

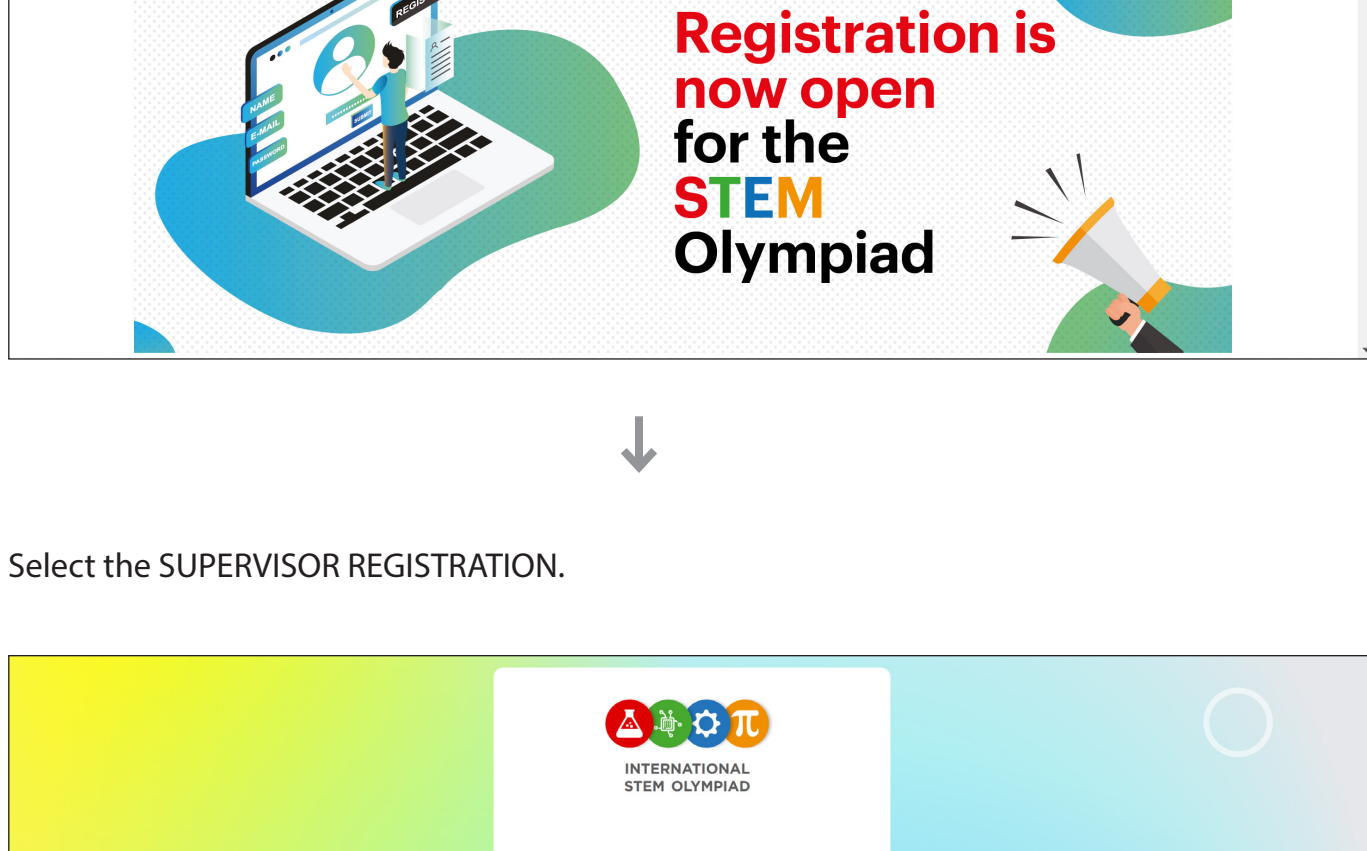
# INSTRUCTIONS FOR A TEACHER REGISTRATION

- Registration of a new teacher
- Registration of a new student **using Teacher ID**
- Pre-registration of a new student **using Student ID and Reference code** provided by the teacher

