



CATEMA[®] System

STUDENTS

Quick Start Guide

Version 1.00

STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Log on to the Home Page at ... [<http://www.catema.net/capital>].
- Click the 'Registration' Link.
- Click on **New Student** => select **Create Account**. Follow the prompts to create your user account & click **Submit**. Your "Username" and "Password" will be automatically generated, based on your personal information (See the explanation below).

After your new student account has been created, make note of your username and password, and save it in a safe location. You must then "enroll" in your Tech-Prep/CATE classes.

STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- **Create an enrollment record** for each Tech Prep/CATE class you are taking. Select the following from the drop-down lists and **click Submit**...
 - High School
 - Teacher
 - Class Name
 - Class Period
 - Career Interest

Once your new account has been created, and you have "enrolled" in each class, you may "Log Out". Since you may be returning to the site to register for more classes in high school, **remember your Username and Password**. While logged in, you can view your class history and teacher recommendations, and update personal information.

Auto – Generated Username and Password

The **Username** is created by combining the following characters...

=> **First 3 letters of the high school name (lower case)**

=> **First letter of the first name (lower case)**

=> **First 3 letters of the last name (lower case)**

=> **Birth day - 2 digits (01, 02, 03, ... 31) ; example - birthday July 9th - use 09**

EXAMPLE: For Central High School student Barry Jones, born on July 9th...

The Username will be "cenbjon09"

The **Password** is created in a similar manner...

=> **First (3) three letters of the high school name (lower case)**

=> **Last (6) six digits of your social security number OR student ID#**

EXAMPLE: Barry Jones from Central High School with a SS# 215-61-0121

The Password will be "cen610121"