

Prep HeadQuarters Student Registration Reference Guide

Prep HeadQuarters is your schools website where the counselors can post important information about colleges, scholarships, summer program opportunities and much more. It is also your own personal web page to organize information as you figure out what you want to do after you graduate from high school.

Step 1: Getting Registered

1. Log-on to your school's Prep HeadQuarters website.
*Access prep HeadQuarters website via link on your school's website.
See counselor for assistance.*
2. Register by clicking "Click here to register" link (grey box on left)
Last name, student ID, email and parent's email will be required for registration.
3. Create unique Username and Password to log-in.
Creating a user profile at the time of registration will be required for log-in access.

Step 2: Explore

1. College Search
*You can search for colleges by location, size, majors, athletics and more.
Check out test scores and gpa's required for admissions.*
2. Scholarships and Financing College
Search national and local scholarships and college financing thru onTrack
3. Occupations
Check out some popular occupations and the outlook for these careers

Step 3: Create

1. College Preferences
In "My Organizer" indicate your preferences in a college and the system will rank every school in the system for you.
2. Resume
In "My Organizer" track all of your activities, honors, employment and more.
3. Scholarship favorites list and filter
In the "Scholarships" indicate your favorites and you will be emailed reminders when it is time to apply. You can also be notified of scholarships matching your filter.

Prep HeadQuarters Contact Information _____

Support Line
PrepHQ
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