

# STUDENTS

## Quick Start Guide

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

- Go to your *Login* page at <https://www.catema.net/swc/>
- Click on **New Student** => 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
- You will also need your Southwestern College ID# to register for your class.

After your new student account has been created, make **note** of your **username** and **password** in **the box below**, 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**
  - **Career Interest**

Once your new account has been created, and you have "enrolled" in each class, please "**Log Out**". Since you may be returning to the site to register for more classes in high school, **remember your Username, Password and SWC ID#**. While logged in, you can view your class history and teacher recommendations, and update personal information.

### Save this information

**Save your Username, Password and SWC ID# below to avoid any delays in accessing your class information.**

**Southwestern College ID#:** \_\_\_\_\_

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_