



# TEACHERS

## Quick Start Guide

### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Go to your **Login** page at <https://www.catema.net/suffix/>
- On the **Login** page, click on **New Teacher -> Create Account**.
- Follow prompts to create your user account & click **Submit**.

An email notice will be sent to the **System Manager** notifying us that you are registering online as a new teacher. We will reply via email (or phone, if no email address was entered) as soon as possible to let you know that your account has been **approved**. You may then log in and start entering your class information. (*Your email address will facilitate the process*).

### STEP 2: CREATE YOUR CLASSES (Create system class records each school year)

- Go to your **CATEMA®** System Login page; enter your Username and Password.
- On your **Teacher Task Menu**, click '**Add New Classes**'.
- Follow the prompts to create a class record and click **Submit**. Repeat the process for each class. You should have a class record for each class periods.

An email notice will be generated for the class records you are creating. You will be notified when your classes have been approved and students can begin to register for them.

### STEP 3: DIRECT STUDENTS TO CREATE THEIR ACCOUNTS & CLASS RECORDS

- New students first create their user account by selecting '**New Student**' => '**Create Account**' on the Login page. "Usernames" and "Passwords" will be automatically generated, using the students' personal information. Ask the students to **Note their Username and Password, and Save it** in a safe location. **This is a permanent account**.
- On the **New Enrollment** page, students "enroll" in their classes and continue until they have created records for each of their Tech Prep classes.
- Once students are "enrolled" in a class, teachers must "accept" them in that class. From the Teacher Task Menu, Select **View Class List**.
- To "**Accept**" students, click the "Students" link on the right side of each class record listed. (The numbers in the Student column represent the number of students **pending** your acceptance, **accepted**, **not yet rated**, and students **recommended**).
- On the class **Roster** of students, you may (1) click the student **ID#** to correct student applications if necessary, (2) click the **Student** name to view/edit personal information, and (3) select "**Yes**" to accept/approve him/her for that class. Click **Save Changes** when you've approved one or more the students, and then click the **Review Classes** link to return to your list of classes.

### STEP 4: RATE STUDENTS/MAKE END-OF-CLASS RECOMMENDATIONS

- For each student enrollment record, make your **Credit Recommendation** on the class roster for each class and enter grades. **Records must be rated/completed before the end of the system school year**.



# STUDENTS

## Quick Start Guide

### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Go to your **Login** page at <https://www.catema.net/suffix/>
- 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 the explanation below).

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 CTE articulated classes. Please **DON'T LOG OUT YET!** => **Enter your class enrollment record(s)**...

### STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- **Create an enrollment record** for each CTE articulated 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, please "**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# 215-61-0121

The **Password** will be "cen610121"

or use the "[Go To Student Login Assistant](#)" link on Login page.