

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

The screenshot shows the Sinclair College Tech Prep Portal interface. At the top, there are logos for Sinclair College and Miami Valley Tech Prep Consortium. Below the logos is a navigation bar with tabs: Coordinator, Instructor, Academic Inst., Student (selected), and MVTPC Staff. The main heading is 'Update Password'. The form contains three fields: 'Sinclair Email' with a placeholder example 'joan.smith@my.sinclair.edu', 'Security code' with a handwritten red code '3969', and 'Enter code' with an empty input field. A red 'Update Password' button is at the bottom of the form. Below the form, there is a small text link: 'Need help? 937-512-3406 | mvtpc_support@sinclair.edu'.

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.