Global EDGE Tech Prep
Online Quick Reference Registration Guide

FOR TEACHERS

This Quick Reference Guide takes you through a step-by-step process from creating an account to recommending students for credit.

STEPS TO GET STARTED

1 Need to Create an account
   • Go to www.collin.edu/globaledge then click Tech Prep Registration
   • Click on the New Teachers link followed by the Create Account link then complete the information before submitting it. Your username/password will be automatically generated. Make sure to write these down!

2 Need to Set up your classes
   • Log on to www.collin.edu/globaledge and click Tech Prep Registration and log on using your username and password
   • At the Teacher Task menus select Add New Classes
   • Complete information for your class then click Submit
   • Instruct your students to register

3 Have your students register
   • Log on to www.collin.edu/globaledge and click Tech Prep Registration and log on using your username and password
   • Click on New Student link then Create Account link
   • Complete information then click Submit
   • Student usernames/passwords are automatically assigned. Make sure your students write these down!
   • Once registered, a student can begin enrolling into your classes

4 Need to approve your students
   • Once students have registered you must Accept them
   • Log on to www.collin.edu/globaledge then click Tech Prep Registration and log on using your username and password.
   • Go to the Teacher Task Menu and click View Class List
   • For each class listed click on the Blue Arrow on right-hand side of each class
   • Click on Student Name to view personal information and select Yes to approve the student for the course. If the student is not in your class, click No.
   • Submit information once you have approved all students. You can use the View Classes link to go back for your other classes

5 Need to recommend students for credit
   • Log on to www.collin.edu/globaledge then click Tech Prep Registration and log on using your username and password
   • Go to the Teacher Task Menu and click View Class List
   • For each class listed click on the Blue Arrow on right-hand side of each class
   • Enter the yearly course grade for each student then choose credit for those who receive an 80 or better or no credit for those who did not
   • If a student did not complete the course, a grade does not need to be entered; select not recommended for credit
   • If your course requires a Collin College end-of-course exam then that grade must also be entered in order to recommend students for credit.
   • End-of-course exams require an 80 or better to be recommended for credit
   • Child Development end-of-course exams require an 85 or better to be recommended for credit

DON’T FORGET!!

Have you...

☐ Created an account?
☐ Set up your class for this semester?
☐ Had your students register?
☐ Accepted your students into your class?
☐ Entered their yearly course grade AND end-of-course exam grade?
☐ Recommended your students for credit?

FORGOT USERNAME OR PASSWORD?
Go to www.collin.edu/globaledge

For Teachers:
Click Tech Prep Registration. Select the Forgot Password? link located in the Login Box. Follow the instructional prompts. (The Global EDGE cannot retrieve your password).

For Students:
Select Go to student Login Assistant to retrieve their username/password. They will be asked to enter in their high school, first and last name, and date of birth. They then will be given the option to Create a New Enrollment or log onto the Task Menu.

REMEMBER
Students will be ineligible for college credit at Collin College unless you complete the registration process by entering their yearly course grade and end-of-course exam grades, along with your recommendation for their college credit.