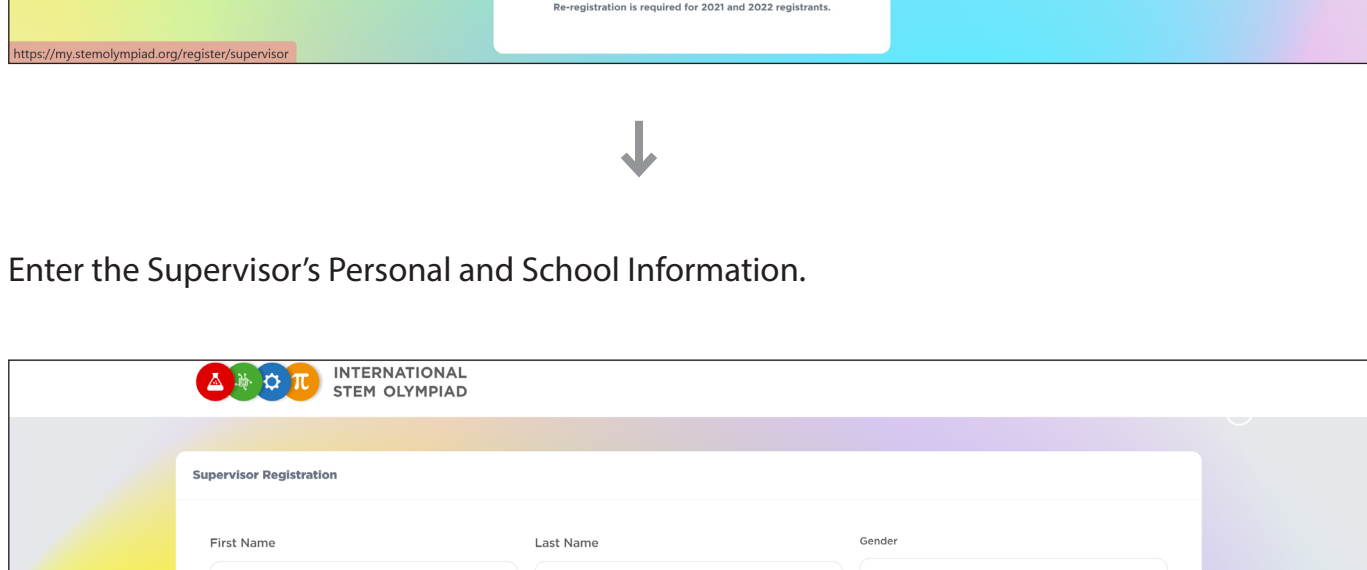
A

## Registration of a New Teacher

- Go to <https://stemolympiad.org> homepage and click the REGISTER button to start the registration process of a new teacher

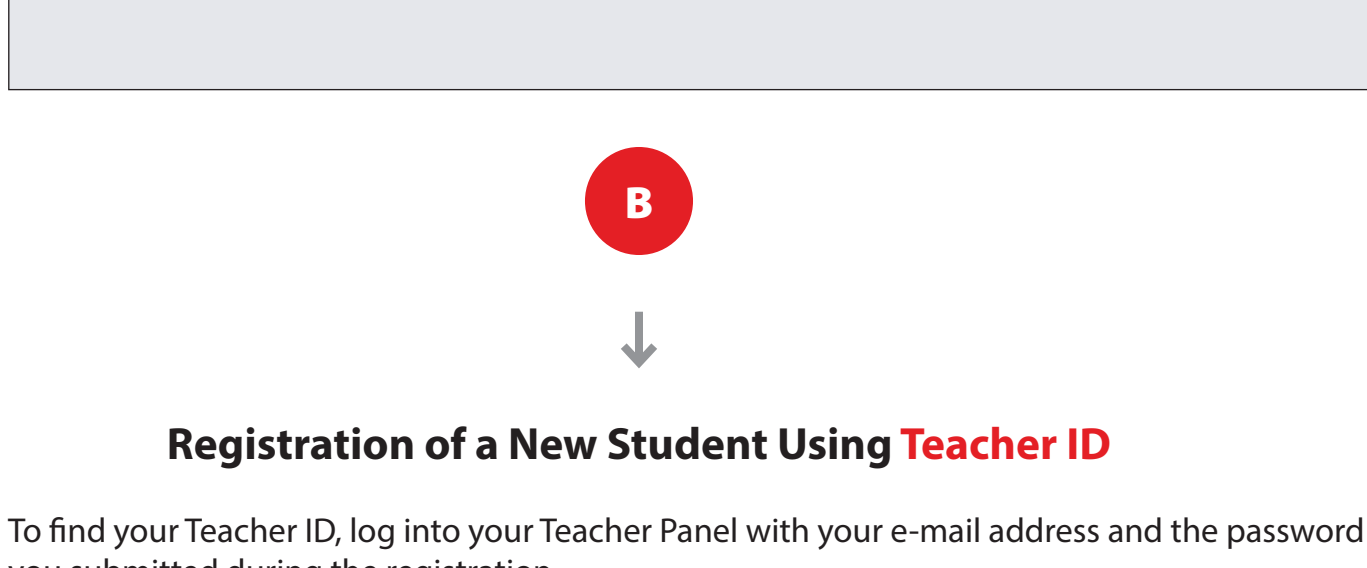


- Select the SUPERVISOR REGISTRATION.



