**NCAS STEM Gateway Application Experience** 

PRESNTED BY **NASA Community College Aerospace Scholars** 





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How do I apply in Gateway for NCAS?



To learn more about NCAS scan here?



### **NASA Community College Aerospace Scholars**



Students participating in the NCAS (NASA Community College Aerospace Scholars) activity can expect to advance their capabilities in STEM, helping to prepare them for better representation and service in STEM fields. NCAS has three missions designed to challenge and build student knowledge and skills by focusing on NASA's mission goals, collaboration, and career pathways.

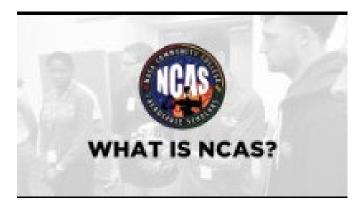
**Mission 1: Discover** — Self-Paced Online Course

**Mission 2: Explore** — Educational Simulation Experience

**Mission 3: Innovate** — Engineering Design Challenge

To learn more about NCAS visit the link <u>NASA</u> <u>Community College Aerospace Scholars</u>.









NCAS Experience





### **NCAS Application Preparation**





What do I need to prepare for the NCAS Gateway application?

- Review **eligibility**
- Locate and review transcripts
- Review <u>FAQs</u>
- Write 300-word essay







### **NCAS** Eligibility Requirements





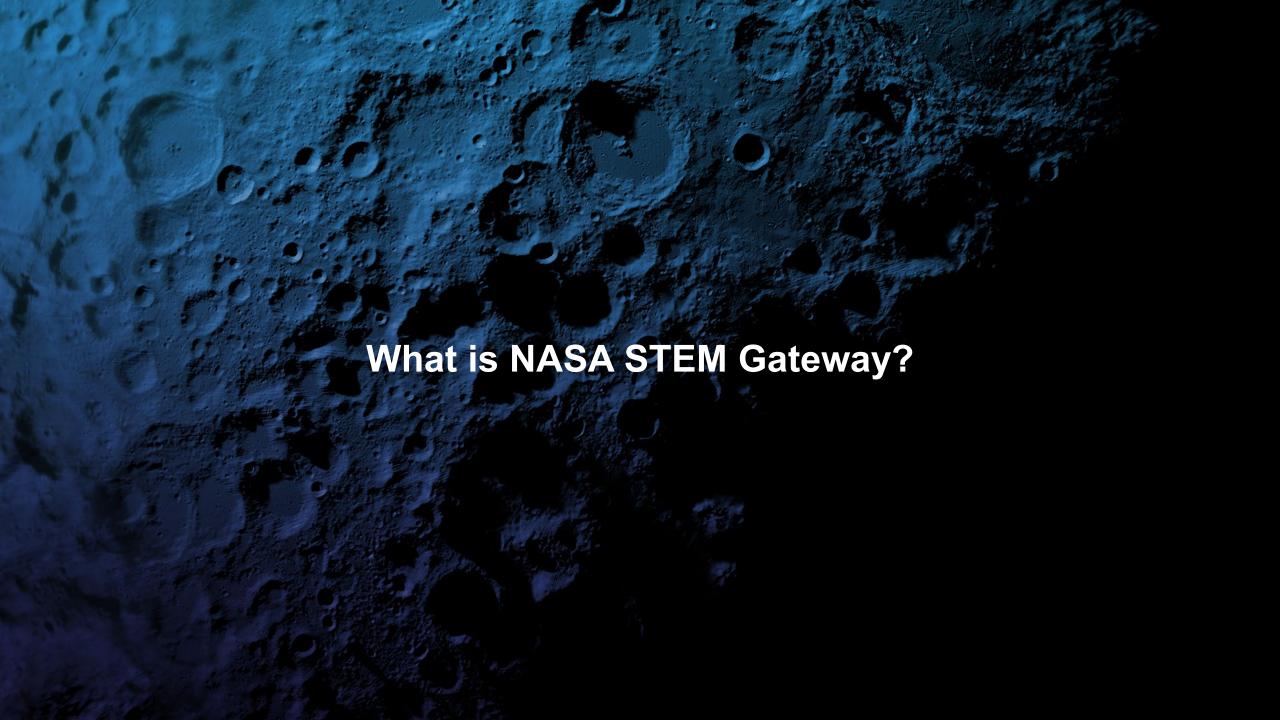
#### **Mission 1: Discover**

- U.S. Citizenship
- High school graduate or equivalent
- At least 18 years of age by beginning of Mission 1: Discover
- Currently attending a U.S. community college
- Completion or concurrent enrollment of 9+ college credits of STEM coursework
- Able to commit to a 5-week online session
- Internet access
- Have not previously participated in NCAS

**Mission 2: Explore** — Successful completion of previous Mission 1: Discover

**Mission 3: Innovate** — Successful completion of previous Mission 1: Discover and Mission 2: Explore





### What is NASA STEM Gateway?





**Search Opportunities** 



**Create Profile** 



**Communicate Interest** 

The NASA STEM Gateway serves as your comprehensive platform for diving into STEM experiences. This includes the NCAS program, which is meticulously crafted to INSPIRE, ENGAGE, EDUCATE, and ultimately EMPLOY the next generation of explorers.

On the NASA STEM Gateway website, you can explore the NCAS opportunity along with a plethora of other offerings such as internships, challenges, research opportunities, educator professional development, and STEM experiences tailored for both pre-college and college students.

Take the first step by creating a Gateway Account, where you can easily access the NCAS experience, and begin the application process!



