eLearn Credit Capture: Student Instructions

In order to post your eLearn credit to your Sinclair College transcript, please follow the steps below. **Please note** that the Tech Prep office will post grades of C or higher only, and only upon your graduation from high school.

1. **Open your my.Sinclair email by navigating to www.gmail.com, enter your full [Sinclair Username]@my.sinclair.edu email and follow the prompts to log in using the same password you normally use to access my.sinclair.edu.**
2. **In another tab create Tech Prep Portal Password: tinyurl.com/techPrepPassword**

3. **Log in to Tech Prep Portal and check Yes/No to posting eLearn credit. Be sure to use your full Sinclair email and the Tech Prep portal password you just created: tinyurl.com/captureCredit**

Important

- Passwords used for my.sinclair.edu, the Tech Prep portal and student Tech Prep application are **not** the same unless student created identical password for each.
- Credit will post to Sinclair transcripts as soon as possible, but please be prepared to share what credit you have earned via Tech Prep with your Sinclair advisor.
- eLearn grades will be synced to the Tech Prep Portal as they are available. Please refer to eLearn and your instructors for confirmation of recent grades.