



## STUDENTS Quick Start Guide

### STEP 1: FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time only)

- Go to your **Login** page at <https://www.catema.com/palomar/>
- Click on **New Student** => select **Create Account**. Follow the prompts to create your user account & click **Submit**. Your "Username" and "Password" will be automatically generated, based on your personal information (See the explanation below).

After your new student account has been created, make **note** of your **username** and **password**, and save it in a safe location. You must then "enroll" in your CTE articulated classes. Please **DON'T LOG OUT YET!** => Enter your class enrollment record(s)...

### STEP 2: CREATE CLASS ENROLLMENT RECORD(S)

- **Create an enrollment record** for each CTE articulated class you are taking. Select the following from the drop-down lists and **click Submit**...
  - High School
  - Teacher
  - Class Name
  - Class Period

ID#	High School	School Class Name, (Teacher)	Sem	Period	Course ID	Status
1175	ABC High School	Management II, (Teacher)	Year	Period 2	BMG21303A	Pending Acceptance

Once your new account has been created, and you have "enrolled" in each class, please **"Log Out"**. Since you may be returning to the site to register for more classes in high school, **remember your Username and Password**. While logged in, you can view your class history and teacher recommendations, and update personal information.

## Auto – Generated Username and Password

The **Username** is created by combining the following characters...

- => First 3 letters of the high school name (lower case)
- => First letter of the first name (lower case)
- => First 3 letters of the last name (lower case)
- => Birth day - 2 digits (01, 02, 03, ... 31) ; example - birthday July 9th - use 09

EXAMPLE: For Central High School student Barry Jones, born on July 9th...

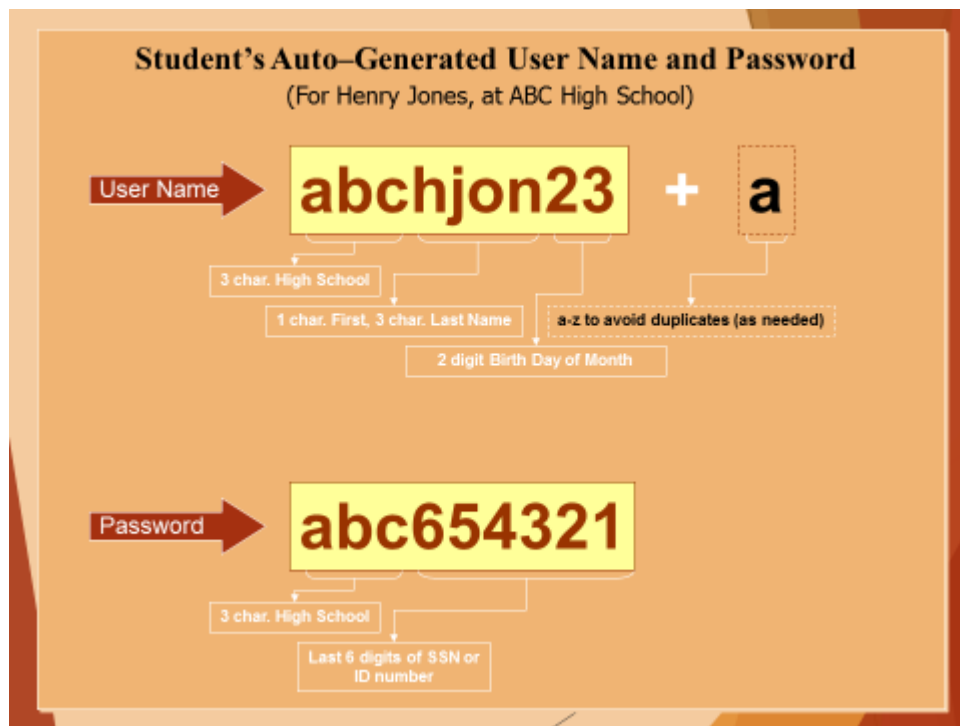
The **Username** will be "cenbjon09"

The **Password** is created in a similar manner...

- => First (3) three letters of the high school name (lower case)
- => Last (6) six digits of your social security number OR student ID#

EXAMPLE: Barry Jones from Central High School with a SS# 215-61-0121

The **Password** will be "cen610121"



or use the "[Go To Student Login Assistant](#)" link on Login page.