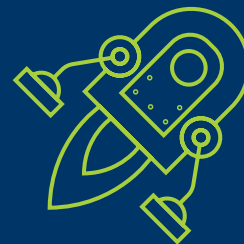
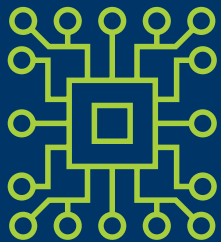


# TECHweb for Dual Credit Teachers

## Login Instructions

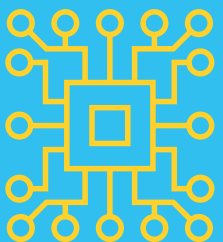
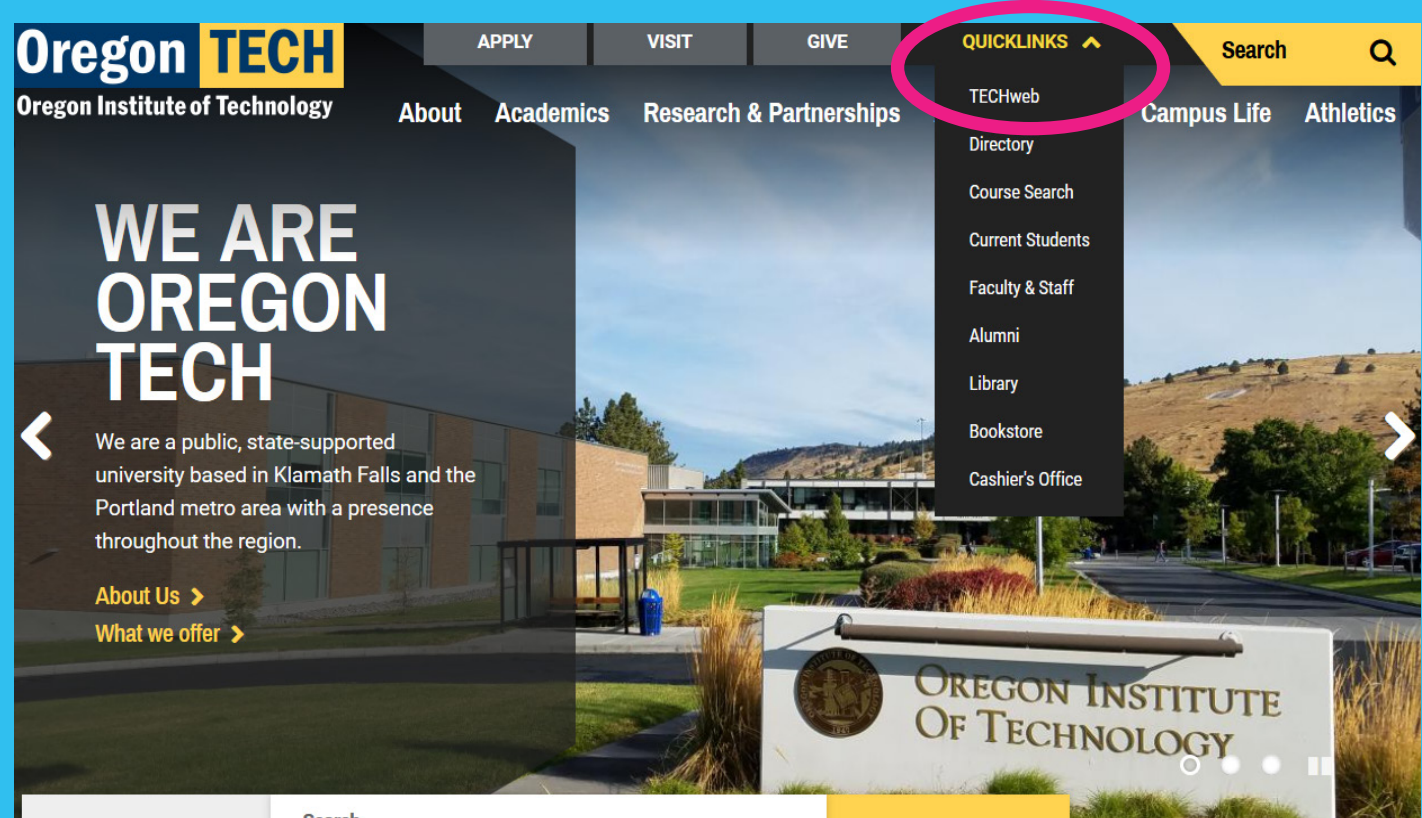


