



CATEMA Registration Instructions –Teachers



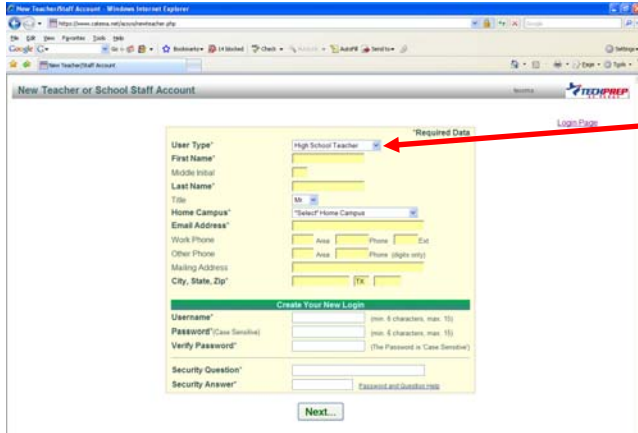
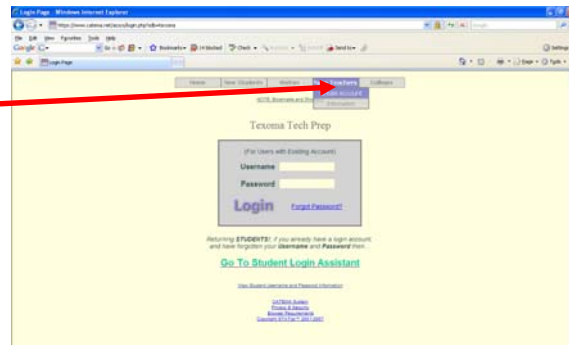
Go to: www.texomatechprep.org
and then click CATEMA

Step One: Create Account - Go to either website

Grayson County College	North Central Texas College
Go to: www.grayson.edu	Go to: www.nctc.edu
Click: College Resources, then Tech Prep	Click: Tech Prep link (left hand column)
Click: CATEMA	Click: CATEMA

Returning Teachers: Log into the CATEMA System using the username and password that you selected. You may contact your school's Tech Prep Coordinator or our office if you need assistance with your username and password– ljano@nctc.edu or techprep@grayson.edu

Highlight the “New Teacher” tab on the top of the page and select and click “Create Account”

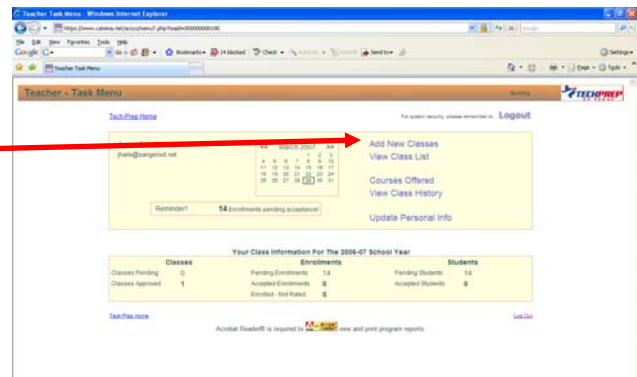


Select “High School Teacher” from the drop menu
Enter your information
Click “Next”– Verify correct information and Click “Submit”

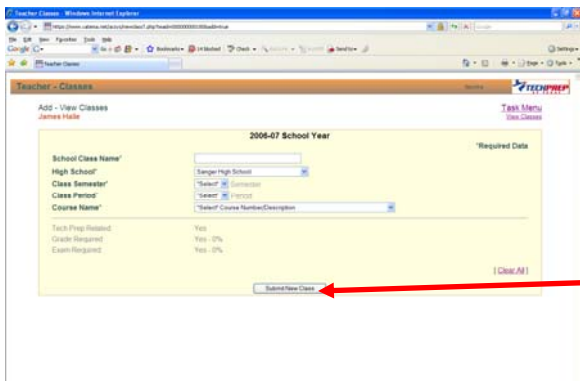
** An email will automatically be sent to the Texoma Tech Prep Office notifying us that you are registering online as a new teacher. We will send a reply message as soon as possible letting you know you have been accepted.*

Step Two: Enter Class

Log in to CATEMA,
Click “Add New Classes”



PROBLEMS? contact@texomatechprep.org



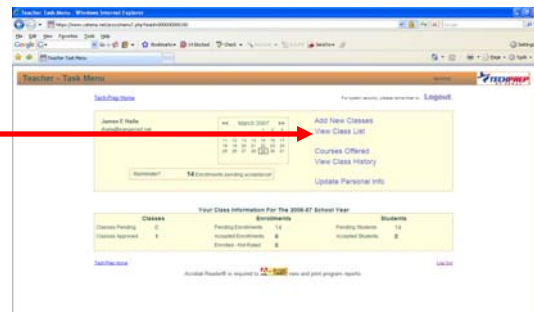
Enter your information

Make sure the class you enter matches the articulated class on your school's crosswalk. (Note: the crosswalk may be obtained from your schools Tech Prep Coordinator)
Click "Submit New Class"

* Once again, an email will be generated for the classes you entered. We will notify you when your students can register using the attached Student Registration Instructions

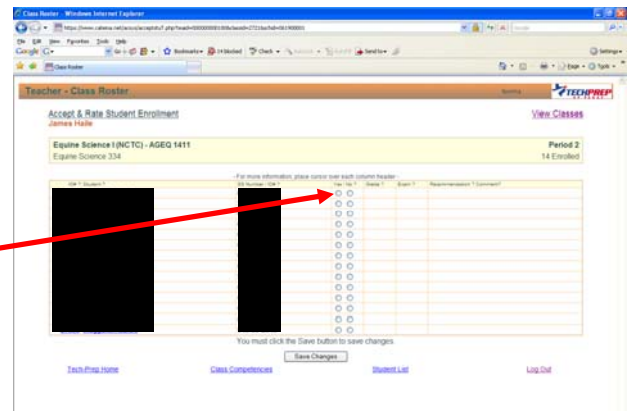
Step Three: Verify Student Registration

Click "View Class List"

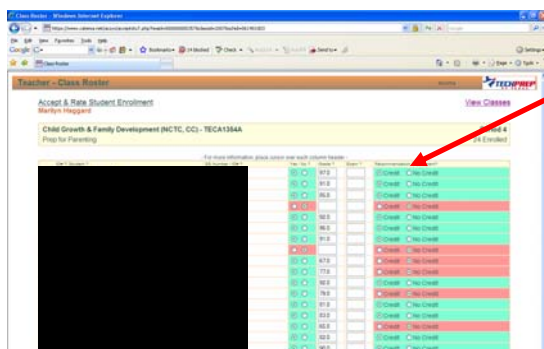


Click the blue box with arrow

Approve each students registration by clicking "Yes" or "No"



Step Four: Enter Final Grades



Using the same screen as in step three, enter the Recommendation for each student.
Select either "Credit" or "No Credit"

DEADLINES to enter final grades
1st Semester classes - December 30th
2nd Semester and year long classes - June 30th.