Sinclair Tech Prep Application Instructions



GET STARTED! APPLY.SINCLAIR.EDU Log in 1. Click "Create your account now." Email / Username **New User** 2. Enter your **Legal** first and last name. First name Password Last name Use an email and password that you can easily access. Remember me Email Log in Make the password something you can Haven't created an account yet? easily remember, you can change this later. Confirm password Before submitting—double check all Already have an account? Log in your information is spelled correctly. 1. Check your email for the verification link. Please check your email An activation link has been sent to demo.student.cmcps@robot-mail.com 2. Click "Verify your email." 3. Once verified, click "Log in to your Dear Applicant, account." Thank you for creating your application account at Sinclair College. Activate your account by the link below to verify your email address. Verify your email. Once you click the link, you will be re-directed to the application portal to log-in and begin yo Sinclair College Your account is activated Log in to your account Log in 1. Log in with the credentials you Email / Username provided earlier. 2. Click "Start New Application." ☑ Remember me SINCLAIR Log in Haven't created an

WELCOME CENTER

Welcome Demo Student-cmcps!

Your first and last name should automatically appear.

If applicable, enter any other optional information. Note: a suffix is like Jr., Sr., II, III, etc.

- 1. Select your Citizenship Status.
- 2. Answer "Yes" you are a high school student.
- 3. Choose I am applying to "Participate in the Tech Prep Program."
- 4. Click "Save and Continue."

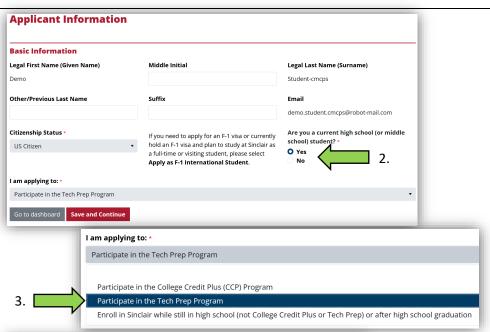
This section autopopulates. Make sure it says "Tech Prep."

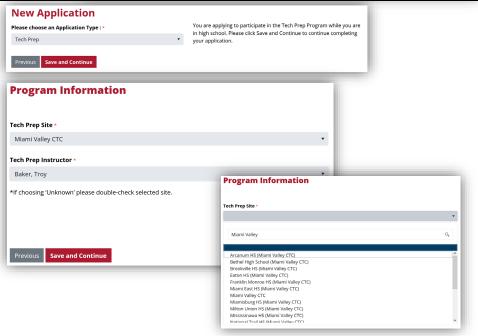
- 1. Click "Save and Continue."
- 2. Select the school or career center where you are taking career tech courses. (Some schools have multiple campuses, so be careful to choose the right one!)
- 3. Select your instructor from the list. (If your teacher does not show in the list, please raise your hand or let your teacher or a staff member know.)
- 4. Click "Save and Continue."

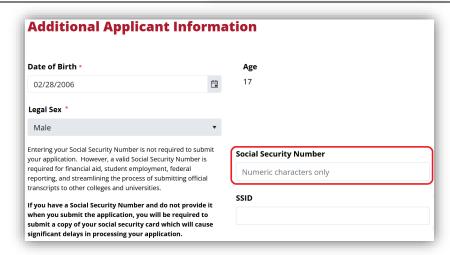
1. Enter your birthdate (MM/DD/YYYY), legal sex (used on government forms), Social Security Number, and other demographic information on this page.

A Social Security Number is required to process your application. If you do not have it today, continue on for now, but do not submit your app yet. You will be able to log back in to finish later, once you have it. Students with an unassigned SSN: contact the Tech Prep Office. *Only enter numbers, not dashes*

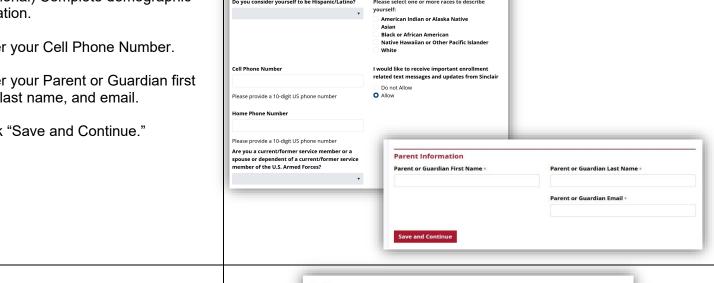
While not required for Sinclair, some schools require students to provide an SSID. Ask your teacher if unsure.







