STUDENTS
Quick Start Guide

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

- You will first need your Southwestern College ID# to register for your class.
  - Go to www.swccd.edu and click on the Apply and Register link. Once you complete the online application it will take about 24 hours for you to receive your SWC ID#. Record your SWC ID# below.
- Now that you have your SWC ID#, Go to your *Login* page at:
  https://www.catema.com/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

> 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: _____