- Enter the Supervisor's Personal and School Information.

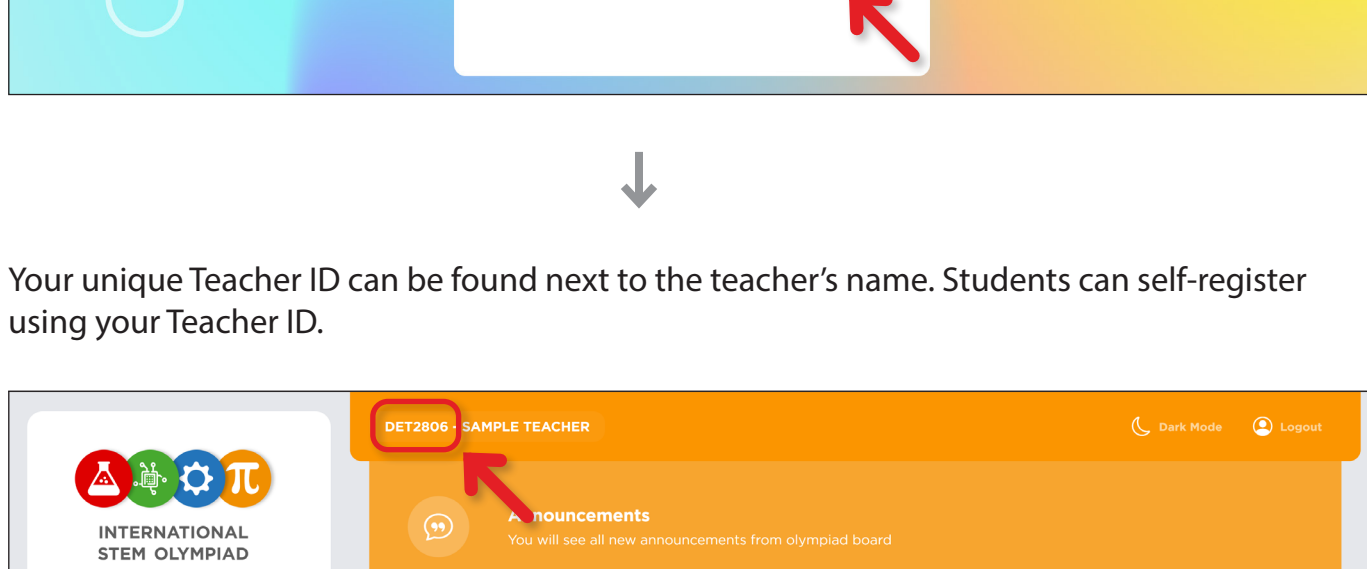
- You will be provided with a Teacher ID after your registration is complete. You can also use this ID instead of your email address to log in to your account later.  
Also you can:
  - see all the new announcements from olympiad board;
  - add and remove new students;
  - make payment for the selected exams on behalf of your students;
  - get information about exam results and certificates;
  - follow the information on the olympiad calendar;
  - edit your profile details via "My Profile" menu.



