Sinclair Tech Prep App Worksheet/Helpful tips

1. Create your Sinclair account

- Go to www.mvtechprep.org, on the right-hand side, under *2023-24 Tech Prep Application*, click on *Click here* to take you to the application.
- Select *Create Your Account Now.*
- Fill out your personal information, please ensure your email is correct. DO NOT use your high school or iCloud email.
- Be sure to remember your username and password. You will need it to log back into your Sinclair account. Username_____Password_____
- Click *Submit*
- Go to email inbox you used to create your Sinclair account.
- Open email from Sinclair and click link to verify your email.
- Log back into your Sinclair account and fill out your basic application information.
- Legal name - enter as it appears on legal documents. DO NOT USE NICKNAMES.
- Citizenship status - if not a current US resident, VISA or immigration status will be needed.
- Select *Yes* to current high school student.
- Select *Participate in the Tech Prep Program*, then click *Save and Continue.*

2. Application

- Application type is *Tech Prep*
- Tech Prep Site - select where you take career tech courses.
- Tech Prep Instructor - select who teaches your career tech courses.
- Social Security Information - please enter in numbers only (NO DASHES).
- SSID - you can leave this blank.
- Attend a CTC/JVS - Yes/no
- Have you ever attended Sinclair - select *Yes* if you have taken/currently taking CCP courses at Sinclair.
- Have you attended any other College - Select *Yes* if you are currently or have taken CCP courses at another institution (ex: Clark State, Edison)
- Click on the yellow box that says A*dd high school or college.*
- Select S*chool type.*
- Search for your school(s) and select your graduation year.
- Hit S*ave and Continue*

3. Application submission

- Click on the yellow box that says *Confirm SSN status*. Select the SSN disclaimer option pertaining to you.
- Certify and type your name in the signature box and select S*ubmit.*

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