

## INSTRUCTIONS TO APPLY FOR COLLEGE CREDIT THROUGH THE TECH PREP PROGRAM

### All Students

#### Log into Tech Prep Web-Site:

<http://whatcomtechprep.org>

Select Tech Prep Registration – Registration System



Once you've entered the online registration system



DO NOT use the back arrow! The screen WILL clear and you will have to start over again.

### New Students

#### Creating an Account

1. From the home page, click on **Students Click Here** (top left corner).
2. Click on **Create an Account**.
3. The Create Student Account screen appears.
  - a. Red dots indicate required fields.
  - b. To view details about a field, hover mouse pointer over the info icon.
4. Create a **Username**.
5. Enter your information.
6. Select your **School District** from the drop-down field.
7. Select your **Home High School** from the drop-down field (**the School you attend**).
8. Select choices from the **Career Cluster** and **Future Plans** drop-down fields.
9. When done, click the **Submit** button.
10. A confirmation message appears. Click **OK** and the Student home page appears.

### Returning Students

#### Logging In

1. From the home page, click on **Students Click Here** (top left corner).
2. Log in using your **username** and **password**, or use your **Tech Prep ID\*** and **birth date**. [If you have forgotten your username and password, enter your e-mail into **Forgot Your Login Information?** field and click the **Submit** button. The information will be sent to the email address in your **User Profile**.]
3. Click the **Login** button.
4. If logging into the system for the first time you will be prompted to create a **Username & Password**.

### All Students

#### Searching Classes


1. From the Student home page, click on **Register for Classes**.
2. The Register for Classes screen appears.
3. Choose **High School and teacher** ONLY from the drop-down field.
4. Click the **Go Search!** button. (**Note: remember to scroll down after selecting the Go Search button**)
5. The results appear below the search form.

#### Registering for Classes

1. After searching for classes, in the **Register for Classes** results table, **check the checkbox next to the class or classes you are in**.
  - a. Note: you can only register for classes within one school at a time. When you select a class, all other classes in different schools become disabled. If you **cannot** register for a class, one of three icons will appear indicating one of the following:
    - i. Registration is not open for the consortium.
    - ii. You are already registered for that class.
    - iii. You already completed that class.
2. When done selecting class(es), click the **Register** button (top left corner). The **Select Class Offerings & Complete Registration** screen appears.

3. **Check the checkbox for the teacher you will be taking the class from.** If there is only one teacher, the checkbox is automatically checked.
4. If the articulation has additional classes associated with it, these are displayed. You must select a teacher for each class.
5. To cancel the registration, click the **Cancel Registration** button.
6. To finish the registration, click the **Save & Register** button.

## Printing the Registration Form

1. When you click the **Save & Register** button you will need to do the following:
  - A confirmation page appears.
  - a. **Print** (two) copies of this page.
  - b. **Sign it.** Keep one copy for your records.
  - c. **Mail** in the second copy before the deadline indicated on the page to the address shown at the bottom of the page. There is a one time \$25 transcript set up fee for WCC. BTC & SVC are fee free.
2. To **print** the confirmation information, click the **print icon**  at the top of the screen.
3. On the printed page there will be a Tech Prep ID number: TP1-xx-xxxx (numbers will vary from student to student). You will need your Tech Prep **USERNAME** or Tech Prep ID to add articulations in the future! Once you've printed TWO copies, click on **Return** link at the top of the screen then click on **Log Out** to complete the registration process.

## Adding Class(es)

1. To add more classes, click on **Return to Student Home** link at the top of the page (left side).
2. Repeat **Searching Classes, Registering for Classes** and **Printing the Registration Form** steps.

## \*Tech Prep ID Number

Your Tech Prep ID can be obtained from your Teacher or Tech Prep Staff. You can reach the Tech Prep office by calling 360-752-8409 or e-mailing [techprep@btc.ctc.edu](mailto:techprep@btc.ctc.edu).

## Changing Your Password

To change your password, you must know your current password.

1. From the home page, click on **Change Password**.
2. Enter your current and new passwords.
3. Click the **Save Changes** button.
4. A "**Password changed**" message appears in the left-hand navigation area.

## Viewing/Editing Your Profile

1. From the home page, click on **View/Edit Profile**.
2. Edit information. You can change most of your information except your user name and Tech Prep ID.
3. When done, click the **Submit** button.

## Corrections

For corrections, such as deleting or changing the class you might have mistakenly registered for, contact the Whatcom Tech Prep Consortium office at: [techprep@btc.ctc.edu](mailto:techprep@btc.ctc.edu) or call 360-752-8409.

## Important Information

You must register for the Tech Prep program and complete all requirements while you are enrolled in and attending the articulated high school class **and** you must earn grade **B or better** to receive college credit.