

## TEEX Texas Forensic Science Academy Collegiate Technical Investigation Skills

### Online Registration

1. Go to [www.teex.org/forensics](http://www.teex.org/forensics)
2. Scroll down to the tan accordion and select “Collegiate Forensics”
3. After the accordion expands, click on “FIV150”
4. The *Collegiate Technical Investigation Skills* webpage will appear. Click on the <Register> button.
5. You will be taken to the myTEEX Student Portal where there are two points of entry into the portal.
  - a. *User Login* is for students who have taken TEEX courses in the past. If you have a TEEX student portal account, enter your email address and password.
  - b. *New User* is for students who have never taken a TEEX course. Use the provided directions to set up your account.
6. After entering the student portal, a pop-up will appear, “Who are you registering?” Select “Just me” and continue.
7. *Class Information* will appear. Click <Continue>.
8. *Class Fees and Options* will appear. Click <Continue>.
9. *Participants Information* will appear. Click <Continue>.
10. The *Class Registration* page will appear. In the *Payment Options* area:
  - a. Check the box concerning *Participant Policies*.
  - b. Click on *Enter Purchase Order Number*
  - c. In the box that reads *Purchase Order Number*, type: **LS FIV150**
  - d. In the field box next to *PO Contact Name (required)*, enter your name
  - e. In the next two field boxes, type your email address.
  - f. Click the *Payment by Purchase Order* button

You will receive a confirmation letter via email stating you are a *prospective* student. You will not be fully enrolled in the Academy until you have submitted a *Release for Federal Criminal History Background Check*. After you have prospective student status, TEEX will email you the release form for the background check.

Should you have any issues with online registration, please call (979) 845-6677 for assistance.