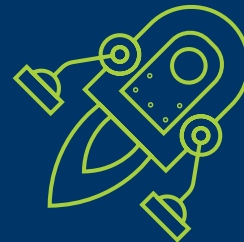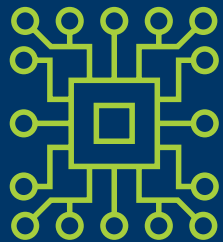# REGISTRATION INSTRUCTIONS FOR DUAL CREDIT
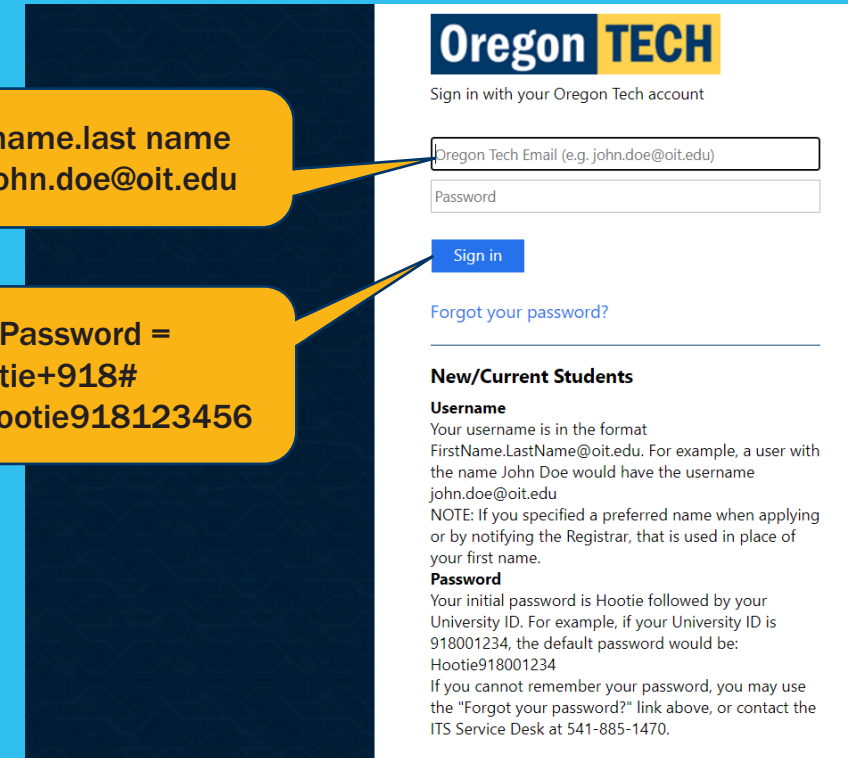
Signing up for your dual credit course.

Step 1: TECHweb Login

1. Go to techweb.oit.edu.
2. User Name = *"preferred name. lastname@oit.edu"*.
3. Password for first time login = *Hootie + 9 digit student ID number* (this is your 918#)
4. If you have previously logged in, use the password you created.
5. Having trouble logging in? Call **541.885.1470**.

Oregon TECH

Sign in with your Oregon Tech account

Oregon Tech Email (e.g. john.doe@oit.edu)

Password

Sign in

Forgot your password?

Preferred name.last name
Example: john.doe@oit.edu

Initial Password =
Hootie+918#
Example: Hootie918123456

New/Current Students

Username
Your username is in the format FirstName.LastName@oit.edu. For example, a user with the name John Doe would have the username john.doe@oit.edu
NOTE: If you specified a preferred name when applying or by notifying the Registrar, that is used in place of your first name.

