



STUDENTS

Quick Start Guide

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

- Go to our ACCTech Home Page at www.austincc.edu/acctech
- Click on link **CATEMA** to go to the system *Login*
- 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). **You must use your social security number.**

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 Tech-Prep/CATE classes. Please **DON'T LOG OUT YET!** => **Enter your class enrollment records...**

STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- **Create an enrollment record** for each Tech Prep/CATE 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**

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.