**Student - Quick Start Guide CATEMA® System**

**STEP 1: First-Time Users--CREATE YOUR ACCOUNT** (one time only)
- Log on to the Home Page at www.catema.net/idaho1
- 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 below for the explanation).
  - Legal names must be used, no nicknames
  - Student mailing address is entered in CATEMA, not physical address.
  - Note your Username and Password, and Save it in a safe location. This is a permanent account.

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 college Tech Prep classes.

**STEP 2: Create class enrollment records**
- Create an enrollment record for each college Tech Prep 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.

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### 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# 111-61-0121

The **Password** will be "cen610121"
How to record Tech Prep classes on an official college transcript

At the end of the semester and/or school year you will receive a transcript form in the mail if you were recommended for North Idaho College credit. The form is required even if you have already applied for admission or are a dual credit student. If you are under 18, your parent must sign the application. There is no application fee for Tech Prep students to record classes on an official college transcript; however, there is a $10 per credit fee.

You may transcript classes in which you earned a grade of B- or better for the college content. Your high school grade and the grade you receive for North Idaho College credit may not be the same. Check your grades here: www.catema.net/idaho1. Use the Log-In Assistant if you don’t remember your user name and password. North Idaho College transcripts a letter grade that corresponds with the numeric grade earned.

- A  93 - 100%
- A-  90 - 92%
- B+  87 - 89%
- B   83 - 86%
- B-  80 - 82%

You have up to two years from graduation to record your credit on an official college transcript if you are not going in to the same technical program. If you have been accepted into the same North Idaho College program as your high school articulated/Tech Prep credit has been earned, you will transcript your credit immediately after graduation. For example, you earned credit for your high school Culinary Arts class and you’ve been accepted in the Culinary Arts program. This is especially important because the credit you earned is a program pre-requisite class or a first semester program requirement. You will need to have your credit transcripted by July 15th or you will have to take the class(es) on campus.

Make sure you are aware of the admission requirements of the specific program you wish to enter. Please keep in mind that successful completion of high school Tech Prep classes does not guarantee acceptance into certain classes or programs. Some programs at NIC have limited enrollment or a selective admissions process. You can find that information in the North Idaho College catalog or online at www.nic.edu.

If you decide to attend another college, contact that college for information regarding their policy on accepting transfer credits. It is up to the receiving school to decide if the credits will be applied to your program requirements or electives. There is an additional step to take to have your official transcript sent to another college. After you submit your transcript form to NIC and the classes are recorded on an official college transcript, send a transfer request form to the Registrar’s Office. The transfer request form is online; you’ll find a link at: www.nic.edu/techprep/transcript.asp. All official transcript requests must be made in writing. There is a small charge to have your official North Idaho College transcript sent to another college.

For more information contact North Idaho College Admissions 208/769-3311, Registrar's office 208/769-3320 or Cathleen Sanborn, Region I Tech Prep 208/769-5964.

Send your transcript form to the Tech Prep office
North Idaho College Tech Prep
1000 W. Garden Hedlund 147A
Coeur d’Alene, ID 83814

Transcript requests must go to the office of the Registrar
North Idaho College Registrar's Office
1000 W. Garden Lee-Kildow Hall
Coeur d’Alene, ID 83814