

HOW TO COMPLETE YOUR PROFILE.

A guide to help GTC students & alumni stand out and be discovered.



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Welcome to STEM Premier. We are excited that your students and alumni are joining us! This reference guide will allow you to answer any questions your students may have when completing their profiles.

How To Subscribe

1. Go to the **Greenville Technical College Website** and go to **GTC4me**.
2. Under **Student Resources**, click **Career Services**.
3. Select **STEM Premier** under **Useful Links**.
4. You will be taken to **STEM Premier registration**.
5. Enter your name, current education level, program and password.
6. Click **Submit** to create your profile.

General Info

1. Select **Get Started** at the welcome screen.
2. Select **General Info** in the list to the left.
3. Upload your profile picture. It would be beneficial to use a more formal shot of yourself as opposed to a picture that you would use on a social platform like Facebook or Twitter.
4. Enter your personal information and any languages that you are proficient in.
5. If you are currently in the United States on an **H-1B Visa**, please check the box to confirm. To learn more about an H-1B visa, please visit travel.state.gov/content/visas/english.html.
6. Select your Geographic Preference. These locations would be where you would most want to end up for college, job opportunities, etc. You can enter as many as you like.
7. Once completed, be sure to click **Save Changes** before moving on to the next section. This applies to all sections.

Education

1. To add a school, select **Add Middle School, Add High School or Add College**. Enter your school information, GPA (either 4.0 or 5.0 scale), and whether or not you're a **technical student**. If you don't see your school, please let us know at support@stempremier.com. Click **Save**.
2. To add **courses** by year, click on a school year (ex: **2014-2015**), and click **Add A Course**. Search for course title, indicate if it was a CP or Honors class, and add grade earned. Click the green check symbol to add the course.
3. Add all courses that you have completed and grades received. **It is helpful to have your most recent transcripts with you to fill this section out**. You may also enter courses currently in progress.

Next Steps

1. Indicate in this section what you think your next steps will be. You can select **College, Military, or Workforce**. The badge you select will be displayed at the top of your profile. You may change your Next Steps badge at any time.

Videos

1. There are two types of videos that you can enter: **Interview** and **Extracurricular**. To add a video, simply copy the **Youtube** or **Vimeo** URL address of the video and paste it into the field provided.
2. Select a **primary video** for each video type by checking on the box next to it. These will be the videos that display first in your profile.

Test Scores & Rating/Ranking

1. Add all of your standardized test scores. These include test scores such as the SAT, ACT, AP tests, etc. It would be helpful to have your test score information with you to help complete this section. If you would like your SAT and/or ACT scores sent to STEM Premier, our SAT code is **7294**. The ACT code is coming soon.
2. You have the option to display your **STEM Premier Rating & Ranking** on your public profile. To do so, simply check the box. Your **1-5 star rating and ranking** and takes into account all information entered into your profile. The more complete your profile, the more accurate your STEM Premier rating and ranking.
3. To participate in the rating and ranking, **you must have completed at least one standardized test**.

Uploading Files

This section allows you to upload files such as your resume, letters of recommendation, power point presentations, etc. These documents will be available for colleges and businesses to download for review.

1. To upload, select a file from your computer. You can also upload files from **Dropbox or Google Drive**.
2. Indicate file type.
3. Type in what you want the title of the document to be in Display Name.
4. Select **Upload**.
5. Select which document you would like to be your **primary in each section** by checking the appropriate box.

Areas of Interest & Skills

1. What areas are you passionate about? Which subjects really interest you? Add those interests in this section. Examples would be Engineering, Biology or Architecture just to name a few.
2. Add all of the academic, technical and soft skills that you possess in this section. You may add as many as you like. Examples would be Mathematics, Automotive Repair, or Decision Making.

Tracks (CTE Career Clusters)

If you are currently involved in your school's **Career Technical Education (CTE) Career Cluster** Curriculum, please select your Career Cluster and Pathway in this section. Unsure what CTE Career Clusters are? Learn more at careertech.org

Badges

STEM Premier is part of the **Mozilla OpenBadges** Community so you are able to display your earned badges given for learned skills, courses and certificates completed.

1. To display your badges, you must create a **Backpack** and use the same login information you used for your STEM Premier login. Visit openbadges.org to learn more.

Credentials

This section allows you to add credentials you have earned such as **licenses** and **certificates**.

1. Select the type of credential you are adding and fill out the necessary information. It would be helpful to have the license or certificate with you when filling out this section.

Associations

1. Add any organizations or associations that you have membership in or have been involved with in some capacity. Examples are the Association for Career & Technical Education or National Technical Honor Society,

Activities

There are **four types** of activities that you can add: **Publications, Extracurriculars/Community Service, Experience and Accomplishments**.

1. To add an activity, click the **Add New Activity** button and fill out the necessary information. Be sure to be as descriptive as possible. What did you do? What were your responsibilities? What skills did you learn?

Invite a Parent or Mentor

1. To add a parent or mentor, simply add their email address and click **Send Invitation**.
2. You have the option to allow a parent or mentor billing access and internal message viewing capabilities. Check the boxes accordingly.

If you are reading this, then your students have successfully completed their STEM Premier profiles! Nice job, we knew they could do it! Please tell your students to keep their profiles updated with new skills and knowledge you teach to help them stand out. Their dashboard will constantly give them new educational and career guidance and advice, so please remind them to visit regularly.

We love feedback and are always available to help, so if you have any questions or comments you can contact us anytime! Connect with us by phone at **855 765 STEM (7836)**, email us at **support@stempremier.com** or visit us on the web at **stempremier.com**.



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