# Step 1: Go to Oregon Tech Website

Go to: ***oit.edu***

Navigate to Quick Links

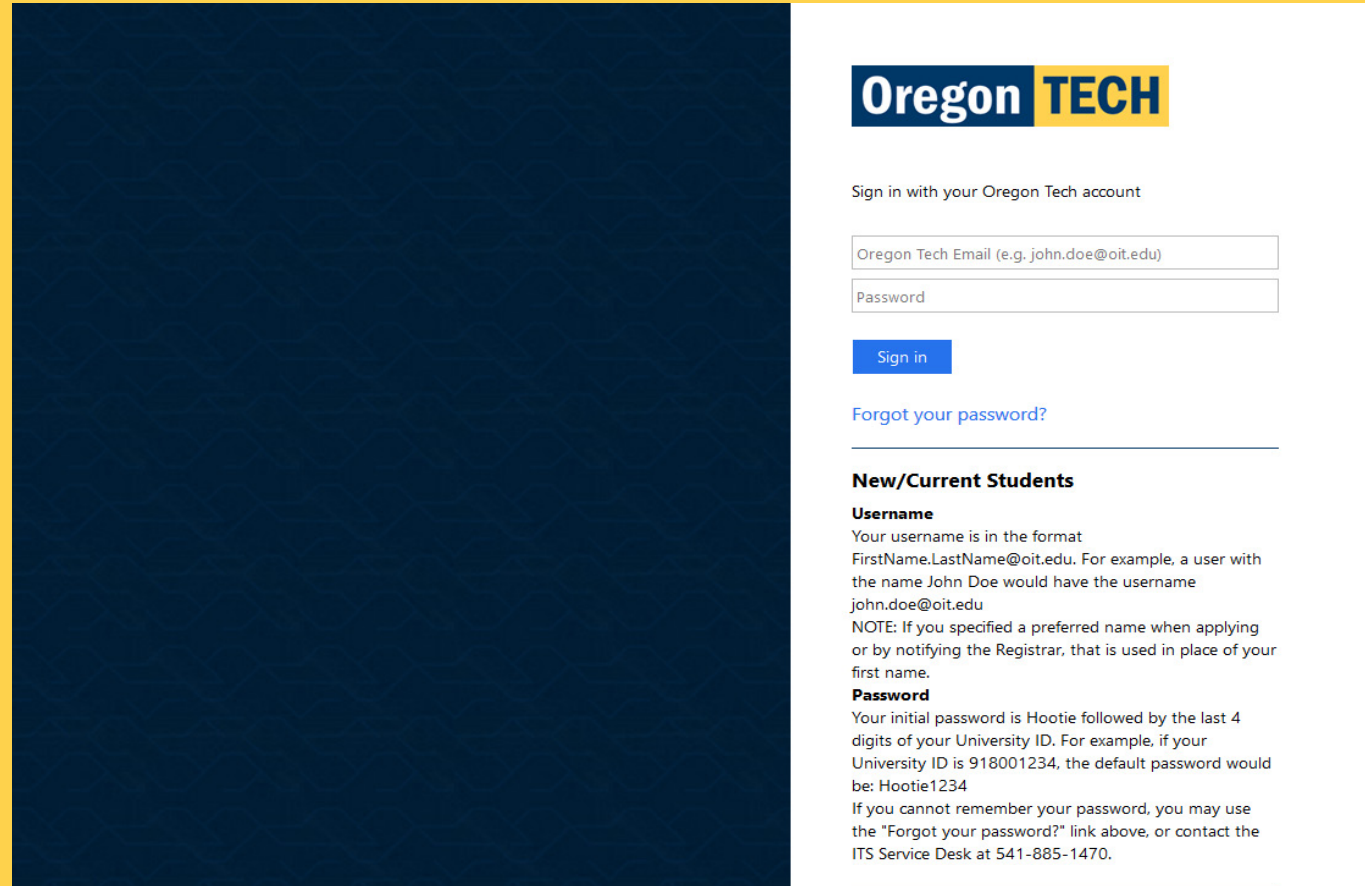
Navigate to TECHweb



## Step 2: Login

1. Use OIT email address to login  
FirstName.LastName@oit.edu  
First time login password:  
Hootie+918#
2. Proceed with login
3. Need 918#: email outreach@oit.edu
4. Once you are logged in, create a unique password. Create a password you will remember!