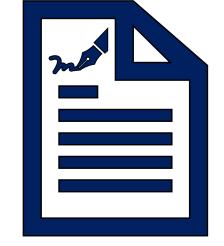


### NASA STEM Gateway — Creating Gateway Account Tips



#### NCAS FAQ Step 1: Create an account in NASA STEM Gateway.

- Do not submit your application until all information and proper documentation is uploaded
- Use Google Chrome or Microsoft Edge on your computer to apply
- Do not use a mobile phone to apply
- Be sure to note or record your STEM Gateway username and password in a secure location as you
  will need to return to your account to accept offers, apply to other opportunities, and update your profile
- Provide an alternate email
  - An alternate email can help us contact you if you change schools or are not monitoring your school or primary account
  - Many school accounts also utilize filters that block NASA messages
- Add nasa.gov to the list of approved email domains that your email client (MS Outlook, Gmail, etc.)
- Add <u>isc-ncas@mail.nasa.gov</u> to your favorite contacts list to help ensure receiving messages from NCAS
- Include a preferred phone number in your profile
- Review all application entries before submission

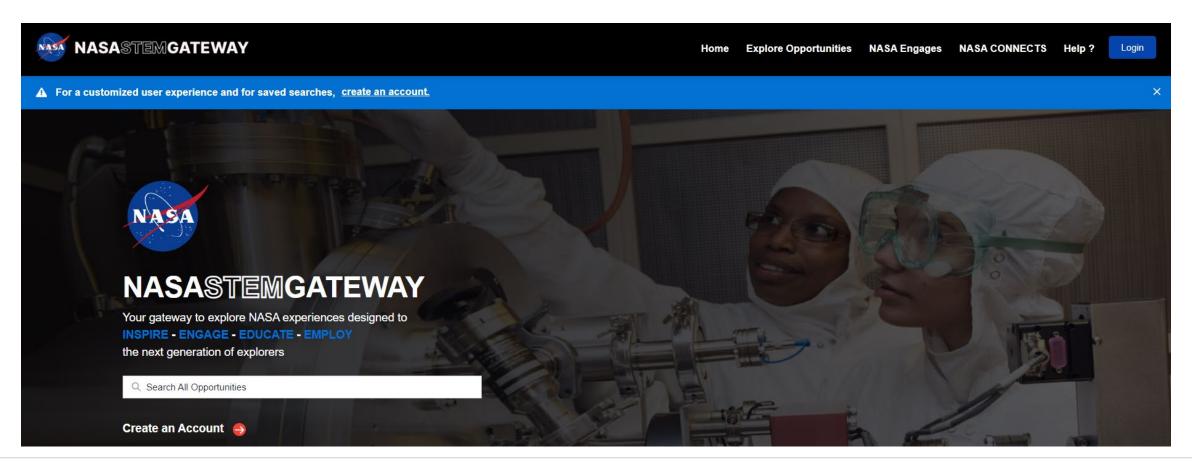


### NASA STEM Gateway — Creating Gateway Account



#### **1.0 Create Gateway Account**

- 1.1 Go to the website <a href="https://stemgateway.nasa.gov/public/s/">https://stemgateway.nasa.gov/public/s/</a>.
- 1.2 Click on "Create an Account"

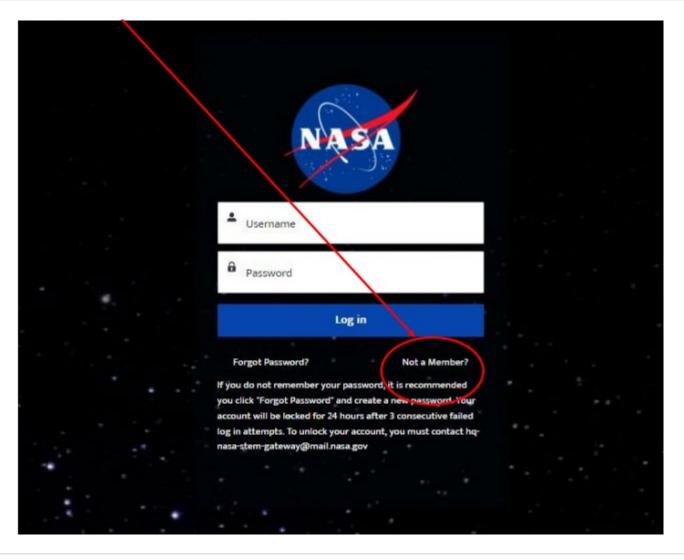




# NASA STEM Gateway — Creating Gateway Account



1.3 Click on "Not a Member"



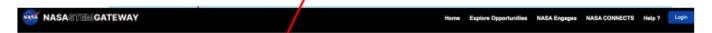


## Creating Gateway Account — Category





2.1 Under Active Student, click on "Click Here to Register"



#### Which category best represents you?

Choose the category that best represents your role.



#### Active Student

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

- . High School (formal or homescho
- 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.

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 hehalf

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





### **Creating Gateway Account — About You and Next Steps**



#### 3.0 About You

- 3.1 Fill in "First Name", "Last Name", "Email", and select your age range
- 3.2 Use a "permanent" email address (like Gmail), not a school address
- 3.3 When the submit button becomes dark blue, click "Submit"

#### 4.0 Next Steps

- 4.1 Follow the "Next Steps..."page instructions4.2 Log into the email accoun
- 4.2 Log into the email account you used to start your registration process to retrieve the link from HQ-NASA-STEM-Gateway to complete your profile

#### Tell us a little bit about yourself

*First Name			
Jane			
*Last Name			
Doe			
*Email			
NASAJane	eDoe@g	mail.com	
*Age			
18 or over			•
В	ack	Submit	



2. When you've logged in, you'll be directed to your profile where you will register your account.

receive a message from agency-mynasa-no-reply@mail.nasa.gov

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.





#### Creating Gateway Account — Welcome Email



5.0 Welcome Email
5.1 Retrieve the
welcome email from
HQ-NASA-STEMGateway to complete
your profile
5.2 Click the link
[Redacted in black]







### **Creating Gateway Account — System Access**





■@gmail.com 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.

