

NOAA Office of Education Student Scholarships Internship Opportunities

How to Create Your Login Account

If you created a Mentor Profile and Login Account during a previous Internship Opportunity period, you do not need to create a new Login Account. Go to Sign-In, if you forgot your password click the link <Mentor Forgot Password>.

1. All new Mentors must first Login into the system to create an account, Click <Create Login Account>. You will be redirected to the Student Scholarship Internship Opportunity (SSIO) Mentor Registration page. Enter your Name, Organization, Program Office, Mailing Address, Fax telephone number, Office telephone number, and NOAA e-mail account. Create your mentor Login Information by creating a password using between 5 to 20 characters, a Recovery Question that will be used if you forget your password, and the Recovery Answer. (The password does not have to contain numbers, special characters, etc.) Click <Submit>.
2. If you created your Login Account successfully you will be redirected to a Confirmation Notice page. Remember, you do not need to create a login again, your NOAA e-mail is your User Name and the password you just created will allow you access to the SSIO system.
3. Click on <Main page> in the upper left corner to begin creating your Internship Opportunities. You will be redirected to the SSIO Mentor Management System. Check the Mentor Contact Information for accuracy. This information may be edited at any time. Please read the Mentor instructions. Optional, you may also upload a graphic image (jpeg) that represents your program or office.
4. Click on <Add Internship>.
5. If you want to create your internship opportunities later, the next time you want to access the SSIO system go to <https://OedWebDbApps.iso.noaa.gov/ssio> and enter your NOAA e-mail account and the password associated with this system.