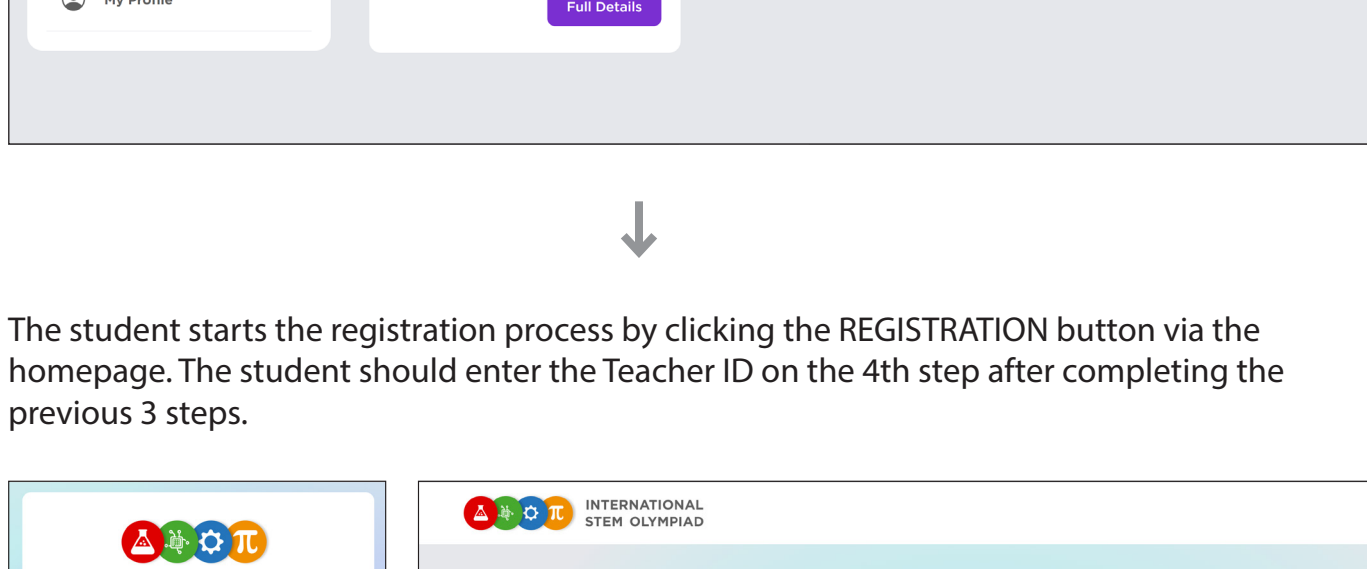
B

## Registration of a New Student Using Teacher ID

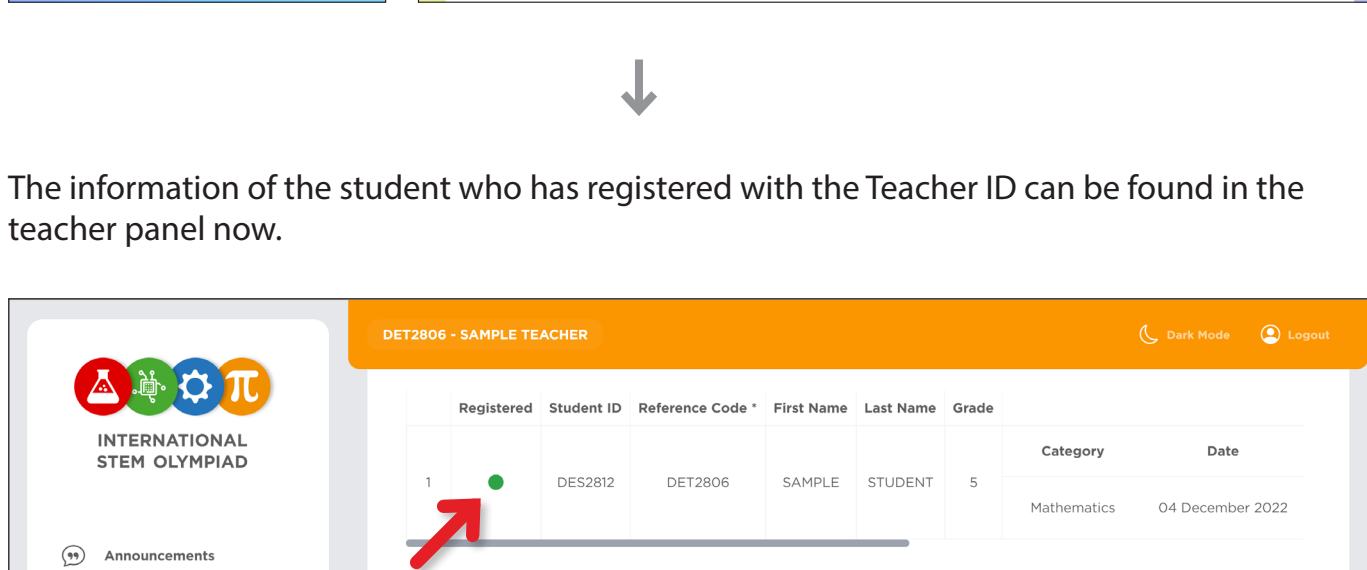
- To find your Teacher ID, log into your Teacher Panel with your e-mail address and the password you submitted during the registration.



