

### **Step-by-Step Instructions for parents**

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.

NOTE: If your child already has a GreenLightLocker.com account, there is no need for you to complete your registration on GreenLightLocker.com

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

URL: <https://GreenLightLocker.com>

Please use one of these supported browsers

<b>Browser</b>	<b>Version</b>
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**



Home Verify Credentials Contact us **Register** Login

### **Step 3: Select "I'm a parent/guardian" and enter the enrollment code provided to your child by your school and complete your registration**

#### Parent Registration

I'm a student  I'm a parent/guardian

I have a student enrollment code

Student Enrollment Code \*

Student Date of Birth (MM/DD/YYYY) \*

Student Last Name \*

Your First Name \*

Your Last Name \*

Validate

- You will need to enter date of birth of the student in the mm/dd/yyyy format
- You will also need to enter Last Name of the student
- Finally, enter your first name and last name and click the Validate button

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

Parent Details

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Last name is required
Select Relationship *	Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Invalid Email Address format	
Select Gender *	Username *	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Password *	Confirm Password *	
<input type="text"/>	<input type="text"/>	
Password is required		

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

Sign up

- Select a username that you will remember
- Select a password with at least 12 characters and it must have at least 1 uppercase alphabetical character, 1 special character, and 1 numeric character
- 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, you will be asked to sign a FERPA waiver and consent form for your child to access GreenLight. Make sure you check the checkbox, sign with your mouse and save.**

FERPA Release Authorization and Consent  
To  
Disclose Student Education Records

The federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents of students under 18 years old and students once they turn 18 years old concerning the privacy of, and access to, the student's personally identifiable information, including the student's educational records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in the student's files without the prior signed and written consent of the parent/guardian or eligible student unless a specific exception is provided in FERPA. One such exception is disclosure to authorized vendors performing an educational service to the educational agency under a contract. The District has entered into an agreement with GreenLight Credentials ("GLC") to assist with its student and alumni transcript and academic records processing system. The system allows students to send their official student transcript and academic records to Colleges, Universities, Employers and other third-parties of their selection reducing time and processes associated with transcript and record processing .

**AUTHORIZATION and CONSENT TO RELEASE INFORMATION**

I, , HEREBY AUTHORIZE THE RELEASE OF ANY AND ALL PERSONALLY IDENTIFIABLE INFORMATION AND/OR THE EDUCATION RECORDS TO GLC FOR ANY PURPOSE RELATED TO THE STUDENT AND ALUMNI TRANSCRIPT AND ACADEMIC RECORDS PROCESSING SYSTEM DESCRIBED ABOVE.



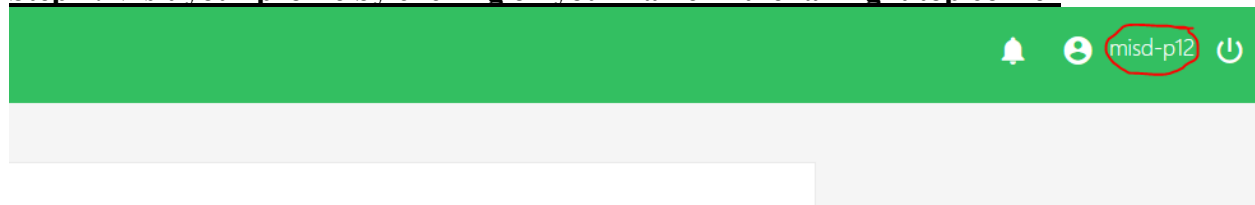
I acknowledge by my signature below that although I am not required to release any of my student's educational records, I am giving consent to release my student's personal information as indicated above. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received.

Sign here \*

Your child will also need to register for their own account on GreenLight by visiting the registration page and selecting "I'm a student". Please refer to the guide for student registration.

Once you have completed registration, you can add the enrollment code of any additional children to your account by following the steps below:

**Step 1: Visit your profile by clicking on your name in the far right top corner**



**Step 2: Click on "Add Another Child To Account"**

Dashboard

Credentials

Share Activity

Profile



Change Password

Add Another Child To  
Account

Security Settings


Student Consent

FERPA Settings

**Step 3: Paste the enrollment code of the other child, verify their date of birth and last name. Then click on Validate button**

I have a student enrollment code

Enrollment Code \*

Date of Birth (MM/DD/YYYY) \*  

Last Name \*

You should now see the transcript for the other child in your account.

**Step 4: You will need to provide consent for your second child to access GreenLight services. To do this, click on “Student Consent” in your profile**

Dashboard   Credentials   Share Act

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Profile

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Change Password

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Add Another Child To Account

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Security Settings

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**Student Consent >**

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FERPA Settings

**Step 5: Select the name of your child from the dropdown list, check the consent checkbox on the left and sign with your mouse. Then click on Save.**

Parent Consent for Minor Student  
To  
Access and Use GreenLight Services

Select Student



By signing this Parent Consent Form, I affirm that I am the parent or guardian of the student identified below (the "Student"). I understand and acknowledge that Student may use the GLC service to send their official transcript and academic records to Colleges, Universities, Employers and other third-parties of their selection in order to assist with the College and Employment processes.

**YOU MUST COMPLETE THE FOLLOWING INFORMATION**

Student Name

Date Of Birth

Current School District

Current Grade Level

Your Name

Relationship

I acknowledge by my signature below that although I am not required to release any of my student's educational records, I am giving consent to release my student's personal information as indicated above. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received.

Sign here \*

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Your other child will also need to register for their own account on GreenLight by visiting the registration page and selecting "I'm a student". Please refer to the guide for student registration.