#### **6.0 System Access Acknowledgement**

6.1 After you click the link, the next page will be an acknowledgement that you are authorized to access this system

6.2 Click "Next"





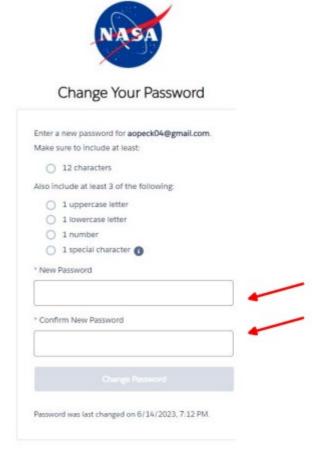


#### **Creating Gateway Account — Password**



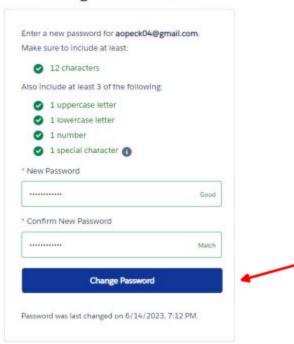
#### 7.0 Password Setup

- 7.1 Set up your password using the guidelines provided
- 7.2 Store your password in a safe, secure, and accessible place!
- 7.3 You will only be able to click "Change Password" if your password meets all the requirements and your passwords match in the "new" and "confirm" lines below





#### Change Your Password

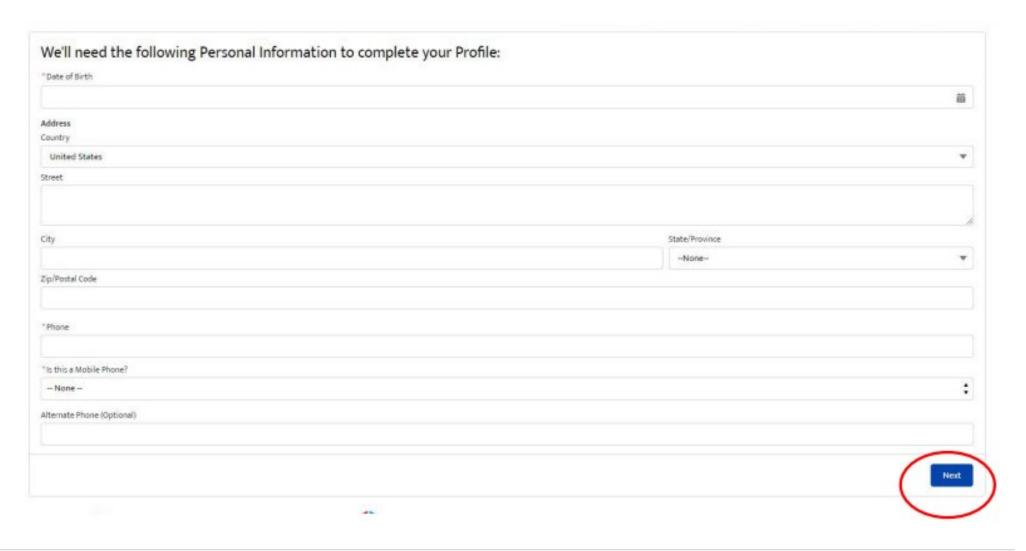




### **Creating Gateway Account — Personal Information**



8.0 PersonalInformation8.1 Fill out yourpersonal informationand click "Next"

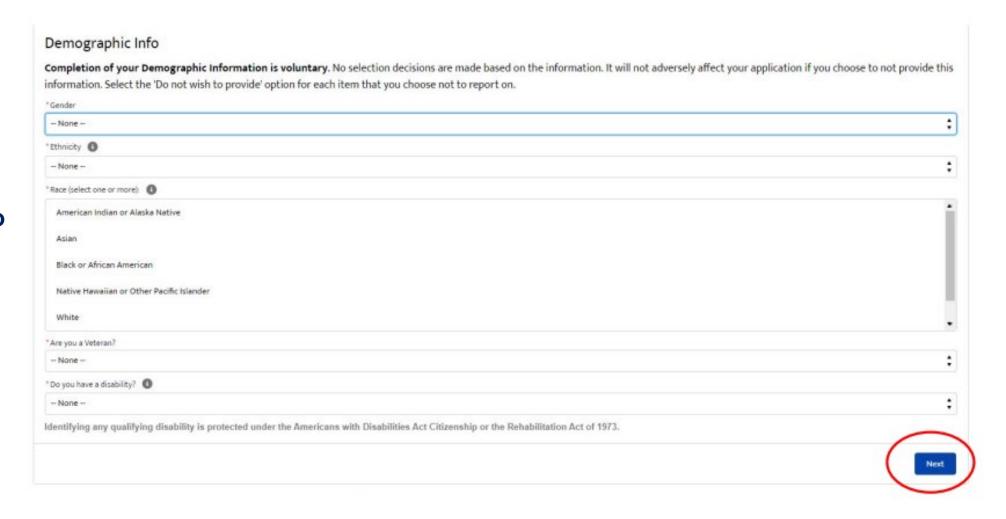




#### **Creating Gateway Account — Demographic Information**



9.0 Demographic Info 9.1 Fill out your voluntary demographic information and click "Next"







## **Creating Gateway Account — Citizenship**



#### 10.0 Citizenship

10.1 Fill out your Citizenship information and click "Next"

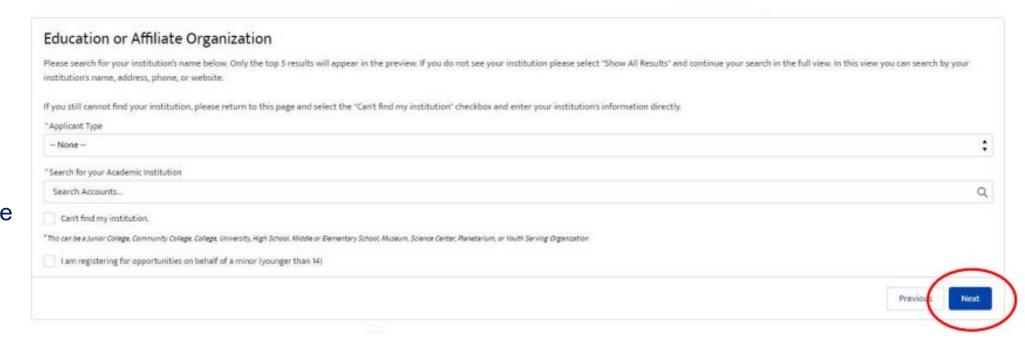
Citizenship	
.icizerisriip	
-None	
	Previous Next
	Previous Next

