



Dear NCI Parents/Guardians,

As an Environmental Education center, NCI is working to mitigate its usage of consumable resources. A significant change is 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.\*

We ask that you follow the steps listed below in order to fill out your student's personal, medical, and allergy information.

**\*\*If you have all of the information available, this should take no more than 15-20 minutes\*\*.**

The instructions below will guide you through the process, deliberately and specifically. Please follow closely:

1. Create a parent profile at: <https://discovernci.org/login>
  - a. Select **Create Your Account** if this is the first time you are accessing the portal.
  - b. Next in *account type* chose **I'm a parent sending my child(ren) to NCI**. In the *Search Schools* field, begin typing the full name of your children's school and it will appear in the drop down. Select the appropriate school name.
  - c. Complete the account form with *YOUR* (not the student's) personal information.
  - d. Select **Create Account & Sign In**.
2. You will be directed to **My NCI Dashboard**.
  - a. **My Child**
    - i. Your child's personal information
      1. If you are adding your child for the first time, select **Add Child**
    - ii. **Student Medical Record** (navigate to each section by clicking on each header - **Each section must be completed**):
      1. Allergies
      2. Dietary needs
      3. Medications
        - a. All over-the-counter (OTC) medications, vitamins, epi-pens and/or inhalers **must** be identified
        - b. Clarify when the meds are to be administered (breakfast, lunch, dinner, bedtime)
        - c. Provide detailed information regarding severity and symptomology displayed during an allergic reaction
        - d. Last minute med updates:
          - i. Add to the student's online account ASAP –or–
          - ii. Give medication directly to a teacher prior to departure including student's name, name of the medication, when the med needs to be administered, frequency, the dosage and a signature from the parent/guardian
  - b. **Health insurance**
  - c. From My NCI Dashboard you can edit *your* profile or submit a question to our support team
  - d. If you reach the end and **Save Child** redirects you to an error page or does nothing, please scroll to the top of the page to make sure **ALL** fields are properly filled
3. Once your student's information has been inputted successfully, you may review/edit the information by navigating back to the **My Child** page and clicking **Edit** next to your child's name

If you run into any technical issues, please select the **Help/Support** button at the top of the registration page.

*\*The following information is kept confidential and will remain with Nature's Classroom Institute for seven (7) years as required by law and then will be deleted. Information on these forms will be kept private although names and addresses may be used by Nature's Classroom Institute for follow up requests and information. No information will be sold or given to a third party.*