

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/
- 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"

How to transcript your credit

After your grade has been posted – at the end of the semester or school year - apply for Admission at North Idaho College using the Tech Prep application found at www.nic.edu/techprep/transcript.asp. The application is specifically intended for transcribing Tech Prep credit, and is required even if you have already applied for admission or are a dual credit student. There is no *application fee* for Tech Prep students to transcript credit. When you submit your application, identify yourself as a Tech Prep student and include a copy of the letter that lists your classes. If you are under 18, your parent must sign the application on bottom of second page.

There is a transcription fee; you may transcript classes with a grade of B- or better. 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 transcribes 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%

Admissions office staff will verify grades, and then will add the classes to an official college transcript. You have up to two years from graduation to request the credit, however it is recommended that you transcript the credit when grades are posted. Two years past high school graduation, you will not be able to transcript the credit.

Please keep in mind that Tech Prep credit transcription does not guarantee acceptance into certain classes or programs. Make sure you are aware of the admission requirements of the specific program you wish to enter. 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 as electives.

There is an additional step to take to have your official transcript sent to another college. After you submit an application to NIC and the credits are transcribed, 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 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 application to the Tech Prep office.

*North Idaho College Tech Prep
1000 W. Garden
Hedlund 107
Coeur d'Alene, ID 83814*

Official 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*