



GREENLIGHT



Arlington
INDEPENDENT SCHOOL DISTRICT

Quick Start Guide to **GreenLight** Registration

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.

STEP ONE

- Visit <https://greenlightlocker.com/register>
- Select "I'm a student" from the drop-down, and select "Register without an enrollment code."
- Enter your 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 TWO

- 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 THREE

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



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STEP FOUR

- If you already have a GreenLightLocker.com account from Texas College Bridge or another entity, you must “claim new 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.

SENDING TRANSCRIPTS TO UNIVERSITIES & COLLEGES

- To send the transcript to an institution, 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.
- Hint: start typing “univ,” and you will see all the ones that start with “University of...”. 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.
- To email the transcript to a college, school, 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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Please use the following guide to get help with any **GreenLight Locker** issues.

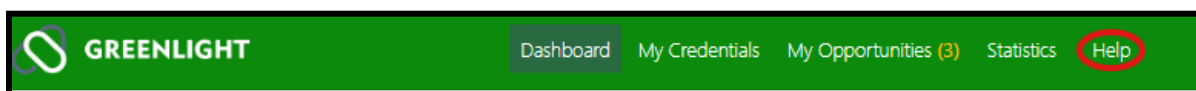
(OPTION 1) From the GreenLight Locker homepage:

If you have 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 and a detailed description of the issue.