

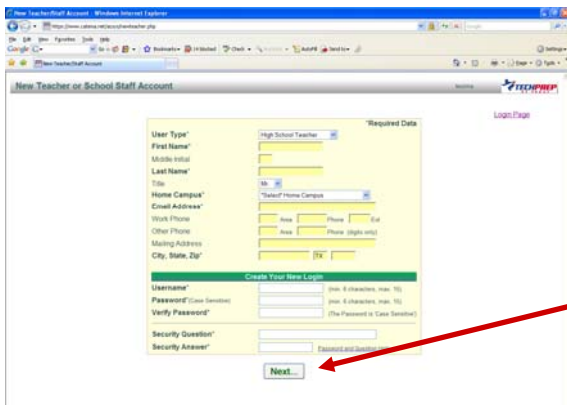
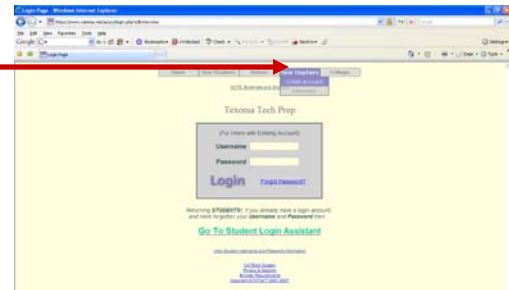


Go to: [www.texomatechprep.org](http://www.texomatechprep.org)  
and then click CATEMA

**Step One:** Go to one of the following websites

Grayson County College	North Central Texas College
Go to: <a href="http://www.grayson.edu">www.grayson.edu</a>	Go to: <a href="http://www.nctc.edu">www.nctc.edu</a>
Click: College Resources, then Tech Prep	Click: Tech Prep Link (left hand column)
Click: CATEMA	Click: CATEMA

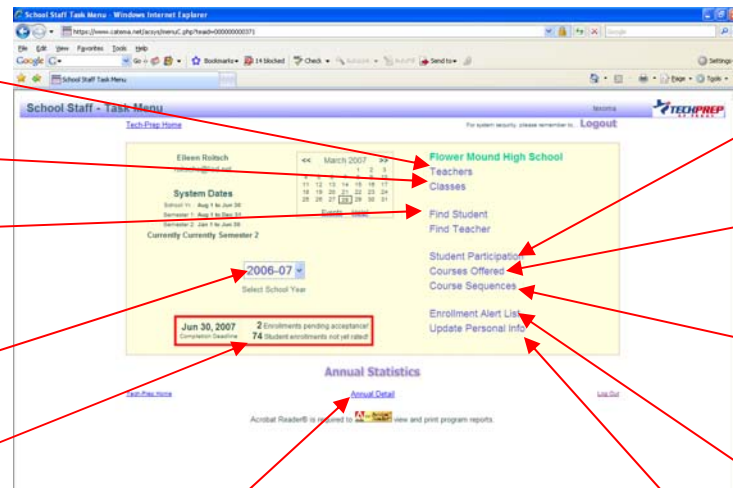
**Step Two:**  
Highlight the "New Teacher" tab on the top of the page and select and click "Create Account"



**Step Three:**  
**Enter your information**  
Be sure to indicate Counselor/Administrator  
Click "Next"  
Verify information is correct and click "Submit"  
*\* After step three, an email will automatically be sent to the Texoma Tech Prep Office notifying us that you are registering online as a new Counselor/Administrator. We will send a reply message letting you know your account has been approved.*

**When you logon, you will be able to view:**

- Teachers:** Teachers that have been approved
- Classes:** Classes that have been entered in CATEMA
- Find Student/ Find Teacher:** Search for student/teacher usernames or pass words
- School Year:** Previous years in CATEMA
- Alert-** Lets you determine your status at a glance



**Annual Detail:** Report on the activity of your school in CATEMA

- Student Participation:** the number of students enrolled in a course
- Courses Offered:** detailed list of all courses offered; # of students in course specific to your high school.
- Course Sequences:** Outlines the course sequence for each school by college program
- Enrollment Alert List:** View number of students pending, accepted, and awarded credit
- Update Personal Info:** Make changes to your account information