#### Creating Gateway Account — Education or Affiliate Organization



# 11.0 Enter Community College

11.1 Fill out your Education or Affiliate Organization 11.2 Select "Undergraduate" or "Graduate" student depending on your classification 11.3 Select your grade level and enrollment status 11.4 Search for and select the academic institution you are currently enrolled in 11.5 Then click "Next"



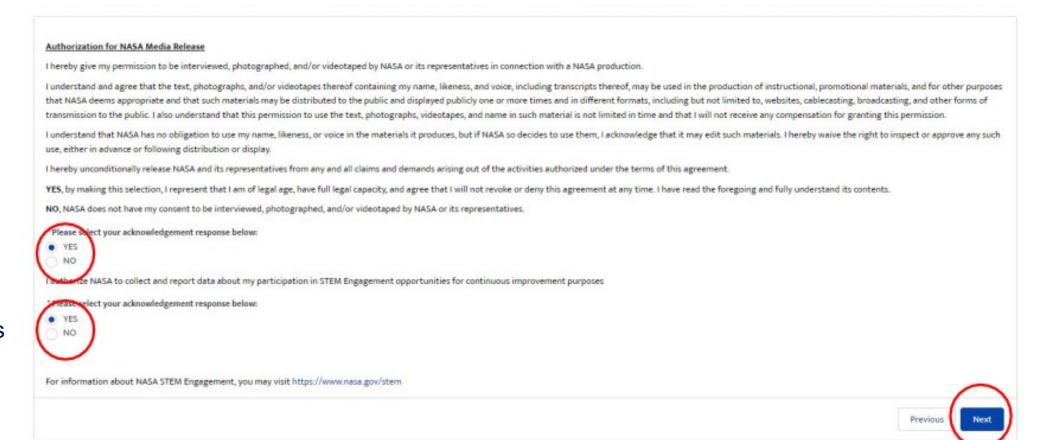




### **Creating Gateway Account — Media and Data**



Authorization
12.1 Click the
buttons for the
media release
12.2 Click the
buttons for
reporting data
collection
acknowledgements
12.3 Then click
"Next"





### **NASA STEM Gateway Profile Created!**



#### 13.0 You now have a NASA STEM Gateway Profile!

- 13.1 Click Next to get to the STEM Gateway Home page
- 13.2 Start your NCAS Application!

#### Congratulations!

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

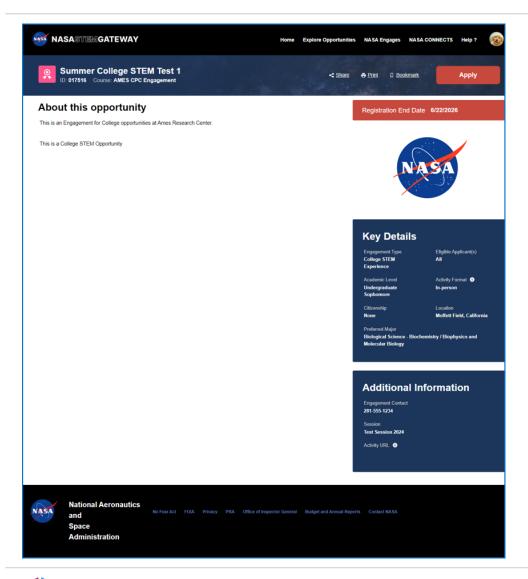






### NASA STEM Gateway — Prerequisites & Opportunity Choice





Complete the following steps to submit a College/Pre-College Individual Application:

- 1.0 Select a College/Pre-College Opportunity for which to Apply
- 1.1 Choose the NCAS opportunity from NASA STEM Gateway <a href="https://www.stemgateway.nasa.gov/s/explore-opportunities">https://www.stemgateway.nasa.gov/s/explore-opportunities</a>
- 1.2 Use the "Search All Opportunities" feature to find the next NCAS opportunity Enter 'NCAS' in the search bar
- 1.3 Click on the "Apply" button in the upper-right corner



### NASA STEM Gateway — GPA



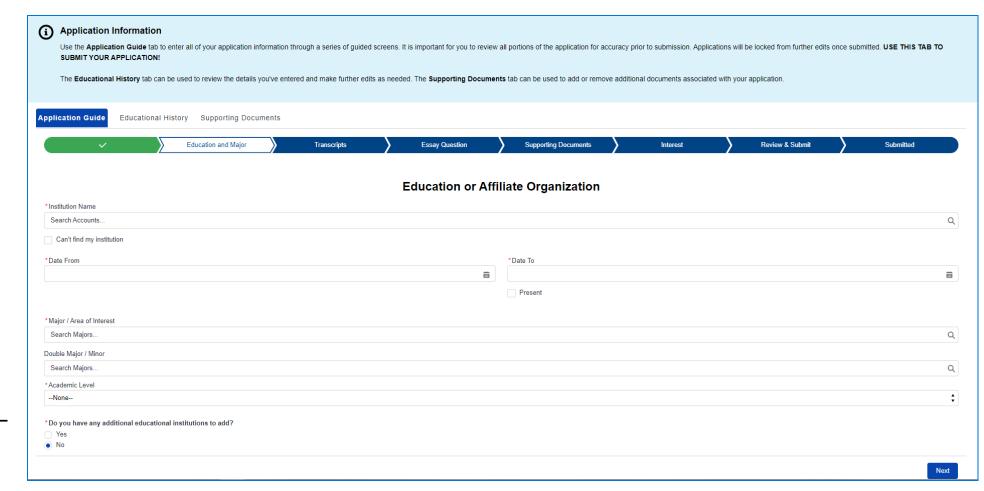
# 2.0 Enter Applicant's GPA

2.1 Enter cumulative GPA based on a 4.0 scale

2.2 Check "School Does Not Use GPA" if school does not use a GPA

2.3 Click the "Next" button in the lower-right corner to continue to the next screen

NOTE: NCAS does not use GPA for selection — You must enter an answer, but your GPA will not be reviewed







