

Coordinator Portal User Guide

SITE CREATION/RENEWAL

Create/renew site information using Coordinator Portal

December 1 to February 8



To create/renew site information, a Coordinator will need to go to <https://www.reach.acs.org/seedsite>

If creating new Site:

Select “Create one today” and enter ACS ID information to enter Coordinator Portal.

Once successfully in the Portal, click the “Create Site” link in “Site Info” panel to enter your site details for the upcoming summer program.

A screenshot of the ACS Log In page. At the top center is the ACS logo with the text 'ACS Chemistry for Life®'. Below the logo is the heading 'Log In'. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a yellow 'Log In' button. At the bottom left is a blue link 'Forgot User Name or Password?' and at the bottom right is a blue link 'Help'. At the very bottom center is the text 'Don't have an ACS ID? Create one today'.

If returning to existing site:

Log In using existing ACS ID credentials (Utilize ‘Forgot User Name or Password?’ if necessary)

Once successfully in the Portal, click the “Edit Site” link in “Site Info” panel to add/edit site details for the upcoming summer program.

Once all fields are entered or updated, click “Save”.

If your site has multiple Coordinators, additional coordinators can be entered upon saving the site and using the “Add Co-Coordinators” button.



PROJECT PROPOSAL

Propose Projects for upcoming SEED summer

December 1 to February 8



Within the Coordinator Portal (<https://www.reach.acs.org/seedsite>), a click on “Add Project” button in the "Project Info" pane.



Dashboard > Project Information Form

Project Information

General

Is this a virtual project? (Virtual projects must be conducted completely online and will not require the student to enter the lab. For “flex” projects (e.g. Two days in the lab, and three days telecommuting), select “No” and note the schedule when asked later in the proposal).*

--None--

Project Title*

Describe the goals and the purpose of this project to a high school student in 250 characters or less.*

Project Abstract*

Project Discipline*

Add Mentors

Please save the project information to add Mentors

Fill in all form fields for the General, [In-Person/Virtual] Considerations, and Location sections. When finished, click “Add Project”.



If a returning coordinator: The projects submitted in the previous year will be available to update if your site plans to run the same project. Please review carefully to ensure that any changes needed in the newest iteration are updated. Delete any Previous Year status projects you will not be running in the upcoming cycle.

STATUS	ACTIONS
Previous Year	 

Propose Projects for upcoming SEED summer, continued

December 1 to February 8



A mentor can be assigned to a project upon saving the Project Information form and using the “+Create Mentor” button, or if you have previous project mentor information on record, use the “Search Mentors by email..” feature.

A screenshot of the 'Add Mentors' interface. The left panel shows the 'Roles of your Mentor' section with a list of bullet points and a '+ Add Mentor' button. A blue arrow points from this button to the right panel, which shows the 'Add Mentors' section with a search bar labeled 'Search Mentors by email...' and a '+ Create Mentor' button.

Additional mentors can be added on the project Information Form or within the Team Management page found by clicking “Manage” on the “Team Info” pane of the Coordinator Portal.

A screenshot of the 'Team Info' panel. It features the title 'Team Info' and a subtitle 'Use this panel to view, edit, & add team members.' To the right of the subtitle is a 'Manage' button.A screenshot of the 'Project Info' panel. It features the title 'Project Info' and a subtitle 'Use this panel to add/edit projects and submit your full proposal.' Below the subtitle are two buttons: 'Add Project' and 'Submit Proposal'.

Once **all project proposals are entered** into the Coordinator Portal, from the portal home page (Coordinator Dashboard), you can click the “Submit Proposal” button to submit the proposed projects to the review committee.

NOTE: This step will close your access to adding new project proposals. Do not use the “Submit Proposal” button until ALL are ready for committee review.

STUDENT SELECTION

Reviewing Student Applicants for Selection to Your SEED Site

March 15 to April 30



Within the Coordinator Portal (<https://www.reach.acs.org/seedsite>), click on the “Manage” button within the “Student Applications” pane. The total number of applicants is displayed below this button. If there are no applications to your site (“00 Total applications to your site”), this “Manage” button will not be active.

On the “Student Applications” page, a list of all applicants and their application status will be available for review.

Dashboard > Student Applications

Student Applications

Select a student name to view corresponding student details.

