**  
Central Standard Time (CST); UTC -6

**\* Event Schedule**  
Tuesday (5/2):  
- 08:30am - 09:45am Breakfast

**\* Will the event be held virtually, in-person, or both?**

Virtual

**\* Country**  
--None--

**\* City**

Zip Code

**\* Platform**  
Office 356 Teams

This is an Employee Resource Group Event

Cancel | Save as Draft | Continue

- \* Audience Type**  
Available
- Educators/Professors
  - Students: K-2
  - Students: 3-5
  - Students: 6-8
  - Students: 9-12
  - Higher Education
  - Informal Education: K-2
  - Informal Education: 3-5
  - Informal Education: 6-8
  - Informal Education: 9-12
  - Informal Education: All ages
  - Internal Audience**
  - Media
  - Policy Makers
  - General Public
  - Non-Aerospace Business/Industry/Organizations
  - Aerospace Business/Industry/Organization

In-Person events will be held on location; Virtual events will be held over a video teleconference tool; 'Virtual and In-Person' events will be on location with participants being able to join over a video teleconference tool.

- \* Will the event be held virtually, in-person, or both?**
- In-Person
  - Virtual
  - Virtual and In-Person

- Office 356 Teams
- Cisco Webex
- CenturyLink Instant Meeting
- Vidyo
- VITS
- Zoom Webinar (public-facing)



## SECTION 7.3 - C.2. EVENT INFORMATION - VIRTUAL VS. IN-PERSON CONDITIONAL FIELDS

IF *Virtual* or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field, a new field that asks users if they would accept a virtual NASA expert if one cannot be arranged for in-person is required to be completed.

IF *In-Person* or *Virtual and In-Person* is selected, a new required field that asks users if the event will take place at a NASA center/facility will be added.

IF *Virtual*, *In-Person*, or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field and the event will NOT take place at a NASA facility, internal users are required to enter the location of the offsite event.

*Country*, *City*, and *Zip Code* are populated for all options. IF *United States* is selected from the **Country** field, a new required field for *Street Address* is also added and the requirement for zip code is enforced.

IF *In-Person* or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field and the event *will* take place at a NASA center/facility, internal users are required to select the appropriate NASA Center account.

They may choose from a list of existing facility accounts, but if they choose *Other* from the **Facility** field, they will then be required to enter a **Building** and **Room#**.

IF *Virtual* or *Virtual and In-Person* is selected from the **Will the event be held virtually, in-person, or both** field, a new **Event Platform** field is added, which is required to be completed.

Will the event be held virtually, in-person, or both?  
In-person / Virtual  
 Would you accept a virtual NASA participant if an in-person appearance cannot be arranged?  
 Is the event at a NASA center/facility?

Will the event be held virtually, in-person, or both?  
In-person / Virtual  
 Would you accept a virtual NASA participant if an in-person appearance cannot be arranged?  
 Is the event at a NASA center/facility?  
\*Country  
United States of America (the)  
\*City  
Kent  
\*Street Address  
123 Street Name  
\*State  
Ohio  
\*Zip Code  
54321

Will the event be held virtually, in-person, or both?  
In-person / Virtual  
 Would you accept a virtual NASA participant if an in-person appearance cannot be arranged?  
 Will the event be recorded?  
 Is the event at a NASA center/facility?  
\*NASA Center  
Johnson Space Center  
Facility  
Other  
\*Building #  
110  
\*Room #  
123

Will the event be held virtually, in-person, or both?  
Virtual  
 Will the event be recorded?  
\*Country  
Italy  
\*City  
Rome  
Zip Code  
\*Platform  
Office 356 Teams

## SECTION 7.3 - D. MY REQUEST TAB - NASA EXPERT INFORMATION

Internal users may request multiple NASA Experts to be filled for different role categories, based on the event's specific needs. They can click the **Add New Role** button to walk through a form to request a new role. Once completed, the role request is added to the NASA Expert Information page.

Request  
Internal Request for PRA Screenshots Withdraw

**Draft Request** Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post Event Survey... Post-Event Survey... Request Closed

**My Request** NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓

Event Information ✓

NASA Expert Information ✓ **Add New Role**

Admin Information ⚠

Verify Information ⚠

### NASA Expert Information

Request NASA Expert Roles

| Role Title        | Number of NASA Experts | Topics                                                    | Areas of Expertise                                  |
|-------------------|------------------------|-----------------------------------------------------------|-----------------------------------------------------|
| Keynote Speaker   | 1                      | Engineering Design - Rocketry, Engineering Design - Sp... | Communications/Outreach, Education, Engineer - ...  |
| Rocketry Panelist | 3                      | Technology - Rocketry                                     | Engineer - Aerospace, Scientist - Planetary Science |

Cancel Save as Draft Continue

Users can choose to **Edit** or **Delete** each role entry that they add, but a minimum of one role per request is required.

Edit

Delete

## SECTION 7.3 - D.1. NASA EXPERT INFORMATION - ADD ROLE

A title created and used to describe how the NASA Expert will engage with your activity (i.e. judge, panelist, educator, speaker). NASA Expert Definition: A member of NASA's workforce that engages with a variety of audiences in NASA missions through sharing content, knowledge, and experiences.

**\* Role Title**

The Add Role form collects specific information about what type of NASA Expert is being requested for the event, how many experts are needed, and when the requested expert(s) would need to be available.

The system will automatically compare the information listed in this record to the profile information for NASA Experts, if the external user has specific requests, and will surface matches to the internal Coordinators who fulfill the role requests in the system. IF the user selects this checkbox, the **Requested Area of Expertise** and **Requested School Background** fields will disappear from the form.

### Requested NASA Expert Details

**\* Role Title**  
Rockets Panelist

**\* Number of NASA Experts requested in this Role**  
3

**\* Description**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat

**\* Topic**

Available: Aeronautics - Experimental aircraft, Aeronautics - Forces of flight, Art - Graphic Design, Art - Photography

Chosen: Technology - Rocketry

This tool will automatically search for NASA Experts that match your request. Check this box if there are no specific qualifications preferred.

**Requested Area of Expertise**

Available: Acquisition/Procurement, Business, Careers, Communications/Outreach

Chosen: Engineer - Aerospace, Scientist - Planetary Science

**Requested School Background**

Search Accounts...

**Add New** Click 'Add New' if your Institution/Organization does not appear when you search.

### Presenter Time & Date

**\* Start Date** May 2, 2023 **\* End Date** May 3, 2023

**\* Start Time** 10:00 AM **\* End Time** 4:30 PM

**\* Time Zone** Central Standard Time (CST); UTC -6

If necessary, would the requesting organization agree to pay for the NASA Expert(s) travel/registration expenses?

**Additional Comments**

If a NASA Expert has already been identified to support this event, please check the checkbox below. Check to see if they have a profile in the system by typing their name in the box below. If they do, select that profile.

have already reached an agreement with individuals to serve as NASA Experts

**Identified NASA Experts**

Search NASA Experts...

An affiliation or alumni from a particular school / institution associated with the NASA Expert(s) requested.

**Requested School Background**

### Create New Institution/Organization

**\* Institution/Organization Name**

**\* Address**

Country: United States

Street:

City:  State/Province: --None--

Postal Code:

\* New institutions/organizations are subject to review

Website:

Phone:

Users can select the **Add New** button if they cannot find their institution, which will provide the above write-in capability, where they are required to enter the name and address. The information is validated by a Data Steward after submission.

If internal users already have one or multiple employees to serve as NASA Experts, they may select this checkbox and search for their names in the database by keyword.

Users may choose to **Close** the form without saving or click **Add Role** to add the new role request to the main record.



## SECTION 7.3 - D.2. NASA EXPERT INFORMATION - ADD NEW ROLE - TOPIC PICKLIST VALUES

\* Topic  
Available

- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Art - Graphic Design
- Art - Photography

Users may choose from one or multiple topics from this list of picklist values

\* Topic  
Available

- Aeronautics - Advanced air mobility
- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Aeronautics - Future airspace
- Aeronautics - High-speed flight
- Aeronautics - Net-zero emissions
- Aeronautics - Sustainable aviation
- Art - Graphic Design
- Art - Photography
- Art - Video Design
- Careers - Internships
- Communications - Deep Space Network
- Communications - Public Relations
- Communications - Space Communication and Navigation

- Communications - Technical writing
- Computer Science - Avionics
- Computer Science - Cybersecurity
- Computer Science - Machine learning
- Computer Science - Navigation
- Computer Science - Software
- Earth Science - Environment
- Earth Science - Geography
- Earth Science - Geology
- Earth Science - Human interactions
- Earth Science - Planet Earth
- Earth Science - Weather and Climate
- Engineering Design - Human Factors
- Engineering Design - Life Support
- Engineering Design - Robotics
- Engineering Design - Rocketry
- Engineering Design - Spacecraft
- Engineering Design -Virtual Reality
- History/Anniversaries - Biographies
- History/Anniversaries - Flight
- History/Anniversaries - Historical overviews
- History/Anniversaries - Planetary exploration
- History/Anniversaries - Scientists and Inventors
- History/Anniversaries - Timelines
- Law -NASA Patents
- Law - Space Law
- Law - Space Policy
- Life Science - Animals and Plants
- Life Science - Biomedical
- Life Science - Health and Nutrition
- Life Science - Humans

- Life Science - Space Biology
- Living and Working in Earth Orbit - Commercial Crew
- Living and Working in Earth Orbit - Exercise Science
- Living and Working in Earth Orbit - ISS
- Living and Working on the Moon and Mars - Artemis Overview
- Living and Working on the Moon and Mars - Gateway
- Living and Working on the Moon and Mars - Habitat
- Living and Working on the Moon and Mars - Humans on Mars
- Living and Working on the Moon and Mars - Landing Systems
- Living and Working on the Moon and Mars - Orion
- Living and Working on the Moon and Mars - Recovery
- Living and Working on the Moon and Mars - Space Launch System
- Living and Working on the Moon and Mars - Space Suits
- Mathematics - Algebra
- Mathematics - Calculus
- Mathematics - Fractions and Decimals
- Mathematics - Geometry
- Mathematics - Measurements and Data Analysis
- Mathematics - Numbers and Operations
- Mathematics - Probability and Statistics
- Mathematics - Trigonometry
- Motivational/Inspirational - Diversity and Inclusion
- Motivational/Inspirational - Leadership
- Motivational/Inspirational - My NASA Journey
- Motivational/Inspirational - Team Building
- Overview (NASA) - Current NASA Missions (high level)
- Physical Science - Chemistry
- Physical Science - Energy
- Physical Science - Flight and Aeronautics
- Physical Science - Forces and Motion
- Physical Science - Gravity

- Physical Science - Matter and it's properties
- Physical Science - Microgravity
- Physical Science - Optics
- Physical Science - Orbits
- Physical Science - Physics
- Physical Science - Waves
- Space Science - Astrobiology
- Space Science - Astromaterials
- Space Science - Astronomy
- Space Science - Exoplanets
- Space Science - Missions to Planets and Moons
- Space Science - Planetary Geology
- Space Science - Robotic Explorers
- Space Science - Solar System and Planets
- Space Science - Solar System and Stars
- Space Science - Space Radiation
- Space Science - Sun
- Space Science - Telescopes
- Space Science - Universe
- Technology - Advanced Manufacturing
- Technology - Communication
- Technology - Models
- Technology - Photography and Imaging
- Technology - Remote Sensing
- Technology - Robotics
- Technology - Rocketry
- Technology - Satellites
- Technology - Space Station
- Technology - Space Vehicles
- Technology - Spinoffs (benefits to you)
- Technology - Virtual Reality



# SECTION 7.3 - D.3. NASA EXPERT INFORMATION - ADD NEW ROLE - REQUESTED AREA OF EXPERTISE PICKLIST VALUES

- Requested Area of Expertise
- Available
- Acquisition/Procurement
  - Business
  - Careers
  - Communications/Outreach
  - Education
  - Engineer - Aerospace
  - Engineer - Chemical
  - Engineer - Computer/Software
  - Engineer - Electrical, Mechanical
  - Engineer - Human Factors
  - Engineer - Manufacturing
  - Engineer - Systems
  - Engineer - Any Engineering Field
  - Finance/Budget
  - Graphics/Design
  - History
  - Human Resources
  - Leadership
  - Legal
  - Logistics
  - Mathematician - Launch Trajectory
  - Mathematician - Orbital Mechanics
  - Mathematician - Statistics
  - Mathematician - Any Mathematics Field
  - Mission Assurance
  - Project Management
  - Safety

- Scientist - Astronomy
- Scientist - Astrophysics
- Scientist - Biology
- Scientist - Chemistry
- Scientist - Climatology
- Scientist - Computer Science
- Scientist - Earth Science
- Scientist - Environmental and Occupational Health
- Scientist - Geology
- Scientist - Heliophysics
- Scientist - Life Sciences
- Scientist - Optics
- Scientist - Physics
- Scientist - Planetary Science
- Scientist - Any Scientific Field
- Technologist

### Requested NASA Expert Details

\* Role Title ⓘ  
Rocketry Panelist

\* Number of NASA Experts requested in this Role  
3

\* Description  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat

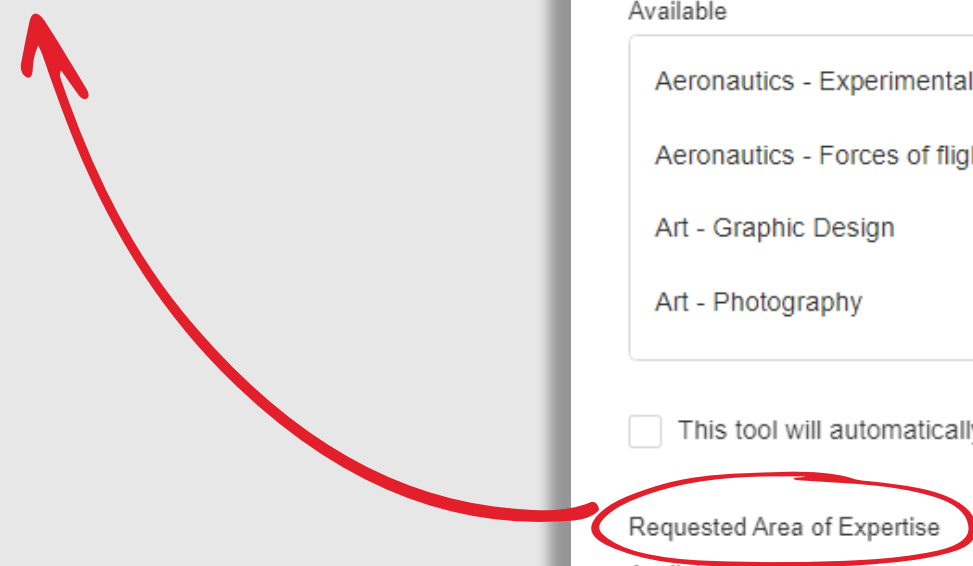
\* Topic

| Available                           | Chosen                |
|-------------------------------------|-----------------------|
| Aeronautics - Experimental aircraft | Technology - Rocketry |
| Aeronautics - Forces of flight      |                       |
| Art - Graphic Design                |                       |
| Art - Photography                   |                       |

This tool will automatically search for NASA Experts that match your request. Check this box if there are no specific qualifications preferred.

Requested Area of Expertise

| Available               | Chosen                        |
|-------------------------|-------------------------------|
| Acquisition/Procurement | Engineer - Aerospace          |
| Business                | Scientist - Planetary Science |



## SECTION 7.3 - E. MY REQUEST TAB - ADMIN INFORMATION

The **Administration Information** section collects administrative related information from the user, including the date that fulfilment confirmation is needed by. The system provides a warning message that the preferred minimum is 7 weeks for US and 12 weeks for international requests, but still allows the user to continue if the requested confirmation date is below the requested timeframe.

Internal users can click the **Upload Files** button to attach any relevant information. Help text is provided to help guide users on what type of information is helpful.

**Media Upload:** Share any flyers, PowerPoints, agendas, or other pertinent documentation that may contribute to the understanding for this event.

**Upload attachments**

**Upload Files** Or drop files

[Attachment Upload 36MB limit - upload type: ppt, pdf, jpg, gif, doc, mp3, mp4, xls, png, pptx, docx]

i.e. hearing impairment

Request  
Internal Request for PRA Screenshots Withdraw

Draft Request | Request Submitted | Review Initiated | Matching Initiated | Confirmed | Match Found | Post Event Survey... | Post-Event Survey... | Request Closed

My Request | NASA Expert Information | Resources | Chat | Event Logistics Form | Post-Event Survey

|                         |   |
|-------------------------|---|
| Contact Information     | ✓ |
| Event Information       | ✓ |
| NASA Expert Information | ✓ |
| Admin Information       | ⚠ |
| Verify Information      | ⚠ |

### Admin Information

#### Admin Details

\* Confirmed-By Date Requested  
Apr 23, 2023  
(Preferred minimum lead time of 7 weeks for US & US Territories, 12 weeks for international is needed to fulfill SME requests)

Please list any unique requests or critical information below ⓘ  
Several audience members will be hearing impaired

Will members of the media be invited?  
 Yes  
 No

Will the event be recorded?  
 Yes  
 No

Will NASA leadership be invited?  
 Yes  
 No

Will legislators be invited?  
 Yes  
 No

**Upload attachments** ⓘ

**Upload Files** Or drop files  
[Attachment Upload 36MB limit - upload type: ppt, pdf, jpg, gif, doc, mp3, mp4, xls, png, pptx, docx]

Agenda.docx

Cancel | Save as Draft | Continue

## SECTION 7.3 - F. MY REQUEST TAB - VERIFY INFORMATION

The **Verify Information** section provides a summary of the information the user has submitted for the request. The request can be edited as long as it remains in a *Draft* state. Once the request is submitted, the details submitted so far can no longer be edited.

Users will click the **Submit** button to submit the request into the system. Submitted requests must first be reviewed by an internal administrator to determine if the request is valid.

If approved, the request will move to the *Matching Initiated* state, where the NASA Coordinators will work to find a NASA Expert to fill the role.

If the request is declined, or if it is unable to be filled, the request will be closed and the user will be notified, as described in the [Declined /Unfulfilled Requests](#) section.

Request Internal Request for PRA Screenshots Withdraw

Draft Request Request Submitted Review Initiated Matching Initiated Confirmed Match Found Post-Event Survey... Post-Event Survey... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓  
Event Information ✓  
NASA Expert Information ✓  
Admin Information ✓  
Verify Information ▲

### Verify Information

Utilize the left navigation to make any modifications prior to submitting the request. If there are no changes, submit the request below.

#### Contact Information

First Name [Redacted] Last Name [Redacted]  
Email [Redacted] Home Phone [Redacted] Mobile Phone [Redacted]  
NASA Mission/Mission Support Directorate  
Office of STEM Engagement  
Engagement: Test Engagement  
Is the request associated with an OSTEM (Office of STEM Engagement) engagement?  
No

#### Event Information

Request Name: Internal Request for PRA Screenshots  
Event Type: Keynote Speaker; Other  
Number of Attendees (est.): 5,500  
Event/Activity Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, Aenean commodo ligula eget dolor, Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.  
Start Date: 5/2/2023  
End Date: 5/3/2023  
Event Schedule: Lorem ipsum dolor sit amet, consectetur adipiscing elit, Aenean commodo ligula eget dolor, Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.  
Will the event be held virtually, In-Person, or both?  
In-person / Virtual  Will the event be recorded?   
This an Employee Resource Group Event

#### NASA Expert Information

Role | Keynote Speaker  
Role Title: Keynote Speaker  
Number of NASA Experts needed in this role: 1  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, Aenean commodo ligula eget dolor, Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.  
Topic: Engineering Design - Rocketry; Engineering Design - Spacecraft  
Requested Areas of Expertise: Communications; Outreach; Education; Engineer - Aerospace  
Requested School Background: Kent State University  
Start Date: 5/2/2023  
End Date: 5/2/2023  
Start Time: 11:00 AM  
End Time: 2:45 PM  
Time Zone: Central Standard Time (CST); UTC -6  
Suggested SMEs: [Redacted]  
Comments:

Role | Rocketry Panelist  
Role Title: Rocketry Panelist  
Number of NASA Experts needed in this role: 3  
Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, Aenean commodo ligula eget dolor, Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim.  
Topic: Technology - Rocketry  
Requested Areas of Expertise: Engineer - Aerospace; Scientist - Planetary Science  
Requested School Background:  
Start Date: 5/2/2023  
End Date: 5/3/2023  
Start Time: 10:00 AM  
End Time: 4:30 PM  
Time Zone: Central Standard Time (CST); UTC -6  
Suggested SMEs:  
Comments:

#### Admin Information

Confirm-By Date Requested: 4/23/2023  
Please list any unique requests or critical information below:  
Several audience members will be hearing impaired  
Will members of the media be invited?   
Will NASA Leadership be invited?   
Will legislators be invited?   
Uploaded Files: Agenda.docx

Cancel Submit

## SECTION 7.3 - G. NASA EXPERT INFORMATION TAB

The NASA Expert Information tab provides users with basic information that the registered NASA Expert chooses to share about themselves within their profile.

This screenshot shows the NASA Expert Information tab in a 'Request Submitted' state. The top navigation bar includes 'Home', 'My Requests', 'My Events', and 'Browse Engagement Openings'. Below the navigation, the request title is 'Internal Request for PRA Screenshots' with a 'Withdraw' button. A progress bar shows the current state as 'Request Submitted', with other stages like 'Draft Request', 'Review Initiated', 'Matching Initiated', 'Confirmed', 'Match Found', 'Post Event Survey ...', 'Post-Event Survey...', and 'Request Closed'. The 'NASA Expert Information' tab is highlighted with a red circle. The footer contains the NASA logo, 'National Aeronautics and Space Administration', 'NASA Official: Douglas Goforth', and various links like 'No Fear Act', 'FOIA', 'Privacy', 'Office of Inspector General', 'Agency Financial Reports', 'Contact NASA', 'NASA STEM Engagement', and 'Terms and Conditions'.

Before a match is made between the request and a NASA Expert, this tab will remain blank.

Once the request moves to a *Match Found* state, the system will automatically populate this tab with the public-facing profile information that the NASA Expert chooses to share within their profile.

This screenshot shows the NASA Expert Information tab in a 'Match Found' state. The top navigation bar is the same as the previous screenshot. The progress bar now shows 'Match Found' as the current state, highlighted with a red circle. The 'NASA Expert Information' tab is also highlighted with a red circle. Below the navigation, the 'SME Role' section is populated with the following information:

| Profile Picture | Name       | Title           | Bio                                                                                                                                | Fun Fact               |
|-----------------|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                 | [Redacted] | Space Sommelier | My research for the last 17 years is to grow edible plants in space that can be used as a source for fresh food by the crew on ISS | I've been to 49 states |

The footer is identical to the previous screenshot.



## SECTION 7.3 - H. RESOURCES TAB

The **Resources** tab is intended to provide both standard and custom resources to help support/enhance the user's experience related to the event.

This screenshot shows the NASA website interface for a user with an 'Internal Request for PRA Screenshots'. The top navigation bar includes 'Home', 'My Requests', 'My Events', and 'Browse Engagement Openings'. Below the navigation, there is a progress bar with steps: Draft Request (active), Request Submitted, Review Initiated, Matching Initiated, Confirmed, Match Found, Post Event Survey I..., Post-Event Survey ..., and Request Closed. The 'Resources' tab is selected in the main menu. The page content is currently empty, showing only the 'Standard Resources' and 'Additional Resources' headers.

This tab will be empty until the record moves to a **Review Initiated** state.

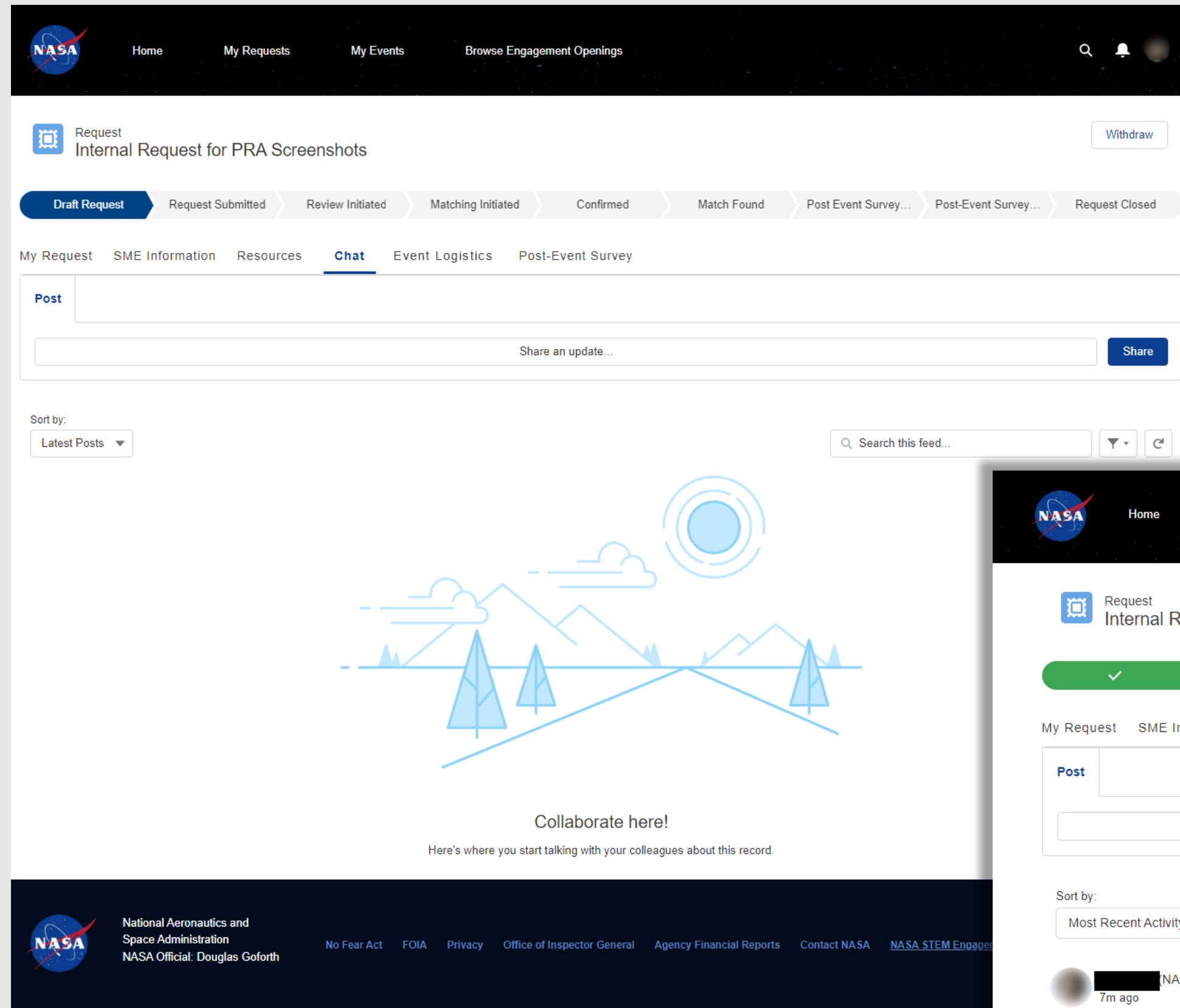
This screenshot shows the same NASA website interface, but the request is now in the 'Request Closed' state. The progress bar is fully green, and the 'Resources' tab is populated with content. Under 'Standard Resources', there are links to 'NASA', 'NASA Office of STEM Engagement (OSTEM)', 'Next Gen STEM's activities', 'Internships', 'Space Grant', 'Minority University Research and Education Project (MUREP)', and 'Established Program to Stimulate Competitive Research (EPSCoR)'. Under 'Additional Resources', there are three featured articles: 'Magnets: How do they work', 'Mitochondria: The...', and 'The Quadratic Equation'. The footer contains the NASA logo and various policy links.

