

# TEACHERS

## Quick Start Guide

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

- Log on to the Home Page at <https://techprepdelaware.org>
- Click on **CATEMA at Tech Prep Home page.**
- Click on **New Teacher -> Create Account.**
- Follow prompts to create your user account & click **Submit.**

An email notice will be sent to the Site Administrator 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.

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

- Log on to the website, click **Registration**, and use your new Username and Password to log in.
- On the 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’d like to add. You should have a class record for each of your 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. They should continue until they have created records for each of their Tech Prep (and/or CATE) classes.
- Once students are “enrolled” in a class, teachers must “accept” them in that class. From the Teacher Task Menu, Select **View Classes/Competency**.
- To approve students, click the “Students” link on the right side of each class record listed. (The numbers in the link represent a ratio of students with applications pending, to students you have approved).
- On the class list 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 **Submit** when you’ve approved one or more the students, and then use the **Review Classes** link (top right) to return to your list of classes.

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

- For each student enrollment record, make your final **Credit Recommendation** on the student list for each class. If applicable, complete any student competency profile ratings, and enter grades.

# CATEMA® System

# STUDENTS

## Quick Start Guide

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

- Log on to the Home Page at <https://techprepdelaware.org>
- Click the “CATEMA” Link on the Tech Prep Home Page.
- Click on **New Student at top of page**=> 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).
- Remember Students will use six digit Delaware Student ID number with three zeros in front to fulfill 9 digit required field for the Unique ID field.

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

### 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, 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"**

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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 Unique student ID#**

EXAMPLE: Barry Jones from Central High School with a ID# 000-61-0121

**The Password will be "cen610121"**

CATEMA® System  
**HIGH SCHOOL**  
**COUNSELORS/ADMINISTRATORS**  
**Quick Start Guide**

**FIRST-TIME USERS--CREATE YOUR ACCOUNT** (one time task)

- Log on to the Home Page at <https://techprepdelaware.org>
- Click the “CATEMA” Link on the Tech Prep Home Page.
- Click on **New Teacher => Create Account**.
- Follow prompts to create your log-in account, making sure to use the first drop-down box to select **School Counselor/Admin.** or **District Administrator**. Click **Submit**.

An email notice will be sent to the Site Administrator notifying us that you are registering online as a new School Counselor or Administrator. 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 view the information related to your school or

**AREAS AVAILABLE TO COUNSELORS AND ADMINISTRATORS**

- **View Teachers:** Use this link to view teachers at your school, along with their contact information.
- **View Classes:** This report lists teachers, the tech prep courses they teach, and class periods. The college course equivalency is listed to the right. The yellow area shows how many students have registered online for the course. For example, 1:3 means that 1 student has a pending application, while 3 have been approved. By clicking on the yellow **Students** links, you can view class information and *print out class lists to aid with PEIMS reporting*.
- **Find Student:** Search by student’s social security number, name, or username to view their personal information or course information. Using the “Find Student” utility, you may perform the following tasks...
  - Locate a student account record using a first name and/or last name, social security/id#, or account username
  - Correct or update a student account record
  - Assist students with problems or questions related to their username and password
  - View individual student enrollment records, ratings, grades and credit recommendations for counseling and student assistance
- **Statistics and Reporting:** Create day to day and annual statistical reports; create school or district summary and detail reports on courses, classes, enrollments, and credit recommendations; create Coherent Sequence reports for system program of study.
- **Update Personal Info:** Update your contact information.