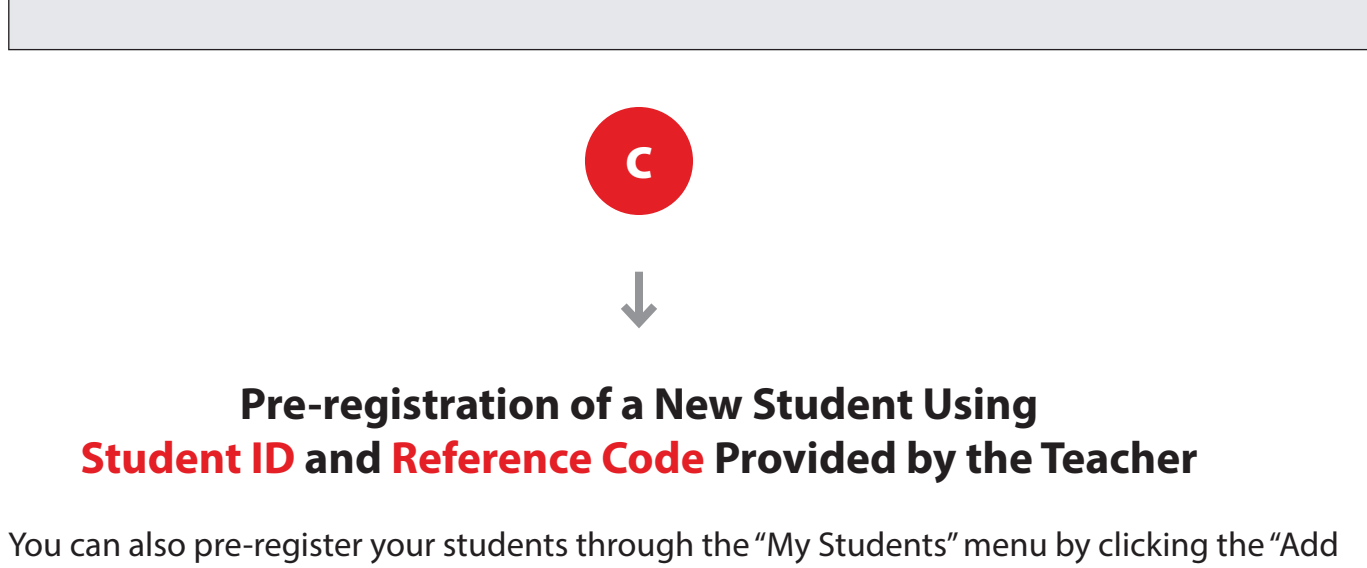
- Your unique Teacher ID can be found next to the teacher's name. Students can self-register using your Teacher ID.



- The student starts the registration process by clicking the REGISTRATION button via the homepage. The student should enter the Teacher ID on the 4th step after completing the previous 3 steps.



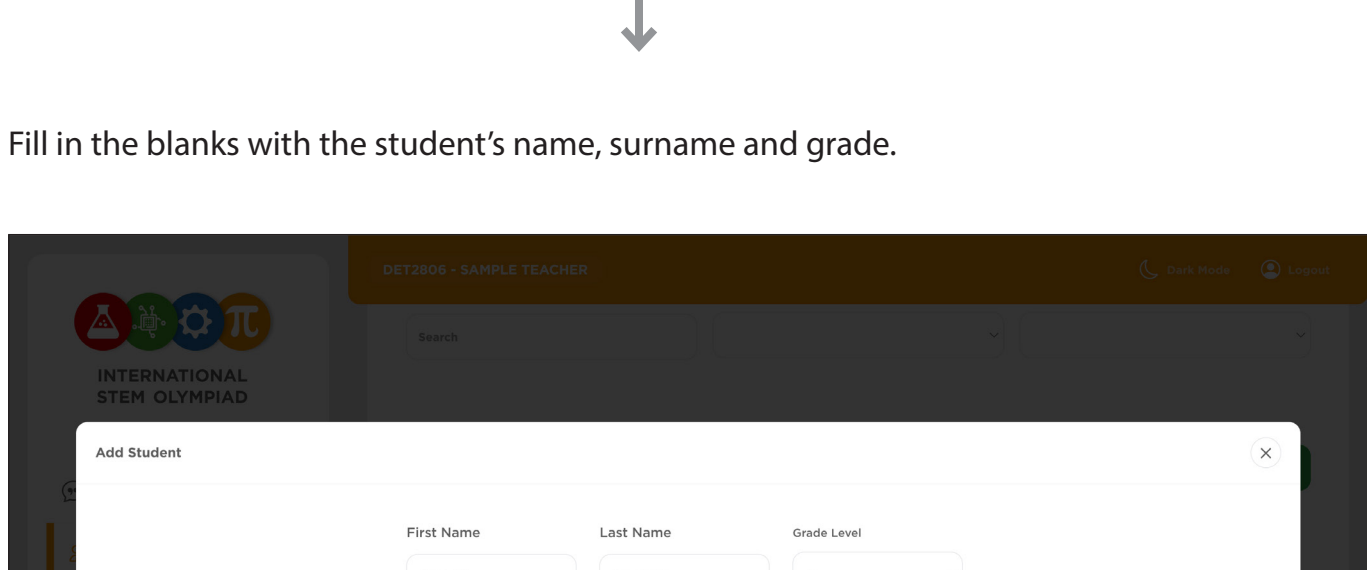
- The information of the student who has registered with the Teacher ID can be found in the teacher panel now.



