CATEMA Quick Start Guide for Students

**IMPORTANT**
Students must apply to the college and obtain a San Bernardino Valley College ID number before creating a CATEMA Account. ID numbers will be sent after 72 hours of submitting the application.

http://www.valleycollege.edu/academic-career-programs/specialized-programs/cte-transitions/catema/how-to

**STEP 1: FIRST – TIME USERS – Create your Account (one time only)**

- Go to the Login page at https://www.catema.net/sbvc/
- Click on New Student ➔ select Create Account. Follow the prompts to create your user account & click Submit.

**Enter your 7-digit SBVC College ID number** (ID numbers are required to receive credit)
Your “Username” and “Password” will be automatically generated, based on your personal information (See the explanation below).

**Use a regularly checked e-mail.** School provided e-mail addresses are not recommend.

After your new student account had been created, make note of your **username** and **password**, and save it in a safe location.

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

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

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**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"

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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"