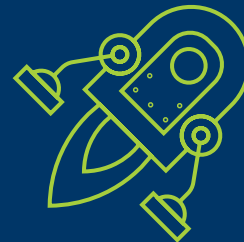
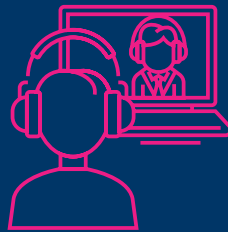
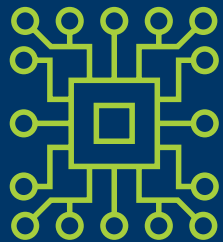


# REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.



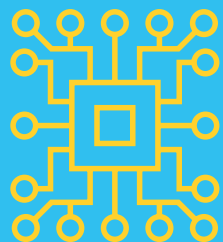
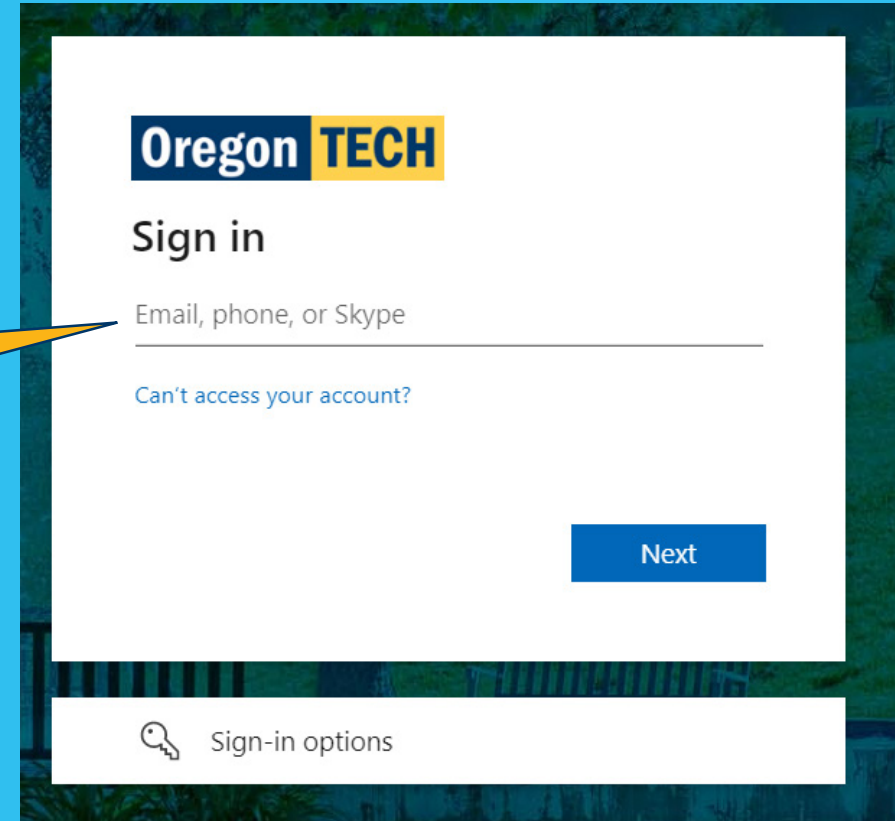
## Step 1: TECHweb Login

1. Go to techweb.oit.edu.
2. User Name = **“preferred name.  
lastname@oit.edu”**

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

### **First Time Login Example:**

**Student Name:** John Doe  
**Username:** john.doe@oit.edu



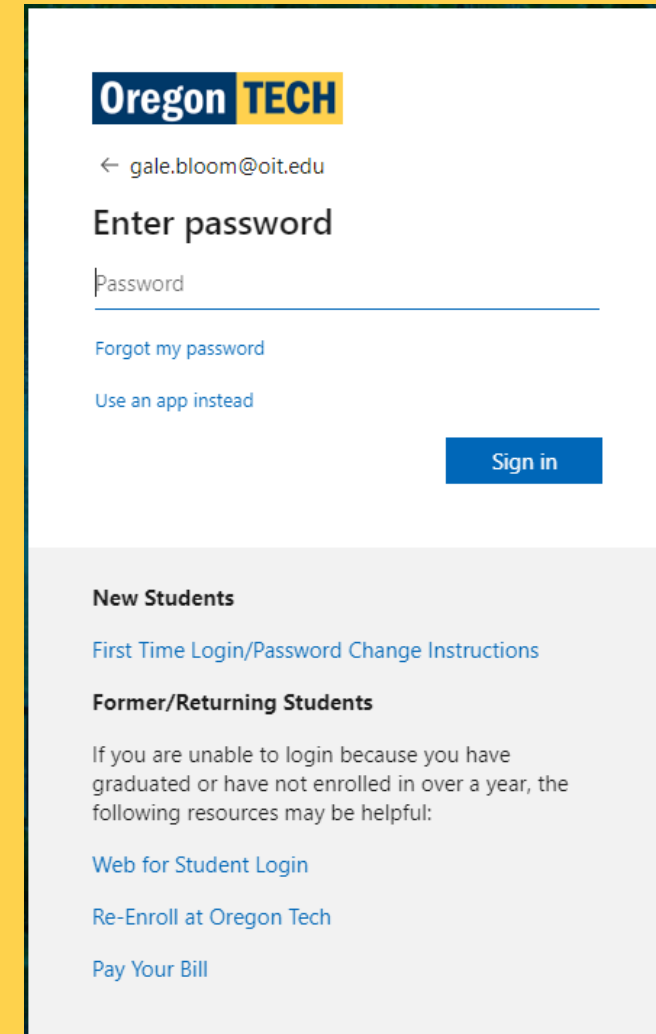
## Step 2: Enter Password

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 left 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 main content area, there is a section for 'New Students' with a link for 'First Time Login/Password Change Instructions'. Underneath, there is a section for 'Former/Returning Students' with a note: 'If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:'. This section includes three links: '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](#)

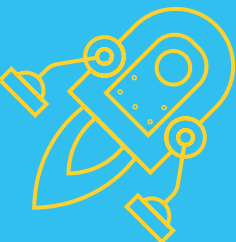
#### **Former/Returning Students**

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](#)

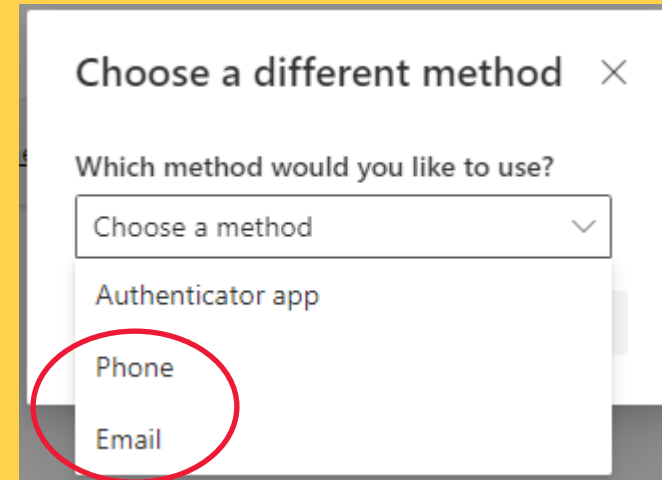
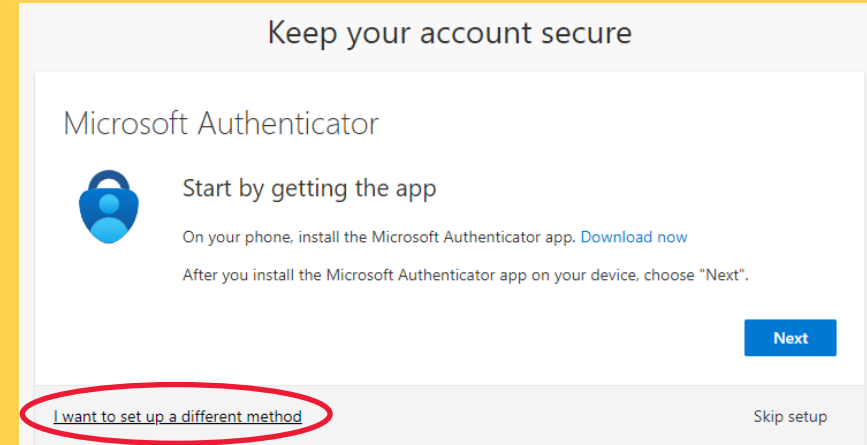
[Pay Your Bill](#)



## 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 for Courses

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



The screenshot shows the TECHweb homepage. At the top left is the TECHweb logo. Below it is a navigation bar with four links: Home, My Requests, Students, and Campus Resources. Below the navigation bar are four service tiles: Register for Courses (with a clipboard icon), My Bill (with a dollar sign icon), Transcripts (with a document icon), and Libraries (with a book icon). At the bottom of the page is a link to the Oregon Tech Home Page.