#### NASA STEM Gateway — Organization or Education Affiliation

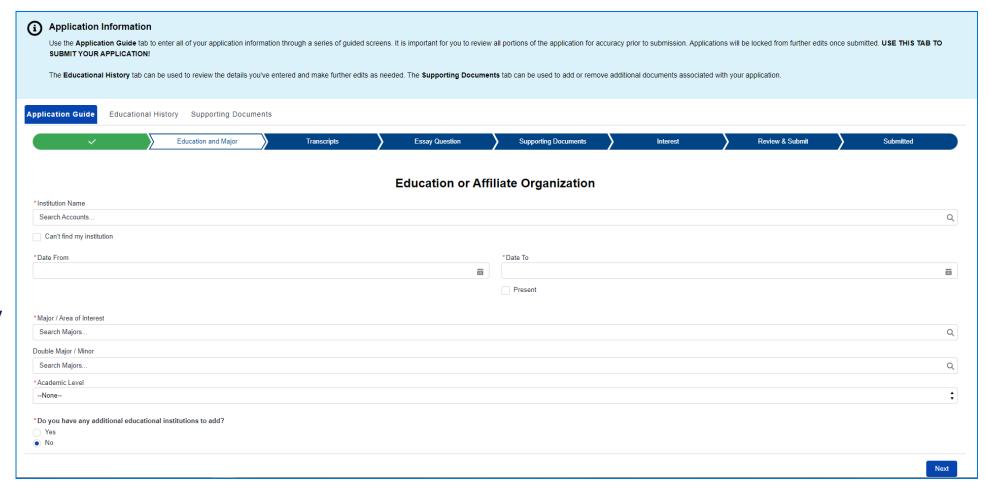


# 3.0 Enter Education or Affiliate Organization

3.1 Search and select applicant's education institution in "Institution Name" field — NCAS requests you use the name of your community college if dual enrolled 3.2 If unable to find "Institution Name" in list, check "Can't Find My Institution"

3.2.1 Enter education institution name and address

3.3 Enter "Date From" and "Date To"







### NASA STEM Gateway — Organization or Education Affiliation

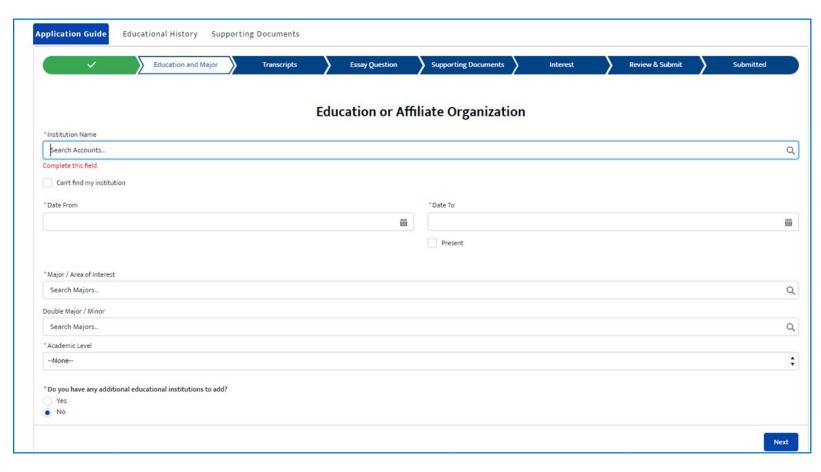


3.4 If an applicant is currently attending an institution, the "Present checkbox should be checked 3.5 Then select "Planned Graduation Month" and "Planned Graduation Year" from the drop-down list

Jan 1, 2023	Currently Attending	
	✓ Present	
* Planned Graduation Month	*Planned Graduation Year	

#### NASA STEM Gateway — Organization or Education Affiliation





3.6 Search for Major in "Major/Area of

Interest" field and select — If your major is not listed, choose a major as close as possible to yours

NOTE: NCAS does not use major/area of interest for selection

3.7 If applicable, search for Double Major/Minor in "Double

Major/Minor" field and select

- 3.8 Select "Academic Level" from list
- 3.9 If applicant has additional educational institutions to add, check "Yes" and click on the "Next" button in the lower-right

corner to add another educational institution (Repeat process as needed)

3.9.1 When complete, click the

"Next" button in the lower-right corner to continue to next screen

## **NCAS STEM Gateway — Transcripts**





#### 4.0 Upload Transcripts

Review your transcript(s).

- Community College Transcripts (Official or Unofficial)
- Remember to redact unnecessary information including:
  - Student ID
  - Social Security Number
- Double Check Transcript before uploading to ensure it includes all required information









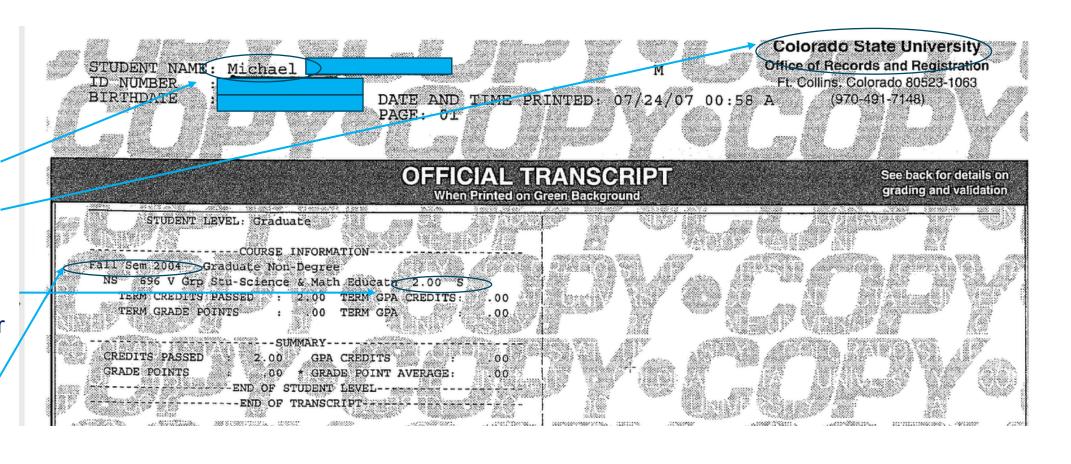


### NASA STEM Gateway — Transcript Example



Community
College
Transcripts
(official or
unofficial) must
include the
following:

