Students: Applying for the NCWIT Award for Aspirations in Computing

**Step one:** Click on “Apply”

---

**Step two:** Fill out registration form

---

**Register as High School Student**

Welcome to the NCWIT Award for Aspirations in Computing! To apply for the award, you must first register and create a profile. Before you get started, please make sure to have on-hand your own email address, a unique email address for your parent/guardian who will endorse this award, and a unique email address for the school official (teacher or administrator) who will endorse this award. We recommend providing an email address that will not expire (such as a webmail address like Hotmail, Yahoo, or Gmail), as we may need to contact you in the summer or after you have graduated.

**APPLICANTS WHO ARE MINORS (under age 18) SHOULD CONSULT WITH THEIR PARENTS AND GET PERMISSION BEFORE SUBMITTING ANY ONLINE INFORMATION.**

All fields marked with an * are mandatory.

**E-mail** *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Alternate Email**
Type an alternate email address.
**Step three:** In registration form select your school. Start typing your school’s name and a list will appear. If you do not see your school in the list, keep typing the name out. If you have typed your school’s full name and it still isn’t in the list, enter your school’s name in the field below (shown in the next image).

This image shows a school that was successfully selected from the list. If you cannot find your school in that list enter your school name in the second box.
Here is a school that wasn’t in the database. I’ve entered the school name in the second box and also have to add the state & county that the school is in so that I can be connected to my local competition.

Now I’ve entered both my school and my state & county and have added them successfully.
**Step four:** Agree to the Affirmation, sign electronically and press “Create new account”

---

I have successfully created an account and now must verify my email address.
Step five: Verify email address—check your email and you should have received an email that looks like this. Click on the link.

The link takes you to this page where you need to click on “Log in”

Step six: Select a password
Fill out any missing information and click “Save.”

**Step seven: Apply for the award**

Enter in your information and either select “Save and add...” or “Save for later” if you cannot fill out the whole application at this time.
Select your answers for the multiple-choice, and click “Save and add...” or “Save for later”

Enter your short answer question answers.

If you try to go on without entering in anything for the short answer you will get an error message:
To avoid the error message you may enter filler text so that you can go on to the next page or save for later:

Complete the three short answer questions and go on to the activities multiple-choice section:

If you accidentally leave an answer blank you will get an error message:
Enter your intended major (you may select two options)

Step eight: Enter in your educator's email address. The educator may be a teacher, counselor, mentor, coach, etc...

Step nine: Agree & consent to the privacy policy, terms of use, and consent & release, sign name and click “Save for later.”
Step ten: Review application, and edit if necessary. Click “Final review & submit.”
Step eleven: You are taken back to your profile page. Make sure that all of this information is correct and then hit "Submit"

A pop appears asking if you are sure you want to submit. Once you submit your application you cannot make any more changes.
After you have clicked ok and submitted your application you will see this message, which means you have successfully submitted your application!

Step twelve: Check on the status of your application. Go to “My Dashboard” at the top of the page (you must be logged in). If it says “Pending Parent Approval” you need to have your parent approve your registration. If you don’t see a “Yes” in Application Endorsed by Educator, you also need to be sure to have your educator endorse your application.

If your dashboard says “In Review” & “Yes” in the status and educator endorsement sections you have successfully applied for the NCWIT Award for Aspirations in Computing!

If you have any questions please contact aspirations@ncwit.org. Winners will be announced mid-December.