

**Oregon** **TECH**

**Oregon Institute of Technology**

**DUAL CREDIT  
FIRST-TIME  
LOG IN INSTRUCTIONS**

**Oregon's Polytechnic University**



## Logging In for the First Time

### What you'll need:

- Access to the personal email address you used when you submitted your dual credit application.
- Your Oregon Tech username: `firstname.lastname@oit.edu`

**Student Username Example:**

**Student Name:** John Doe

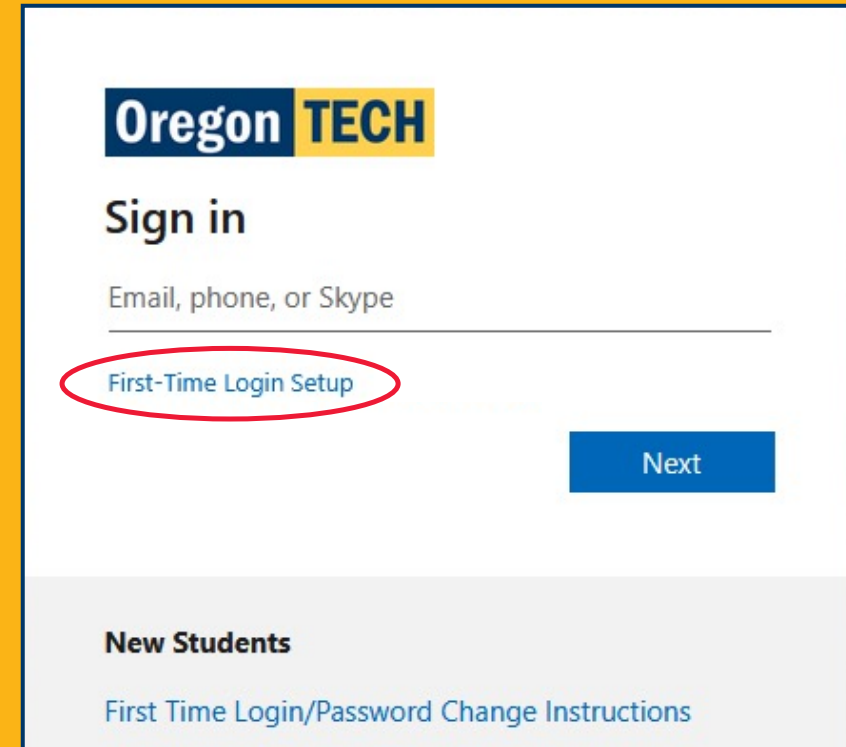
**Student Username:** john.doe@oit.edu





## Step 1: Account Set Up

1. Navigate to [techweb.oit.edu](http://techweb.oit.edu).
2. Click on **"First-Time Login Setup"**.





## Step 1: Account Set Up (cont.)

1. Enter your Oregon Tech Username.

Your Oregon Tech Username is in the format: **firstname.lastname@oit.edu**

### Student Username Example:

**Student Name:** John Smith

**Student Username:** john.smith@oit.edu

2. Enter Characters in Captcha.

3. Click "Next".

The screenshot shows the Oregon Tech account recovery interface. At the top is the Oregon TECH logo. Below it is the heading "Get back into your account" and the question "Who are you?". A sub-heading reads: "To recover your account, begin by entering your email or username and the characters in the picture or audio below." There is a text input field labeled "Email or Username: \*". Below the field is an example: "Example: user@contoso.onmicrosoft.com or user@contoso.com". A captcha image shows the characters "QXPV" and "DNH" in a stylized font. Below the image is another text input field. At the bottom are two buttons: "Next" and "Cancel".





## Step 2: Send Verification to your Personal Email

1. Click “Email” to send an email to your personal email address with an access code.

**Oregon TECH**

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (t\*\*\*\*\*@hotmail.com).

Email

Cancel





## Step 3: Enter Verification Code

1. Check your personal email for a verification code.
2. Enter your verification code and click **“Next”**.

The screenshot shows a web interface for account verification. At the top left is the Oregon TECH logo. Below it is the heading "Get back into your account". Underneath, it says "verification step 1 > choose a new password". A horizontal line separates this from the next section, which asks the user to "Please choose the contact method we should use for verification:". There are two radio button options: "Email my alternate email" (which is selected) and "Text me". To the right of the selected option, it says "We've sent an email message containing a verification code to your inbox." Below this is a text input field labeled "Enter your verification code" and a "Next" button. At the bottom left, there is a "Cancel" link.





## Step 4: Create Your New Password

1. Type in your new password.

### Password Requirements:

- At least 14 characters
- At least one uppercase letter
- At least one lower case letter
- At least one number
- Cannot contain your first/last/preferred name
- Cannot be one of the two previous passwords used

2. Confirm your new password.

3. Click "Finish".

The screenshot shows the Oregon TECH login page with the heading "Get back into your account". Below the heading, it indicates "verification step 1 ✓ > choose a new password". There are two input fields: the first is labeled "\* Enter new password:" and the second is labeled "\* Confirm new password:". At the bottom of the form, there are two buttons: "Finish" (highlighted in blue) and "Cancel".





## Step 5: Redirect to Login Page

1. Select “**click here**” to go back to the login page.
2. Enter your Oregon Tech username and your new password to log in to your account.

