Teacher Registration Guide for 2023

All Teachers must create an account each year (this is a change from 2021) but you can use the same username and password every year.

- You must complete registration before your student(s) can register.
- If you are new to NHD, BEFORE you create your account, you should verify that your school is in the registration system. The list of registered schools for each district can be found on their respective pages on the Nebraska NHD website: www.nebraskanhd.org. If a school is not listed, contact the state office at nebraskanhd@gmail.com to have the school added to the system, please specify whether the school or students will be paying student fees. You and your students CANNOT register if your school is not in the system.
- Make sure to click the "Save and Continue" button after each step.
- The link to register for your contest is located on the district's page of the Nebraska NHD website: www.nebraskanhd.org. Once on the website select Contest Info tab and click on District Contests. Click the name of the contest to get to your district contest page. The teacher registration button is on each contest page.

Registration Steps
1. Using the Create Account either from the tab or on the lower right, enter your first name, last name, and email address. Select "Teacher" when the option is available.
2. Complete personal contact information and create a password. Your **address, city, state, zip code, phone number, and gender are required fields.**
3. Select school. (Multiple schools may be selected).
   - Note: If a school is not on the list, contact the state office at nebraskanhd@gmail.com to have it added. You CANNOT complete registration if your school is not in the registration system.
4. Answer any additional questions. Some questions may be:
   - Secondary non-school email in case you need to be contacted in June.
   - How you administer National History Day at your school.
   - Grade level(s) you teach.
   - Subject(s) you teach.
   - Number of students in your classroom(s) that created a History Day-type project this year (include those that do not compete).
   - Please list any co-teachers (mentors, parents, student teachers, etc) who were involved in your National History Day program.
     - **Note on Co-Teachers**: The registration system now recognizes co-teachers - all co-teachers should create their own individual account. Students can select up to three teachers from their school list when registering.

5. The final page will recap your account information and thank you for registering.

<u>Using the Teacher Account</u>

- Logging In
  1) Click on the "Teacher Registration" button located on the page for your district on the Nebraska NHD website: www.nebraskanhd.org.
  2) Click the "Log In" button on the upper right-hand side of the page next to the logo of the hosting institution.
  3) Input your username and password.
  4) If you forget your username or password, you can use the "Forgot Username/Password" feature on the sign-in page or you can contact the state office at nebraskanhd@gmail.com to have your username/password reset.
- Registering Students: If you wish to register students, you may do so from your account once student registration is open.
  1) Click on "Create Account".
  2) Follow the instructions as listed in the Student Registration Guide.
- Viewing and Editing Student Information After Registration
  1) Click on the "My Students" tab at the top of the page. This will take you to a list of the students who are linked to you in the system.
     - Note: Your student(s) will appear only if they have gone far enough in the process to select you as a teacher.
  2) If you need to make any changes, click on the icon next to the student's name for various options, including uploading projects.
- Paying for Students
  1) Select the "Store" tab
  2) Click on the "Students" tab. All of the students associated with you will appear in the list. Check the box next to the student(s) for whom you are paying. Then click on "Add Selected Fees to Cart" button.
  3) Click on the "Checkout & Pay" tab.
  4) Confirm the information is accurate and click "Generate Invoice" button.
  5) Click on "Print/View" and then take a screenshot or use your browser option to print.
  6) Please note the invoice number on the check.
  7) Mail the invoice and check, to the contest host.
     - Information on where to send the payment is on the invoice.
  8) If you need to change your invoice, open the existing invoice through the "Order History" tab and select Delete Invoice. Then start over with step 2.
- Viewing Judge Evaluations
  - An evaluation tab will appear after the contest when released by the coordinator. This may happen immediately after the awards ceremony or it may take the coordinator a few days to process.
  - Students will also have access to their judge evaluations.
  - You have the option to download the evaluations.