

## 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.nic.edu/techprep/](http://www.nic.edu/techprep/)
- 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 below for the explanation).
  - **Legal names must be used, no nicknames**
  - **Social Security Numbers must be used. All colleges require and identify student applications and records using Social Security Numbers.** You are applying for college credit when you enroll in CATEMA.
  - **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.

### 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"**

Approved Tech Prep courses are recognized by North Idaho College as being equivalent to a college course. Because Tech Prep courses are high school courses, a grade of B- or better must be earned in order to transcript credit. Grades are available at the end of the semester through your log-in at <https://www.catema.net/idaho1> - **use the Login Assistant if you do not remember the user name and password assigned.** 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%

North Idaho College Tech Prep credits for **Automotive Technology** courses taken at Riverbend Professional Technical Academy are transcribed automatically at the end of the school year. In June Riverbend Professional Technical staff members will submit paperwork to the college Admissions office to transcript credits earned by students who meet the 80% minimum requirement. No action on your part is necessary. Until credits are transcribed, you will not have a North Idaho College student account but course enrollment will be visible in the online Tech Prep registration system: <https://www.catema.net/idaho1>

Please keep in mind that Tech Prep credit transcription does not guarantee acceptance into certain classes or programs. Automotive Technology is a limited enrollment program, early application is strongly encouraged. Seniors should apply no earlier than September of their senior year for a fall semester start the following year. In order to be considered for acceptance into North Idaho College's Automotive Technology program you must 1) apply for admission, 2) pay the \$25 application fee and 3) take the Compass, ACT or SAT placement test. Scores are used to determine eligibility for program entrance.

**IMPORTANT INFORMATION:** If you plan to enter North Idaho College's Automotive Technology program please contact Lisa Hill, Professional-Technical Advisor, at 208/769-3371 to arrange an appointment as soon as possible. Tell the advisor that you are calling about a Tech Prep student.

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 as electives. All official transcript requests must be made in writing. There is a charge to have your official North Idaho College transcript sent to another college. After credits are transcribed in June, send a transfer request form to the Registrar's Office. You can find information along with the form online: [www.nic.edu/techprep/transcript.asp](http://www.nic.edu/techprep/transcript.asp).

**Official transcript requests**

*North Idaho College Registrar's Office  
1000 W. Garden  
Lee-Kildow Hall  
Coeur d'Alene, ID 83814*