

HOW TO CREATE AN ACCOUNT IN CATEMA.COM

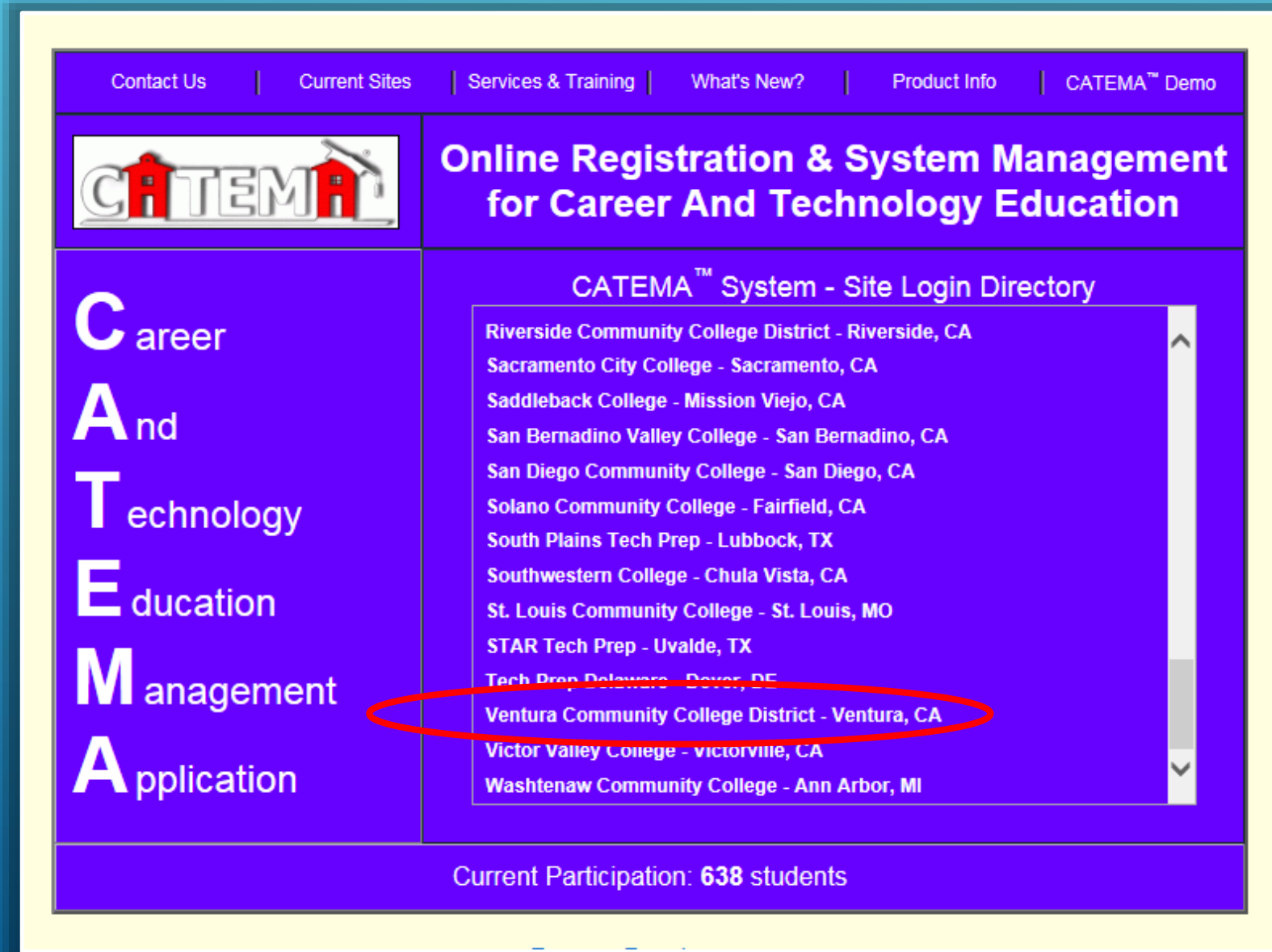
For High School Students in Articulated Classes – TO BE COMPLETED AFTER A STUDENT HAS SUBMITTED THE APPLICATION FOR ADMISSION TO MOORPARK COLLEGE AND **RECEIVED THEIR COLLEGE ID (“900 NUMBER”)**

INSTRUCTIONS (PLEASE READ CAREFULLY!)

In addition to applying to Moorpark College and obtaining a college student ID number (commonly referred to as a “900 Number”), all students seeking college credit for a high school articulated course must create an account at CATEMA.com. CATEMA is a secure database which allows high school teachers to report final grades to the college. The grade reported in CATEMA by a teacher is the grade which will appear on a student’s college transcript. The following pages contain screen images from CATEMA.

1. Use the screen images and accompanying directions to create an account in CATEMA, and to locate and select your specific high school class
2. Tip: Some internet browsers (examples include Internet Explorer, Firefox, and Google Chrome) may work better than others for CATEMA. Consider switching to a different browser if you are having trouble viewing all of the options seen in the screen shots.