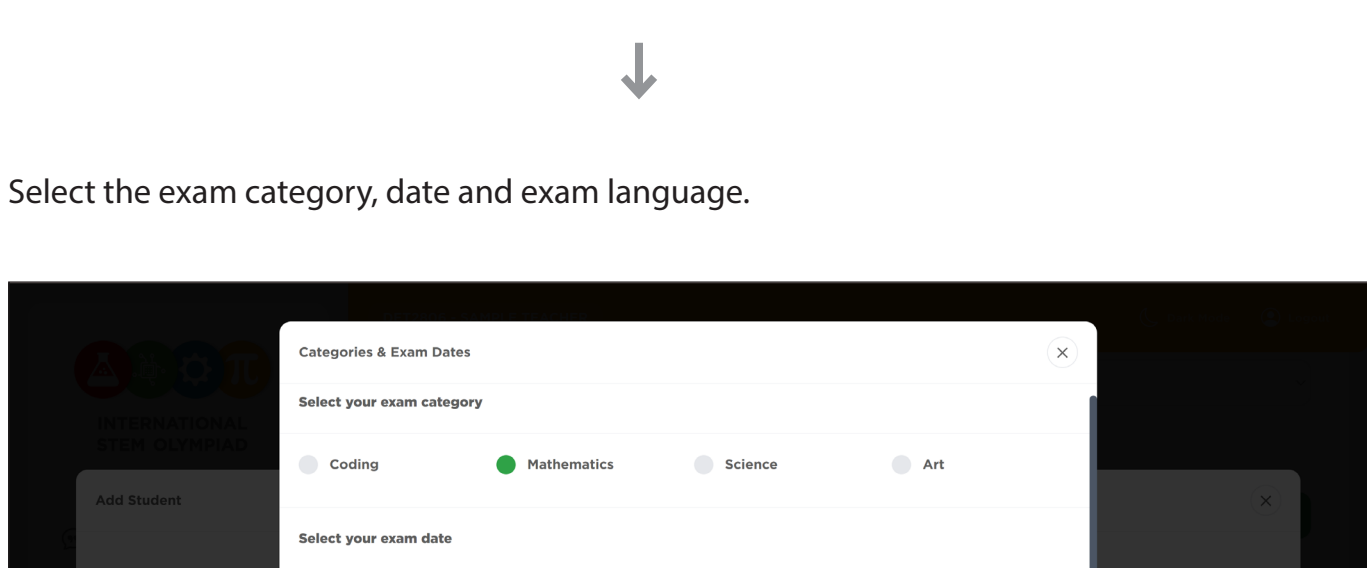
C

## Pre-registration of a New Student Using Student ID and Reference Code Provided by the Teacher

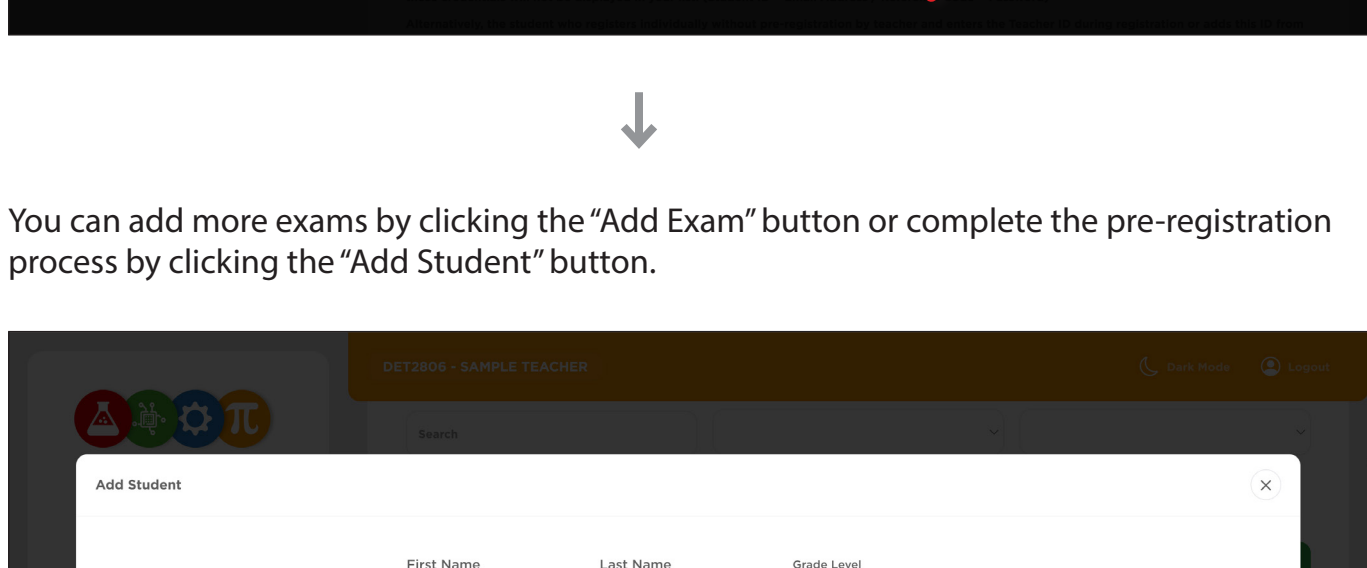
- You can also pre-register your students through the "My Students" menu by clicking the "Add Student" button.