Once the request moves to a **Review Initiated** state, the system will automatically populate this tab with a standard set of resources intended to provide basic information about OSTEM. The **Standard Resources** section is populated with the same information for all requests once the record moves to this state.

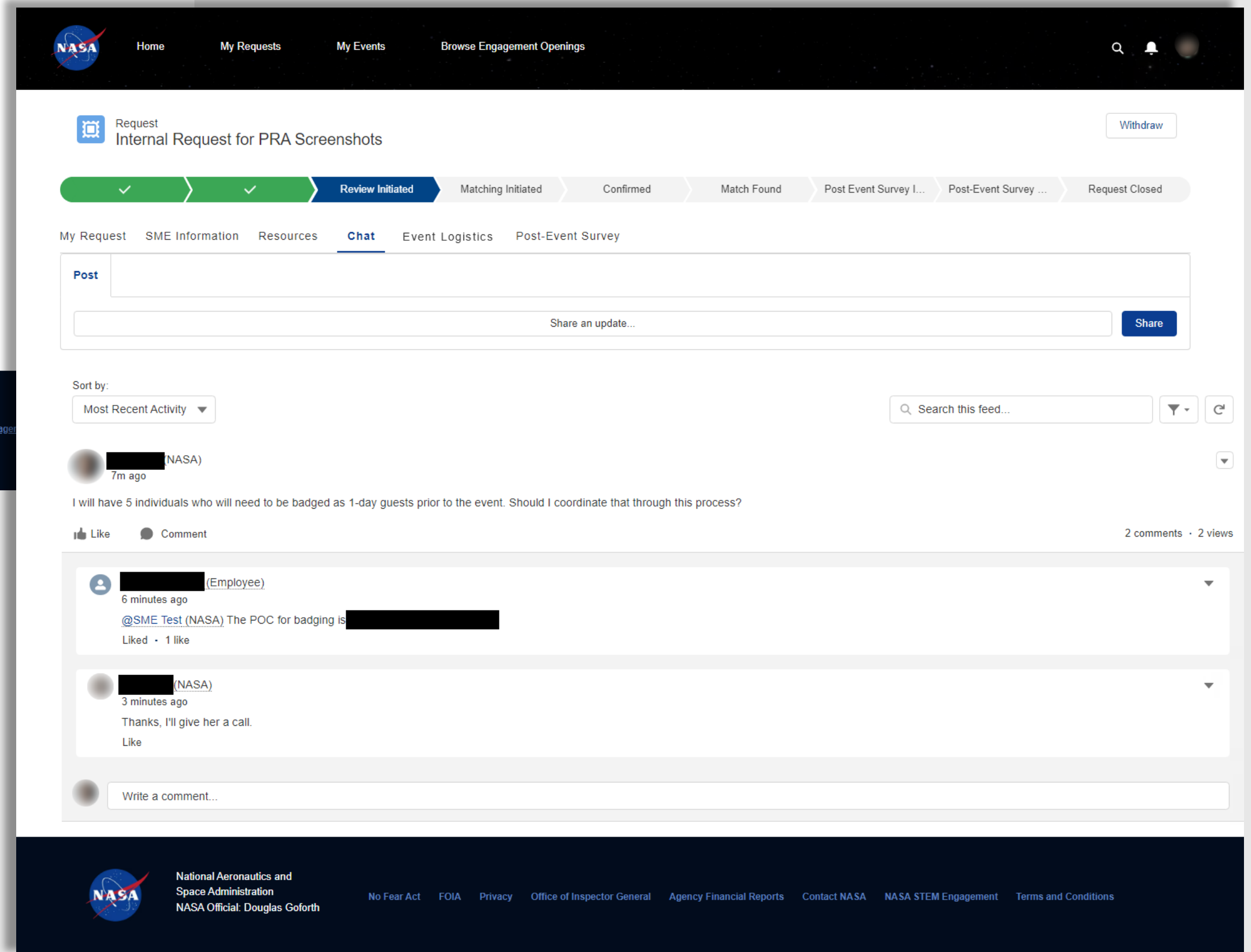
The **Additional Resources** section is optionally populated by NASA personnel with rich-text knowledge articles that are managed by NASA. The intention of this section is to provide the user with additional resource information that is more specific to the request type or subject of the event.

## SECTION 7.3 - I. CHAT TAB

The **Chat** tab allows external users to initiate a conversation with the Coordinator staff and the NASA Expert(s) once assigned. The chatter function will capture all back-and-forth correspondence between the requester and all/any NASA personnel.



This tab will be blank on creation



If any chatter messages are submitted by any party, the conversation will be recorded along with name/role/date/time stamps for historical tracking.



## SECTION 7.3 - J. EVENT LOGISTICS FORM TAB

The screenshot displays the NASA Engages web application interface. At the top, there is a navigation bar with the NASA logo and links for Home, My Requests, My Events, and Browse Engagement Openings. Below this, a header section shows a 'Request' icon and the title 'Internal Request for PRA Screenshots', with a 'Withdraw' button on the right. A progress bar below the header indicates the current stage of the request: Draft Request (highlighted), Request Submitted, Review Initiated, Matching Initiated, Confirmed, Match Found, Post Event Survey..., Post-Event Survey..., and Request Closed. Below the progress bar, there are tabs for My Request, NASA Expert Information, Resources, Chat, **Event Logistics Form** (selected), and Post-Event Survey. At the bottom, there is a footer section with the NASA logo, 'National Aeronautics and Space Administration', 'NASA Official: Douglas Goforth', and various links including No Fear Act, FOIA, Privacy, Office of Inspector General, Agency Financial Reports, Contact NASA, NASA STEM Engagement, and Terms and Conditions.

The Event Logistics form is used to collect specific logistical information about the event that is needed from the requester. To reduce burden on the requester, this tab will be blank on creation/submittal, and will only be populated if the request is approved to proceed by NASA personnel during the *Review Initiated* stage.

Once the request moves to the **Matching Initiated** state, the system will generate an email notification to the requester informing them that they have an action to begin gathering / populating the logistics information into the record.

The screenshot shows an email notification from NASA Engages. The subject line is 'Your NASA Engages Application was Selected'. The sender is 'noreply@salesforce.com On Behalf Of HQ-NASAEngages'. The email body contains a banner image with the text 'NASAengages' and a message: 'Your NASA Engages request has been updated and requires additional information from you. We are currently looking to fulfill the role(s) you requested for your event. Please log in to NASA Engages or use the link below to navigate to your request record to fill out an "Event Logistics Form" located under the Event Logistics Form tab. The information you provide may be critical to fulfilling your request. If you have any questions or need to reach out, please use the chat feature within NASA Engages.' Below the message is a blue hyperlink: 'Display Warning when requester withdraws greater than 7 days'. The email footer includes the NASA logo and 'National Aeronautics and Space Administration'. The email is dated 'Fri 4/7/2023 11:49 AM' and includes 'Reply', 'Reply All', and 'Forward' buttons.

## SECTION 7.3 - J.1. EVENT LOGISTICS FORM TAB - FORM & HELP TEXT

The requester will be required to provide 5 standard logistics information areas. Help text is provided for each section to help guide users on what type of information is needed.

Pre-event technology tests for virtual engagement; on-site equipment availability; method for sharing presentations in advance of the event; audio/visual requirements; USB requirements; material review such as a rubric. If not applicable, input N/A

Prior to the Event ⓘ

Link for virtual connections; parking specifications; facility maps or directions; dial-in number. If not applicable, input N/A.

Location Information ⓘ

Point of contact upon arrival; ID requirements; vaccination requirements; location of entrance and other building entry sign-in processes. If not applicable, input N/A.

Arrival/Day of Event Instructions ⓘ

Sign-out and exiting procedures and requirements. If not applicable, input N/A.

Post-Event Check-Out ⓘ

Subtext or help text icon: Any other specific information needed that would assist in making the event a success. If not applicable, input N/A.

Additional Information ⓘ

Request  
Internal Request for PRA Screenshots Withdraw

Review Initiated Matching Initiated Confirmed Match Found Post-Event Survey Post-Event Survey Request Closed

My Request NASA Expert Information Resources Chat **Event Logistics Form** Post-Event Survey

### Event Logistics Form

Describe any pertinent information needed for each category below. Examples are included for each category.

Prior to the Event ⓘ

Location Information ⓘ

Arrival/Day of Event Instructions ⓘ

Post-Event Check-Out ⓘ

Additional Information ⓘ

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

Users may click any available pencil icon to open this section in edit mode.



## SECTION 7.3 - J.2. EVENT LOGISTICS FORM TAB - EDIT MODE

Each field is a rich text editor, providing the requester with the ability to enter text with formatting, hyperlinks, and image to support their statements.

Users may choose to **Close** the form without saving or click **Save** to add the data to the record.

Request  
Internal Request for PRA Screenshots Withdraw

Review Initiated Matching Initiat... Confirmed Match Found Post Event Sur... Post-Event Sur... Request Closed

My Request NASA Expert Information Resources Chat **Event Logistics Form** Post-Event Survey

### Event Logistics Form

Describe any pertinent information needed for each category below. Examples are included for each category.


**\*Prior to the Event**

Salesforce Sans 12 B I U [Link](#) [Unlink](#) [List](#) [Image](#)

We'll need a copy of your final presentation in .pptx format 1 day before the event, so that we can have it loaded on the conference room computer prior to your presentation start. The dropbox link is here: <https://fake-dropbox-account.com>

**\*Location Information**

Salesforce Sans 12 B I U [Link](#) [Unlink](#) [List](#) [Image](#)



**\*Arrival/Day of Event Instructions**

Salesforce Sans 12 B I U [Link](#) [Unlink](#) [List](#) [Image](#)

Day of instructions, along with the agenda, can be found here: <https://www.fake-kent-event.com/instructions>

**\*Post-Event Check-Out**

Salesforce Sans 12 B I U [Link](#) [Unlink](#) [List](#) [Image](#)

Checkout instructions are located here: <https://www.fake-kent-event.com/checklist>

**\*Additional Information**

Salesforce Sans 12 B I U [Link](#) [Unlink](#) [List](#) [Image](#)

Your point-of-contact for check-in is [REDACTED] and her cell phone is [REDACTED]

Cancel Save

NASA National Space Administration  
NASA Official: Douglas Goforth  
No Fear Act FOIA Privacy Office of Inspector General Agency Financial Reports Contact NASA NASA STEM Engagement Terms and Conditions

## SECTION 7.3 - J.3. EVENT LOGISTICS FORM TAB - SAVED INFO

Once saved, all formatting, links and graphics are displayed.

Home
My Requests
My Events
Browse Engagement Openings

🔍
🔔

Request  
Internal Request for PRA Screenshots

Withdraw

✓

✓

Review Initiated

Matching Initiat...

Confirmed

Match Found

Post Event Sur...

Post-Event Sur...

Request Closed

My Request
NASA Expert Information
Resources
Chat
Event Logistics Form
Post-Event Survey

### Event Logistics Form

Describe any pertinent information needed for each category below. Examples are included for each category.

