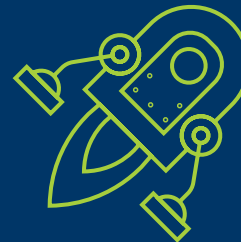
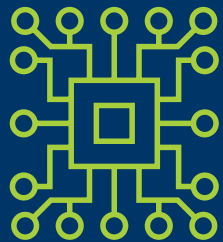


LATE REGISTRATION INSTRUCTIONS FOR DUAL CREDIT



Step 1: TECHweb Login

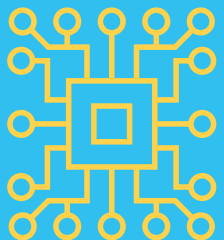
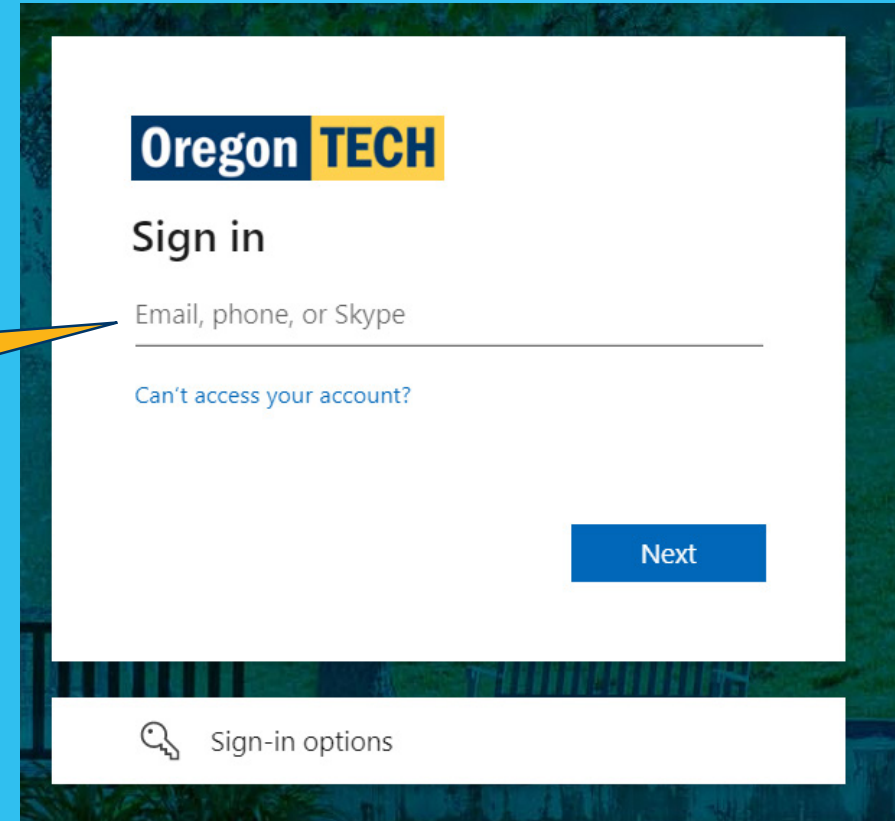
1. Go to techweb.oit.edu.
2. Email = “***preferredname.lastname@oit.edu***”

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

First Time Login Example:

Student Name: John Doe

Email: john.doe@oit.edu



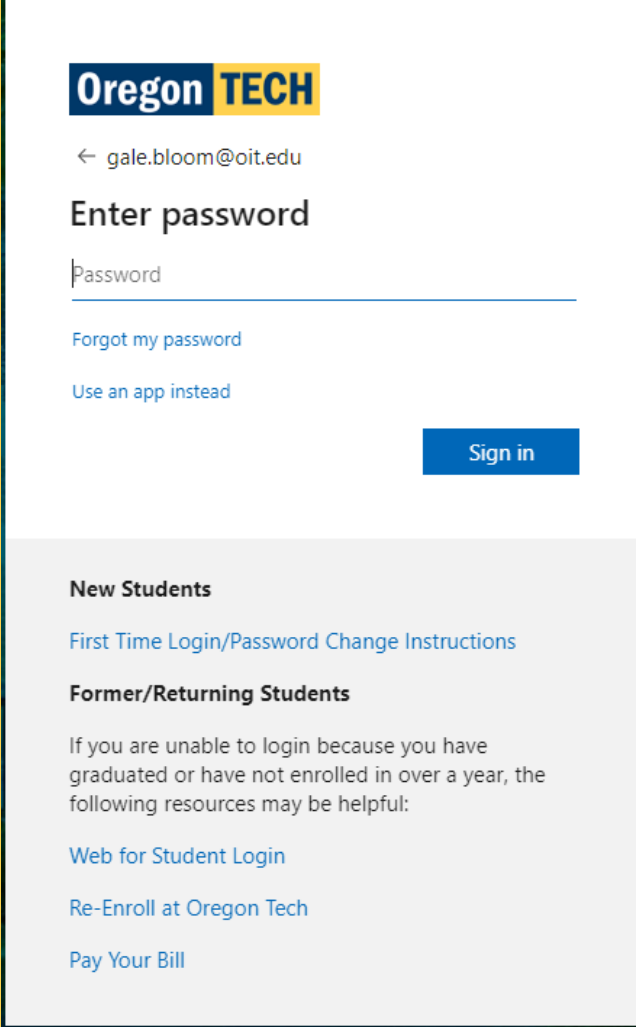
Step 2: Enter Password

1. Password for first time login = **Hootie**
+ **9 digit student ID number**
(this is your 918#)
2. If you have previously logged in, use the password you created.
3. Having trouble logging in?
Call **541.885.1470**.