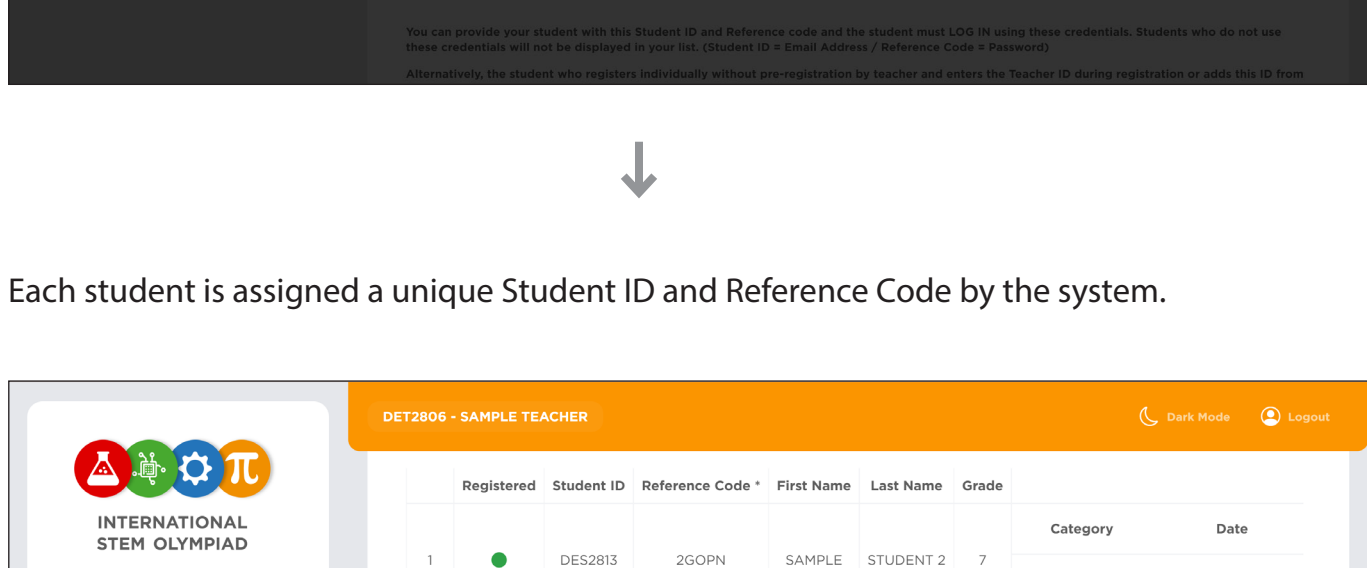
- Fill in the blanks with the student's name, surname and grade.



