

High School Accounts:

High School accounts include Students, Teachers, School Counselors and Administrators, and School District Staff.

High School Students create their own user account from the system's online login page, entering their own personal information. They may then register the Tech Prep courses that they are currently enrolled in.

High School Teachers create their own user account, and log in to create their classes for each year. Once their students sign up for those classes, the teacher will "accept" them into the class. At the end of each year, High School Teachers record students' grades and competencies. Teachers can print class lists, and view personal contact information for each student. They also maintain their own accounts and can change their personal information at any time.

High School Counselors/Administrators have the ability to view all classes and student information in their school, after creating their own account. They can do a search by student, download reports and other statistics for their school. They can also view the list of teachers, classes and student rosters. They may view student registration, grades, and recommendations, but may not enter or change that information.

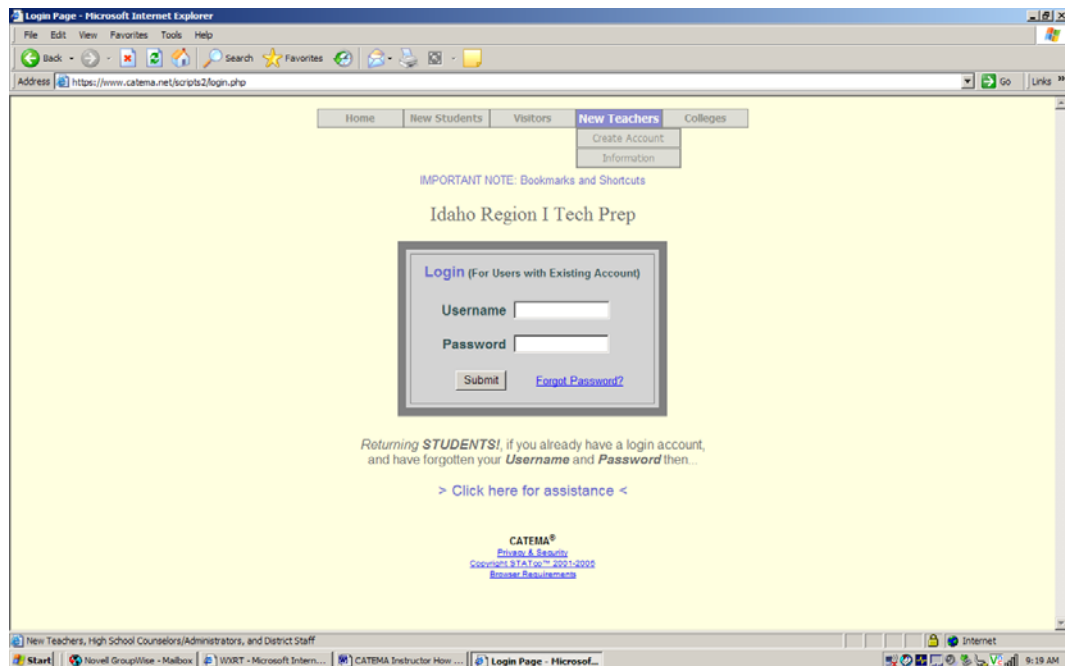
School District Staff can view all information for each school in their district. They can also view student information and rosters, download reports, and see statistics for their district. Like the High School Counselor account, the District Staff users can't enter or change grades and recommendations.

New user accounts for Teachers, High School Counselors and Administrators, and District Staff must be approved by the Site Administrator before they may use the system. The system will alert the Site Administrator when a new user account has been created and is pending approval.

To create your account:

From the Region I Tech Prep home page, <http://www.nic.edu/techprep/> click the "Registration and Reports" link on the left side of the page. The page that opens looks like this:

Run your cursor over the "New Teachers" box – a drop down box will open. Click "Create Account".



A new window opens that looks like this:

The screenshot shows a web browser window titled "New Teacher/Staff Account - Microsoft Internet Explorer". The address bar shows "https://www.catema.net/scripts2/newteacher.php". The page content includes a header "New Teacher or School Staff Account" and a "Login Page" link. The main form is divided into two sections: "Required Data" and "Create Your New Login".

Required Data:

- User Type* (dropdown menu with options: High School Teacher, High School Teacher, School Counselor/Admin., District Administrator)
- First Name*
- Middle Initial
- Last Name*
- Title (dropdown menu with option: Mr.)
- Home Campus* (dropdown menu with option: *Select* Home Campus)
- Email Address*
- Work Phone (Area, Phone, Ext)
- Other Phone (Area, Phone (digits only))
- Mailing Address
- City, State, Zip* (ID,)

Create Your New Login:

- Username* (min. 6 characters, max. 15)
- Password*(Case Sensitive) (min. 6 characters, max. 15)
- Verify Password* (The Password is 'Case Sensitive')
- Pass Phrase*
- Answer to Pass Phrase* (User Name/Password Help)

For User Type, click the down arrow button next to “High School Teacher”. You will see School Counselor/Admin and District Administrator. Choose the appropriate designation. A School Counselor/Admin log-in has access to reports for one high school. A District Administrator has access to reports for all high schools in the district.

Create Your New Login – choose your Username, you can use your first name, last name or your district email username. The Site Administrator will see your Username. Choose a password and verify. The Site Administrator will not be able to see your password.

Pass Phrase is used to verify your identity if you forget the password. Type in a question to which only you know the answer.

Answer to Pass Phrase: Type in the answer. Please make sure that you use an answer that you can remember. The Site Administrator will see your Pass Phrase and Answer.

Click Next, verify your information is correct. You will receive confirmation via email when the Site Administrator approves your user account.

To obtain district/building reports or view student information, access the log-in page from the Region I Tech Prep home page - <http://www.nic.edu/techprep> and click ‘Registration and Reports’ link, or go directly to www.catema.net/idaho1. Sign in to view class and student data for your high school and print reports. Click on ‘Creating a CATEMA log-in, accessing reports, enrollment Instructions and quick start guides’ to learn how to view student data and create reports.

For more information, please contact Cathleen Sanborn, Region I CATEMA Site Administrator at 208/769-5964.