- Your name
- Your school's name
- 9 credits of college STEM courses, either completed or in-progress
- Proof of current enrollment



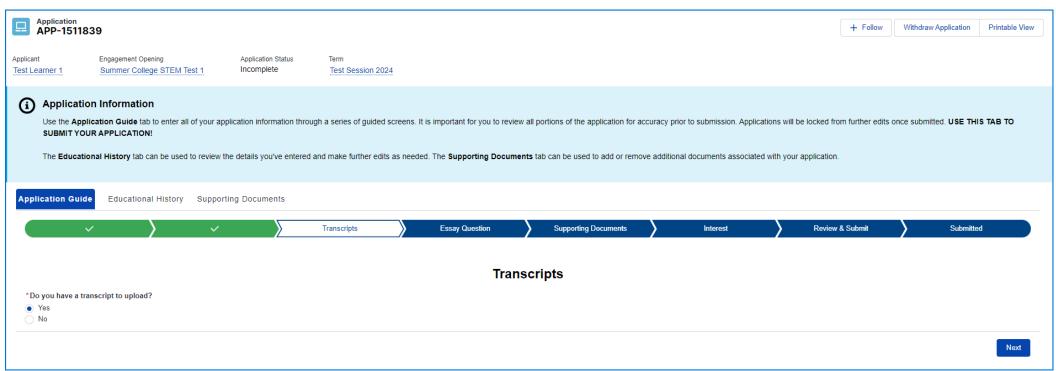




## NASA STEM Gateway — Transcripts



#### 4.1 Select "Yes" to upload transcript

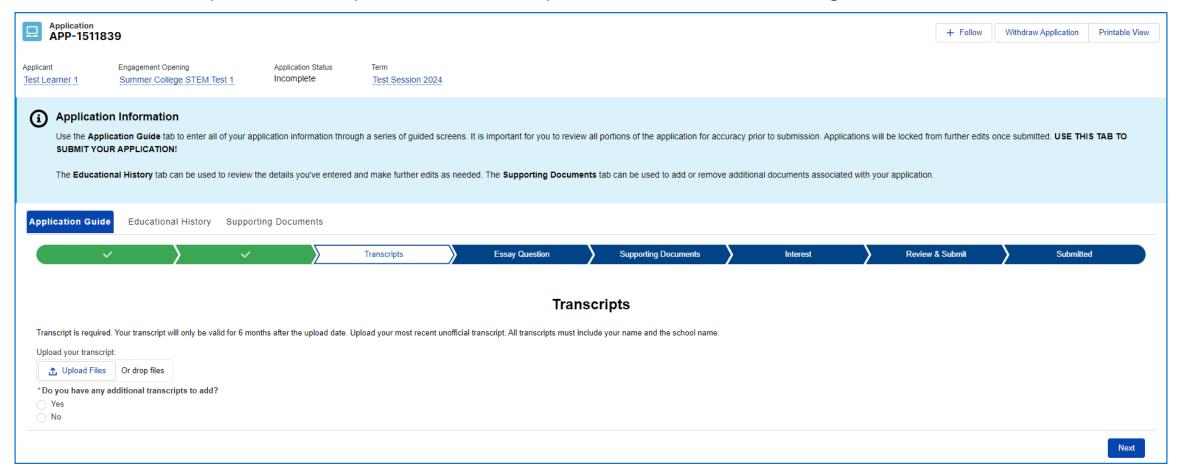


**NOTE:** Transcripts are required to submit application. If your transcript(s) is not currently available to be uploaded, select "No" and click the "Next" button in the lower-right corner to continue application process. A transcript must be uploaded before submitting final application.

### **NASA STEM Gateway — Transcripts**



#### 4.2 To upload transcript, click on the "Upload File" button and navigate to the desired file





### **NASA STEM Gateway – Transcripts**



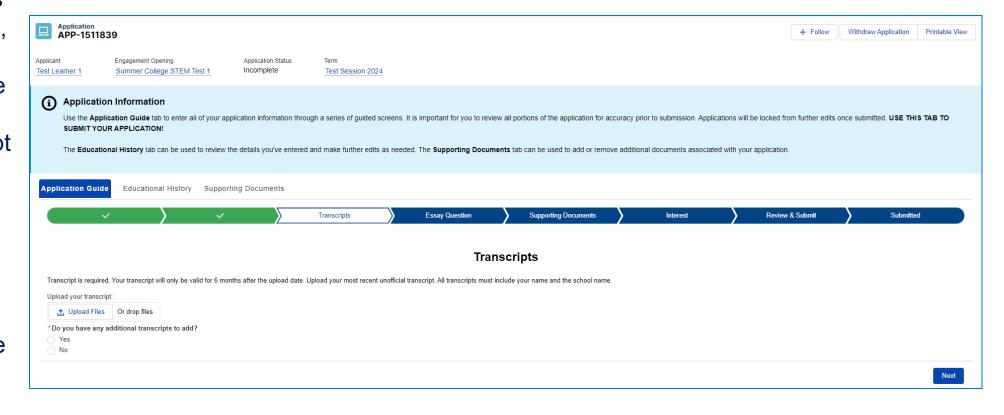
#### 4.3 Click the "Done" button when file has finished uploading

in through a series of guided screens. It is important for you to review all portions of the application for accuracy prior to submission. Appli ntered and make further edits as needed. The Supporting Documents tab can be used to add or remove additional documents associate Upload Files Generic Test - Copy.docx 11 KB Transcrip Interest Done 1 of 1 file uploaded **Transcripts** date. Upload your most recent unofficial transcript. All transcripts must include your name and the school name.

