



CATEMA Quick Start Guide for Students

IMPORTANT

Students must apply to the college and obtain a Chaffey College ID number before creating a CATEMA Account. ID numbers will be sent after 72 hours of submitting the application.
http://www.chaffey.edu/career_transitions/student_instructions.shtml

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

- Go to the Login page at www.catema.com/chaffey
- Click on **New Student** → select **Create Account**. Follow the prompts to create your user account & click **Submit**.

Enter your 7-digit Chaffey College ID number (ID numbers are required to receive credit)

Your "Username" and "Password" will be automatically generated, based on your personal information (See the explanation below).

Use a regularly checked e-mail. School provided e-mail addresses are not recommend.

After your new student account has been created, make **note** of your **username** and **password**, and save it in a safe location.

STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- Create an enrollment record for each Career Transitions class you are taking.
- Select the following from the drop-down lists and **click Submit**...
 - ◆ High School
 - ◆ Teacher
 - ◆ Class Name
 - ◆ Class Period
 - ◆ Career Interest

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.