# Step 6: Race & Ethnicity Prompt

1. Select appropriate response and click “Continue”
2. Review your selection.
3. Select “Done” or “Ask Me Later.”

**Ethnicity or Race**  
 Not Hispanic or Latino  
Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian - Asian Indian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Pacific Isl./Pacif. Isl. Amer.	<input type="checkbox"/> Middle Eastern
<input type="checkbox"/> American Indian - Alaska Native	<input type="checkbox"/> Asian - Cambodian (Kampuchean)		<input type="checkbox"/> Pacific Islander - Fijian	<input type="checkbox"/> Middle Eastern - Algerian
<input type="checkbox"/> American Indian - Cherokee	<input type="checkbox"/> Asian - Chinese		<input type="checkbox"/> Pacific Islander - Guamanian	<input type="checkbox"/> Middle Eastern - Armenian
<input type="checkbox"/> American Indian - Coquille Indian Tribe	<input type="checkbox"/> Asian - Filipino		<input type="checkbox"/> Pacific Islander - Hawaiian	<input type="checkbox"/> Middle Eastern - Azerbaijani
<input type="checkbox"/> American Indian - Cow Creek Band of Umpqua Indians	<input type="checkbox"/> Asian - Hmong		<input type="checkbox"/> Pacific Islander - Melanesian	<input type="checkbox"/> Middle Eastern - Baluchi
<input type="checkbox"/> American Indian - Grand Ronde	<input type="checkbox"/> Asian - Indonesian		<input type="checkbox"/> Pacific Islander - Micronesian	<input type="checkbox"/> Middle Eastern - Bedouin
<input type="checkbox"/> American Indian - Klamath/Modoc/Chiloquin	<input type="checkbox"/> Asian - Japanese		<input type="checkbox"/> Pacific Islander - Other	<input type="checkbox"/> Middle Eastern - Berbers
<input type="checkbox"/> American Indian - Navajo	<input type="checkbox"/> Asian - Korean		<input type="checkbox"/> Pacific Islander - Polynesian	<input type="checkbox"/> Middle Eastern - Copts
<input type="checkbox"/> American Indian - Nez Perce	<input type="checkbox"/> Asian - Laotian		<input type="checkbox"/> Pacific Islander - Samoan	<input type="checkbox"/> Middle Eastern - Druze
<input type="checkbox"/> American Indian - Other	<input type="checkbox"/> Asian - Leitian		<input type="checkbox"/> Pacific Islander - Tongan	<input type="checkbox"/> Middle Eastern - Hazara
<input type="checkbox"/> American Indian - Paluie	<input type="checkbox"/> Asian - Mienh			<input type="checkbox"/> Middle Eastern - Iranian
<input type="checkbox"/> American Indian - Paluie (Burns OR)	<input type="checkbox"/> Asian - Other			<input type="checkbox"/> Middle Eastern - Iraqi
<input type="checkbox"/> American Indian - Siletz	<input type="checkbox"/> Asian - Pakistani			<input type="checkbox"/> Middle Eastern - Israeli
<input type="checkbox"/> American Indian - Sioux	<input type="checkbox"/> Asian - Thai			<input type="checkbox"/> Middle Eastern - Jordanian
<input type="checkbox"/> American Indian - Tribes of Coos, Lower Umpqua and Siuslaw	<input type="checkbox"/> Asian - Vietnamese			<input type="checkbox"/> Middle Eastern - Kurd
<input type="checkbox"/> American Indian - Umatilla	<input type="checkbox"/> Asian - Vietnamese			<input type="checkbox"/> Middle Eastern - Lebanese
<input type="checkbox"/> American Indian - Wasco/Warm Springs	<input type="checkbox"/> Asian - Vietnamese			<input type="checkbox"/> Middle Eastern - Maronite
<input type="checkbox"/> American Indian - Yakama	<input type="checkbox"/> Asian - Vietnamese			<input type="checkbox"/> Middle Eastern - Other

**Main Menu** **Employee** **Faculty** **Finance** **Financial Aid** **Personal Information** **Student** **Proxy Menu**

### View Ethnicity and Race

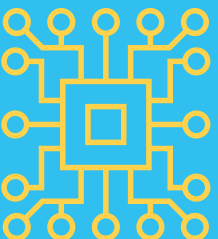
Review your choices and either Save or return to the previous page.

**Ethnicity:** Not Hispanic or Latino

**Race**  
White: White

**RELEASE: 8.7**

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## Step 7: 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.

Registration Term: Fall 2022 09/28/22-12/16/22 08/17/2022 10:39 a.m.

