



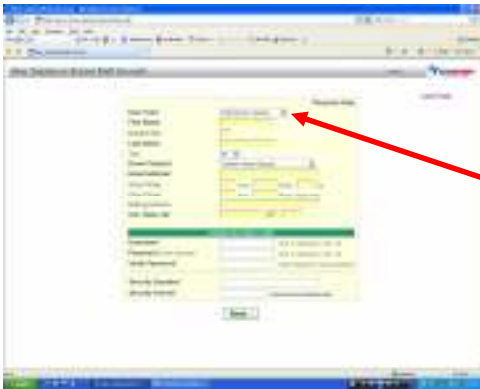
CATEMA Registration Instructions Counselor/Administrator

Step One: Go To either Website

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

Step Two:

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



Step Three:

Enter your information
Be sure to indicate Counselor/Administrator
Click “Next”
Verify information is correct and click “Submit”
* After step three, 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 letting you know your account has been approved.

When you logon, you will be able to view:

Teachers: Teachers that have been approved

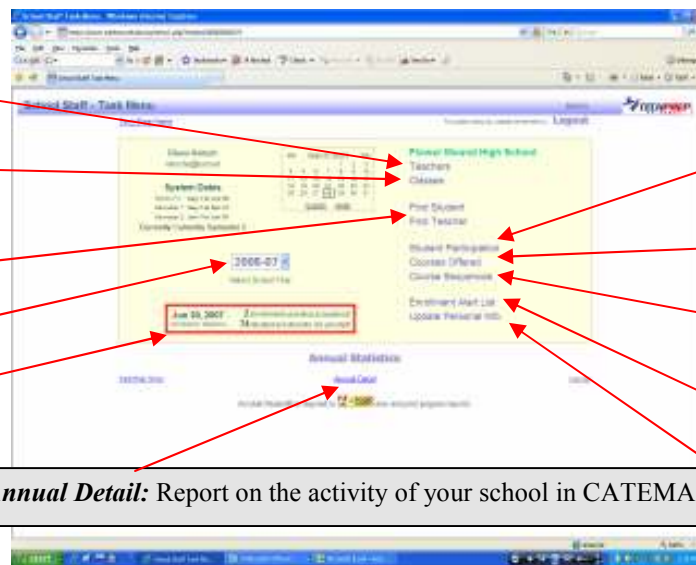
Classes: Classes that have been entered in CATEMA

Find Student/ Find Teacher:

Search for student/teacher user-names or pass words

School Year: Previous years in CATEMA

Alert– Lets you determine your status at a glance



Annual Detail: Report on the activity of your school in CATEMA

Student Participation: the number of students enrolled in a course

Courses Offered: details courses offered

Course Sequences: Outlines the course sequence for each school by college program

Enrollment Alert List: View number of students pending, accepted, and awarded credit

Update Personal Info: Make changes to your account information