## **NASA STEM Gateway — Transcript**



4.4 If the applicant has more transcripts to add, select "Yes" and click the "Next" button in the lower-right corner to select another transcript to upload — Repeat process as needed 4.5 After all transcripts have been uploaded, select "No" and click the "Next" button in the lower-right corner to continue to the next screen



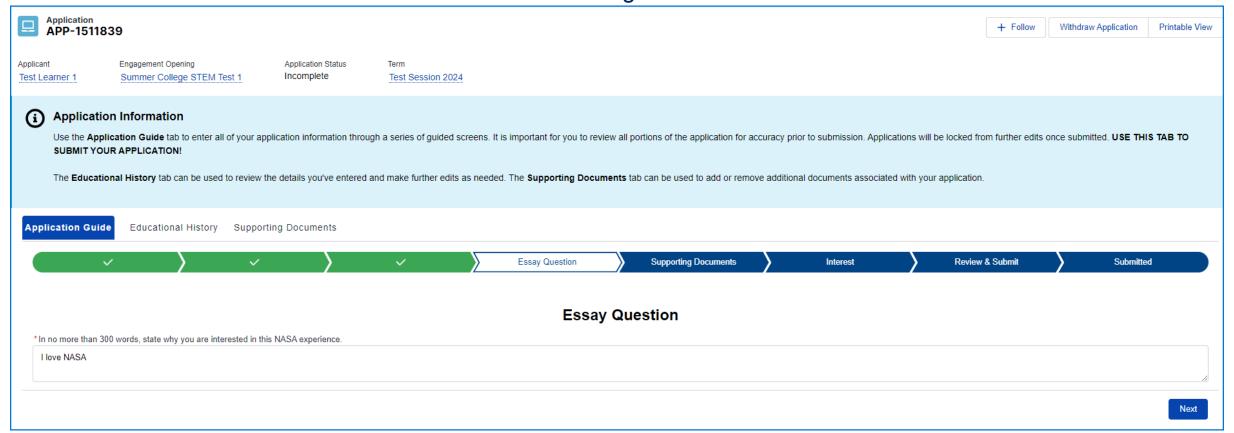




### NASA STEM Gateway — Essay Response



5.1 Answer "Essay Question" prompt in the space provided5.2 Click the "Next" button in the lower-right corner to continue to the next screen



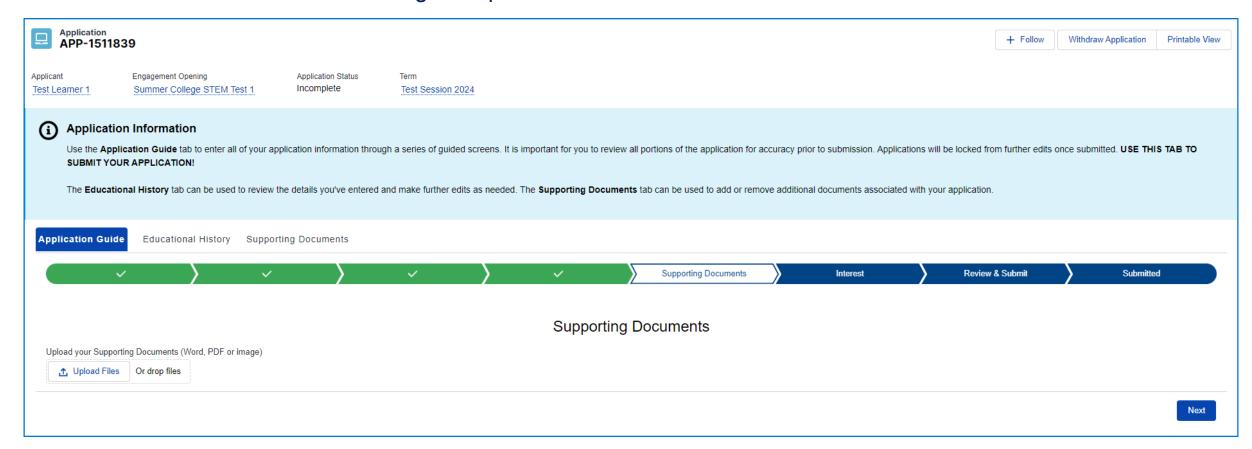


### NASA STEM Gateway — Supporting Documents



6.1 To upload supporting documents, click on the "Upload File" button and navigate to the desired file NOTE: NCAS does not require any supporting documents such as resumes, letters of recommendation, etc.

Nothing is required here — Click "Next" when finished



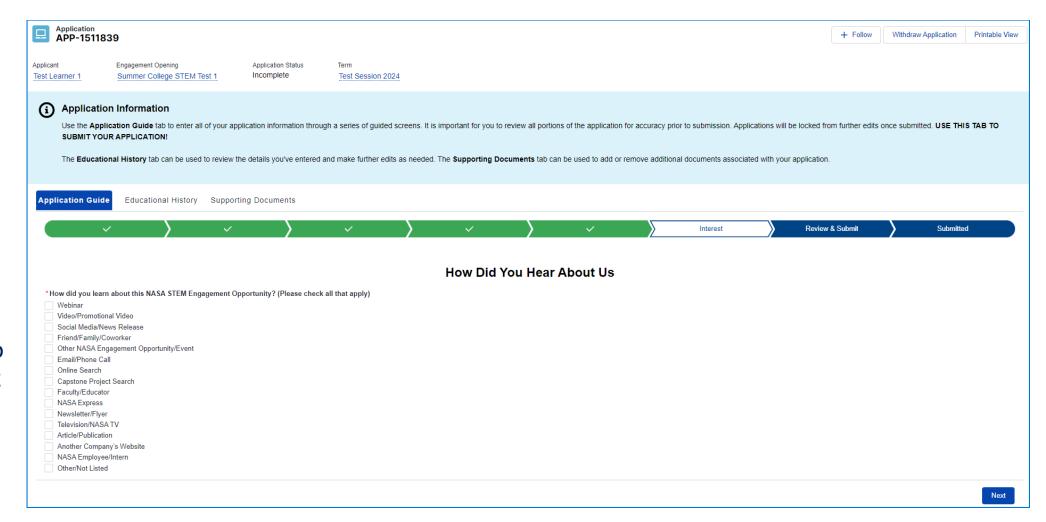




#### NASA STEM Gateway — How Did You Hear About Us



7.1 Answer "How did you learn about this NASA STEM Engagement Opportunity?" by checking the appropriate box(es) 7.2 Click the "Next" button to continue to the next screen