[Main Menu](#) [Employee](#) [Faculty](#) [Finance](#) [Financial Aid](#) [Personal Information](#) [Student](#) [Proxy Menu](#)

### Registration Term

Select a Term:

**RELEASE: 8.7.1**

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# Step 8: Select desired term

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

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

9. **Repayment through Financial Aid:**

- a. Oregon Tech will apply all scholarships, non-Title IV grants, fee remissions, and institutional loans to student account balances BEFORE any monies are released to the student.
- b. Oregon Tech will apply all Title IV Higher Education Act financial aid to current and prior term (terms within the same financial aid year) institutional charge balances (tuition, mandatory fees, room and board) BEFORE any monies are released to the student.
- c. Oregon Tech will apply all Title IV Higher Education Act financial aid to current and prior term (terms within the same financial aid year) non-institutional charge balances, if authorized by the student on the Title IV Authorization Survey (completed by the student on Web for Student under financial aid eligibility requirements), BEFORE any monies are released to the student.
- d. Oregon Tech will apply up to \$200 of Title IV Higher Education Act financial aid to any prior financial aid year balance, if authorized by the student on the Prior Year Authorization Survey (completed by the student on Web for Student under financial aid eligibility requirements), BEFORE any monies are released to the student.
- e. Students who decline the automatic crediting of Title IV aid to a prior term's unpaid fines and penalties or to current charges other than tuition, mandatory fees, room and board are responsible to pay such fees by the second week of the term.

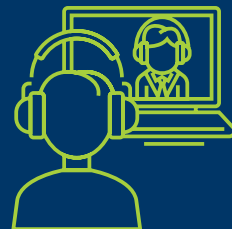
10. **Billing Rights Summary** - In case of errors or questions, a debtor under this Agreement may challenge a charge within sixty days after the first bill on which the suspected error or problem appeared, by directing his or her inquiry to the office initiating the charge. If an error occurred, charges will be adjusted accordingly.

11. **Notification of Changes** - Oregon Tech may amend these terms and conditions without securing a new agreement. Oregon Tech will notify Student Financial Responsibility Agreement members of any changes in interest, charges, or fees in advance of the change. The continued use of the Student Financial Responsibility Agreement constitutes acceptance of the new terms and conditions.

[I Confirm Agreement - Proceed to Registration Menu](#) [Complete Agreement Later - Return to Registration Menu](#)

### Student Registration

- [Check Your Registration Information](#)
- [View Holds](#)
- [Student Schedule Planner](#)
- [Register, Add or Drop Classes](#)
- [Common Forms & Applications](#)
- [Look-up Classes](#)
- [Online Classes](#)
- [DegreeWorks Audit](#)
- [Student Schedule by Day and Time](#)
- [Student Schedule by Class Detail](#)
- [View Faculty Schedules](#)
- [View / Purchase Course Books and Materials](#)
- [Select Term](#)



# Step 9: Enter Registration PIN

1. Enter Dual Credit PIN.
2. The dual credit advisor PIN is \*hstud.  
*If that does not work, you can try using advisor PIN "newstu."*
3. 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](tel: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 10: 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/dc-enroll](http://www.oit.edu/dc-enroll).
5. Click "Submit" changes.

Registration Term: Fall 2017 09/25/17-12/08/17 08/09/2017 09:39 a.m.

Main Menu Employee Financial Aid Personal Information Student Proxy Menu

BACK SITE MAP HELP EXIT

### Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

After registration schedule is submitted, you can order any required course materials by clicking on "Bookstore Shopping Cart" link at the bottom of this page.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Reg** on May 16, 2017	None	11351	MLS	463	01P	Undergraduate	1.000	Graded		Foundations of MLS III
**Web Reg** on May 16, 2017	None	11354	MLS	470	01P	Undergraduate	4.000	Graded		Chemistry & Immunology Extern
**Web Reg** on May 16, 2017	None	11355	MLS	471	01P	Undergraduate	4.000	Graded		Hematology Externship
**Web Reg** on May 16, 2017	None	11356	MLS	472	01P	Undergraduate	4.000	Graded		Microbiology Externship
**Web Reg** on May 16, 2017	None	11357	MLS	473	01P	Undergraduate	3.000	Graded		Immunohematology Extern

Total Credit Hours: 16.000  
Billing Hours: 16.000  
Minimum Hours: 0.000  
Maximum Hours: 21.000  
Date: Aug 09, 2017 09:39 am

#### Add Classes Worksheet

CRNs

10552

Submit Changes Class Search Reset



# Step 11: 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 #.

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 (P)

**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 (P)

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

**Scheduled Meeting Times**

Type Time	Days Where	Date Range	Schedule Type	Instructors
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**\*Final step is to complete payment...**

