

## Instructions for mentors to post opportunities in the NASA Interns, Fellows & Scholars (NIFS) through the One Stop Shopping Initiative (OSSI)

Steps:

1) Go to the OSSI website: <https://intern.nasa.gov/ossi/web/public/main/>.

Note: OSSI Internships are only for US citizens.

**Important:** It is not necessary to have your funds ready for the student in order to create an opportunity.

You can “save without submitting” at the bottom of the page, but it seems that only works if you have filled all the required sections (marked with a red asterisk). You have to click on “submit for approval” to officially send the opportunity to NASA.

2) Click on "NASA User Login (Mentors)" at the top of the webpage.

3) Login to Launchpad.

4) "Create your mentor profile". Complete your mentor profile.

Example:

### Edit Your Profile

#### Contact Information

Name:	GUIDONI, SILVINA E		
NASA Center/Facility name:	Goddard Space Flight Center (GSFC)		
Non-NASA Facility Name:	<input type="text"/>		
NASA Organization Code:	674.0		
Mailing Address:	NASA Goddard Space Flight Center 8800 Greenbelt Road Greenbelt, MD 20771		
Email Address:	silvina.e.guidoni@nasa.gov		
Office Phone:	301.286.3094	Cell Phone:	<input type="text"/>
Fax Number:			

#### Miscellaneous Information

* Primary Area of Expertise:	Science - Physics	Job Title:	CEPHEUS Deputy Director of Edu
* Employee/Affiliation Type:	Academia	Company/Institution:	The Catholic University of America
* I give permission for photographs of myself to be used in publicizing the internship/fellowship program:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
* I give permission for photographs of the work performed as part of my opportunities to be used in publicizing the internship/fellowship program:	<input type="radio"/> Yes <input checked="" type="radio"/> No		

5) Create an opportunity in "My opportunities"

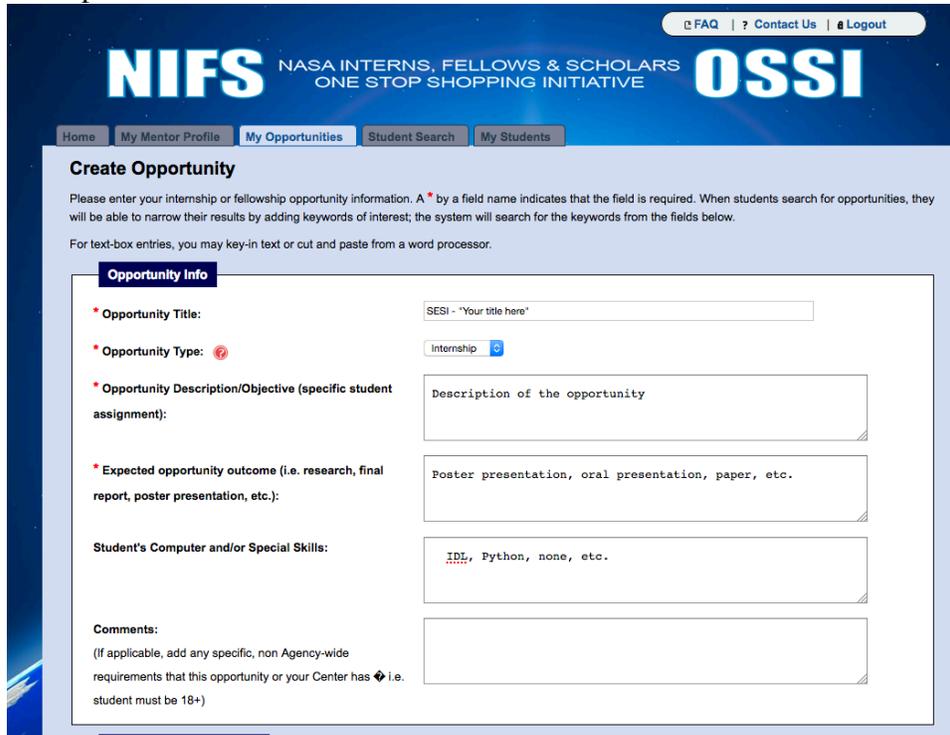
5.1) Click on "Create New Opportunity."

5.2) **Important:** Write "SESI" as the first word of your title, so it goes to the right program.

5.3) **Important:** Choose "Internship".

