

### **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. Using Chrome browser, have your Sinclair email open in tab: [my.sinclair.edu](http://my.sinclair.edu)
2. In another tab create Tech Prep Portal Password: [tinyurl.com/techPrepPassword](http://tinyurl.com/techPrepPassword)
3. Log in and say yes/no to posting eLearn credit: [tinyurl.com/captureCredit](http://tinyurl.com/captureCredit)

### **Important**

The deadline to capture your Tech Prep eLearn credit is **May 15, 2019**.

#### **\*Note**

eLearn grades will be synced to the portal as they are available. Please refer to eLearn and your instructors for confirmation of recent grades.