**SOAR Registration and Data Portal Student Guide**

**Logging in to the SOAR Portal**

The SOAR Portal is a way for us to collect your student information for the NSF INCLUDES TAPDINTO-STEM mentoring program. Your privacy and security of your information is important to us. SOAR automatically encrypts your name to protect your privacy. When you register, you will select a nickname, which is part of the process to protect your privacy.

Please enter your real name when it prompts you to do so, and not your nickname. SOAR will encrypt your name behind the scenes.

1. Please go to <https://www.soar-ai.com> to complete the required registration forms for the TAPDINTO-STEM Mentoring Program.
2. Click sign up. You will be asked to provide your name, last name, email, and a password.
3. Please register as a student.
4. Select a nickname from the options provided and select your institution.
5. When you are finished, click submit.

**Step One: STU1 TAPDINTO-STEM Student Understanding Form**

First, please complete the TAPDINTO-STEM student Understanding Form. The student understanding form is an outline of the expectations of the program and what is expected of you, the student during your time as a TAPDINTO-STEM participant.

1. Please be sure to check each of the boxes and read the form carefully before submitting to show your understanding and responsibility while being in the NSF INCLUDES TAPDINTO-STEM mentoring program.
2. When you click submit, a pop-up box will appear, and two options will be presented: Proceed to STU2\_TAPDINTO-STEM Student Demographic Form OR go to the homepage. Please click STU2\_TAPDINTO-STEM Student Demographic Form and proceed to the next step.

**Step Two: STU2\_TAPDINTO-STEM Student Demographic Form**

The student demographic form is a part of your registration in the TAPDINTO-STEM Mentoring Program. This form collects information about you as a participant. Access to the data will be restricted to authorized personnel of NSF and the TAPDINTO-STEM program. The data collected will only be reported by NSF and the TAPDINTO-STEM personnel in aggregation (grouped together). Your individual information will not be reported separately.

1. Please fill out every item on this form as requested. You will be asked to review and edit the information if needed at the start of each new year (August) that you are enrolled in the NSF INCLUDES TAPDINTO-STEM mentoring program.
2. Your privacy and security of your information is important to us. SOAR automatically encrypts your name to protect your privacy. When you registered, you selected a nickname, which is part of the process to protect your privacy. **Important:** Please enter your real name on this form and not your nickname. SOAR will encrypt your name behind the scenes.
3. When you hit submit, a pop-up box will appear, and you will be given two options: Proceed to STU3\_TAPDINTO-STEM Student Awareness and Opportunities Form OR Go to Homepage. Please click Proceed to STU3\_TAPDINTO-STEM Student Awareness and Opportunities Form.

**Step three: STU3\_TAPDINTO-STEM Student Awareness and Opportunities Form**

Please complete this Awareness and Opportunity Form to finish your student registration for the next academic semester in the NSF INCLUDES TAPDINTO-STEM mentoring program. In this form, first you will answer about your awareness of each activity and then you will be asked about the opportunity you had to participate in each activity.

1. Please specify the extent to which you are aware of each of the following and the extent to which you have participated. If a service does not apply to you, please leave blank.
2. Use the following scale to respond to the awareness questions: 1 = not aware or not applicable 2 = some awareness 3 = slightly aware 4 = aware 5 = very aware.
3. When you hit submit, a pop-up box will appear, and you will be given two options: Proceed to STU4\_TAPDINTO STEM Semester Transcript and Progress Update Form or Go to home page. Please click Proceed to STU4\_TAPDINTO STEM Semester Transcript and Progress Update Form.

**Step Four: STU4\_TAPDINTO STEM Semester Transcript and Progress Update Form**

Please use this form to update your current academic status, accomplishments, and STEM research, work, and/or internship activities. This information will help determine your continued eligibility for the NSF INCLUDES TAPDINTO-STEM mentoring program.

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3. When you hit submit, a pop-up box will appear, and you will be given two options: Proceed to STU5\_TAPDINTO-STEM Student Activity Form (Students) OR go to home page. Please click Proceed to STU5\_TAPDINTO-STEM Student Activity Form (Students).

**Step Five: STU5\_TAPDINTO-STEM Student Activity Form (Students)**

PLEASE complete this form at the end of the semester.

Thank you for all your great work this year. Please complete this Student Activity Form so that you can document your work this semester. You will be asked to complete this form each semester to document your activities in the NSF INCLUDES TAPDINTO-STEM mentoring program.

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2. **Important:** Please enter your real name on this form and not your nickname. SOAR will encrypt your name behind the scenes.
3. Bottom of Form