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](http://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

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**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 social security number OR student ID#

**EXAMPLE:** Barry Jones from Central High School with a SS# 215-61-0121

The **Password** will be "cen610121"

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or use the **“Go To Student Login Assistant” link on Login page.**