**Prior to the Event** ⓘ

We'll need a copy of your final presentation in .pptx format 1 day before the event, so that we can have it loaded on the conference room computer prior to your presentation start. The dropbox link is here: <https://fake-dropbox-account.com>

**Location Information** ⓘ

**Arrival/Day of Event Instructions** ⓘ

Day of instructions, along with the agenda, can be found here: <https://www.fake-kent-event.com/instructions>

**Post-Event Check-Out** ⓘ

Checkout instructions are located here: <https://www.fake-kent-event.com/checklist>

**Additional Information** ⓘ

Your point-of-contact for check-in is [REDACTED] and her cell phone is [REDACTED]

National Aeronautics and Space Administration
NASA Official: Douglas Goforth
No Fear Act
FOIA
Privacy
Office of Inspector General
Agency Financial Reports
Contact NASA
NASA STEM Engagement
Terms and Conditions



## SECTION 7.3 - K. WITHDRAWN REQUESTS

Users can withdraw their own requests, until the request has moved to the *Match Found* state. After a match has been confirmed found, the user will need to contact the NASA Coordinator via the chat tab to have the request withdrawn on their behalf. When available, they may click the **Withdraw** button in the upper corner of the request record, where they will be required to enter a reason for withdrawing. Once they confirm, the request moves to a **Request Closed** state and an email confirmation is generated and cannot be changed back.

Request  
Summit of the Americas | Space Industry Opportunities

Progress bar: Matching Initi... Confirmed Match Found Post Event S... Post-Event S... Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓ Requester Details

Withdraw

Withdrawing a request will cancel your submission. This action cannot be reversed

\*Withdraw Reason  
  
 Complete this field.

Undo Confirm Withdrawal

Request  
Summit of the Americas | Space Industry Opportunities

Progress bar: Request Closed

My Request NASA Expert Information Resources Chat Event Logistics Form Post-Event Survey

Contact Information ✓ Requester Details

Event Information ⚠️ \*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

NASA Expert Information ⚠️

Request Withdrawn

noreply@salesforce.com On Behalf Of HQ-NASAEngages

To: [Redacted]

Fri 4/7/2023 10:55 AM

**NASAengages**

[Redacted]

Your request for the event, Summit of the Americas | Space Industry Opportunities, has been withdrawn. The request is now closed, and no further action is required from you.

Thank you for your interest and participation in NASA Engages! We hope to work with you again soon.

NASA National Aeronautics and Space Administration

My Requests

My Open Requests History

HISTORY

| Request Name                                          | Status         | Request Type                     | Start Date |
|-------------------------------------------------------|----------------|----------------------------------|------------|
| Allie 51787 Test 7                                    | Request Closed | Career Fair                      | 5/1/2023   |
| Summit of the Americas   Space Industry Opportunities | Request Closed |                                  | 6/30/2023  |
| Test post event survey for self report                | Request Closed | Ceremony (Commemorative, Awards) | 4/1/2023   |
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Demonstration                    | 4/14/2023  |

View All

The request will automatically move out of the My Open Requests list on the home page and will move to the History tab, where the Request Closed state is displayed.

## SECTION 7.3 - L. DECLINED / UNFULFILLED REQUESTS

If the NASA Coordinator is either unable fulfill the request with an expert or if the request is not approved, the system will automatically notify the user via email that the request cannot be filled. The status of the request automatically moves to a Request Closed state if this occurs. The user can reach out to the Coordinator via the chat for any further questions related to this request record.

**My Requests**

My Open Requests **History**

**HISTORY**

| Request Name                                          | Status         | Request Type  | Start Date |
|-------------------------------------------------------|----------------|---------------|------------|
| Summit of the Americas   Space Industry Opportunities | Request Closed |               | 6/30/2023  |
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Demonstration | 4/14/2023  |

[View All](#)

The request will automatically move out of the My Open Requests list on the home page and will move to the History tab, where the Request Closed state is displayed.



# SECTION 7

## NASA ENGAGES - INTERNAL USER EXPERIENCE

### 4. SELF-REPORT EVENTS

|                                                                                                                                           |     |
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| 4B. <a href="#">CREATE NEW SELF-REPORT EVENT - INITIATE REQUEST</a> .....                                                                 | 225 |
| 4C. <a href="#">SELF-REPORT EVENT TAB - EVENT INFORMATION</a> .....                                                                       | 226 |
| 4C.1. <a href="#">SELF-REPORT EVENT TAB - EVENT INFORMATION - MISSION SUPPORT, AUDIENCE TYPE &amp; REQUEST TYPE PICKLIST VALUES</a> ..... | 227 |
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# SECTION 7.4 - A. CREATE NEW SELF-REPORT EVENT - TERMS & CONDITIONS

Each time a user initiates a new self-reported event, they are prompted with the **Terms and Conditions**, which they must click the **Agree** button at the bottom in order to proceed.



## Self-Report Event

Request a workflow after an event has occurred

Launch

### Terms & Conditions

By accessing the NASA Engages platform, you agree to the following terms and conditions.

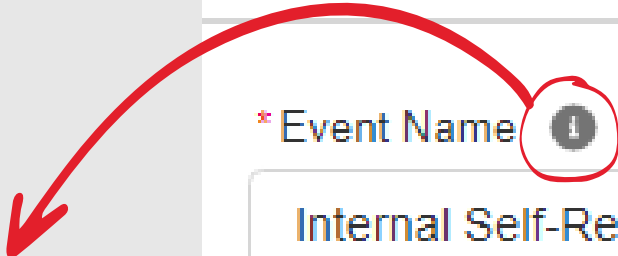
1. Accessing and utilizing the NASA Engages platform is fully voluntary and users are not entitled to compensation, nor will they be considered employees, agents, independent contractors, or consultants of NASA or of the United States Government.
2. NASA Engages 'Experts' or representatives may not participate in any activity that is associated with fundraising, promotional activities or endorsements, either directly or indirectly.
3. Although it is understood that fees are often required to cover logistics expenses of an event (e.g., food at a dinner at which a NASA representative delivers a presentation) or the facility maintenance cost (e.g., entry fees at a non-profit museum), no fee may be charged or membership required specifically to view or attend the NASA employee's participation or speech, whether on the day of the event or in subsequent offered recordings. In addition, the employee's image, name, title, and position may not be used for promotional or marketing purposes and any use must comply with the Agency's Media Usage and Advertising Guidelines.
4. NASA Engages representatives may not participate in any activity in which a group/person has been, or will be excluded on the basis of race, color, religion, sex, national origin, gender identity, sexual orientation, or disability.
5. NASA Engages representatives are not allowed to accept honoraria, stipends or fees for speaking.
6. Due to budgetary limitations, NASA may not be able to fund the travel for events requiring a representative to travel 50 miles or more. NASA does have authority to accept payment from other organizations for travel expenses to meetings for engagements.
7. I understand that a representative may not be available for my event or request.
8. By uploading material to the NASA Engages platform, users, (i) voluntarily and unconditionally grant the U.S. government a royalty-free, worldwide, perpetual, non-exclusive license to reproduce, display and distribute such material, in whole or in part, in any media now existing or subsequently developed, for any educational, informational, publicity, exhibition, archival, scholarly and all other governmental purposes, and to have or permit others to do so on the government's behalf. NASA will use reasonable efforts to mark any photograph reproduced by NASA with a photographer credit as feasible and in a place and manner deemed appropriate by NASA in its discretion, (ii) acknowledge that NASA is not required to seek any additional approval in connection with the uses described herein, (iii) acknowledge and agree NASA is under no obligation to use material submitted to the NASA Engages platform, and (iv) unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities contemplated under these terms and conditions, and (v) acknowledge that the above grant constitutes an unconditional gift or donation to NASA in accordance with Section 20113(d) of the National Aeronautics and Space Act (51 U.S.C. 20113(d)).
9. User posts may be removed if they contain:
  - a. Material that is off-topic for this forum;
  - b. Threatening, slanderous, or obscene language;
  - c. Personal attacks;
  - d. Discriminatory language based on race, national origin, age, gender, sexual orientation, religion, or disability;
  - e. Sexually explicit material or other material that would violate the law;
  - f. Proprietary or business sensitive information that you do not have the right to make public;
  - g. Content for which you do not hold the copyright or other intellectual property rights; or
  - h. Share Personally Identifiable Information (e.g. social security numbers, home addresses, home phone numbers).Repeated violations may be subject to temporary or permanent suspension of access to this forum.
10. NASA employees cannot provide any services to the hosts or engage in judging or selections for which there are cash, awards, or prizes that would represent significant financial gain for the winners/selectees.
11. Uploads and Images:
  - a. The image, photograph, video or music was produced entirely by you (i.e. your original work), and contains no material from another copyrighted work;
  - b. The contents of the image or video do not infringe the copyright or any other right of any third party;
  - c. The material does not feature any inappropriate content, including mature subject matter or themes, product advertisements, or other material not suitable to minors as more particularly set forth herein
  - d. In the event any individual is featured in any submitted images, video or other material, by submitting such material you represent and warrant that such individual has granted permission for NASA to use such individual's name and likeness in connection with NASA's use of the material hereunder, and you agree to provide proof of such permission upon demand.
12. NASA may remove, at its discretion, any material members submit to, create or provide in NASA Engages that does not meet NASA content standards or values.
13. The views expressed by other users on NASA Engages do not necessarily represent NASA views or values. Content shared and posted by other members should not be considered as endorsed by NASA.

By posting material and submitting requests to this platform, you agree to indemnify NASA for any claims arising from a breach of the above representations and warranties.

Users may access the same Terms and Conditions on a dedicated page by clicking the **Terms and Conditions** link within the footer.

SECTION 7.4 - B. CREATE NEW SELF-REPORT EVENT - INITIATE REQUEST

Users must first identify a name for the event, which will serve as the link for the request record. Required fields throughout the workflow are identified with a red asterisk (\*).



Brief title or name of the event description that will serve as the name for this record.

Help text is provided to help guide users on what to enter

### Create New Event

\* Event Name ⓘ

\* Event Date  
 📅

Is this an External or Internal request?  
 Internal  
 External

## SECTION 7.4 - C. SELF-REPORT EVENT TAB - EVENT INFORMATION

The Event Information page collects the specific details about the event itself, including the type of event it was, the audience type(s), as well as when and where the event took place.

The Organization or NASA Center that hosted the event.

Create New Institution/Organization

\* Institution/Organization Name

\* Address  
 Country  
 United States

\* Street

\* City  
 \* State/Province  
 --None--

\* Postal Code

\* New institutions/organizations are subject to review

Website

Phone

Cancel Continue

The NASA Mission/Mission Support Directorate field is only displayed if *Internal* was selected on the [Initiate Event](#) step.

If *Other* is selected within the Request Type field, a new **Other Type** field is populated, where users will be required to describe the unlisted type.

The End Date field is populated IF the **This is a multi-day event** checkbox is selected.

Users can select the Add New button if they cannot find their institution, which will provide the above write-in capability, where they are required to enter the name and address. The information is validated by a Data Steward after submission.

Draft Request Request Submitted Review Initiated Request Closed

Self-Report Event Post-Event Survey

Event Information Post-Event Survey Verify Information

### Event Information

**Contact Details**  
 \*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

First Name

Last Name

Email

Home Phone

Mobile

Directorate

**Event Details**

Organization Search  
 Johnson Space Center

Add New Click 'Add New' if your Institution/Organization does not appear when you search.

NASA Mission/Mission Support Directorate  
 Office of STEM Engagement

\* Request Type

Available  
 Demonstration  
 Educator Professional Development  
 Keynote Speaker  
 Media/Press Interview

Chosen  
 Event support (airshow, community day)  
 Other

\* Other Type

\* Topic

Available  
 Overview (NASA) - Current NASA Missions (high level)  
 Physical Science - Chemistry  
 Physical Science - Energy  
 Physical Science - Flight and Aeronautics  
 Physical Science - Forces and Motion

Chosen  
 Motivational/Inspirational - My NASA Journey

\* Audience Type

Available  
 Educators/Professors  
 Students: K-2  
 Students: 3-5  
 Students: 9-12

Chosen  
 Students: 6-8

\* Audience Size  
 65

**Event Time & Date**

This is a multi-day event

\* Start Date  
 Apr 16, 2023

\* End Date  
 Apr 17, 2023

**Event Location**

\* City  
 Houston

\* State  
 Texas

\* Zip Code  
 77058

Cancel Save as Draft Continue



# SECTION 7.4 - C.1. SELF-REPORT EVENT TAB - EVENT INFORMATION - MISSION SUPPORT, AUDIENCE TYPE & REQUEST TYPE PICKLIST VALUES

Circled items only appear on Internal user's view of the request record, and match the picklist values for the matching fields on the Expert profile page.

