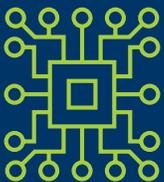


STUDENT GUIDE



Hands-on education for real-world achievement.

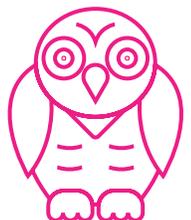
STUDENT GUIDE

This guide delivers vital information to high school students and families regarding dual credit. The guide will provide up-to-date information on how to apply, register, complete payment, and order official transcripts.

Please use this guide as a tool to assist navigating dual credit with Oregon Tech and your high school partner.

Table of Contents

Student Guide	1
Dual Credit Program Contacts	2
Oregon Tech Academic Administrators	2
Why should I take a Dual-Credit course?	3
Credits with a Purpose	3
Tuition and Cost for Dual-Credit Program	3
Student Responsibility Statement	4
Academic Calendar and Important Dates	4
Drop and Withdraw Policy	6
Student Admission, Registration, and Payment	6
Step #1: Apply	7
Step #2: Registration and Logging into TECHweb	10
Step #3: Complete Payment	14
Oregon Tech Tuition Payment Options	14
Online Payment	14
Payment by Mail	17
Tuition Waiver	17
Student Rights	18
Proxy Access	18
Proxy Access Instructions	18
Ordering Student Transcripts	19



DUAL CREDIT PROGRAM CONTACTS

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joanna.mott@oit.edu
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Dean Engineering, Technology
& Management
tom.keyser@oit.edu
541.885.1481

MAILING ADDRESS

Oregon Tech

Office of Educational
Partnerships & Outreach
3201 Campus Drive
Klamath Falls, OR 97601

PHYSICAL ADDRESSES

KLAMATH FALLS:

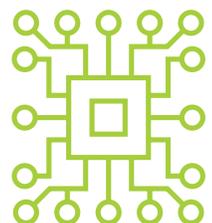
Oregon Tech

3201 Campus Drive
Klamath Falls, OR 97601

PORTLAND-METRO:

Oregon Tech

27500 SW Parkway Ave.
Wilsonville, OR 97070



WHY SHOULD I TAKE A DUAL CREDIT COURSE?

Earning (or registering for) college credit in high school can have many benefits for students and their families. Research has shown that students who take college credit before they leave high school are likely to enroll in college and persist through their first year of college.

Here are some noteworthy reasons to engage in college credit before you leave high school:

1. Get a head start on college courses.
2. Build a college-going identity.
3. Receive transfer credit.
4. Potentially save time to degree.

All dual credit courses are charged a flat rate of \$100 per course. Dual credit courses with Oregon Tech are FREE for students who access free/reduced lunch program. To receive FREE tuition, tuition waivers for the program must be filled out and filed with Oregon Tech each year.

CREDITS WITH A PURPOSE

Oregon Tech encourages all dual credit seeking students to research and know how the credit you earn in high school will transfer to the college you plan to attend and impacts your overall educational/career goals. Oregon Tech strives to offer dual credit that is part of general education requirements for bachelor degree programs. We encourage dual credit students to seek out advice and resources from their high school, Oregon Tech, or the college they plan to attend to understand the transferability of dual credit course(s).

For additional information on credits with a purpose or how to advocate for transferability visit:
www.c3oregon.org.

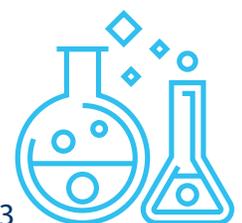
TUITION AND COST FOR DUAL-CREDIT PROGRAM

Oregon Tech assesses a **non-refundable** flat tuition fee of \$100 per dual credit course. Oregon Tech charges \$0 tuition to students who qualify for free/reduced lunch program. Student may acknowledge their FRL status by completing our tuition waiver form. An updated form needs to be on file with the Office of Educational Partnerships and Outreach each year. Oregon Tech also charges \$0 tuition to students who have been financially impacted by the COVID-19 pandemic. Students may complete the COVID-19 tuition waiver form to acknowledge their need.

Oregon Tech extends a significant discount on students accessing dual credit courses. On-campus students pay between \$515 (3 credit course) to \$919 (5 credit course) per course. Dual credit courses offer financial savings to students.

Oregon Tech also partners with state and/or district funded programming to provide discounted tuition. Students participating in PROMISE programming and accessing these courses will pay their corresponding PROMISE program. The charge for Promise programming is a flat \$30 per year for students or FREE for students accessing free/reduced lunch programming. Teachers and Oregon Tech will assist students to identify if their course is part of the Promise programming.

