

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.

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 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.