



TechPrepMN Website Articulated College Credit Certificate and Agreement Procedures

Go to URL: <http://www.techprepmn.com>

Select: **Teacher Login**

Now you're in the administrative area, which needs a secure login...

Username: first initial plus last name (i.e. jsmith for Jenny Smith)

Password: techprep

(Note: both fields are in lowercase only)

STEP #1:

- **Select "Your Profile" and change your password.** You can also make any changes or corrections to your personal information here (phone number or extension, email address, etc.)

OR

- If you have your new password and your information is updated, go to step 2.

STEP #2:

Choose Agreements or Request Certificates: Follow the instructions below.

- **Agreements:** Teachers can view the agreements they currently participate in. You'll be able to print a hard copy for your files, along with any assessments for that agreement. Agreements will be updated following the articulation meeting for that course during the current fiscal year.
- **Request Certificates:**
 1. Select the agreement you have articulated with.
 2. Click on Add a Student.
 3. Choose to add one student or to upload a list of student information through an Excel file.
 - a. Click on "Upload a Student List".
 - b. Click on "Template". At the File Download dialog box, click "Open". The Excel file template will open in a separate window. Click "File" on the top menu bar, and then choose "Save As" to save the template to your personal Articulation files or desktop. A suggestion for naming it is "College Credit Certificate Template".
 - c. Enter student information into the Excel Certificate Template for those who've completed the requirements. Bold column names indicate required information.
 - d. Click "File", then "Save As" to save this list to your personal files. Name example: "Certs Fall 2008". (By always using "Save As", your original template remains unchanged.)
 - e. Click on your website browser button to return to the TechPrepMN website window. In the "Upload a Student List" area, click the "Browse" button. This will open a dialog box which allows you to navigate through your computer files and locate your "Certs Fall 2008" Excel file. Double click on the icon to select that file. That will bring you back to the website. Click "Upload This List". It may take a few moments to process, but you will see your student names appear in the "Students" section when the upload is complete. Disregard the "Approved" box – it is for GRPC Administration processing.
 4. GRPC Administration will receive notification of the data received and will then process the certificates and mail them to the student or school (whichever is applicable).

For additional information or instructions, please contact Barb Wittowski by phone at 320-308-6599 (St. Cloud Technical College toll free 1-800-222-1009) or via email at bwittowski@sctc.edu