First Time Login Example:

Oregon Tech ID: 918xxxxxx
Password: Hootie918xxxxxx

NOTE: Passwords expire after 365 days.



The screenshot shows the Oregon Tech login interface. At the top is the Oregon TECH logo. Below it is the email address 'gale.bloom@oit.edu' with a back arrow. The main heading is 'Enter password'. There is a password input field with a placeholder 'Password'. Below the input field are two links: 'Forgot my password' and 'Use an app instead'. A blue 'Sign in' button is positioned to the right of the input field. Below the login section, there are two categories: 'New Students' with a link to 'First Time Login/Password Change Instructions', and 'Former/Returning Students' with a note that if unable to login due to graduation or inactivity, the following resources may be helpful: 'Web for Student Login', 'Re-Enroll at Oregon Tech', and 'Pay Your Bill'.



Step 3 : Update your Password

1. Enter your current password
(the one that you used in Step 2).
2. Enter a new password that you will remember.

Password Requirements:

1. At least 14 characters
2. At least one uppercase letter.
3. At least one lowercase letter.
4. At least one number.
***Your password cannot contain your first name/
last name/or preferred name.***
5. It cannot be one of the previous 2 passwords that you have used.

alantest@oit.edu

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

New Students

[First Time Login/Password Change Instructions](#)

Former/Returning Students

If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:

[Web for Student Login](#)

[Re-Enroll at Oregon Tech](#)

[Pay Your Bill](#)



Step 4: More Information Required

1. Click “Next” to continue on.

Oregon **TECH**

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

New Students

[First Time Login/Password Change Instructions](#)

Former/Returning Students

If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:

[Web for Student Login](#)

[Re-Enroll at Oregon Tech](#)

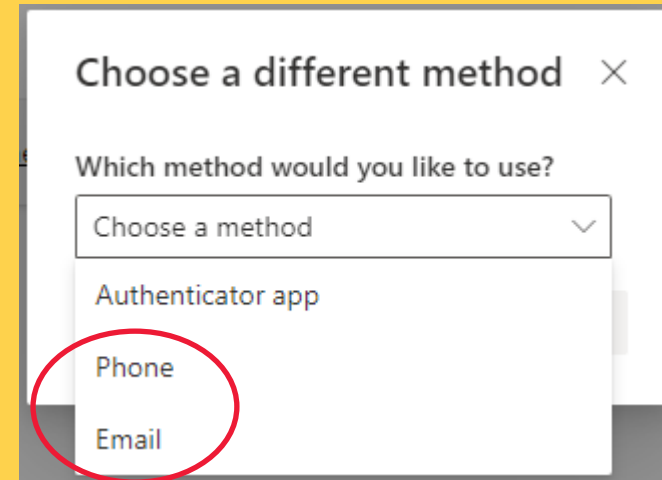
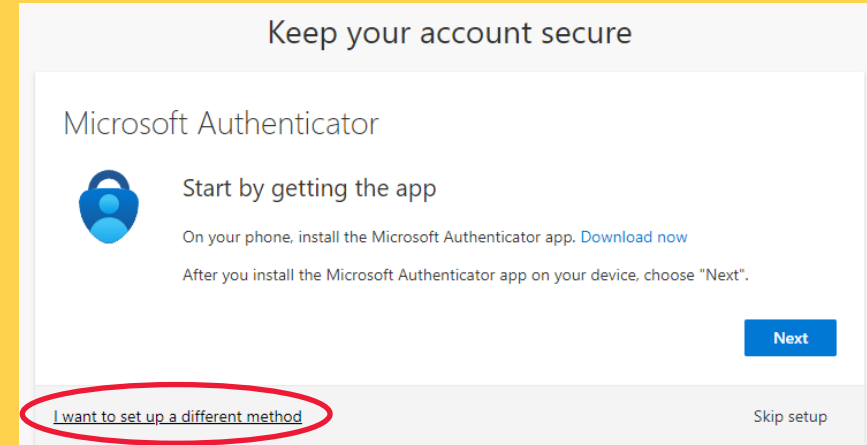
[Pay Your Bill](#)



Step 4: More Information Required (continued)

1. On the “Microsoft Authenticator” screen, select “I want to set up a different method.”
2. Select “Phone” or “Email” from drop down selection on “Choose a different method” window.

Do not select “Authenticator App.”



Step 5: Register in Etrieve

1. Select your high school from the “High School” drop down menu.
2. Select “Fall 2024” in the “Registration Term” drop down menu.
3. Select the course title of the class you would like to be registered for.
4. Click “Submit”

Oregon **TECH** Dual Credit Registration for High School Student

Need Help?
Contact Educational Partnerships and Outreach Office, call (800) 422-2017, or email outreach@oit.edu.

University ID	First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
High School		Registration Term	
<input type="text" value="Click to select or type"/>		<input type="text" value="Click to select"/>	

**** Make sure to select your high school and a registration term before adding a course.**

****Course title entry will be disabled if there is no associated course for the high school or registration term.**

Crn/Subj/Number/Section	Course Title	Course Credits
<input type="text"/>	<input type="text" value="Click to select or type"/>	<input type="text"/>
Instructor	<input type="text"/>	<input type="text"/>

