

# STUDENTS

## Quick Start Guide

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

- Have your College Student ID number first before continuing.
- Go to your *Login* page at <https://www.catema.com/sbvc>
- Click on **New Students** -> 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 below.

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 CTE articulated classes. Please DON'T LOG OUT YET! => Enter your class enrollment record(s)

### STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

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

Once your new account has been created, and you have "enrolled" in each class, please **Log Out**. 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"

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 to recover username for existing accounts.