



GREENLIGHT



Quick Start Guide to GreenLight Registration

Username: _____ Password: _____

Email Address: _____

GreenLight Locker gives students control of their records and opportunities to share achievements in ways only possible with technology. Register your free locker today so you can take advantage of the ability to view and share your transcripts, as well as securely upload and share other credentials needed for college, scholarship, and employment applications. You will also have access to My Opportunities to search for scholarships and jobs.

Note: If you already have a GreenLightLocker.com account because you are Texas College Bridge ENG and/or MATH student, then there is no need to register again on GreenLightLocker.com. **Please go directly to Step 4.**

Note: If you already have a GreenLightLocker.com account because you are taking courses at Dallas College and have already registered on GreenLight, then there is no need to register again on GreenLightLocker.com. **Please go directly to Step 4.**

Step 1: Visit <https://greenlightlocker.com/register>

- Select "I'm a student" from the drop-down, and select "Register without an enrollment code."
- Enter your institution (ISD, not campus), student ID, date of birth, and last name. The last name must be entered as it appears in your school record (If it has a hyphen or space, please be sure to include it)
- Once your information matches, you will be shown the registration form, fill out all required fields, and select a username and a 12-digit password with at least one upper case and one special character such as the # or \$ sign.

Step 2: You will receive an activation email upon registration. **Click on the activation email and log in** using the username and password you created during registration.

Step 3: Click on "My Credentials" and then click on "Request Transcript." You will see your transcript.

- To send the transcript to a college, click the share icon and select the "Send Credentials to Academic Institution" radio button. Type the name of the University in the "Send To" field. As you are typing, some suggestions will be shown to you. Select the one that matches the educational institution to which you want to send it, agree to the terms of use, and click the "Share" button.
- Hint: start typing "univ," and you will see all the ones that start with "University of..."
- To email the transcript to a college or employer, click the share icon and select "Send Credentials to Employer (via email)." Type the recipient's email address in the appropriate fields, agree to the terms of use, and click the "Share" button.



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Step 4: If you already have a GreenLightLocker.com account from Dallas College, Texas College Bridge, or another University, you must “claim credential” within your existing GreenLight Locker.

- Click on the Register button at <https://greenlightlocker.com/register>
- Select “I’m a student” from the drop-down and select “I’m looking for an enrollment code.”
- Enter all the required information to receive your enrollment code. Copy the enrollment code.
- Log into your existing GreenLight Locker account and visit your profile by clicking on your username in the far-right top corner.
- Click on “Claim Credential.”
- Paste your enrollment code in the box and click the “Verify & Add” button. You should now see your High School transcript in your locker.

Please use the following guide to get help with any **GreenLight Locker** issues

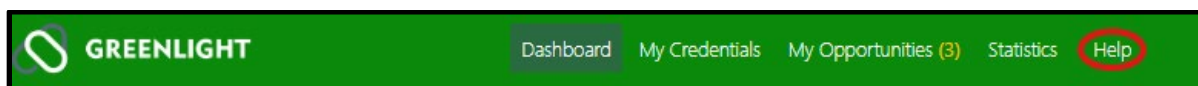
(OPTION 1) From the GreenLight Locker homepage:

If you are having problems with your password, username, registration, or activation, please open a ticket using the “Contact Us” button on the GreenLightLocker.com website.



(OPTION 2) Logged into your Dashboard/Locker:

If you have issues with your GreenLight Locker and can log in to your account, please open a trouble ticket from within GreenLightLocker.com by clicking the “Help” link.



(OPTION 3) Call our Hotline:

Call the **Helpdesk at (972)348-1234** and select **option 5 for GreenLight Locker**. This is a voicemail line, so please leave a message with your name, phone number, email address, school district/college name, and a detailed description of the issue.