Password
Your initial password is Hootie followed by your University ID. For example, if your University ID is 918001234, the default password would be: Hootie918001234
If you cannot remember your password, you may use the "Forgot your password?" link above, or contact the ITS Service Desk at 541-885-1470.
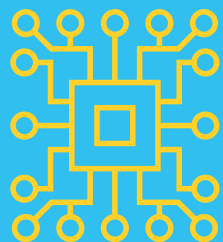
First Time Login Example:

Oregon Tech ID: 918XXXXXX
Student Name: John Doe
Username: john.doe@oit.edu
Password: Hootie918xxxxxx

Step 2: Register for Courses

1. After entering TECHweb, click "Register for Courses."

Step 3: Race & Ethnicity Prompt

1. Select appropriate response and click "Continue"

2. Review your selection.

3. Select "Done" or "Ask Me Later."

Step 4: Select desired term

1. Click "Select a Term" drop down menu.

2. Choose the appropriate term. Ask your teacher if you are not sure which term you are registering for.

Step 5: Select desired term

1. Select "I confirm agreement - proceed to registration."

2. Click "Register, Add or Drop Classes."

Step 6: Enter Registration PIN

1. Enter Dual Credit PIN.

2. Dual Credit PIN *hstud

3. Make sure to use *
   (asterisk before hstud).

4. Click "Submit."

Registration Term: Fall 2017 09/25/17-12/08/17 08/09/2017 09:38 a.m.

Main Menu Employee Financial Aid Personal Information Student Proxy Menu

BACK SITE MAP HELP EXIT

Student Term Registration

Please **verify you are registering for the correct term** by looking in top left corner of your screen. If you need to change the term, click back, click select term, select the correct term you wish to register for.

If you are a newly admitted, full-time student and this is the first time you are registering for courses, please be aware you will be charged a non-refundable transcript for life and matriculation fee. If you have any questions regarding these charges, please contact the business office at 541-885-1202.

To register, add or drop classes, you must have an Advisor PIN for the term selected. The Advisor PIN changes each term for admitted students.

- If you are a Wilsonville Student your PIN will always be **oitpdx** unless you are a computer science, information technology or business major.
- If you are a non-admitted student, your PIN will always be **nadmit.**
- If you are a Boeing Employee, your PIN will always be **seatac.**
- If you are a degree completion student your PIN will always be **degree.**

Please **NOTE** that Advisor PINs are case sensitive and lower case is required for alphabetic Advisor PINs.

Upon registration students are responsible for all tuition and fees which are due before Friday at 5:00 p.m. the second week of classes for each term.

SUMMER TERM: Academic advising is not required for summer term. To register for Summer term, be sure to change the term to Summer. Advisor PINs for summer term are:

- All admitted students use **summer.**
- All non-admitted students use **nadmit.**
    - If your PIN is usually oitpdx, use **oitpdx.**
    - If your PIN is usually degree, use **degree.**

Advisor PIN: [●●●●●]

Submit
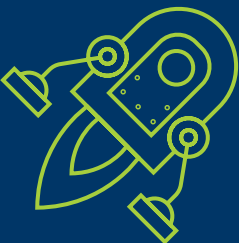
Step 7: Add CRN

1. Go to bottom of webpage and add 5 digit CRN.

2. CRN is your Course Reference Number and will be different for each dual credit class you take.

3. You can get your CRN from your high school teacher.

4. List of course CRNs on website www.oit.edu/dual-credit-enroll.

5. Click "Submit" changes.

Step 8: Confirm Registration

1. Confirm Registration by viewing course schedule.

2. Return to main student registration menu.

3. Click "Detailed Class Schedule."

4. Class schedule should note teacher name and college course #.

*Final step is to complete payment...

Oregon TECH

Main Menu | Employee | Financial Aid | Personal Information | Student | Proxy Menu

BACK   SITE MAP   HELP   EXIT

Student Detail Schedule

Total Credit Hours: 17.000

Clinical Chemistry II - MLS 416 - 01P
Associated Term: Spring 2017 04/03/17-06/16/17
CRN: 31359
Status: **Web Reg** on Feb 26, 2017
Assigned Instructor: Ryan E. Brown

Grade Mode: Graded
Credits: 6.000
Level: Undergraduate
Campus: Wilsonville

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 8:00 am - 10:20 am MT	Oregon Tech Wilsonville 106	Apr 03, 2017 - Jun 16, 2017	Lecture	Ryan Edward Brown (P)

Clinical Chemistry II Lab - MLS 416 - 2LP
Associated Term: Spring 2017 04/03/17-06/16/17
CRN: 31361
Status: **Web Reg** on Feb 26, 2017
Assigned Instructor: Ryan E. Brown

Grade Mode: Graded
Credits: 0.000
Level: Undergraduate
Campus: Wilsonville

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors