WiSE Student Role Model Program
Visit Request Instructions

Step 1: Visit our website https://www.wise.iastate.edu/outreach/student-role-model-program and click on the “Request a Role Model Visit” button. More information about visits can be found under the “Frequently Asked Questions” button as well.

Step 2: Welcome to the Student Role Database, home to our request system! Click on the login tab on the left hand side to begin creating an account.
**Step 3:** If you have an Iowa State University email address ending in “@iastate.edu” please select the red option, “Log in with ISU Net-ID” that is located on the left. If you are outside the university please select the blue button, “Log in with non-ISU email.” Your email will only be used for communication about the Student Role Model Program.

![Log in](image)

**Step 4:** Once you have created your account the screen will look like the photo below. To request a visit click on the activities tab (2nd from top).

![Iowa State University Program for Women in Science and Engineering](image)

**Step 5:** Browse our database of STEM related activities! To narrow your search, click on the “Advanced Search” for specific grade levels, duration, and/or categories. We ask if you are doing a science fair to please only select items from that list.

![Iowa State University Program for Women in Science and Engineering](image)
Step 6: Once you have selected the appropriate activity for your classroom, event or science fair, click on the “Request Activity” button located in the upper right-hand side of the screen.

Step 7: Fill out the Request Activity form with the information about the event. This includes: your contact information, address for the event location, date of the event, start time, duration, grade level and number of students. We aim to have a ratio of 2:25, Student Role Model to youth. If you have a larger group, we suggest selecting two different activities for a rotation. This program hinges on the schedule of our full-time student employees. Any flexibility you can indicate will be helpful.

Note: For scheduling purposes, we ask that requests are submitted a minimum of two weeks prior to your desired date.

Step 8: Once the form is completed, you will be brought to the Request Queue page. Here you can schedule additional visits, review your visit, or do a final submission.

To continue to add more visits, click on the “Add More Activities” button and repeat steps 5-7. If you are finished filling out requests, you need to click the “Submit Request(s)” button to formally submit the request.

Step 9: Fill out the remaining information and click the “Final Submit” button. An email will be sent to your email account with the request information summary. The Student Role Model Coordinator will be in contact with you at least two weeks prior to your visit.