

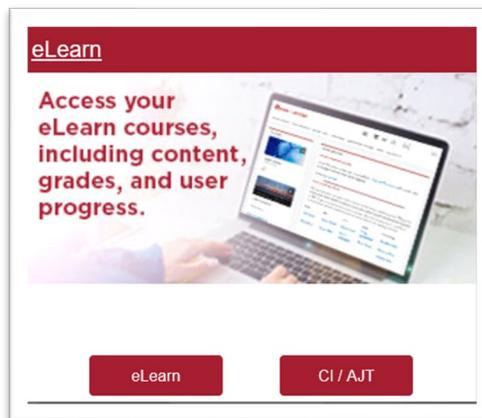
Tech Prep Proficiency Credit Permission to Post Process

Please have students complete the following steps to select their permission regarding posting the grade to an official Sinclair transcript. Please note: Grades cannot be posted to the student record unless permission is granted. Students who fail to provide permission in a timely manner may experience delays in seeing earned credits reflected on the transcript. Grades will not appear on the transcript until the student has graduated high school.

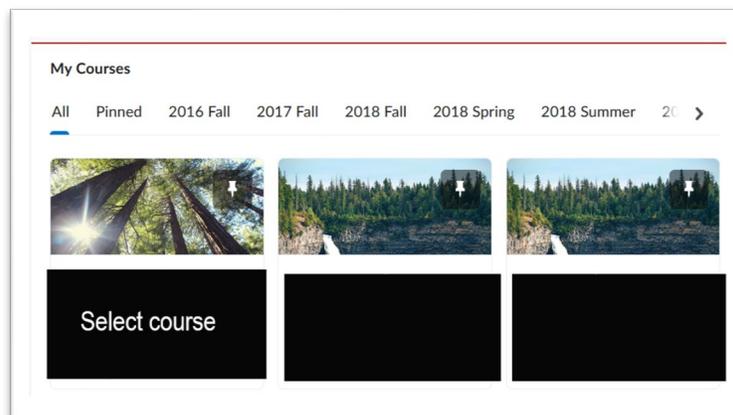
1. Visit my.sinclair.edu.

To login, use the Sinclair specific username and password, which can be found on a student's admissions letter. Call the Sinclair IT Help Desk if you have issues at (937) 512-4357.

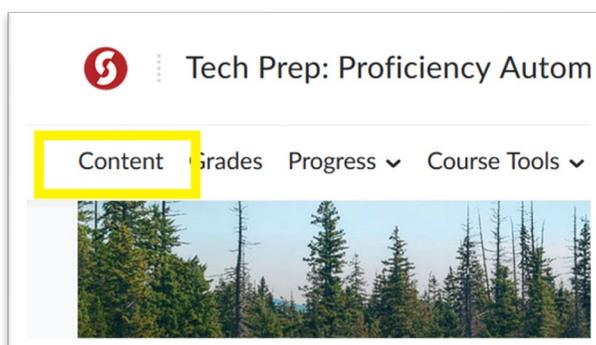
2. Click on the eLearn tile.



3. Scroll down to find “My Courses” and click on appropriate course.



4. Once in the course, select “Content.”



5. Select the “PTP Proficiency Credit” module on the left-hand side. Then click on the “Proficiency Credit Student PTP Grade.”

6. The link will take you to a one question quiz. Hit “Submit Quiz” once the question is answered.

Question 1 (1 point)

I give permission to post my grade:

- A) If my grade is greater than or equal to A#
- B) If my grade is greater than or equal to B#
- C) If my grade is greater than or equal to C#
- D) No, do not post this credit

[Submit Quiz](#) 0 of 1 questions saved

Note: Students can only take the quiz once. If a change is desired, please email techprep@sinclair.edu. Grades cannot be removed from a transcript after they have been posted.