\*If you forget your password, you can call our helpdesk 541.885.1470

A screenshot of the Oregon Tech login page. The page features the Oregon TECH logo at the top. Below the logo, there is a sign-in section with the text "Sign in with your Oregon Tech account". There are two input fields: "Oregon Tech Email (e.g. john.doe@oit.edu)" and "Password". A blue "Sign in" button is positioned below the fields. A link for "Forgot your password?" is also present. Below the sign-in section, there is a section for "New/Current Students" with sub-sections for "Username" and "Password". The "Username" section explains the format (FirstName.LastName@oit.edu) and provides an example (john.doe@oit.edu). The "Password" section explains the format (Hootie followed by the last 4 digits of the University ID) and provides an example (Hootie1234). It also includes contact information for the ITS Service Desk (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?](#)

---

**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 the last 4 digits of your University ID. For example, if your University ID is 918001234, the default password would be: Hootie1234  
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.



## Step 3: Access OT Online Services

1. TECHweb is your one stop sign on for online services.
2. Access web-for-staff to enter grades and look at class roster
3. Access Library services from TECHweb

If you get forget your password or login information, contact the helpdesk  
541.885.1470

The screenshot displays the TECHweb portal interface. At the top, there is a navigation bar with tabs for Home, My Requests, Teaching Tools, Employee Central, and Campus Resources. Below the navigation bar is a search bar and a 'Customize Personal Links' section. The main content area features a grid of 18 service tiles, each with an icon and a label. The tiles are arranged in three rows and six columns. The first row includes: Instructional Request, Remote Delivery Resources (with an 'Updated 4/22/2020' badge), Canvas, Email (Outlook), Files (OneDrive), and Office 365. The second row includes: Search for Courses, My Requests, Web for Student/Staff, Banner(INB) / Nolij, FAST Reporting, and HEROES. The third row includes: Search for Grants, SignNow, Web Time Timesheet Entry, Blackboard (Deprecated), Zoom Video Conferencing, and Libraries.



## Step 4: Submitting Grades

1. Click on Web for Student/Staff



## Navigate to Faculty Menu

1. Click Faculty Menu



The screenshot shows a web application interface. At the top, there are five navigation tabs: 'Main Menu', 'Employee', 'Faculty', 'Finance', and 'Personal Information'. Below these tabs is a 'Main Menu' section, which is underlined. The menu items listed are: 'Employee Menu', 'Faculty Menu', 'Finance Menu', 'Personal Information Menu', 'Purchase Parking Permit', and 'E-mail Us'. At the bottom of the screenshot, there is a footer that reads 'RELEASE: 8.9.OIT' and '© 2020 Ellucian Company L.P. and its affiliates.'



## Choose Appropriate Term

1. Click "Term" to choose the appropriate term
2. Select "Faculty Menu"

Term :202002 Student: Not Selected

Main Menu Employee **Faculty** Finance Personal Information

### Web for Faculty Menu

Faculty Menu  
Advisor Menu

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## Select Class Management Menu




Term :202002 Student: Not Selected

**Main Menu** **Employee** **Faculty** **Finance** **Personal Information**

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### Faculty Menu

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- Faculty Schedule Menu
- Class Management Menu
- Final Grades Menu
-  Attendance Roster

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## Select "Class Roster"



Term :202301 Student: Not Selected

**Main Menu** **Employee** **Faculty** **Personal Information**

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### Class Management Menu

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- [Class Roster](#)
- [Class Size Report](#)
- [Class History Report](#)
- [Wait List Report](#)
- [Registration Overrides](#)

---

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## Entering Grades (outside of the grading window)

1. Click on the CRN dropdown menu
2. Your assigned CRNs will be pinned to the top choices
3. Select your desired CRN and click "Submit Report"

Term: 202301 Stu

**Main Menu** **Employee** **Faculty** **Personal Information**

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Class Roster - Fall 2023 9/27/23-12/15/23 (202301)

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**CRN:**  ▼

**Include Student ID:**  Yes  No

**Include Current Address:**  Yes  No

**Primary Sort:**  ▼

**Secondary Sort:**  ▼

**Report Format:**  Display  Email a text file to [gale.bloom@oit.edu](mailto:gale.bloom@oit.edu)

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