STUDENT NAME	STATUS	PAIRED PROJECT
Firstname Lastname	In-Progress	
Firstname Lastname	Eligible	
Firstname Lastname	Eligible	

? How it works

Next Steps:

- Select a student on the left to view.
- Review their application and documents.
- If you'd like to add the student to your site, assign the student to a project. Please Note: Only Students with a status of 'Eligible' can be assigned to a project.
- Reference a student's contact information to inform them of your decision.
- Release students that you do not wish to move forward with.

[Need Help?](#)

Assigning Student Applicants to Your SEED Site

March 1 to April 30



To assign a student to a project:

1. Select a student (click on their listed row) to view.
2. Review their application and documents
3. Assign the student to a project (click or use search bar to find appropriate project in the “Select a Project” section on bottom right of page).
4. Reference a student’s contact information to inform them of your decision.

Only Students with a status of “Eligible” can be assigned to a project.

Dashboard > Student Applications

Student Applications 03

Select a student name to view corresponding student details.

STUDENT NAME	STATUS	PAIRED PROJECT
Firstname Lastname	In-Progress	
Firstname Lastname	Eligible	
Firstname Lastname	Eligible	

Firstname Lastname Eligible for this site

General Essays

STUDENT INFORMATION:

Virtual Yes	Student Email student@email.com
Student Phone 5555555555	City Cityname
State PA	Gender Prefer not to say
Date of Birth 2004-08-09	

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name ParentName	Primary Language English
Parent/Guardian Phone 3333333333	Parent/Guardian Email parent@email.com

SCHOOL INFORMATION:

School Name Name of School	Type of School Private Charter
Cumulative GPA 5.5	Max GPA 6
Unofficial Transcript Transcript.pdf	High School Graduation Year

Select an Project

[Release Student](#)

Releasing Student Applicants for Selection to Your SEED Site

March 15 to April 30

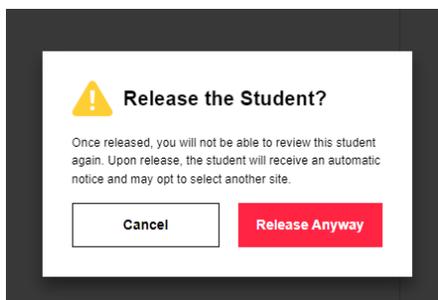


To release a student from your site:

1. Select a student (click on their listed row) to view.
2. Review their application and documents
3. Release student from your site (click “Release Student” below the “Select a Project” section on bottom right of page).

Once released, you will not be able to review this student again.

Upon release, the student will receive an automatic email notification and may opt to select another site.



Dashboard > Student Applications

Student Applications 03

Select a student name to view corresponding student details.

STUDENT NAME	STATUS	PAIRED PROJECT
Firstname Lastname	In-Progress	
Firstname Lastname	Eligible	
Firstname Lastname	Eligible	

1

2

Firstname Lastname Eligible for this site

General Essays

STUDENT INFORMATION:

Virtual Yes	Student Email student@email.com
Student Phone 5555555555	City Cityname
State PA	Gender Prefer not to say
Date of Birth 2004-08-09	

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name ParentName	Primary Language English
Parent/Guardian Phone 3333333333	Parent/Guardian Email parent@email.com

SCHOOL INFORMATION:

School Name Name of School	Type of School Private Charter
Cumulative GPA 5.5	Max GPA 6
Unofficial Transcript Transcript.pdf	High School Graduation Year

Select an Project

Search Project...

3

Release Student

Unassigned Student Applicants in Your SEED Site

March 1 to April 30



If a student is unassigned from or never assigned to a project, the student will remain as an applicant to your site and their application status will be 'Eligible'.

Remember to make a final decision (releasing or selecting a project for the student) by the selection deadline.

[Dashboard](#) > [Student Applications](#)

Student Applications

Select a student name to view corresponding student details.

STUDENT NAME	STATUS	PAIRED PROJECT
Firstname Lastname	In-Progress	
Firstname Lastname	Assigned	Project Title
Firstname Lastname	Eligible	

Firstname Lastname

Firstname Lastname is Accepted and Assigned to Project Title with mentor(s) SEED Mentor

[Unassign Student](#)

General

[Essays](#)

STUDENT INFORMATION: