

## **Step-by-step guide for Students**

Prior to proceeding with the steps below, please obtain your child's GreenLight enrollment code from their High School. The enrollment code is a long number and will not be easy to type, so please make sure you can copy and paste it. If you are under 18, you will also need your parent to register on GreenLight using your enrollment code. Your parent will be required to sign the FERPA waiver and provide consent for you to access GreenLight services.

Note: If you already have a GreenLightLocker.com account because you are taking classes at DCCCD, then there is no need to register again on GreenLightLocker.com. Please go directly to Step 12:

### **Step 1: From a computer, please visit:**

URL: <https://GreenLightLocker.com>

Please use one of these supported browsers

Browser	Version
Firefox	Version 51 and above
Google Chrome	Version 38 and above
Safari	All versions
Microsoft Edge	All versions
Internet Explorer	Version 10 and above (note: drag & drop will not function)

### **Step 2: Click on Register**




### **Step 3: Enter the enrollment code provided to you by your school and complete your registration**

A screenshot of the GreenLight Student Registration form. At the top left is the GreenLight logo. On the right, there are links for 'How to' and 'Back to Homepage'. The form title is 'Student Registration'. Below the title are two radio buttons: 'I'm a student' (selected) and 'I'm a parent/guardian'. Below that is a checked checkbox for 'I have an enrollment code'. The main form fields are: 'Enrollment Code \*' (highlighted with a red box), 'Date of Birth (MM/DD/YYYY) \*' (with a calendar icon), and 'Last Name \*'. A green 'Validate' button is located to the right of the last name field.

- You will need to enter your date of birth in the mm/dd/yyyy format
- You will also need to enter your Last Name and click Validate

#### **Step 4: Complete the registration form by filling all the required fields**

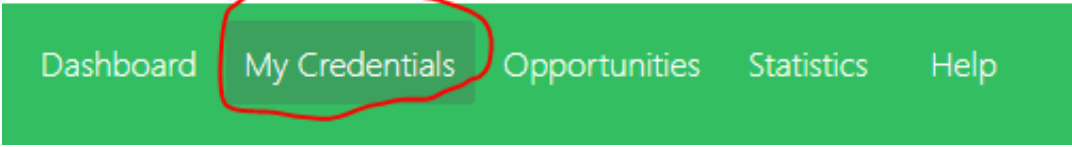
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>First Name is required</small>		<small>Last Name is required</small>
Date of Birth (MM/DD/YYYY) *	Select Gender *	Mobile Number *
<input type="text" value="01/22/2001"/> 	<input type="text" value="Male"/>	<input type="text" value="+1"/>
		<small>Select Country and then type in 10-digit phone number</small>
Email Address *	Confirm Email Address *	Username *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Email Address is required</small>		<small>Username is required</small>
Password *	Confirm Password *	
<input type="text"/>	<input type="text"/>	
<small>Password is required</small>		
<input type="checkbox"/> I agree to the GreenLight Credentials <a href="#">terms of use</a>		
<input type="button" value="Sign up"/>		
<a href="#">Already have an Account?</a>		

- Select a username that you will remember
- Select a password with at least 12 characters and it must have
- You must click the check box next to “I agree to the GreenLight Credentials terms of use”
- Then click Sign up

#### **Step 5: You will need to access the email you used for registration and click on the validation link**

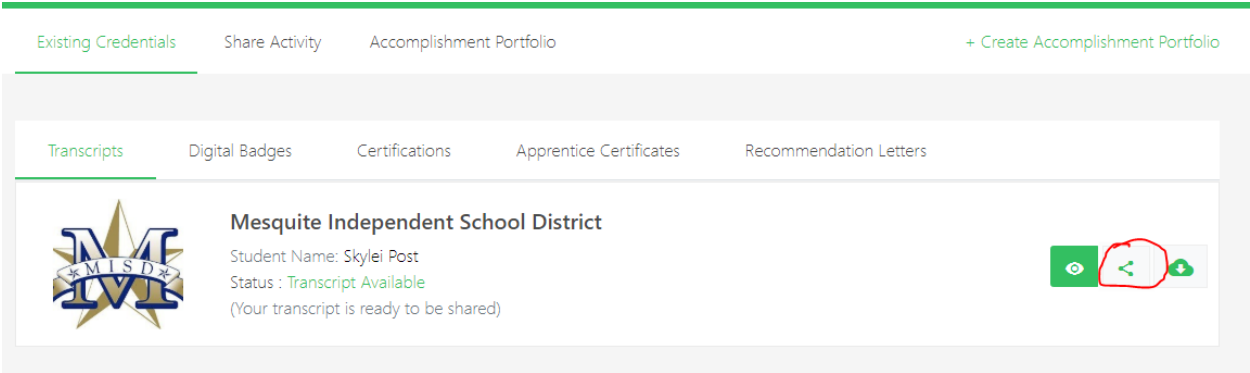
#### **Step 6: Once your account is validated, you can login using the login ID and password you selected during registration**

