

Creating a CTE Course Connect Account

There are two ways to create an account on CTE Course Connect:

1. Option 1: Create a CTE Course Connect account using your email and password.
2. Option 2: Sign in using your Google Account.

Option 1: Create a CTE Course Connect Account

1. **Start on the Sign-In page:** Click **Request an account**.

Request an account.' Below this is the Google logo and 'Sign in with Google'. A horizontal line with 'Or' in the center separates this from the email sign-in section. The email sign-in section includes a 'Sign in with email' label, an 'Email' input field, a 'Password' input field, a blue 'Sign In' button, and a '[Forgot your password?](#)' link."/>

The screenshot shows the CTE Articulation Sign In page. On the left, the heading "CTE Articulation" is displayed above three buttons: "Students", "Teachers & School Staff", and "College Faculty & Staff". On the right, the "Sign In" section is highlighted. It contains a red-bordered box with the text: "Need a CTE Articulation account? [Request an account.](#)". Below this is the Google logo and "Sign in with Google". A horizontal line with "Or" in the center separates this from the email sign-in section. The email sign-in section includes a "Sign in with email" label, an "Email" input field, a "Password" input field, a blue "Sign In" button, and a "[Forgot your password?](#)" link.

2. **Enter Your Details:**

- On the Request an Account page, fill in your **First Name, Last Name, Email Address, and Password**.
- Make sure your password meets these requirements: at least 8 characters, including 1 number, 1 lowercase letter, 1 uppercase letter, and 1 special character.

3. **Submit Your Information:** Click **Submit**.

4. **Confirmation Screen:** You'll see a confirmation message indicating that an activation email has been sent to the email address you provided. Double-check that your email address is correct.

CTE Articulation Registration Confirmation

Thank you for requesting an account! Please check your email.

We've sent an activation message to **fred@ctearticulation.com** with a link to activate your account.

To complete your registration, open the email and click on the activation link. If you are unable to locate the confirmation email, please contact your local IT support to ensure the email wasn't accidentally identified as junk mail and either rejected or delivered to a special folder.

Didn't get an email? [Resend it](#)

5. Activate Your Account:

- Check your email for the activation message and click the activation link inside to confirm your email address.
- This link will verify your email and redirect you to the CTE Course Connect Account Activation page.

6. Complete the Activation Page:

- Choose **High School/ROP Instructor** from the Position menu.
- Select your **District/ROP** and one or more schools. Note that an account can be linked to multiple schools but only one District/ROP.
- Review the terms of use and, if you agree, check the box to accept them.
- Click **Activate Account**.

CTE Articulation Account Activation

Email	fred@ctearticulation.com		
First Name *	Fred		
Last Name *	Webster		
Position *	High School/ROP Instructor ▼ ⓘ		
District/ROP *	Genoa City Unified School District ▼		
	Pinecrest High School - Genoa City Unified School District ▼		
	Add Another School		
Work Phone	(__)-____-____	Ext	
Terms of Use *	<input checked="" type="checkbox"/> I accept the Terms of Use		
	Activate Account		

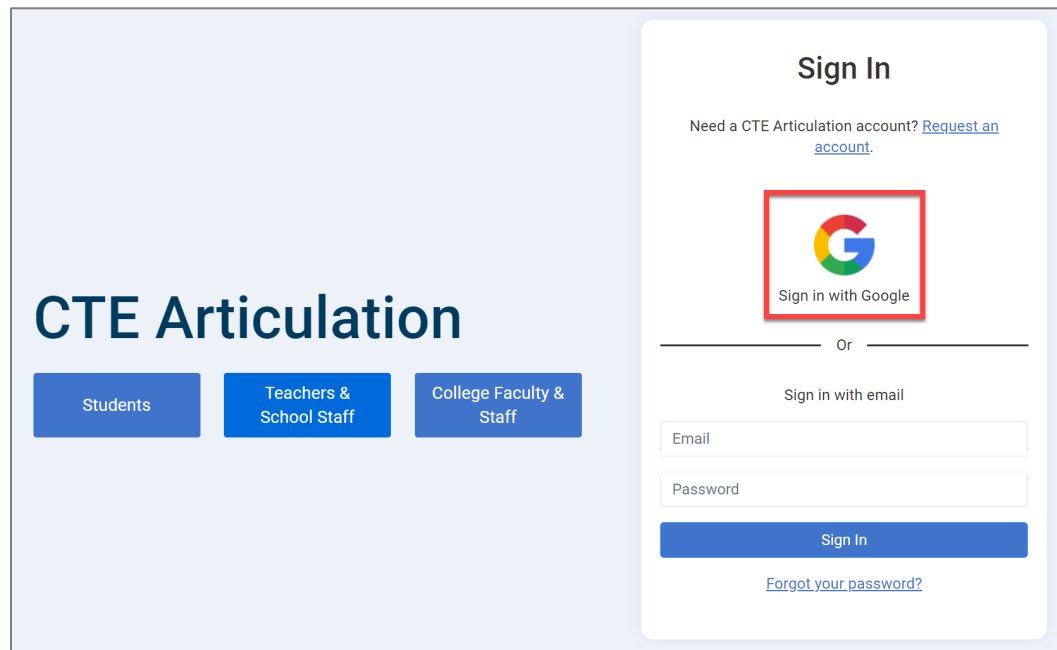
7. **Account Authorization:** Your account now needs to be authorized by the College Coordinator. You'll see a screen confirming this, and you'll receive an email once your account is approved.
8. **Sign In:** Once authorized, you can sign in to CTE Course Connect using your email and password.
 - Forgot Password? You can reset it using the Forgot Password feature on the sign-in page if needed.

