



Dear Teachers,

As an Environmental Education center, NCI is working to mitigate its usage of consumable resources. One stepping stone involves how NCI will receive personal, medical, and allergy information about each student who attends the program.

We developed a new online portal that will save much clerical time and paper, especially as NCI grows in Wisconsin, Texas and California. The portal will collect and securely store personal and medical information.

What does this mean for you?

Instead of collecting paperwork from your guardians, there is an online portal for to track which guardians have completed their form. Your username and password will be provided in an email sent directly to the contact(s) we have on file.

To log-in to the portal, go to <http://www.nciw.org/admin/> Input your username and password. You will be redirected to your home page.

Along the top of the page, you will see '**Accounts**'. This page will provide a listing of the guardian accounts. If you '**Select**' an account, you can view the username/password combination for that account. This will be helpful if a guardian forgets their username or password, and you could simply provide it to them. Administrators at Nature's Classroom will also be able to access this information.

Also on the top of the page, you will see '**Students**'. *This is the most important page for you.* Here is where you can track which student profiles have been completed and which guardians have yet to complete their information. By clicking '**Select**', you can see all of the specific fields of information for that particular student: personal, insurance, and medication. Administrators at Nature's Classroom will also be able to access this information.

We created a tutorial document for guardians. They will use it to create a unique user account, which they will use to input the student's personal and medical information. The document is a

specific step-by-step guide, which should step the guardian through the process completely. If issues do arise, an email address is provided to offer support.

You will still find relevant information for your week at NCI at <http://www.discovernci.org>. If you have any questions regarding this change in procedure or difficulties, please email Mirko Sever mirko@discovernci.org.