More information can be found through the following websites:
Willamette Promise Payment - <https://www.wesd.org/Page/833>



STUDENT RESPONSIBILITY STATEMENT

Students registering and earning college credit in high school must understand that they are transcribing college credit. In doing so, our dual credit students are held to the same standards as our on-campus students. Dual credit students should be aware of Oregon Tech's students' rights and responsibility statement. As dual credit students, you will be required to adhere to the student rights and responsibilities of your high school and Oregon Tech.

Please read Oregon Tech's Code of Conduct and Student Responsibility Statement and keep in mind:

1. You are responsible for your academic progress and academic honesty. Be aware of drop/withdraw dates and know your current standing/grade in the course.
2. Your college transcript is part of your permanent academic file.
3. You are responsible to complete the application, registration, and payment process.
4. You have access to your academic transcript. You should request official transcripts be sent to college(s) you are applying to for full admission. (Usually completed during your senior year)

ACADEMIC CALENDAR AND IMPORTANT DATES

Fall Registration/1st Semester, 1st Trimester, Full-year
Semester schools starting content in September

DATE	ACTION
Sept 1 - Oct 14	Application Available
Sept 1	Online Registration Opens
Oct 14	Online Registration Closes (Friday, Oregon Tech week 2)
Oct 14	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 14	Tuition due (week 2)
Oct 14	OIT Drop date (week 2 for trimester schools) or calc. calendar
Nov 18	OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes
Dec 12 - 19	Grading system available
Dec 19, 12pm	Grades due



ACADEMIC CALENDAR AND IMPORTANT DATES cont.

Winter Registration/2nd trimester only/Promise Partnerships

DATE	ACTION
Nov 1 - Jan 20	Application Available
Nov 21	Online Registration Opens
Jan 20	Online Registration Closes (Friday, Oregon Tech week 2)
Jan 20	Roster verification due (all teachers must confirm roster via web-for-faculty)
Jan 20	Tuition due (week 2)
Jan 20	OIT Drop date (week 2 for trimester schools) or calc. calendar
Feb 24	OIT Withdraw date (week 7) or calc. calendar
Mar 20 - 27	Grading system available
Mar 27, 12pm	Grades due

Spring Registration/2nd Semester, 3rd trimester

Semester schools starting content in late Jan/early Feb, 2nd semester Promise Contracts

DATE	ACTION
Jan 30 - Apr 14	Application Available
Mar 7	Online Registration Opens
Apr 14	Online Registration Closes (Friday, Oregon Tech week 2)
Apr 14	Anticipated Class Roster due
Apr 14	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 14	Tuition due (week 2)
Apr 14	OIT Drop date (week 2) or clac. calendar
May 19	OIT Withdraw date (week 7) or calc. calendar
June 12 - 19	Grading system available
June 19, 12pm	Grades due



DROP AND WITHDRAW POLICY

Oregon Tech uses the term schedule for classes running 10 weeks long. This ensures a drop date by Friday of the 2nd week (20% of the course) and a withdraw date by Friday of the 7th week (70% of the course). Oregon Tech understands that dual credit courses run on a different time line. Therefore, we use a formula to calculate your individual drop and withdraw dates according to your course calendar.

If courses do not fit the standard 10-week course schedule, Oregon Tech will work with high school teachers to coordinate a drop or withdraw from the dual credit course. Students should reach out to their teacher if you would like to drop or withdraw from the course. Teachers and students will need to fill out and sign the appropriate paperwork to complete the drop/withdraw.

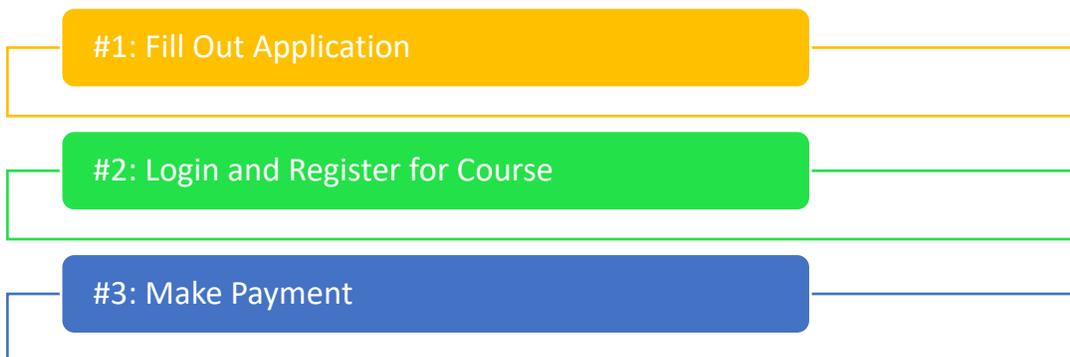
Appropriate paperwork can be found online at: oit.edu/dual-credit
Follow Student/Family Link
Under Resources see Drop/Withdraw Form