1. Go to www.CATEMA.com and select Ventura Community College District from the list of schools and districts. **To avoid issues, be careful not to select any other option!**



The screenshot displays the CATEMA website interface. At the top, a navigation bar includes links for Contact Us, Current Sites, Services & Training, What's New?, Product Info, and CATEMA™ Demo. Below this is the CATEMA logo and the main heading: "Online Registration & System Management for Career And Technology Education".

The main content area is titled "CATEMA™ System - Site Login Directory" and contains a list of participating institutions. The entry "Ventura Community College District - Ventura, CA" is circled in red. Other institutions listed include Riverside Community College District, Sacramento City College, Saddleback College, San Bernadino Valley College, San Diego Community College, Solano Community College, South Plains Tech Prep, Southwestern College, St. Louis Community College, STAR Tech Prep, Tech Prep Delaware, Victor Valley College, and Washtenaw Community College.

On the left side of the main content area, the text "Career And Technology Education Management Application" is displayed vertically. At the bottom of the page, it states "Current Participation: 638 students".

2. Click “New Students” at the top of the page, then click ‘Create Account” from the drop-down menu.

IF YOU HAVE USED CATEMA BEFORE, Click “[Go to Student Login Assistant](#),” then enter the requested information, click “Add New Enrollment Record,” and skip to Step 5 of these instructions.)

Home **New Students** Visitors New Teachers Colleges

Create Account
Information

CATEMA

Ventura County Community College District

(For Users with Existing Account)

Username

Password

Login [Forgot Password?](#)

Returning **STUDENTS!**, if you already have a login account,

[Go To Student Login Assistant](#)

[View Student Login Information](#)

CATEMA® System
Privacy & Security
Browser Requirements
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TIP: Make sure your screen shows this!!

3. Enter ALL of the information requested below. For “College ID” and “Program Preference” use the additional information provided on the right. Click “Next” when finished.

***Required Data**

First Name*

Middle Initial

Last Name*

College ID* (enter your College ID)

Date of Birth* Month Day Year

Ethnicity* *Select*

Gender* *Select*

High School & Grad Yr* Year

Program Preference*

Email Address*

Phone Number <Area <(7 digit#, no dashes)

Mail Addr (St., P.O. Box, and Apt.#)

City, State, Zip* CA

[For Username and Password explanation, click here](#)

Click Next to continue... Your Username and Password will be auto-assigned

Your “College ID” is the 9-digit number which you should have received in an email after you completed the college application. DO NOT ENTER A CCCID HERE. IF YOU HAVE NOT RECEIVED A COLLEGE ID THAT STARTS WITH “900” CONTACT Trevor Hess at thess@vcccd.edu

Select your high school and your graduation year.

Select the Program Preference which corresponds to your high school class subject, using the chart below:

<u>Your Class Subject</u>	<u>Program Preference</u>
Biotechnology	Biotechnology
Careers	Career Exploration
Computer Science	Computer Science
Computer Network	Computer Network
Systems Engineering	Systems Engineering
Film/TV/Production	Film,Television, Media Arts
Game Design	Game Design
Graphic Design	Graphics
Medical Terminology	Medical Terminology
Photo/Image Editing	Photography
Web Design, Digital Media	Multimedia

Next...

4. Make sure all of the information showing is correct. Write down or take a photo of your Assigned UserName **and Assigned Password. When finished, click "Yes."**

Is this information correct? Click "Yes" to save...

Name: **Moor Park**

College ID: 900123123

Birthdate: **09/01/2002**

Ethnicity: Latino

School: High School

Program: **Career Exploration**

Phone Number: (no entry)

Address: , Moorpark, CA 93021

Email: **thess@vccd.edu**

Graduation Year: **2021**

<< IMPORTANT >> Record Your Login Information!

[Click here for Auto-Generation explanation](#)

Assigned UserName: **mooprk1**

Assigned Password : **moo9838**

Please record your Login Information, and store in a safe place >>

By answering Yes, I am confirming my intent to enroll in and pass the academic and technical courses necessary to assist me in preparation for an occupation in the career area of my choice. I understand all information collected complies with the Family Educational Rights and Privacy Act (FERPA) rules of confidentiality, and all applicable state and local guidelines.

Is this information correct?

Yes

No

Click "Yes" to Save your new account.

5. Make sure your high school is correct, then

- **Select your Teacher's Name**
- Select your Course Name (including the course number, class title, and the semester)
- Select your Class Period

Click "Submit" and your class information will appear under "My Classes For This School Year," then you are done. Click "Log Out" in the lower right corner of the screen.

Student - Class Enrollment Application vcccd

Enrollment Application [Student Task Menu](#)
Moor Park

2020-21 School Year

***Required Data**

High School*

Teacher's Name*

Course Name*

H.S. Class Period*

[\[Clear All \]](#) [\[Submit \]](#)

My Classes For This School Year

ID#	High School	School Class Name.(Teacher)	Sem.	Period	Course ID	Status
14918	Your High School	Your High Class (Your Teacher)	Sem #	Period #	Course ID	Pending Acceptance

[Log Out](#)

After you click "Submit" your class will appear here. At this point you are done and may log out.