





## Registering for Tech Prep

- 1 Go to <http://whatcomtechprep.org>
- 2 Click on ***“Tech Prep Registration”*** then ***“Registration System”***
- 3 Click ***“Students Click Here.”***
- 4 Log in. (For more information about logging in, see “Miscellaneous” below.)
- 5 To find available classes, click “Register For Classes.” To find all classes, click “Go Search!” To narrow your search, use the drop-down arrows, then click “Go Search!”
- 6 Checkmark the classes you want.
- 7 Click the Register button in the top-left navigation menu.
- 8 Checkmark the teacher who is teaching your class. Note:
  - If an articulation has additional classes from the ones you selected, those classes will be displayed.
  - Any fees you need to pay are displayed above the class and teacher choices.
- 9 When you’ve made your selections, click “Save & Register.” Alternatively, to change the class you chose, click “Cancel Registration” and repeat the process.
- 10 To print a confirmation page for you and for the college (if required), click on the printer icon at the top. The confirmation page will tell you if you are required to send a copy to the college, by what date you will need to send it, if you need to send a fee, and where to send the fee.

## Miscellaneous

To...	On the Student home page...
Create an account	Click “Create An Account.” On the form which appears, the questions with a red dot are required. To see more information, hover your mouse pointer over the blue icon  Be sure to read the  information about usernames and passwords. For Career Cluster and Future Plans, provide your best guess. You can change this information later.
Obtain login information you have forgotten	Enter email address in “Forgot Your Login Field”
Change your password or update your account	Click “Change Password” or “View/Edit Profile”
See all the classes and articulations you signed up for, and to see grades and credits earned	Click “View Registration History”