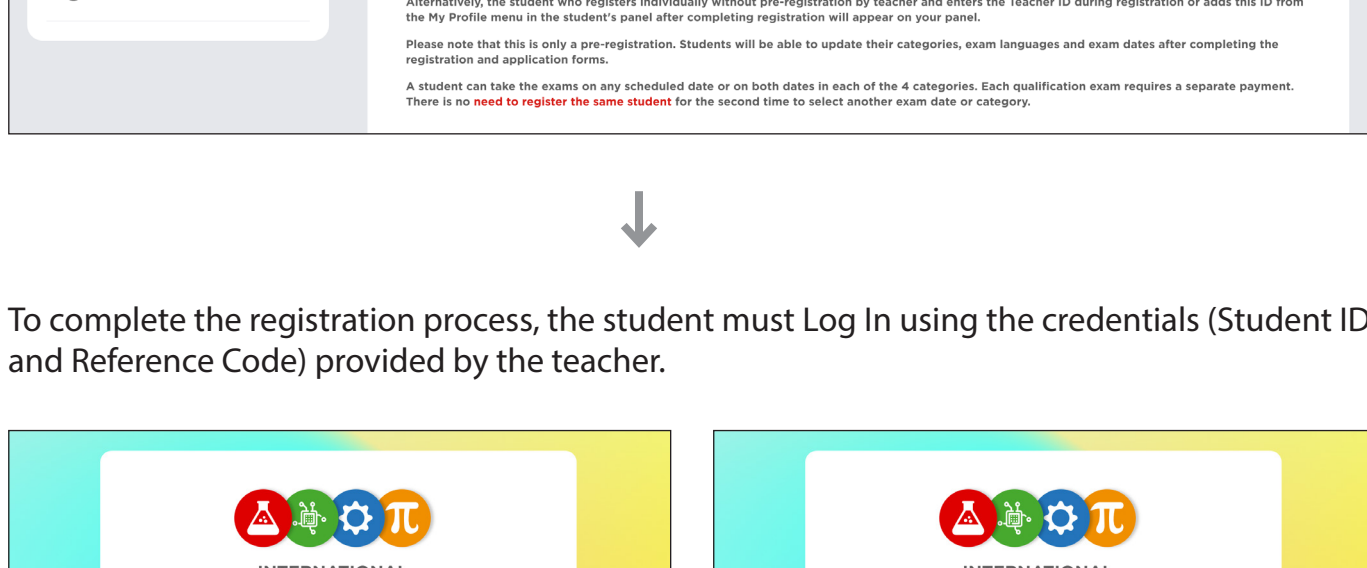
- Select the exam category, date and exam language.



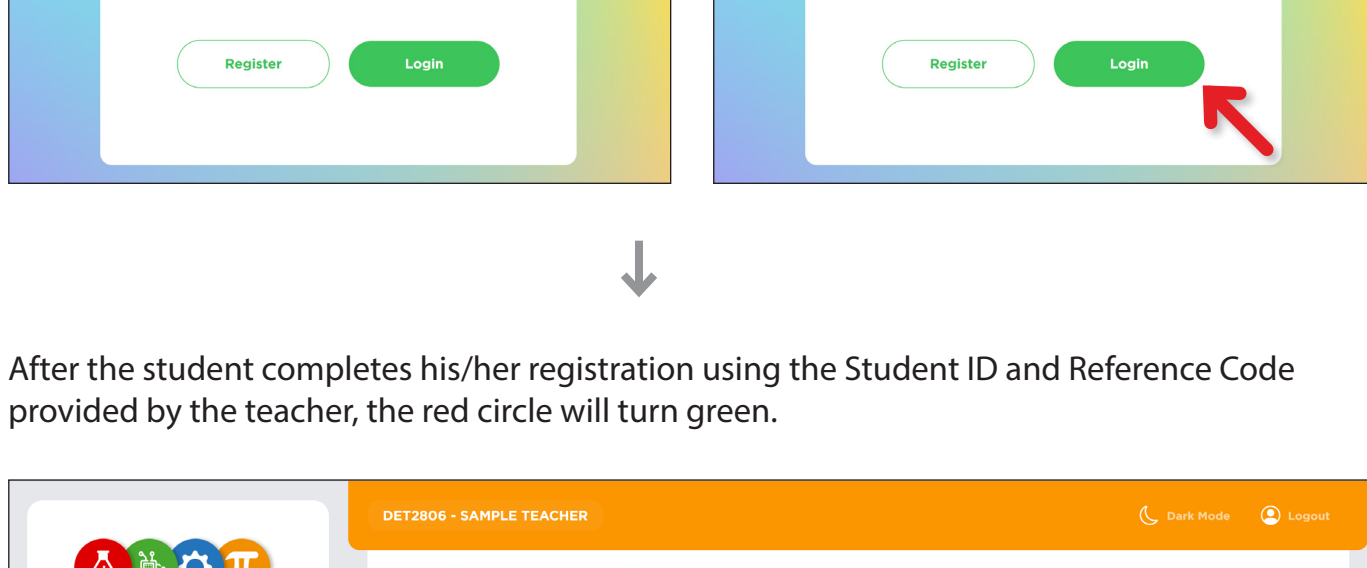
- You can add more exams by clicking the "Add Exam" button or complete the pre-registration process by clicking the "Add Student" button.



- Each student is assigned a unique Student ID and Reference Code by the system.



- To complete the registration process, the student must Log In using the credentials (Student ID and Reference Code) provided by the teacher.



- After the student completes his/her registration using the Student ID and Reference Code provided by the teacher, the red circle will turn green.