Option 2: Sign In Using Your Google Account

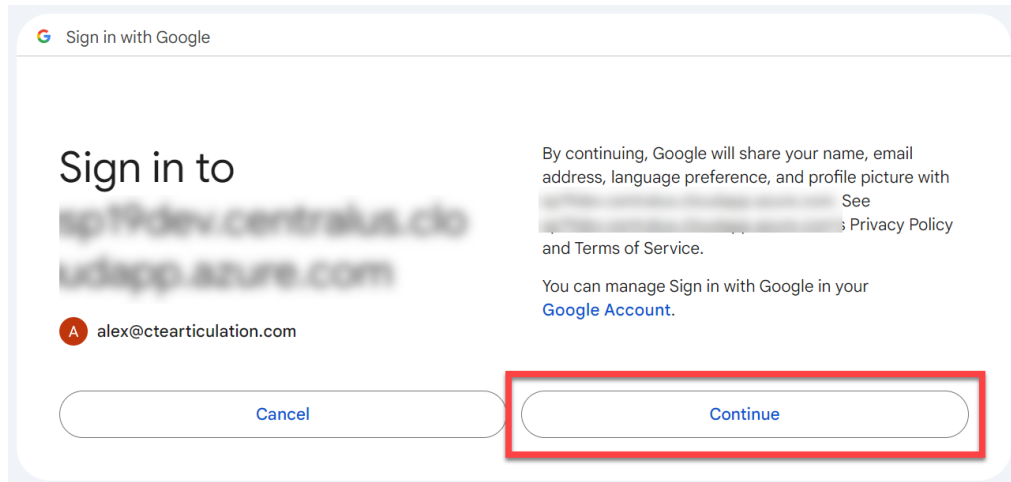
If you're a High School Instructor, you can use your Google account for single sign-on. Here's how:

1. Sign In with Google:

- From the Sign-In page, click Sign in with Google.



- In the **Choose an account** Google window, select your Google account (usually your district-provided Gmail account) and sign in to Google with this account.
- Click **Continue** when prompted by Google to share your name and email address.



2. **Redirect to Activation Page:** After selecting your Google account, you'll be taken to the Account Activation page.

3. **Complete the Activation Page:**

- Confirm your **Name** (from your Google account).
- Choose **High School/ROP Instructor** from the Position field.
- Select your **District/ROP** and one or more **schools** associated with it. Note that an account can be linked to multiple schools but only one District/ROP.
- Review the **terms of use** and, if you agree, check the box to accept them.
- Click **Activate** Account.

CTE Articulation Account Activation

Email: alex@cteararticulation.com

First Name *: Alex

Last Name *: Johnson

Position *: High School/ROP Instructor

District/ROP *: Genoa City Unified School District

Greendale High School - Genoa City Unified School District

Work Phone: (---)--- ---- Ext:

Terms of Use *: I accept the [Terms of Use](#)

[Add Another School](#)

[Activate Account](#)

4. **Account Authorization:** Your account now needs to be authorized by the College Coordinator. You'll see a screen confirming this, and you'll receive an email once your account is approved.
5. **Sign In:** Once authorized, you can sign in to CTE Course Connect using your Google account. No need to create a password since you'll use your Google Account credentials to sign in.

Important Note for Google Sign-In Users:

When using Google, you will always sign in to CTE Course Connect by clicking the Google icon. Do not use the email and password field as detailed in Option 1 above. Additionally, do not use the CTE Course Connect password reset feature, as Google handles this for you. If you need to reset your password, please do so through Google.