Teacher Registration Guide

The Basics
- Registration (and login) links are located on the district's page on the Nebraska NHD website: www.nebraskanhd.org.
- **All Teachers** must create an account

Registration for New Teachers
- You must complete registration before your student(s) can register.
- 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. 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.

Registration Steps
1. Click on the "Teacher Registration" button located on the district's page on the Nebraska NHD website: www.nebraskanhd.org.
2. Enter your first name, last name, and email address
   - Note: Use a regularly checked email that can receive emails from outside sources. You may need to be contacted when school is not in session.
3. Complete personal contact information and create a password. **Address, city, state, zip code, phone number, and gender are required fields.** Your role should remain as "Teacher."
4. 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.
5. Answer any additional questions. Some questions may be:
   - How do you administer National History Day at your school?
   - What grade level(s) do you teach?
   - What subject(s) do you teach?
   - How many students in your classroom(s) created a History Day-type project this year (include those that attend a contest as well as 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 will now recognizes co-teachers - all co-teachers should create their own individual account and, for verification, list all co-teachers when prompted during the registration process. Students must select a minimum of one teacher when

registering and have the option to select up to three teachers listed for their school.

6. Complete permissions and waivers
   ▪ Hold Harmless
   ▪ Media Release

Using the Teacher Account

- 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.
  1) Click on "Create Account".
  2) Follow the instructions as listed in the Student Registration Guide.
- Viewing Student Information After Registration
  1) Click on the "My Students" tab on 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 after they have created their account.
  2) If you need to make any changes, click on the student's name to edit their personal and project information. You may also link or unlink group projects for your registered students (see Editing Student Accounts for Group Entry Links below).
- Editing Student Accounts for Group Entry Links
  1) All students that are part of a group entry need to have the same project/team key in order to be linked in the registration system as one entry. To link students on the same project, follow these steps:
  2) Click on the "My Students" tab.
  3) Select the student name of the project you are linking to.
  4) Select "Edit/View Participant."
  5) Copy the "Project Key."
  6) Click on "Close/Done."
  7) Select the student name of the project you wish to change
  8) Select "Link to a Project."
  9) Paste (control+V) copied project in box.
  10) Click "Link to a Project."
  11) Click "Save."
- 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.
3) Add the fees to the cart.
4) Click the blue "Checkout & Pay" button.
5) Click "Generate Invoice."
6) Confirm the information is accurate and print this invoice.
7) Please note your invoice number on your check.
8) Mail the invoice and check, to the contest host.
    - Information on where to send the payment can be found on the district's page on the NENHD website: www.nebraskanhd.org.
- Viewing Judge Evaluations
    - All evaluations will be available online after release 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 through the online system at the same time you do.
    - To access judge evaluations, click on the "Evals" tab at the top of the screen between "Home" and "My Students" in registration system. Then you may download the evaluations.