### NASA STEM Gateway — Review and Edit

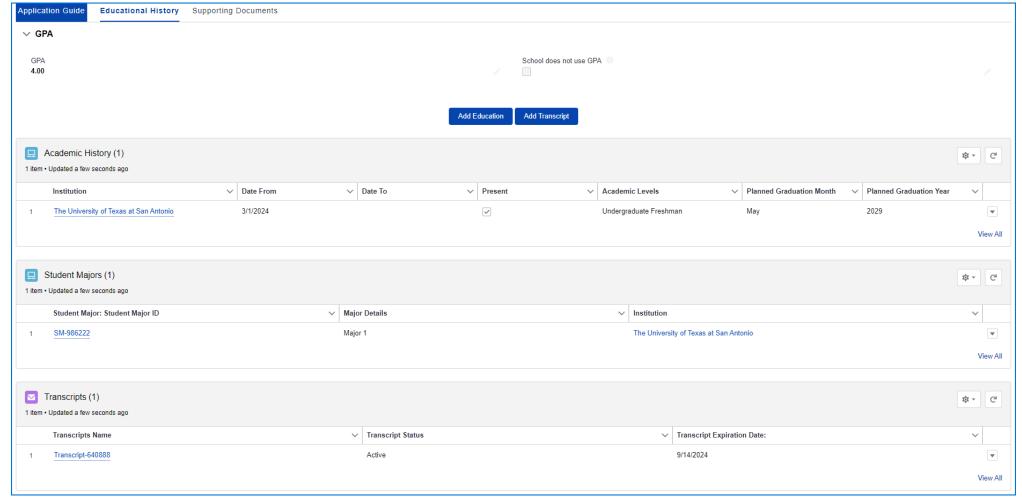


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·	<b>~</b>	<b>&gt;</b>	<b>~</b>	<b>&gt;</b>	>	<b>~</b>	<b>&gt;</b>	Review & Submit	Submitted
				Pa	view & Edit				
Povious the information you have entered and year	orify that it is accurate to the h	oot of your knowledg	o. Clinking "Novt" on this neg			ion. Vou may adit your in	formation below and in the "Educati	tional History" and "Supporting Documents" tabs at	200
Application Date	erny that it is accurate to the b	est of your knowledg	e. Clicking Next on this pag	e will allow you to verily and submit	your application/registral	ion. You may edit your in	omation below and in the Educat	ilonal history and Supporting Documents tabs at	ove.
Mar 18, 2024									
GPA									
4.000									
School Does Not Use GPA									
Essay									
I love NASA									
✓ Webinar  Video/Promotional Video  Social Media/News Release  Friend/Family/Coworker  Other NASA Engagement Opportunity/E  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	vent								
Other/Not Listed									
									N
									_

8.1 Review application and make any necessary edits

#### NASA STEM Gateway — Review and Edit



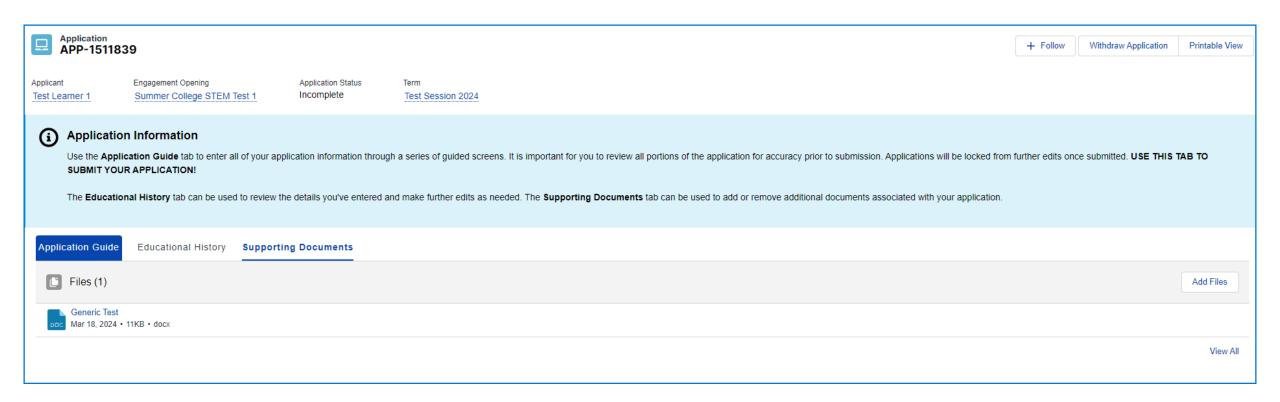


8.2 Click the "Educational History" tab to review/edit previously entered educational history

#### NASA STEM Gateway — Review and Edit



8.3 Click the "Supporting Documents" tab to review/edit previously uploaded documents
8.4 Return to the "Application Guide" tab
8.5 Click the "Next" button in the lower-right corner to continue to the next screen



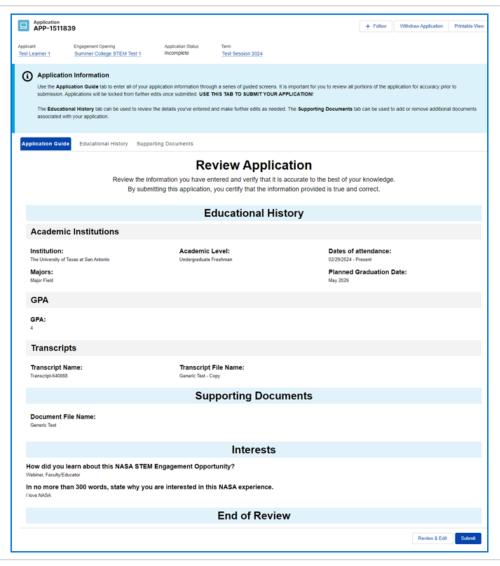




### **NASA STEM Gateway – Review and Submit**



- 9.1 Review application for final time
- 9.2 If edits are needed, click the "Review & Edit" button to return to the "Application Guide" to make any necessary edits
- 9.3 When complete, click the "Submit" button in the lower-right corner to submit the application NOTE: After clicking "Submit", any changes will require reapplying, so review and double check





### NASA STEM Gateway — Confirm Submission



10.1 Confirm submission of application

10.2 Close window

