Lakota West High School
Instructions for accessing PrepHQ
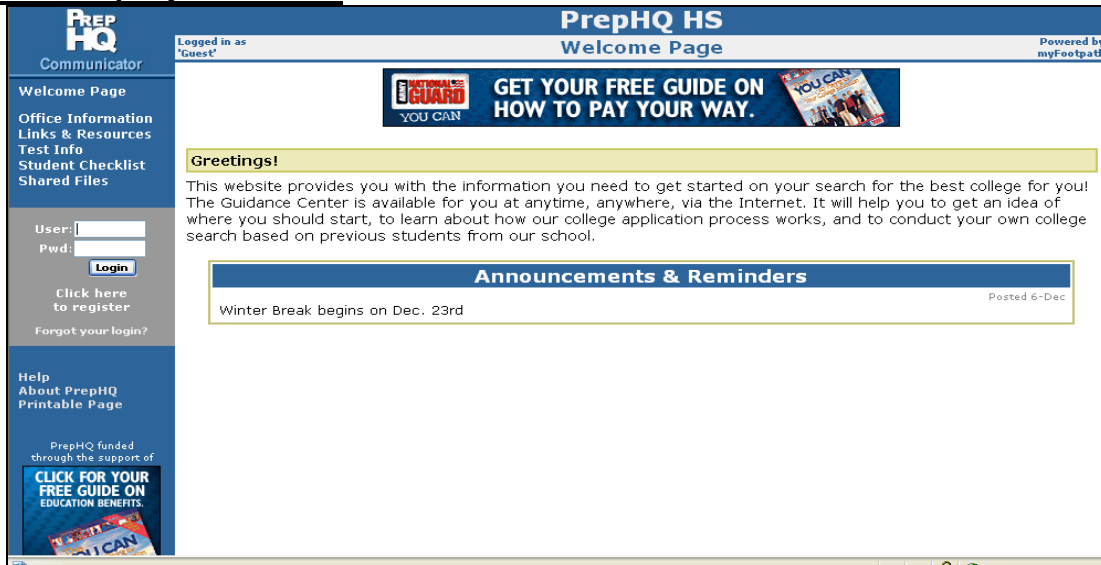
Directions for Registering and Using PrepHQ

1. Go to lakotaonline.com website. Select "Lakota West" then select "Guidance". Go to "college". Click on the PrepHQ link. Select "Visit Prep HQ"
2. To register, in the gray box on the left, "Click here to Register". You will be asked for the following information:
   a. Student Last Name
   b. Student ID
   c. Enter the information and continue with the registration questions.
3. **You must be registered to login.**
4. If you do not remember your login, click "Forgot your login?" on the left in the gray box.

Check Out PrepHQ's Features:

✓ **Create a list of the Colleges that you are interested in:**
1. Click on **Colleges** from the menu bar
2. You can search for a college by either entering the college name (or partial name) or you can use our Expanded College Search option. In the expanded search you have a variety of choices to select from (including colleges that offer curriculums in the programs you are interested in) to find colleges.
3. Once you have found a college that you are interested in, you can add the college to your interest list by clicking **Add to My College List.**

✓ **My Organizer – check out :**
1. Click on **My Organizer** from the menu bar
2. Click on the tabs across the top to get information, along with College List you can access:
   - **College List**: displays the list of colleges you have added to your list – counselors can send you specific messages about colleges in your list.
   - **Applications**: displays colleges applied to - indicate when you have been accepted from this screen.
   - **Student Activities** – create your own profile – activities, volunteer hours, honors and work experiences.
   - **Profile**: displays your responses to questions entered during registration - change these responses any time.
   - **Records**: displays your student records including: course history; GPA, test scores
   - **Settings**: displays your current settings for accessing PrepHQ - change your password.

✓ **Check Out Other PrepHQ Features:**
1. Search for local scholarships, financing college information and summer programs available.
2. Access important dates and information (college visits, standardized tests, and more)