



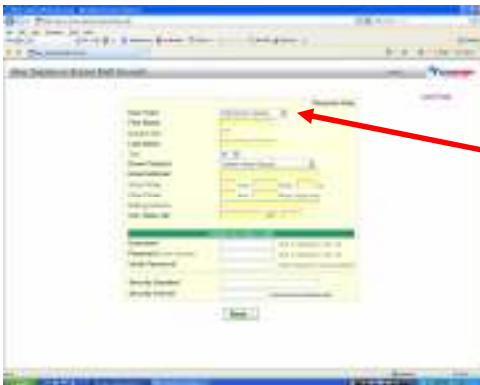
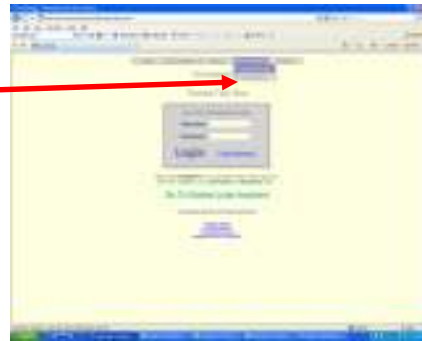
## CATEMA Registration Instructions Teachers

**Step One: Create Account** - Go to either website

<i>Grayson County College</i>	<i>North Central Texas College</i>
Go to: <a href="http://www.grayson.edu">www.grayson.edu</a>	Go to: <a href="http://www.nctc.edu">www.nctc.edu</a>
Click on College Resources, then Tech Prep	Click on the Texoma Tech Prep Link
Click Online Registration	Click Online registration

**Returning Teachers:** Log into the CATEMA System using the username and password that you selected. You may contact your school's Tech Prep Coordinator or our office if you need assistance with your username and password– [ecoberley@nctc.edu](mailto:ecoberley@nctc.edu) or [techprep@grayson.edu](mailto:techprep@grayson.edu)

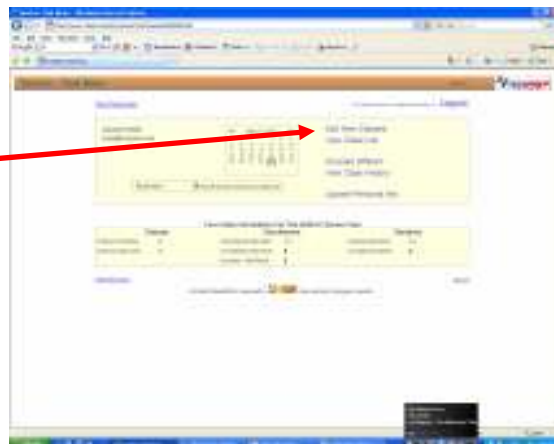
Highlight the “New teacher” tab on the top of the page and select “Create Account”



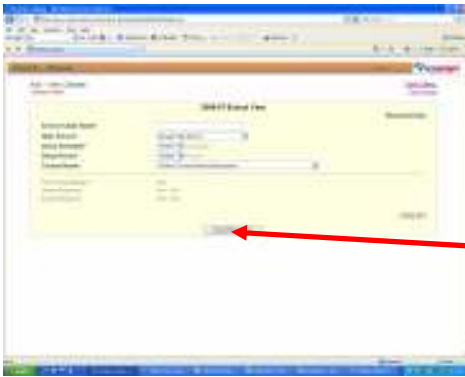
Select teacher from the drop menu  
Enter your information  
Click “next”– Verify correct information and Click “Submit”  
\* An email will automatically be sent to the Texoma Tech Prep Office notifying us that you are registering online as a new teacher. We will send a reply message as soon as possible letting you know you have been accepted.

**Step Two: Enter Class**

Log in to CATEMA,  
Click “Add New Classes”



**PROBLEMS? CONTACT: [ecoberley@nctc.edu](mailto:ecoberley@nctc.edu)**

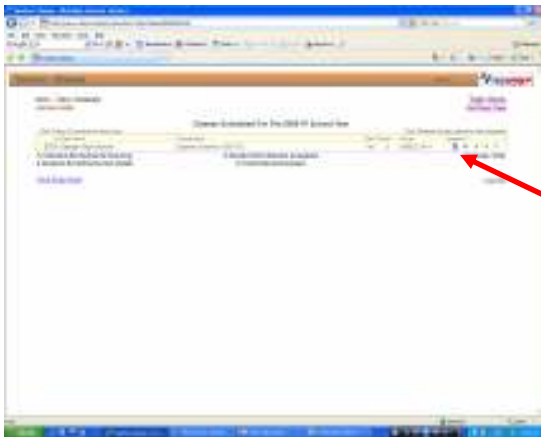
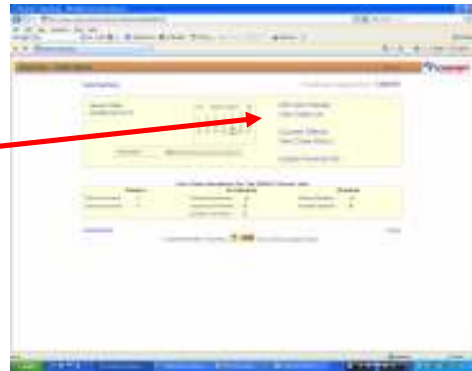



Enter your information  
Make sure the class you enter matches the articulated class on your school's crosswalk. (Note: the crosswalk may be obtained from your schools Tech Prep Coordinator)  
Click " Submit New Class"

\* Once again, an email will be generated for the classes you entered. We will notify you when your students can register using the attached Student Registration Instructions

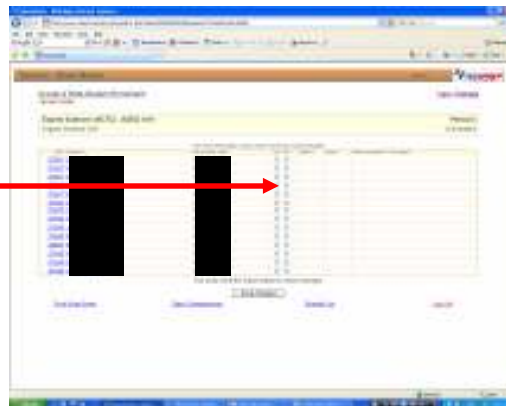
### Step Three: Verify Student Registration

Click "View Class List"

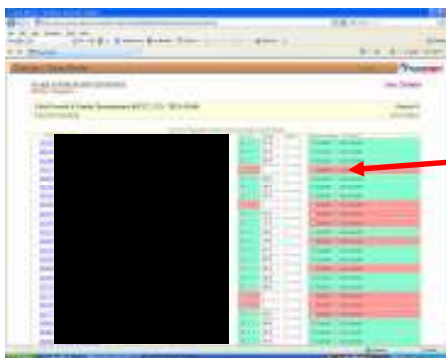


Click the blue box 

Approve each students registration by clicking "Yes" or "No"



### Step Four: Enter Final Grades



Using the same screen as in step three, enter the Recommendation for each student.  
Select either " Credit " or " No Credit "

**DEADLINES** to enter final grades  
1st Semester classes - December 30th  
2nd Semester and year long classes - June 30th.