#### **Step 7: Once you are logged in, click on My Credentials**



**Step 8: Click on Request Transcript**

**Step 9: Once your transcript is ready, click on the Share icon**



## Step 10: Select on “Academic Institution”

Choose the academic institution you would like to share with



Send credentials to

Academic Institution  Employer/Others (via email)

Send From \*

Dallas Independent School District

Send To \*

Select by entering the Institution Name

*(To send your transcript to an email address, please select  
Employer/Others(via email) tab)*

Reference ID

Application Id or Job Reference Id if you have one

Message

I agree to the GreenLight Credentials [terms of use](#)

Share

**Step 10b: Start typing the name of the institution in the “Send to” field.** If the name does not show up, that means GreenLight is not able to send to that institution just yet. We are continuing to work with educational institutions to partner with them.

Choose the academic institution you would like to share with ×

Send credentials to  
 Academic Institution  Employer/Others (via email)

Send From \*  
Dallas Independent School District

Send To \*  
univ

- Bellevue University
- Concordia University Texas
- Southern Methodist University
- Southern New Hampshire University
- Texas Womans University
- The University of Texas at Dallas
- Tiffin University
- University Of North Texas at Dallas
- University of North Texas (Graduate admissions)

Reference ID  
Application Id or Job Reference Id if you have one

Message

I agree to the GreenLight Credentials [terms of use](#)

**Step 11: To send via email select on “Employer/Others (via email)”**

Choose the academic institution you would like to share with ×

Send credentials to  
 Academic Institution  Employer/Others (via email)

Send From \*  
Mesquite Independent School District

Send To \*  
Select by entering the Institution Name  
*(To send your transcript to an email address, please select Employer/Others(via email) tab)*

Reference ID  
Application Id or Job Reference Id if you have one

Message

I agree to the GreenLight Credentials [terms of use](#)

Share

**Step 11b: Type the email address** in the Email address field and repeat it again in the Confirm Email Address field

Choose Employer/Others you would like to share ×

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Send credentials to

Academic Institution  Employer/Others (via email)

Send From \* Attention of

Dallas Independent School District Enter the (Employer Name) or (Individual Name)

Email Address \* Confirm Email Address \*

Reference ID

Application Id or Job Reference Id if you have one

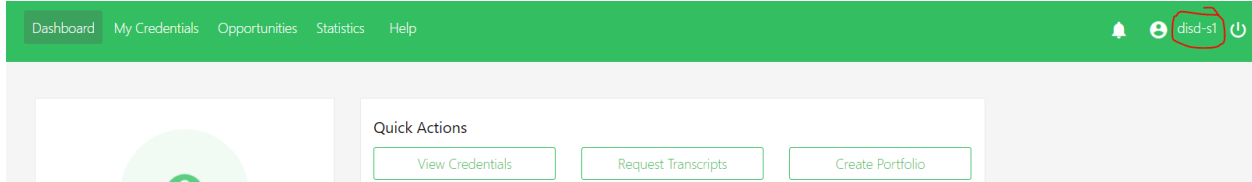
Message

I agree to the GreenLight Credentials [terms of use](#)

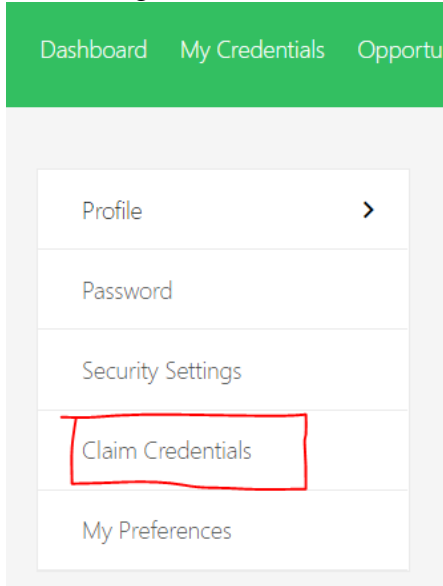
- Type a message in the Message box (optional)
- Click on the check box next to “I agree to the GreenLight Credentials terms of use”
- Then click the Share button

## **Step 12: I already have an account on GreenLightLocker.com**

If you already have an account on GreenLightLocker.com from DCCCD, then log into your account and visit your profile by clicking on your name in the far right top corner.



Then navigate to “Claim Credentials”



Paste your High School provided enrollment code in the box and click on “Verify & Add” button. You should now see your High School transcript in your locker.

