



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 the lead teacher of 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/login/>

- 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**.

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.

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.

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 reach out to your contact.

LEARNING THROUGH EXPERIENCE. GROWING THROUGH EXPRESSION.

PO Box 660 | Mukwonago WI 53149 • 800.574.7881 • info@nciw.org • DiscoverNCI.org