

Tech Prep TEACHER QUICK REFERENCE

Here is a direct link to our online video tutorial in case you need to refer to it:

http://techprep.sdccd.edu/articulation/techprep_process_catema_steps.html

Link to Tech Prep website where both the SDCCD online application and CATEMA can be accessed: <http://techprep.sdccd.edu/>

- Click 'High School Students' → 'Enrollment' button → 'Complete SDCCD Online Application' or 'CATEMA' link

TEACHER PHASE

Phase 1: Create CATEMA Account & Add Classes

New users create Tech Prep CATEMA Account [ONE TIME ONLY]

- At <http://techprep.sdccd.edu/> click 'High School Teachers' then the 'CATEMA' link.
- On the Login page, click on '**New Teachers**' -> '**Create Account**'

Add your classes [yearly]

- On the '**Teacher Task Menu**', click '**Add New Classes**'.

****STUDENT STEP 1, 2 & 3 to be completed here****

Phase 2: Accept your students [After your students "enroll" in your class]

- From the Teacher Task Menu, Select '**View Class List**'. To "Accept" students, click the blue arrow link on the right side of each class record listed.

Phase 3: Rate Students/Make End-of Class recommendations.

- From the Teacher Task Menu, Select '**View Class List**.' Click the blue arrow link on the right side of each class record listed then '**View**' link.
- For each student enrollment record, make your Credit Recommendation and submit. Repeat for each of your classes.
- Please review roster for accuracy. Make sure the radio button grade you choose at the top matches the grade you enter in the course grade section below.
- Click 'Student List' to view/print roster. Print, sign and date each roster in INK and forward to the CCTE office.
- For the Biotech agreement, you will not need to complete the 'teacher phase 3' grading students. *Instead, you will leave your student grades as pending and print a roster to give to Sandy on the day that she administers her exam. She will write in grades and submit to our office.*

Tech Prep STUDENT QUICK REFERENCE

<http://techprep.sdccd.edu/>

STUDENT PHASE

STEP 1: SDCCD Online Application [ONE TIME ONLY]

- You will need to know your SSN# (**Do not use High School ID**). In 24-48 hours you will be assigned a 7 digit college CSID (College Student ID) # via e mail.
- If you do not wish to use your SSN check the “none” box. An 8 digit number referred to as the ‘Application ID’ or ‘ID number’ will be assigned to you for use in lieu of your SSN (this will be used later to create your CATEMA account).
- Question #2: Suffix-Does not mean grade. Make sure you only choose Jr. or Sr. here if you actually have a “Jr.” or a “Sr.” in your name.
- If you do not receive the CSID via e mail (check junk mail too) then you can try using the retrieve CSID link at <https://studentweb.sdccd.edu/studentid/>. This only works if you used your SSN for the online application or have the auto assigned 8 digit application ID# (to be preceded by letter D) if you didn't.
- If you started an application and perhaps did not finish it completely go to “resume application.” For student ID use the same ID number you used when you started the original application (ideally SSN). Complete the application and submit from there.
- If you get an error message “Validation Error. The information you provided does not match our records...” There is a very good chance your name may already be in the system and just needs to be entered exactly as the system has it. To avoid duplicate applications have your teacher contact us so we can look into it.
- Do NOT try to enter information differently to “push” an application through. It will result in multiple applications and you will NOT receive credit.

****VERY IMPORTANT: Complete the SDCCD online College application first ONLY if you have not previously done one for this class or any other. Grade eligible students will not receive college credit if you do multiple applications or do not do one at all. If you are unsure of your College application status please have your teacher contact us.**

****Teacher Phase 1 to be completed here****

STEP 2: New Users create Tech Prep CATEMA Account [ONE TIME ONLY]

- **‘New Student’ => ‘Create Account’** on the Login page.
- Use Student log in assistant below the log in box if you have forgotten your username/password. If you still can't get in have your teacher contact us. Do not create duplicate accounts.
- Use legal names only-no nicknames. Enter exactly as entered in online application.
- **SSN or Student ID: Acceptable 9 digit ID #'s for CATEMA are as follows:**
 1. **9 digit SSN** i.e.: **123456789**
 2. **8 digit application ID number** (if you chose not to enter your SSN in the online application). Enter as D + 8 digits i.e.: **D90511111**.
 3. **7 digit CSID number** assigned and e mailed 2 days after completion of the SDCCD College application. Enter as S0 + 7 digit number i.e.: **S05221111**.
- If you did not use your SSN to do the SDCCD application for any reason you MUST use the D + 8 digit application ID in CATEMA. If you used SSN for online application use same in CATEMA. The S0 + 7 digit CSID number can be used in either scenario.
- Be sure you provide a valid home/residential and e mail address and have accurately selected your date of birth.

****VERY IMPORTANT: If the Name, Birth Date and 9 Digit Number referenced in the SDCCD online application does not match what is entered into CATEMA Student Services will not be able post grade to your college transcript. Do not use your high school ID number.**

STEP 3: Create Class Enrollment Records

- On the 'New Enrollment' page, "enroll" in your classes at the '***Add Class Enrollment***' link on the main Student Task Screen (after your teacher has created them).
- This must be done for every class you wish to receive credit for.

*****Teacher Phase 2 & 3 to be completed here*****