Surmounting Obstacles for Academic Resilience

SOAR Portal Student Instructional Guide

Getting Started!

This informational guide is based on use in the web-based application www.soar-ai.com.

For information on how to download and use the new mobile app, please [click here](#)!

New Student Registration

1. **Create an Account**
   - **Name** – This can be your legal or preferred name

     For privacy, your name will be encrypted within the portal, however, program administrators will have access to a basic roster of registered members, including your name and email, for alliance communications.

   - **Nickname** – Because your real name is encrypted, the portal will recognize you by this nickname.

     These are randomly generated names that you can change at any time through Edit Profile.

   - **Institution** – This is your current college/university
   - **Email** – This will be your login ID. Preferably, use your campus/student email.

     Note: Please ensure accuracy as your email cannot be changed.

   - **Password** – You can change this at any time by clicking "Forgot Password?"

2. Read the **READ ME** Document
   This document can be found at the top of your user dashboard and has information about the purpose of the portal and expectations.

3. **Complete forms** as they populate into your dashboard

Using SOAR

Form Dashboard
Your dashboard is organized in three sections:

Pending Forms – These are upcoming forms that are to be completed as scheduled.

Completed Forms – These are recently submitted forms that are still open.

History of Completed Forms – This is an archive of previously submitted forms and can be used as future reference or as a way to reflect on your progress.

Example of Student Dashboard:

Completing Forms

Forms are created and published by the backbone and should take only a few minutes to complete.

- **Demographic Form** – As part of your registration, your first step is to complete the demographic form. *You will submit this only once.*
- **Plans for Academic Year** – This form is published at the start of the academic year to collect general information and document your goals and intentions for the upcoming year.
- **Monthly Check-In's** – These monthly forms are intended to reflect on your real-time progress, perceptions and experiences.
- **Mid- and End-of-Year Progress Report** – These end-of-semester forms document your academic status, accomplishments, and STEM research, work, and/or internship activities for the semester.

Open / Close date – Published forms will populate on your dashboard and be available for submission on the open date for the designated time frame. Once the close date has passed, you will not be able to submit the form.

Submit and Save buttons

- o Save – Forms auto-save in real-time, but if you are not yet ready to submit, select [Save] to take you back to your dashboard.

  o Submit – When you have completed all fields, press [Submit] to submit the form.

   Note: You will not be able to submit if there are any required fields that are not completed.

Notifications

You will receive an automated email when a form comes open and 3 days prior to its close date if not yet completed. Mobile push notifications also follow this schedule if the app is downloaded on your mobile device.

Contact Information

If you have any questions, encounter technical issues, or require further clarification on any aspect of the SOAR Portal, please do not hesitate to reach out for support. Our TAPDINTO-STEM backbone associates are here to assist you.

Email: info@tapdintostem.org

Our working hours are 9 am to 5 pm Central Time, Monday through Friday. We aim to respond to all inquiries within 24 hours during the workweek.

  Note: To help us assist you more efficiently, please be as specific as possible when describing the problem you are experiencing. If applicable, attaching a screenshot of the issue can be incredibly helpful. Additionally, please specify which browser, app, and/or device you are using to access the portal.