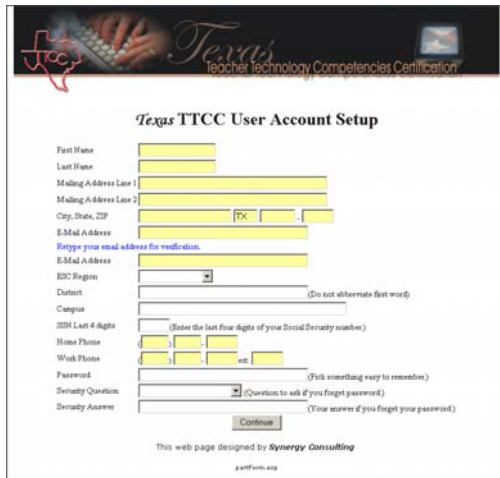


Step by Step TTCC Registration

1. Go to <http://www.texasttcc.net>
2. Click on the link that says:

[Login to Portfolio Management Page for new participants beginning June 2007](#)

3. Click on the blue link that says “Set up your account”.
4. Fill in the information required to set up your account and choose continue. **Be sure and know the e-mail address and password you set up on this form because you will need that info to login.**



The screenshot shows the "Texas TTCC User Account Setup" form. It includes fields for First Name, Last Name, Mailing Address Line 1, Mailing Address Line 2, City, State, ZIP, E-Mail Address (with a note to "Setup your email address for verification"), EDU Region, District (with a note "(Do not abbreviate first word)"), Campus, SSN Last 4 digits (with a note "(Enter the last four digits of your Social Security number)"), Home Phone, Work Phone, Password (with a note "(Pick something easy to remember)"), Security Question (with a note "(Question to ask if you forget password)"), and Security Answer (with a note "(Use answer if you forget your password)"). A "Continue" button is at the bottom. The footer says "This web page designed by Synergy Consulting" and "pafForm.asp".

5. When asked for payment information, just type in “Godley ISD” for the PO number. Click Submit Registration.



The screenshot shows the "Texas TTCC Registration" form. It includes a "Who will pay?" section with radio buttons for "I will pay" (selected), "My District will pay" (with "Godley ISD" entered), and "Pay a copy of the Purchase Order to (017) 40 3630". Below this is a "Credit Card Information" section with logos for VISA, MasterCard, and Discover. Fields include "Name as Appears on Card", "Credit Card Type", "Credit Card Number - Enter Digits Only", and "Credit Card Expiration Date (MM/YY)". A "Submit Registration" button is at the bottom. The footer says "This web page designed by Synergy Consulting" and "register.asp".

6. Once you submit the registration, a gray box will come up and ask you to confirm your registration. You just need to click ok.
7. The final screen will look like the one below confirming that you are registered.



You will have one year from the date of registration to complete the program.