



# NEED YOUR FINAL TRANSCRIPT? GREENLIGHT CAN HELP!

01.



## GREENLIGHT

Register at [greenlightlocker.com/register](https://greenlightlocker.com/register)

**Institution:** Richardson ISD

**Student ID:** your school ID

**Date of Birth:** MM/DD/YYYY format

**Last Name:** your name as it appears on school records. If your name has two last names, include both!

Verify and continue to sign up with your **PERSONAL** email and create a password.

**If you already have GreenLight account, Log In and skip to step 3.**



02.



### Check your email

Find the **GreenLight Credentials Account Activation** email and follow the steps to fully activate your account.

**Note:** If you never got the email or you entered the wrong email, please contact GreenLight support.

### Access & Share your transcript and other credentials 24/7

Once your account is active, you can access your credentials anytime and share it via the "Share" button.

03.



Scan for more help!

**Contact GreenLight if you have any issues with your account OR your transcript.**

[greenlightlocker.com/contact](https://greenlightlocker.com/contact)

