



Dear Nature's Classroom Institute Visiting Teachers,

Welcome to Nature's Classroom Institute (NCI). In lieu of collecting paperwork from the parents/guardians, there will be an online portal to track which guardians have completed their registration form. You will be able to set-up your own account by navigating to the link provided in the email sent directly to the contact(s) we have on file. Within the aforementioned email, we have preapproved the teachers listed. *If we need to preapprove any additional teacher(s), please provide their name and email address.*

We have implemented a process to ensure only attending teachers have access to the pertinent information related to the field trip. Any teacher that has not been preapproved and registers online will have to wait to receive approval from NCI admins. In this case, one of our administrators would reach out to a lead teacher on the trip or the head of school/principal to confirm that the teacher should be approved. This process will help ensure your and your students' information is protected.

Create your teacher profile at: <https://app.discovernci.org/dashboard>

- Select **Create Your Account** if this is the first time you are accessing the portal.
- Next in account type chose **I'm a Teacher bringing my classroom to NCI**. In the Search Schools field, begin typing the full name of your school and it will appear in the drop down. Select the appropriate school name.
- Complete the account form with your personal information.
- Select **Create Account & Sign In**.

If you have an account from last year, please log in using the same credentials.

When logged in, you will see the **My Students** section. Here, you can track which student profiles have been completed and which parents/guardians still need to complete their information.

For students that are no longer with your school or are not attending the field trip, you will be able to deactivate them. Their information will still be saved within our system, however, they will not appear on your field trip. In order to deactivate a student, please find the student's name and click on the **View Details** button on the far right hand column. In the bottom right hand corner, you will see a button you can click that reads **Delete Student**. Once you have done this, you will need to refresh your browser for the student(s) you deactivated to be removed from your field trip.

Should you inadvertently deactivate a student, please let your outreach director know and they will be able to reactivate the student for you.

At the top of the page, under the **Field Trips** section, you will see a **View Details** button. By selecting **View Details**, you will be able to see a comprehensive list of student allergies, as well as student medications. Administrators at NCI will also be able to view this information.

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We have also created a tutorial document for parents/guardians. They can refer to the tutorial to create a unique user account, which they will use to enter their student's personal and medical information. The parent document is a step-by-step guide that will support the completion of their student's online registration. If tech support is required, click on the **Help/Support** button on the top of the page.

If you have any questions regarding difficulties, please let me know.

Thanks,

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