- 1. (Optional) Complete demographic information.
- 2. Enter your Cell Phone Number.
- 3. Enter your Parent or Guardian first name, last name, and email.
- 4. Click "Save and Continue."



Colleges and universities are asked by many, including the federal government, accrediting associations, and newspapers, to describe the racial/ethnic backgrounds of our students and employees. To respond to these requests, we ask you to answer the following two

1. Enter your address information. (For best results, do not use your browser's auto-fill feature.)

If you have lived at this address for less than one year, you will be asked to provide a previous address.

2. Click "Save and Continue."

Address Information Although there is no tuition associated with Sinclair credit earned through Career Tech Education, Sinclair requires at least one continuous year's worth of address history, as well as a valid street address, to make a determination about your residency for tuition purposes. If you do not provide this information on your application, your residency may be set to "Out of State resident," and a hold may be placed on your record, preventing registration in courses. Learn more about residency for tuition purposes. Street Address Postal Code County (Ohio and Indiana Residents Only) When did you start living at this address? Save and Continue

1. Enter your education information.

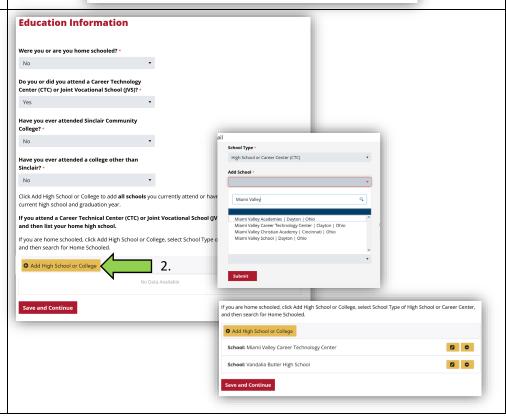
Do you attend a career tech center in addition to your home high school?

Have you attended any other college? Select Yes if you attend College Credit Plus at another college (Clark State, Edison, etc.)

2. Click "Add High School or College."

Add your career tech center first, followed by your home school, (from where you will earn your diploma)

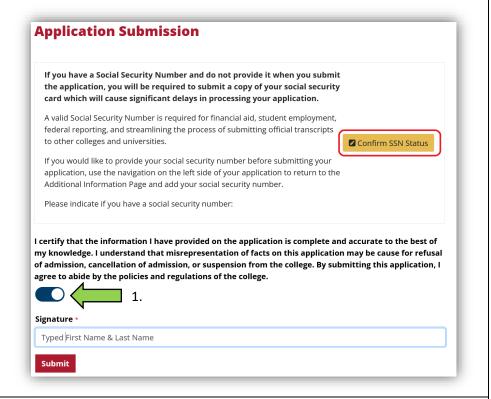
3. Once you've added all schools, click "Save and Continue."



If you did not enter your social security number, **stop here**. Log out, write down your username and password, and return later to add it and submit.

- 1. If you did enter your social security number, certify (by clicking the toggle).
- 2. Type your electronic signature and click "Submit."

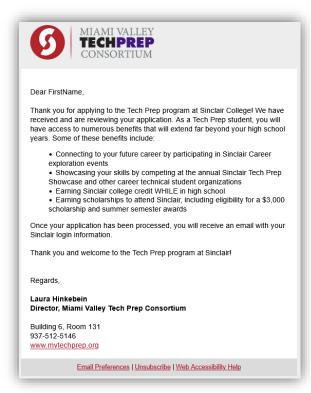
Congratulations, you're done!



What's next:

Once submitted, you will receive a confirmation email.

Within 1-5 business days, you will receive an email with your Sinclair login and password.





Congratulations on submitting your application!

Any questions or concerns: Sinclair Tech Prep Office | 937-512-5146 | techprep@sinclair.edu