5.4) Fill the required sections of the "Opportunity Info".

Example:



The screenshot shows the 'Create Opportunity' page on the NIFS OSSI website. The page has a dark blue header with the NIFS and OSSI logos and navigation links for Home, My Mentor Profile, My Opportunities, Student Search, and My Students. Below the header, there is a section titled 'Create Opportunity' with instructions: 'Please enter your internship or fellowship opportunity information. A \* by a field name indicates that the field is required. When students search for opportunities, they will be able to narrow their results by adding keywords of interest; the system will search for the keywords from the fields below. For text-box entries, you may key-in text or cut and paste from a word processor.' The form is titled 'Opportunity Info' and contains several fields: 'Opportunity Title' (with a placeholder 'SESI - Your title here'), 'Opportunity Type' (a dropdown menu set to 'Internship'), 'Opportunity Description/Objective (specific student assignment):' (a text area with placeholder text 'Description of the opportunity'), 'Expected opportunity outcome (i.e. research, final report, poster presentation, etc.):' (a text area with placeholder text 'Poster presentation, oral presentation, paper, etc.'), 'Student's Computer and/or Special Skills:' (a text area with placeholder text 'IDL, Python, none, etc.'), and 'Comments:' (a text area with placeholder text '(If applicable, add any specific, non Agency-wide requirements that this opportunity or your Center has i.e. student must be 18+)').

5.5) Fill all the required sections of the "Session and Student Info".

5.6) For summer internships, choose "Summer [year]", do not choose "year long".

5.7) If you do not have funds for the student yet, choose "TBD" for "Mentor Funding Options".

5.8) Choose the relevant academic levels and disciplines for students. Note that in order for a student to be paired to your project, at least one discipline has to match the student's major. Use the hold key to choose more than one option.

Exaple:

**Session and Student Info**

\* **Session(s):**  
For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.

Spring 2017  
Year Long 2017  
Summer 2017

\* **This opportunity is for how many students per session?**

\* **Mentor Funding Options:**

**Total funding available to contribute to the student per session, excluding the cost for basic computing and office needs:**

\$

\* **Desired student academic level(s) at the time the opportunity would begin:**   
(Note: Freshman-Senior refer to college students, not high school)

College - Freshman  
College - Sophomore  
College - Junior  
College - Senior  
Pursuing Masters  
Pursuing Doctorate  
Pursuing Post Doctorate

**Select the academic discipline(s) that interested students should be studying.**

**Available Discipline/Majors:**  
Engineering - Chemical Eng.  
Engineering - Civil Eng.  
Engineering - Computer Eng.  
Engineering - Construction Eng.  
Engineering - Ecological Eng.  
Engineering - Electrical Eng.

**Selected Discipline/Major(s):**  
Mathematics - Applied Mathematics  
Mathematics - Statistics  
Science - Astronomy  
Science - Physical Science  
Science - Physics  
Technology - Comp Science

5.9) Fill the “Work Site Location”.

5.10) For Alternate Mentor or Co-Mentor, you can list your NASA supervisor.

5.11) For “Approval Staff”, fill your NASA supervisor’s info. If you are a contractor or a cooperative agreement employee you should input the branch chief for the branch in-which your civil servant contactor works. This approval is required so that branches can plan for the space and other facilities that the students will require.

6) To search for students, click on “Student Search”. You must have a posted opportunity in the current session to be able to search for students.

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**NIFS** NASA INTERNS, FELLOWS & SCHOLARS ONE STOP SHOPPING INITIATIVE **OSSI**

Home | My Mentor Profile | My Opportunities | Student Search | My Students

**List of Opportunities for My Students**

**Mentor Student Selections**

Below is a listing of your opportunities. To view the current listing of students for an opportunity, select “View”. The Temporary Queue contains students you are interested in, but are not associated with a specific opportunity.

Action	Title	Type	Status	Session	# of Applicants	Awarded To
No results were found.						

**Temporary Queue**

You currently have 0 students in your queue. [View Students in Temporary Queue](#)

**Center Education Office Student Selections**

Below is a listing of opportunities where the students were selected by the Center Education Office. Please review the student selections, where you can make changes in the ranking, if necessary.

Action	Title	Type	Status	Session	# of Applicants	Awarded To
No results were found.						

NASA - National Aeronautics and Space Administration

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