**\* Request Type**

Available

- Career Fair
- Ceremony (Commemorative, Awards)
- Classroom Activity
- Competition or Challenge Judge
- Conference/Summit
- Demonstration
- Educator Professional Development
- Event support (airshow, community day)
- Keynote Speaker
- Media/Press Interview
- Panel
- Pre-Recorded Message
- Product Review - Technical Input or Feedback on OSTEM Outputs
- Remarks/Q&A
- Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)
- STEM Activity Mentor/Advisor
- Technical Review - Proposed Review or Review Panel Participation
- Other

**NASA Mission/Mission Support Directorate**

Office of STEM Engagement

**\* Request Type**

Available

- Demonstration
- Educator Professional Development
- Keynote Speaker
- Media/Press Interview

**\* Other Type**

**\* Topic**

Available

- Overview (NASA) - Current NASA Missions (high level)
- Physical Science - Chemistry
- Physical Science - Energy
- Physical Science - Flight and Aeronautics
- Physical Science - Forces and Motion

**\* Audience Type**

Available

- Educators/Professors
- Students: K-2
- Students: 3-5
- Students: 6-8
- Students: 9-12

**NASA Mission/Mission Support Directorate(s)**

NASA Mission/Mission Support Directorate(s)

--None--

- ✓ --None--
- Office of the Administrator
- Office of Chief Health & Medical Officer
- NASA Office of JPL Management & Oversight
- Office of Technology, Policy & Strategy
- Office of the Chief Scientist
- Exploration Systems Development Mission Directorate
- Space Operations Mission Directorate
- Science Mission Directorate
- Aeronautics Research Mission Directorate
- Office of Safety & Mission Assurance
- Office of the Chief Engineer
- Space Technology Mission Directorate
- Office of STEM Engagement
- Office of the Chief Financial Officer
- Office of the Chief Information Officer
- Office of Strategic Infrastructure
- Office of the Chief Human Capital Officer
- Office of Procurement
- Office of Protective Services
- Office of the General Counsel
- Office of Communications
- Office of International & Interagency Relations
- Office of Legislative & Intergovernmental Affairs
- Office of Diversity & Equal Opportunity
- Office of Small Business Programs
- Ames Research Center (ARC)
- Armstrong Flight Research Center (AFRC)
- Glenn Research Center (GRC)
- Goddard Institute for Space Studies (GISS)
- Goddard Space Flight Center (GSFC)
- Headquarters (HQ)
- Independent Verification and Validation Facility (IVV)
- Jet Propulsion Laboratory (JPL)
- Johnson Space Center (JSC)
- Kennedy Space Center (KSC)
- Langley Research Center (LRC)
- Marshall Space Flight Center (MSFC)
- Michoud Assembly Facility (MAF)
- NASA Shared Services Center (NSSC)
- Stennis Space Center (SSC)
- Wallops Flight Facility (WFF)
- White Sands Test Facility (WSC)
- White Sands Test Facility (WSTF)

**\* Audience Type**

Available

- Educators/Professors
- Students: K-2
- Students: 3-5
- Students: 6-8
- Students: 9-12
- Higher Education
- Informal Education: K-2
- Informal Education: 3-5
- Informal Education: 6-8
- Informal Education: 9-12
- Informal Education: All ages
- Internal Audience
- Media
- Policy Makers
- General Public
- Non-Aerospace Business/Industry/Organizations
- Aerospace Business/Industry/Organization

SECTION 7.4 - C.1. SELF-REPORT EVENT TAB - EVENT INFORMATION - TOPIC PICKLIST VALUES

\* Topic  
Available

- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Art - Graphic Design
- Art - Photography

Users may choose from one or multiple topics from this list of picklist values

\* Topic  
Available

- Aeronautics - Advanced air mobility
- Aeronautics - Experimental aircraft
- Aeronautics - Forces of flight
- Aeronautics - Future airspace
- Aeronautics - High-speed flight
- Aeronautics - Net-zero emissions
- Aeronautics - Sustainable aviation
- Art - Graphic Design
- Art - Photography
- Art - Video Design
- Careers - Internships
- Communications - Deep Space Network
- Communications - Public Relations
- Communications - Space Communication and Navigation

- Communications - Technical writing
- Computer Science - Avionics
- Computer Science - Cybersecurity
- Computer Science - Machine learning
- Computer Science - Navigation
- Computer Science - Software
- Earth Science - Environment
- Earth Science - Geography
- Earth Science - Geology
- Earth Science - Human interactions
- Earth Science - Planet Earth
- Earth Science - Weather and Climate
- Engineering Design - Human Factors
- Engineering Design - Life Support
- Engineering Design - Robotics
- Engineering Design - Rocketry
- Engineering Design - Spacecraft
- Engineering Design -Virtual Reality
- History/Anniversaries - Biographies
- History/Anniversaries - Flight
- History/Anniversaries - Historical overviews
- History/Anniversaries - Planetary exploration
- History/Anniversaries - Scientists and Inventors
- History/Anniversaries - Timelines
- Law -NASA Patents
- Law - Space Law
- Law - Space Policy
- Life Science - Animals and Plants
- Life Science - Biomedical
- Life Science - Health and Nutrition
- Life Science - Humans

- Life Science - Space Biology
- Living and Working in Earth Orbit - Commercial Crew
- Living and Working in Earth Orbit - Exercise Science
- Living and Working in Earth Orbit - ISS
- Living and Working on the Moon and Mars - Artemis Overview
- Living and Working on the Moon and Mars - Gateway
- Living and Working on the Moon and Mars - Habitat
- Living and Working on the Moon and Mars - Humans on Mars
- Living and Working on the Moon and Mars - Landing Systems
- Living and Working on the Moon and Mars - Orion
- Living and Working on the Moon and Mars - Recovery
- Living and Working on the Moon and Mars - Space Launch System
- Living and Working on the Moon and Mars - Space Suits
- Mathematics - Algebra
- Mathematics - Calculus
- Mathematics - Fractions and Decimals
- Mathematics - Geometry
- Mathematics - Measurements and Data Analysis
- Mathematics - Numbers and Operations
- Mathematics - Probability and Statistics
- Mathematics - Trigonometry
- Motivational/Inspirational - Diversity and Inclusion
- Motivational/Inspirational - Leadership
- Motivational/Inspirational - My NASA Journey
- Motivational/Inspirational - Team Building
- Overview (NASA) - Current NASA Missions (high level)
- Physical Science - Chemistry
- Physical Science - Energy
- Physical Science - Flight and Aeronautics
- Physical Science - Forces and Motion
- Physical Science - Gravity

- Physical Science - Matter and it's properties
- Physical Science - Microgravity
- Physical Science - Optics
- Physical Science - Orbits
- Physical Science - Physics
- Physical Science - Waves
- Space Science - Astrobiology
- Space Science - Astromaterials
- Space Science - Astronomy
- Space Science - Exoplanets
- Space Science - Missions to Planets and Moons
- Space Science - Planetary Geology
- Space Science - Robotic Explorers
- Space Science - Solar System and Planets
- Space Science - Solar System and Stars
- Space Science - Space Radiation
- Space Science - Sun
- Space Science - Telescopes
- Space Science - Universe
- Technology - Advanced Manufacturing
- Technology - Communication
- Technology - Models
- Technology - Photography and Imaging
- Technology - Remote Sensing
- Technology - Robotics
- Technology - Rocketry
- Technology - Satellites
- Technology - Space Station
- Technology - Space Vehicles
- Technology - Spinoffs (benefits to you)
- Technology - Virtual Reality



## SECTION 7.4 - D. SELF-REPORT EVENT TAB - POST-EVENT SURVEY

The checkbox within this section is not manually editable. The internal user must complete the survey within the Post-Survey Event tab. Once the survey has been submitted, the checkbox will be selected by the system automatically.

The screenshot displays the NASA Internal Self-Report for PRA interface. At the top, there is a navigation bar with the NASA logo and links for Home, My Requests, My Events, and Browse Engagement Openings. Below the navigation bar, the page title is "Request Internal Self-Report for PRA" with a "Withdraw" button on the right. A progress bar shows four steps, with the first three completed (green) and the fourth, "Request Closed", in progress (blue). Below the progress bar, there are two tabs: "Self-Report Event" and "Post-Event Survey", with the latter circled in red. The main content area is titled "Post-Event Survey" and contains a table with the following rows:

|                    |   |
|--------------------|---|
| Event Information  | ✓ |
| Post-Event Survey  | ✓ |
| Verify Information | ⚠ |

Below the table, there is a section titled "Post-Event Survey Complete" with a checkbox that is checked and circled in red. The text above the checkbox reads: "Please navigate to the above Post-Event Survey tab to complete some questions on your experience at the event. When complete, click the 'Continue' button and the checkbox below will become checked."

The footer of the page includes the NASA logo, the text "National Aeronautics and Space Administration" and "NASA Official: Douglas Goforth", and a series of links: No Fear Act, FOIA, Privacy, Office of Inspector General, Agency Financial Reports, Contact NASA, NASA STEM Engagement, and Terms and Conditions.

## SECTION 7.4 - E. SELF-REPORT EVENT TAB - VERIFY INFORMATION

The **Verify Information** section provides a summary of the information the user has submitted for the event. The event can be edited as long as it remains in a *Draft* state. Once the request is submitted, the details submitted so far can no longer be edited.

**Request**  
Internal Self-Report for PRA Withdraw

**Draft Request** | Request Submitted | Review Initiated | Request Closed

**Self-Report Event** | Post-Event Survey

Event Information ✓  
Post-Event Survey ✓  
Verify Information ▲

### Verify Information

Utilize the left navigation to make any modifications prior to submitting the request. If there are no changes, submit the request below.

#### Requester Details

|             |            |              |            |
|-------------|------------|--------------|------------|
| First Name  | ██████████ | Last Name    | ██████████ |
| Email       | ██████████ |              |            |
| Home Phone  |            | Mobile Phone | ██████████ |
| Directorate |            |              |            |

#### Event Details

|                 |                                                                                 |               |                       |
|-----------------|---------------------------------------------------------------------------------|---------------|-----------------------|
| Organization    | NASA Mission/Mission Support Directorate<br>Marshall Space Flight Center (MSFC) |               |                       |
| Request Type    | Ceremony (Commemorative, Awards)                                                | Topic         | Careers - Internships |
| Audience Size   | 250                                                                             | Audience Type | Internal Audience     |
| Multi-Day Event | <input type="checkbox"/>                                                        | Start Date    | 4/1/2023              |
| End Date        |                                                                                 | City          | Huntsville            |
| State           | Alabama                                                                         | Postal Code   | 42342                 |

#### Post-Event Survey

Post-Event Survey Complete

**Submit**

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

No Fear Act | FOIA | Privacy | Office of Inspector General | Agency Financial Reports | Contact NASA | NASA STEM Engagement | Terms and Conditions

Users will click the **Submit** button to submit the event into the system. Submitted events must first be reviewed by an internal administrator to determine if the event type is valid and will move to the *Review Initiated* state at that time.

The user will receive notification of the review decision, as described in the [Accepted / Declined Self-Reported Events](#) section of this document.



## SECTION 7.4 - F. WITHDRAWN SELF-REPORTED EVENTS

Users can withdraw their own requests, as long as the request remains in the **Review Initiated** state. Once a request has been closed, the user will need to contact the NASA Coordinator via the chat tab to have the request withdrawn on their behalf. When available, they may click the **Withdraw** button in the upper corner of the request record, where they will be required to enter a reason for withdrawing. Once they confirm, the request moves to a **Request Closed** state. Because the user is taking the action on a self-created record, no confirmation emails or in-system notifications are sent.

Request Volunteer Demonstration at Scouts BSA

Draft Request | Request Submitted | Review Initiated | Request Closed

Self-Report Event | Post-Event Survey

Event Information ✓ | **Event Information**

Withdraw

Withdrawing a request will cancel your submission. This action cannot be reversed

\*Withdraw Reason

Complete this field.

Undo | Confirm Withdrawal

Request Volunteer Demonstration at Scouts BSA

Request Closed

Self-Report Event | Post-Event Survey

Event Information ✓ | **Event Information**

Post-Event Survey ✓

Verify Information ✓

**Contact Details**

\*Note: If contact information is updated in your gateway profile and this page is refreshed, the contact information on this page will update.

First Name

SME

**My Requests**

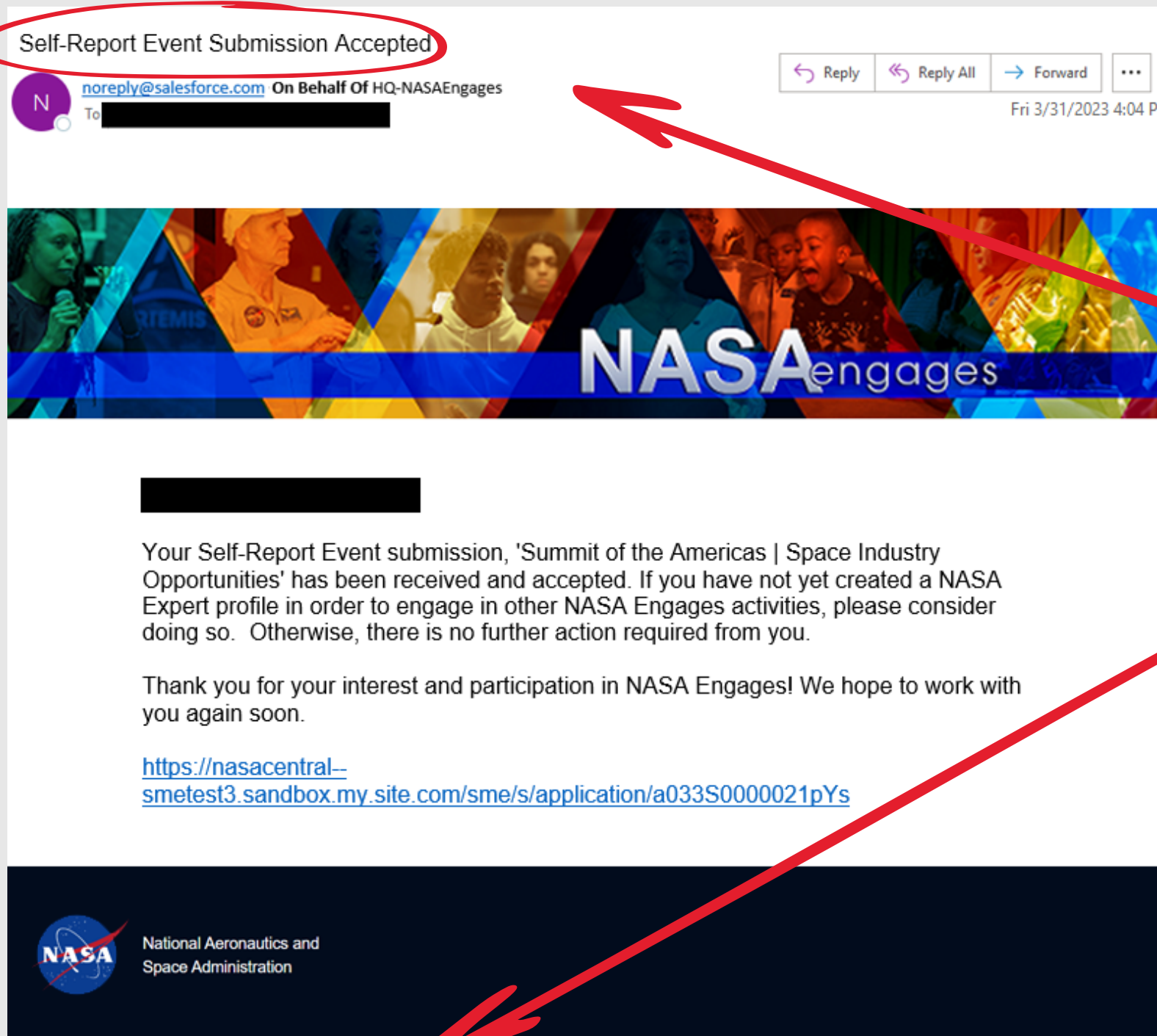
My Open Requests | History

| Request Name                                          | Status         | Request Type                     | Start Date |
|-------------------------------------------------------|----------------|----------------------------------|------------|
| Allie 51787 Test 7                                    | Request Closed | Career Fair                      | 5/1/2023   |
| Summit of the Americas   Space Industry Opportunities | Request Closed |                                  | 6/30/2023  |
| Test post event survey for self report                | Request Closed | Ceremony (Commemorative, Awards) | 4/1/2023   |
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Demonstration                    | 4/14/2023  |

View All

The request will automatically move out of the My Open Requests list on the home page and will move to the History tab, where the Request Closed state is displayed.

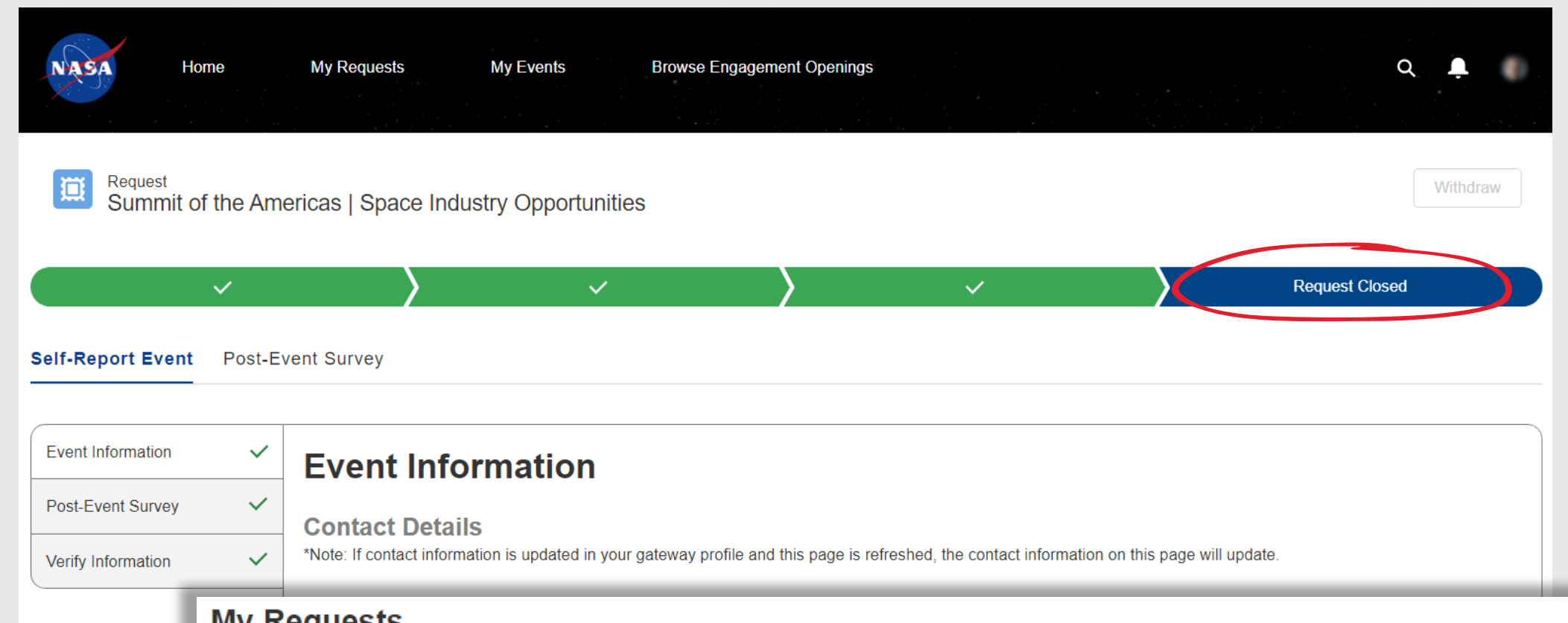
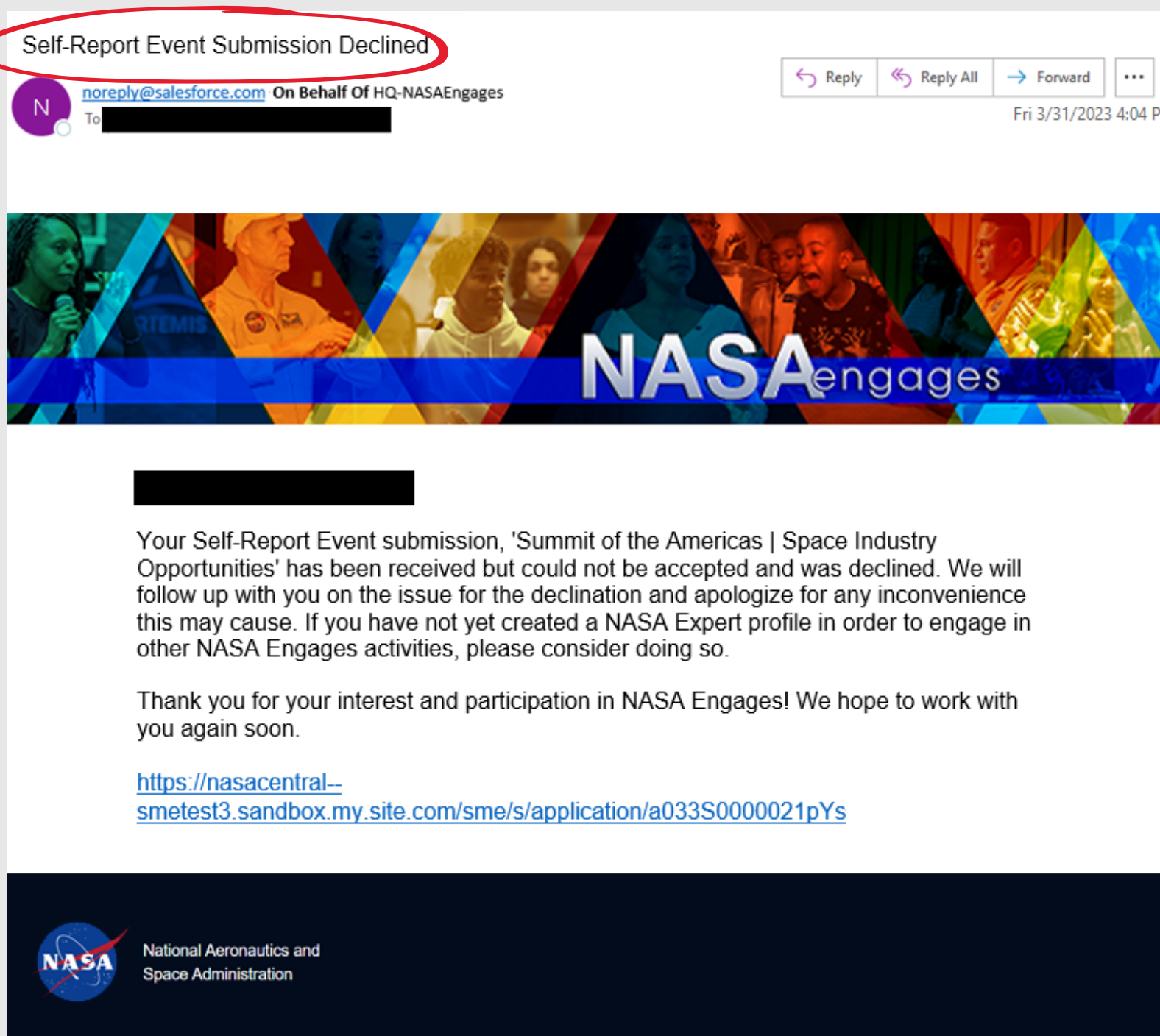
## SECTION 7.4 - G. ACCEPTED / DECLINED SELF-REPORTED EVENTS



Once the Self-Reported Event is submitted, the record is reviewed by NASA personnel to determine if it is an authorized request to be reported in the system. Once the review is completed, the record will either be marked as Approved or Declined.

- If **Approved**, the internal user will receive an email notifying them that the event request was accepted. The appropriate records will be generated on the internal side to count this individual as the assigned NASA Expert for the event.
- If **Declined**, the internal user will receive an email notifying them that the event request was declined. The NASA Coordinator will follow up with the internal user regarding the reason for disapproval.

In either scenario, the event record is moved to a **Request Closed** state. The event will automatically move out of the *My Open Requests* list on the home page and will move to the **History** tab, where the Request Closed state is displayed.



**My Requests**

My Open Requests **History**

**HISTORY**

| Request Name                                          | Status         | Request Type                    | Start Date |
|-------------------------------------------------------|----------------|---------------------------------|------------|
| Volunteer Demonstration at Scouts BSA                 | Request Closed | Career Fair                     | 5/1/2023   |
| Summit of the Americas   Space Industry Opportunities | Request Closed | Demonstration                   | 6/30/2023  |
| Test post event survey for self report                | Request Closed | Ceremony (Commemorative Awards) | 4/1/2023   |

# SECTION 7

## NASA ENGAGES - INTERNAL USER EXPERIENCE

### 5. VIEW, SUGGEST, & APPLY TO OPENINGS

|                                                           |     |
|-----------------------------------------------------------|-----|
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| 5B. <a href="#">SUGGEST OPENINGS TO A COLLEAGUE</a> ..... | 235 |
| 5C. <a href="#">APPLY TO OPENINGS</a> .....               | 236 |
| 5C.1. <a href="#">VIEW APPLICATION RECORD</a> .....       | 237 |
| 5D. <a href="#">WAITLISTED APPLICATIONS</a> .....         | 238 |
| 5E. <a href="#">ACCEPT/DECLINE PENDING OFFERS</a> .....   | 239 |
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## SECTION 7.5 - A. VIEW OPENINGS

Engagement Opening

+ Bookmark Apply Now Suggest Colleague

### Full Match for SME Test Engagement Opening

**Short Title**  
Full Match for SME Test Engagement Opening

**Course**  
[NASA Engages](#)

**Role Information**

**Request Type**  
Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)

**Topic**  
Aeronautics - Experimental aircraft

**Role Description**  
This EO will be a Full match for SME Test

**Time Zone**  
Eastern Standard Time (EST); UTC -5

**Start Date**  
4/1/2023

**Start Time**  
9:30:00 AM

**Activity Type**  
Virtual

**Area(s) of Expertise**  
Engineer - Aerospace

**Event Details**

**Request Coordinator**  
 [SME C \(Test\)](#)

**Requesting Organization**  
[Kent State University](#)

**Event Time Zone**  
Eastern Standard Time (EST); UTC -5

**Event Start Date**  
4/1/2023

**Event Start Time**  
10:00:00 AM

**Event Schedule**

**Event Country**  
United States of America (the)

**Event State**  
Ohio

**Event Street Address**  
123 test address

**Term**  
[NASA Engages](#)

**Audience Type**  
Higher Education

**Number of Attendees**  
150

**End Date**  
4/1/2023

**End Time**  
11:30:00 AM

**Virtual Platform**  
Office 356 Teams

**Virtual NASA Participant Acceptable**

**Requested School Background**

**Project Description**  
This event to show a full match for the SME Test profile

**Activity URL**

**Will the Event be Recorded**

**Event End Date**  
4/1/2023

**Event End Time**  
11:00:00 AM

**Facility**

**Center**

**Event City**  
Kent

**Event Zip Code**  
25487

Sort by:

Most Recent Activity ▾

🔍 Search this feed...

▾ 🔄

(Employee) updated this record.  
March 17, 2023 at 6:05 PM

▾

**Status**  
New to Accepting Applications

👍 Like
💬 Comment
2 comments • 4 views

**More comments** 1 of 2

(Employee)  
a month ago  
respond  
Liked • 1 like

**Engagement Openings** are the role records that NASA Experts will apply for. They contain a combination of the Event Information and Role Information submitted by the record's requester.



## SECTION 7.5 - B. SUGGEST OPENINGS TO A COLLEAGUE

Internal users can suggest other colleagues for an opening. Because internal employees are auto-provisioned in the system, they simply need to search for their name and select it from the database of existing users. The system will automatically generate an email notification to that individual containing key information about the role opening.

The screenshot illustrates the process of suggesting a colleague for an engagement opening. It shows the main opening details, a modal form to select a colleague, an email notification sent to the colleague, and the resulting suggestion in the 'Suggested Engagement Openings' tab.

**Engagement Opening Details:**

- Short Title:** Full Match for SME Test Engagement Opening
- Course:** NASA Engages
- Role Information:**
  - Request Type:** Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission)
  - Topic:** Aeronautics - Experimental aircraft
  - Role Description:** This EO will be a Full match for SME Test
  - Time Zone:** Eastern Standard Time (EST); UTC -5
  - Start Date:** 4/1/2023
- Term:** NASA Engages
- Audience Type:** Higher Education
- Number of Attendees:** 150
- End Date:** 4/1/2023
- End Time:** 11:30:00 AM
- Virtual Platform:** Office 356 Teams

**Suggested Engagement Openings Table:**

| Short Title                                | Suggested By                     | Suggestion Type        | Suggested Date |
|--------------------------------------------|----------------------------------|------------------------|----------------|
| Full Match for SME Test Engagement Opening | Internal Requester (Mentor Test) | Suggested by Colleague | 4/16/2023      |

**Modal Form:** Engagement Opening Suggested For [User Selection] [Submit]

**Email Notification:** A Colleague has Suggested you for an Opening in NASA Engages. From: noreply@salesforce.com On Behalf Of HQ-NASAEngages. To: [Redacted].

**Notification Content:** A colleague thinks you would be a great fit for an Engagement Opening within the NASA Engages tool.  
 Engagement Opening Name: Full Match for SME Test Engagement Opening  
 Topic: Aeronautics - Experimental aircraft  
 Start Date: 4/1/2023  
 Please log in to your NASA Engages account or use the link below to navigate to the Engagement Opening to view the opening in more detail and apply!  
<https://nasacentral-smetest3.sandbox.my.site.com/sme/s/application/a033S0000021pYs>

The recommended Opening will appear in the Suggested Engagement Openings tab on the Home Page. Users can see the visual match indicators for suggested openings, as described on the [Suggested Openings](#) page within this document.

## SECTION 7.5 - C. APPLY TO OPENINGS

To apply as a NASA Expert, the internal user will click the **Apply Now** button within the Opening, which will display a popup that allows them to optionally enter any additional/relevant information.

The screenshot illustrates the application process for a NASA Expert. It shows the 'Engagement Opening: Full Match for SME Test Engagement Opening' page with details like 'Short Title', 'Course', 'Role Information', and 'Term'. The 'Apply Now' button is highlighted with a red circle and an arrow pointing to a popup window titled 'Engagement Opening: Employee Apply Now'. This popup contains instructions, an 'Additional Information' text area, a checkbox for being a backup, and an 'Apply' button. A second popup shows a confirmation message: 'It looks like you have an open application.' Below this, a 'My Applications' list view is shown with columns for 'Application Name', 'Application Status', 'Engagement Opening', and 'Application Date'. The 'Submitted' status for the first application is circled in red. A third popup provides instructions on where to check the application status.

**Engagement Opening: Employee Apply Now**

Clicking 'Apply' in the bottom right corner of this window will submit a copy of the information in your User Profile as an applicant for this role. Please use the field below to share any additional information to the coordinator that may be pertinent to fulfilling the role.

Additional Information

Click here if you are willing to serve as a backup (Waitlisted) for this role

**Apply**

**Engagement Opening: Employee Apply Now**

You can check the status of this application under the "My Events" page / "My Applications" tab on your homepage at any time.

My Upcoming Events **My Applications** Bookmarks My Events History

**MY APPLICATIONS**

**MY NASA ENGAGES APPLICATIONS**

| Application Name | Application Status | Engagement Opening                   | Application Date   |
|------------------|--------------------|--------------------------------------|--------------------|
| APP-1056284      | Submitted          | Mobile Experience Engagement Opening | 4/17/2023, 8:00 PM |
| APP-1056198      | Declined Offer     | NASA Presenter for Demonstration     | 3/15/2023, 5:12 PM |
| APP-1056231      | Accepted Offer     | Post Event 2                         | 3/5/2023, 7:00 PM  |

[View All](#)

If the expert has already applied the opening, the system will prevent them from submitting a duplicate.

Experts can select this checkbox to be waitlisted as a backup, should a selected expert be unable to fulfill a request. See the [Waitlisted Applications](#) section for details.

The My Applications list view displays the current state of each application

## SECTION 7.5 - C.1. APPLICATION RECORD

The system uses the information from the user's profile record and populates it within the Application, so there's no additional fields for the internal user to fill out as part of the application process.

**Application**  
APP-1056280

[Withdraw](#)

Submitted | Waitlist | Pending Offer | Accepted Offer | Declined Offer | Offer Expired | **Withdrawn** | Not Selected

Application Information

Engagement Opening: Test International

Willing to serve as a backup?

Additional Information

SME General Information

Title: Engineering Scientist

Employer: NASA

Assigned Center

Email: [REDACTED]

Preferred Phone: Mobile Phone

Mission Directorate: Aeronautics Research

Work City: Mooresville

Work State: Alabama

Work Zip Code: 35649

School Background: Kent State University

Languages Spoken: English

Languages Read: English

Languages Write: English

SME Qualification & Event Preference

Primary Area of Expertise: Engineer - Aerospace

Other Areas of Expertise: Engineer - Electrical, Mechanical; Engineer - Human Factors; Engineer - Systems; Engineer - Any Engineering Field

Preferred Request Types: Classroom Activity; Demonstration; Judge; Speaker or Presenting Content (STEM Topic, Career, Storytelling, NASA Mission); Keynote Speaker; Technical Review - Proposed Review or Review Panel Participation; Panel; Event Support (Airshow, Community Day); Career Fair; Media/Press Interview; Remarks/Q&A; Conference/Summit; Ceremony (Commemorative, Awards); Product Review - Technical Input or Feedback on OSTEM Outputs; STEM Activity Mentor/Advisor; Pre-Recorded Message; Educator Professional Development; Other

Preferred Topics

Virtual/In-Person Preference: No Preference

Audience Size (up to): 10,000

Audience Type: Educators/Professors; Students: K-2; Students: 3-5; Students: 6-8; Students: 9-12; Higher Education; Informal Education: K-2; Informal Education: 3-5; Informal Education: 6-8; Informal Education: 9-12; Informal Education: All ages; Internal Audience; Media; Policy Makers; General Public; Non-Aerospace Business/Industry/Organizations; Aerospace Business/Industry/Organization

Communication Preference: No Preference

National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

No Fear Act | FOIA | Privacy | Office of Inspector General | Agency Financial Reports | Contact NASA | NASA STEM Engagement | Terms and Conditions

Users may choose to withdraw their application from consideration at this stage, as described in the [Withdrawn Applications](#) section of this document.



## SECTION 7.5 - D. WAITLISTED APPLICATIONS

If the internal user indicated that they would like to be waitlisted for an opening that they have applied to (as described in the [Apply to Openings](#) section of this document), and if the Coordinator finds the user to be a good match, the Coordinator will move the application to the Waitlist state, and the user will receive a notification of the change in status. If the selected NASA Expert is unable to fulfill the obligation, the waitlisted expert will receive an offer notification if selected as the next best backup candidate.

Application  
APP-1056285

**Waitlist** Pending Offer Accepted Offer Declined Offer Offer Expired Withdrawn Not Selected

Willing to serve as a backup?

Application Information  
Engagement Opening  
NASA in Napa: Space Agriculture Expert

Additional Information

SME General Information

Withdraw

Users may choose to withdraw their application from consideration at this stage, as described in the [Withdrawn Applications](#) section of this document.

Your NASA Engages application has been set to Waitlist

noreply@salesforce.com On Behalf Of HQ-NASAEngages

To [Redacted]

Fri 3/31/2023 4:04 P

**NASAengages**

[Redacted]

Thank you for your interest in fulfilling the Engagement Opening 'NASA in Napa: Space Agriculture Expert' on the NASA Engages request "NASA in Napa: Space Agriculture". Unfortunately, you were not selected to fulfill this role. We hope you will consider applying to other Engagement Openings listed on NASA Engages.

To review other Engagement Openings, navigate to the Browse Engagement Openings page on the NASA Engages website using the link below. Thank you for your support of NASA Engages!

<https://nasacentral-smetest3.sandbox.my.site.com/sme/s/application/a033S0000021pYs>

My Upcoming Events **My Applications** Bookmarks My Events History

**MY APPLICATIONS**

**MY NASA ENGAGES APPLICATIONS**

| Application Name | Application Status | Engagement Opening                     |
|------------------|--------------------|----------------------------------------|
| APP-1056285      | Waitlist           | NASA in Napa: Space Agriculture Expert |
| APP-1056231      | Accepted Offer     | Post Event 2                           |
| APP-1056252      | Declined Offer     | NASA Presenter for Demonstration       |

View All

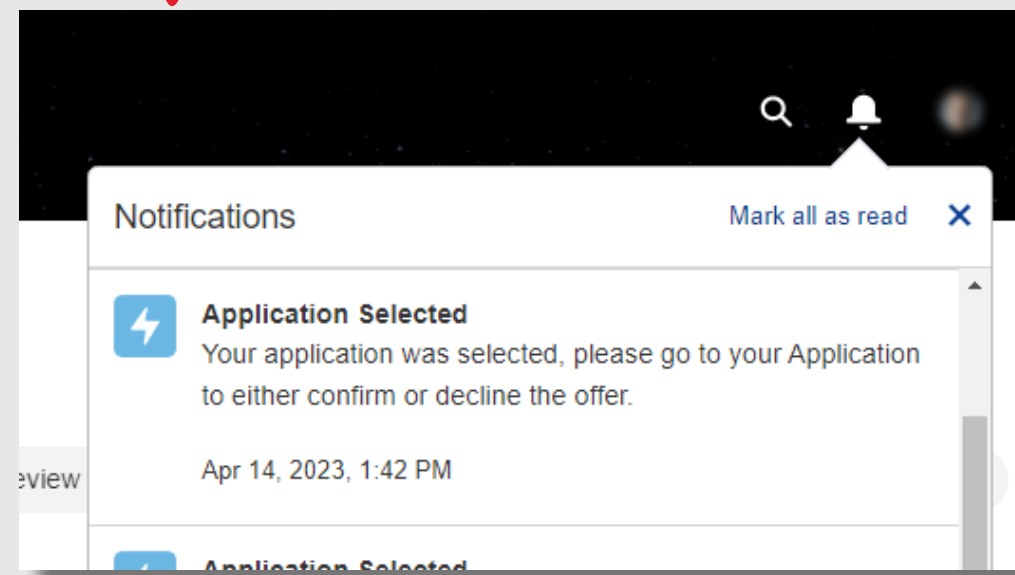
The My Applications list view displays the current state of each application



## SECTION 7.5 - E. ACCEPT / DECLINE PENDING OFFERS

NASA Experts will receive an email, as well as an in-system notification (via the bell icon in the upper right corner of the main menu bar), that informs them that they've been selected and that they have an action to take.

Both notification options will automatically route the expert to the application record.



Pending experts have the option to **Decline** or **Confirm** the offer directly within the application.

Application APP-1056280

Decline Confirm

Application Information

Engagement Opening: Test International

Willing to serve as a backup?

SME General Information

Title: Engineering Scientist; Employer: NASA

Assigned Center: [Redacted]; Email: [Redacted]

Preferred Phone: Mobile Phone; Mission Directorate: Aeronautics Research

Work City: Mooresville; Work State: Alabama

Work Zip Code: 35649; School Background: Kent State University

Languages Spoken: English; Languages Read: English

Languages Write: English

SME Qualification & Event Preference

Primary Area of Expertise: Engineer - Aerospace

Other Areas of Expertise: Engineer - Electrical, Mechanical; Engineer - Human Factors; Engineer - Systems; Engineer - Any Engineering Field

Audience Type: Educators/Professors; Students: K-2; Students: 3-5; Students: 6-8; Students: 9-12; Higher Education; Informal Education: K-2; Informal Education: 3-5; Informal Education: 6-8; Informal Education: 9-12; Informal Education: All ages; Internal Audience; Media; Policy Makers; General Public; Non-Aerospace Business/Industry/Organizations; Aerospace Business/Industry/Organization

Audience Size (up to): 10,000

Communication Preference: No Preference

NASA National Aeronautics and Space Administration  
NASA Official: Douglas Goforth

Your NASA Engages Application was Selected

noreply@salesforce.com On Behalf Of HQ-NASAEngages

To: [Redacted]

Fri 3/31/2023 4:04 PM

Reply Reply All Forward

**NASAengages**

[Redacted]

Congratulations! You have been selected to fulfill the Engagement Opening 'Mobile Experience Engagement Opening' for the request 'Mobile Request from External User'. To confirm or decline your assignment, please log into NASA Engages or navigate directly to your application using the link below. You will see a button to either confirm or decline the Engagement Opening. We request a response within 2 business days. Thank you for your support of NASA Engages!

<https://nasacentral-smetest3.sandbox.my.site.com/sme/s/application/a033S0000021pYs>

NASA National Aeronautics and Space Administration

## SECTION 7.5 - E.1. EXPIRED OFFERS

If the selected NASA Expert does not respond to an offer within 5 calendar days, the application will automatically move to an Offer Expired state. The option to accept or decline the offer is no longer available. The user can receive a new offer when in this state, if the Coordinator chooses to re-send a new offer to that individual.

Application  
APP-1056276

Offer Expired

Withdraw

Application Information

Engagement Opening  
NASA Presenter for Demonstration

Willing to serve as a backup?

Additional Information

Users may choose to withdraw their application from consideration at this stage, as described in the [Withdrawn Applications](#) section of this document.

My Upcoming Events **My Applications** Bookmarks My Events History

### MY APPLICATIONS

#### MY NASA ENGAGES APPLICATIONS

| Application Name            | Application Status | Engagement Opening                                   | A |
|-----------------------------|--------------------|------------------------------------------------------|---|
| <a href="#">APP-1056199</a> | Offer Expired      | NASA Presenter for Demonstration                     | 3 |
| <a href="#">APP-1056222</a> | Withdrawn          | Astronaut                                            | 3 |
| <a href="#">APP-1056244</a> | Accepted Offer     | EO to demonstrate withdraw message when SME assigned | 3 |
| <a href="#">APP-1056249</a> | Accepted Offer     | Test ELS / PES Engagement Opening                    | 3 |
| <a href="#">APP-1056260</a> | Not Selected       | Space Car Engineer                                   | 3 |

[View All](#)

The **My Applications** list view displays the current state of each application

Notifications [Mark all as read](#) ✕

**Application Expired**

An application offer you assigned to NASA Presenter Demonstration has expired. Please take notice and assign another application to fulfill this Engagement Opening

Review

Mar 24, 2023, 3:12 PM

In-system notifications are available through the bell icon in the upper right corner of the main menu bar. The number of *unread* notifications will be displayed on the bell, when applicable. Each notification serves as a link to the record that the notification is related to.



## SECTION 7.5 - F. NOT SELECTED APPLICATIONS

If an individual is not selected to fulfill the role, they will receive a notification to keep them informed either way. The application will be moved to a **Not Selected** state.

Application  
APP-1056260

Application Information

Engagement Opening  
Space Car Engineer

Willing to serve as a backup?

Additional Information

Your NASA Engages application was not selected

[noreply@salesforce.com](mailto:noreply@salesforce.com) On Behalf Of HQ-NASAEngages

To: [Redacted]

Fri 3/31/2023 4:04 P

[Redacted]

Thank you for your interest in fulfilling the Engagement Opening 'Cars in Space' on the NASA Engages request 'Space Car Engineer'. Unfortunately, you were not selected to fulfill this role. We hope you will consider applying to other Engagement Openings listed on NASA Engages.

To review other Engagement Openings, navigate to the Browse Engagement Openings page on the NASA Engages website using the link below. Thank you for your support of NASA Engages!

<https://nasacentral-smetest3.sandbox.my.site.com/sme/s/application/a033S0000021pYs>

NASA National Aeronautics and Space Administration

My Upcoming Events **My Applications** Bookmarks My Events History

**MY APPLICATIONS**

**MY NASA ENGAGES APPLICATIONS**

| Application Name            | Application Status | Engagement Opening                                                   |   |
|-----------------------------|--------------------|----------------------------------------------------------------------|---|
| <a href="#">APP-1056199</a> | Accepted Offer     | <a href="#">NASA Presenter for Demonstration</a>                     | 3 |
| <a href="#">APP-1056222</a> | Withdrawn          | <a href="#">Astronaut</a>                                            | 3 |
| <a href="#">APP-1056244</a> | Accepted Offer     | <a href="#">EO to demonstrate withdraw message when SME assigned</a> | 3 |
| <a href="#">APP-1056249</a> | Accepted Offer     | <a href="#">Test ELS / PES Engagement Opening</a>                    | 3 |
| <a href="#">APP-1056260</a> | Not Selected       | <a href="#">Space Car Engineer</a>                                   | 3 |

View All

The My Applications list view displays the current state of each application

## SECTION 7.5 - G. CANCELLATION NOTIFICATIONS

If an event is cancelled prior to a user being able to fulfill their duties as a NASA Expert, the user will receive an email notification that informs them that the event has been cancelled. The status of the application will move to the **Not Selected** state in this scenario.

Application  
APP-1056260

Not Selected

Application Information

Engagement Opening  
[notify for match-upcoming event-app EO](#)

Willing to serve as a backup?

Additional Information

A NASA Engages Event was Cancelled

noreply@salesforce.com On Behalf Of HQ-NASAEngages

Reply Reply All Forward

Fri 4/7/2023 11:55

**NASAengages**

An Engagement Opening you were assigned to, notify for match-upcoming event-app EO, has been cancelled. Thank you for your interest in the engagement! No further action is required from you at this time. We hope you will continue to apply for new opportunities!

To review the details of this engagement opening, click the link below.

[notify for match-upcoming event-app EO](#)

NASA National Aeronautics and Space Administration

My Upcoming Events **My Applications** Bookmarks My Events History

**MY APPLICATIONS**

**MY NASA ENGAGES APPLICATIONS**

| Application Name            | Application Status | Engagement Opening                                                   |   |
|-----------------------------|--------------------|----------------------------------------------------------------------|---|
| <a href="#">APP-1056199</a> | Accepted Offer     | <a href="#">NASA Presenter for Demonstration</a>                     | 3 |
| <a href="#">APP-1056222</a> | Withdrawn          | <a href="#">Astronaut</a>                                            | 3 |
| <a href="#">APP-1056244</a> | Accepted Offer     | <a href="#">EO to demonstrate withdraw message when SME assigned</a> | 3 |
| <a href="#">APP-1056249</a> | Accepted Offer     | <a href="#">Test ELS / PES Engagement Opening</a>                    | 3 |
| <a href="#">APP-1056260</a> | Not Selected       | <a href="#">notify for match-upcoming event-app EO</a>               | 3 |

[View All](#)

The My Applications list view displays the current state of each application



## SECTION 7.5 - H. WITHDRAWN APPLICATIONS

Users may choose to withdraw their application from consideration by clicking the **Withdraw** button within the application, *when available*, as described in the [View, Suggest & Apply to Openings](#) section of this document. Once an application is withdrawn from the system, it can no longer be considered for an opening. No email or in-system notification is sent to the user.

The screenshot shows the NASA application interface. At the top, there is a navigation bar with the NASA logo and links for Home, My Requests, My Events, and Browse Engagement Openings. Below the navigation bar, there is a section for the application APP-1056222. A progress bar shows several steps completed (indicated by checkmarks) and a final step labeled 'Withdrawn' in a blue box. Below the progress bar, there is a section for 'Application Information' with a dropdown arrow.

My Upcoming Events **My Applications** Bookmarks My Events History

### MY APPLICATIONS

#### MY NASA ENGAGES APPLICATIONS

| Application Name            | Application Status | Engagement Opening                                                 | Ap |
|-----------------------------|--------------------|--------------------------------------------------------------------|----|
| <a href="#">APP-1056199</a> | Accepted Offer     | <a href="#">NASA Presenter for Demonstration</a>                   | 3/ |
| <a href="#">APP-1056222</a> | Withdrawn          | <a href="#">Astronaut</a>                                          | 3/ |
| <a href="#">APP-1056244</a> | Accepted Offer     | <a href="#">EO to demonstrate withdraw message when SME a...</a>   | 3/ |
| <a href="#">APP-1056249</a> | Accepted Offer     | <a href="#">Test ELS / PES Engagement Opening</a>                  | 3/ |
| <a href="#">APP-1056251</a> | Accepted Offer     | <a href="#">Notification for match-upcoming event-app accepted</a> | 3/ |

[View All](#)

The **My Applications** list view automatically displays the current state of the withdrawn application

# APPENDIX A

## ENHANCED ACADEMIC INSTITUTION LOOKUP EXPERIENCE

1. [SHOW MORE RESULTS PAGE](#) ..... 245

## APPENDIX A - SHOW MORE RESULTS PAGE

Anywhere that users have the ability to look up to their academic institution within Gateway, the system returns up to five potential results that match the criteria entered. Each search result entry now displays the street address to help differentiate each school. However, users have always had the ability to click the **Show All Results** link at the top of the results, which will route them to the expanded search experience. In the past, the Account Name and City & State columns were only displayed, which sometimes made it difficult for our users to pick the correct school from the list. This experience has been enhanced to provide the School Name, full Address (including Street), as well as any recorded Aliases (such as school acronyms), Country, Phone, and Website. Users may search for their school against any column displayed in this view.

**Education of Annate Organization**

\*Institution Name

lincol

Show All Results for "lincol"

- Lincoln Elementary School  
515 Havens Corners Rd
- Lincoln (Abraham) High  
2162 24th Ave.
- Lincoln Garden School  
970 Lincoln Garden Rd
- Lincoln Independent School  
215 Sensenig Rd
- Lincoln Marti School 17  
1750 E 4th Ave

Search Majors...

NASA Home My Information Explore Opportunities Stay Connected

Search...

Megoo

**Institution Name**

lincol

**Accounts**

50+ Results • Sorted by Relevance

| ACCOUNT NAME                                                | ALIAS(ES) | STREET ADDRESS        | CITY & STATE                                  | COUNTRY       | PHONE          | WEBSITE                      |
|-------------------------------------------------------------|-----------|-----------------------|-----------------------------------------------|---------------|----------------|------------------------------|
| UNIVERSITY OF NEBRASKA-LINCOLN                              |           | 14TH AND R ST         | LINCOLN, NEBRASKA 68588                       | UNITED STATES | (402) 472-7211 | www.unl.edu/                 |
| Appletree Early Learning Center Pcs - Lincoln Park          |           | 138 12Th St Ne        | Washington, District of Columbia (D.C.) 20002 | United States | (202) 621-6581 | www.appletreeinstitute.org   |
| Lincoln Secondary                                           |           | 300 S Garden Street   | Lake City, Minnesota 55041-1664               | United States | (651) 345-4553 | www.lake-city.k12.mn.us/     |
| University of Nebraska, Lincoln - Ralph Mueller Planetarium |           | 645 North 14th Street | Lincoln, Nebraska 68588-4807                  | United States |                |                              |
| William H Lincoln                                           |           | 19 Kennard Rd         | Brookline, Massachusetts 02445                | United States | (617) 879-4600 | www.brookline.k12.ma.us      |
| Lincoln-Thomson                                             |           | 115 Gardiner Street   | Lynn, Massachusetts 01905                     | United States | (781) 477-7460 | www.lynnschools.org          |
| Lincoln-Hancock Community School                            |           | 300 Granite Street    | Quincy, Massachusetts 02169                   | United States | (617) 984-8715 | www.quincypublicschools.com  |
| Lincoln-Bassett School                                      |           | 130 Bassett St.       | New Haven, Connecticut 06511                  | United States | (475) 220-8500 | www.nhps.net                 |
| Lincoln Street                                              |           | 76 Lincoln Street     | Northborough, Massachusetts 01532             | United States | (508) 351-7030 | www.lincoln.nsboro.k12.ma.us |
| Lincoln School                                              |           | 100 Decicco Drive     | Leominster, Massachusetts 01453               | United States | (978) 534-7761 | www.leominsterschools.org    |
| Lincoln Middle School                                       |           | 230 Hawthorne Avenue  | Hawthorne, New Jersey 07506                   | United States | (973) 423-6460 | www.hawthorne.k12.nj.us      |
| Lincoln Elementary School                                   |           | 712 Lincoln Avenue    | Ridgefield Park, New Jersey 07660             | United States | (201) 994-1830 | www.rpps.net                 |

Cancel

\* Major / Area of Interest