




### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT

- Go to the COS Tech Prep home page at ...www.cos.edu/techprep
- Click on the "articulation" tab
- Click on the CATEMA logo.. 
- Click on **New Teacher -> Create Account**.
- Follow prompts to create your user account & click Submit.
- Verify information is correct by clicking **Yes**.

An email will now 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 you have been approved as a teacher, and you can then start entering your class information.

### STEP 2: REGISTER YOUR CLASSES

- Log on catema.com using your new Username and Password.
- 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 that articulates and each period that it is taught.
- Your classes will automatically be approved and will immediately be ready for student data.

### STEP 3: HAVE YOUR STUDENTS REGISTER

- New students first create a user account by selecting '**New Student**'>'Create Account' on the Login page. "Usenames" and "Passwords" will be automatically generated, using the students' personal information. Have students **save Username and Password, and place in a safe location**.
- The student will be directed to the New Enrollment page, where they will "enroll" in their class. They should continue through all the prompts.

### STEP 4: APPROVING YOUR STUDENTS

- Once students are 'enrolled in a class, teachers will need to "accept" them in that class. From the Teacher Task Menu, Select **View Classes/Competency**.
- To approve students, click on the "Students" link on the right-hand side of each class listed. The numbers in the link field give you a ratio of students with applications pending, to students you have approved. Also, from this page you can use the **ID#** link to the left of each class listed to edit any information for that class (such as class period, etc.).
- Once on the class list, you can (1) click on the student ID# to correct student applications, (2) click on Student to view/edit personal information, and (3) select **Yes to approve him/her for the course**. Click **Submit** when you've approved all the students, and then use the blue Review Classes link (top right) to go back to the Teacher Task Menu.

### STEP 4: DELETING A STUDENT (if necessary)

- Click on **View Classes**.

- Find the course in which the student is enrolled. Click on the "Students" link on the right-hand side of the class.
- The student's name and Click **No** and then **Submit**.

**For more information on articulation agreements, visit [www.cos.edu/techprep](http://www.cos.edu/techprep)**