Quick Start Guide to GreenLight Registration

Note: If you already have a GreenLightLocker.com account because you are Texas College Bridge ENG and/or MATH, then there is no need to register again on GreenLightLocker.com. Please go directly to Step 3:

Note: If you already have a GreenLightLocker.com account because you are taking courses at Dallas College and have already registered on GreenLight, then there is no need to register again on GreenLightLocker.com. Please go directly to Step 4:

Step 1: Visit https://greenlightlocker.com/register
Option 1:

- Select "I'm a student" and from the drop down select "I'm looking for an enrollment code"
- Enter all required information to receive your enrollment code. Copy the enrollment code.
- Select "I'm a student" and from the drop down select "I have an enrollment code"
- Paste the enrollment code in the appropriate field, enter your 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, select a username and a 12-digit password with at least one upper case and one special character such as # or $ sign.

Option 2:

- Select "I'm a student" and from the drop down select "Register without an enrollment code".
- Enter your institution, 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, select a username and a 12-digit password with at least one upper case and one special character such as # or $ sign

Step 2: You will receive an activation email upon registration. Click on the activation email and you log in using the username and password you created during registration.

Step 3: Click on "My Credentials" and then click on "Request Transcript". You will see your transcript.

- To send the transcript to a college, click on the share icon and select "Send Credentials to Academic Institution" radio button. Type the name of the University in the "Send To" field. As you are typing, some suggestions will be shown to you. Select the one that matches the educational institution you want to send it to, agree to the terms of user and click on the "Share" button.
- Hint: start typing "univ" and you will see all the ones that start with "University of…".
- To send the transcript to a college or employer via email, click on the share icon and select "Send Credentials to Employer (via email)". Type the email address of the recipient in the appropriate fields, agree to the terms of user and click on the "Share" button.

Step 4: If you already have a GreenLightLocker.com account from Dallas College or another University

- Log into your account and visit your profile by clicking on your name in the far right top corner
- Click on "Claim Credentials"

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