ACTION	Oregon Tech Policy
DROP	Student will not have any notation of the course on their transcripts (must happen within the first 20% of content delivery).
WITHDRAW	Student will have a "W" on their transcript (must happen within 70% of content delivery).
COMPLETE WITHDRAW	If a student drops all classes with Oregon Tech during Week 1, the transcript will have a comment. If the drop occurs after 2 weeks, student will have a "W" on their transcript.

STUDENT ADMISSION, REGISTRATION, AND PAYMENT

Instructions on how students register for dual credit with Oregon Tech:

There is a three-step process to registering for Oregon Tech dual credit. Students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.



STEP #1: APPLY

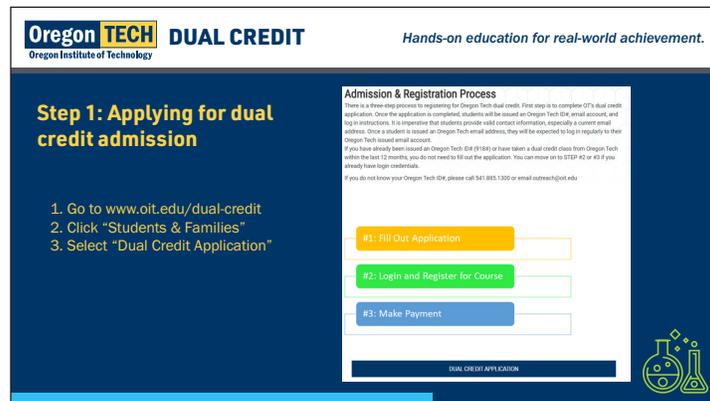
Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

Before you begin the application, you will need to have a valid email address. Knowing some basic parent information is important too. Parent/Guardian information you will need to know includes:

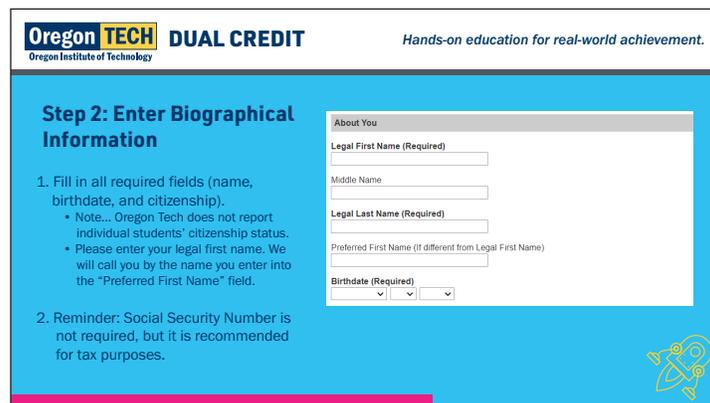
1. Parent/guardian email
2. Residency information – when your parent/guardian moved to Oregon and when their driver’s license was issued in Oregon, and last two years they paid taxes
3. Parent/Guardian phone number
4. Student’s Social Security Number – not required, but highly encouraged to report. Entering SSN allows our system to not enter duplicate accounts and assists with accurate tax reporting.

Detailed PowerPoint presentation with all steps/instructions is available at: oit.edu-dc-enroll

1. Go to oit.edu/dc-enroll to start the application and select APPLY



2. Enter Biographical Information (Name, Date of Birth)



STEP #1: APPLY cont.

6. Enter High School Information

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Oregon Institute of Technology

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Step 6: Enter High School Information

1. Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Enter your graduation date.
4. Enter your GPA.
5. Select "courses at my high school" if you are a dual-credit student or "courses at Oregon Tech" if you are taking classes at Oregon Tech.

High School Information

Secure School ID (SSID) (Optional)

Search for your high school (Required)
Search by city if you cannot find your high school

When will you graduate high school? (Required)

Please select a major that interests you (Required)

Unweighted Cumulative GPA
GPA cannot be greater than 4.00
 (0.00 - 4.00)

How many are you taking Oregon Tech classes? (Required)

Please rate your likelihood to attend Oregon Tech after graduating from high school. (Required)

1 - I plan to attend elsewhere, definitely not Oregon Tech

2 - Probably will not attend

3 - Unsure, but I can be persuaded

4 - Might attend

5 - Definitely will attend

7. Enter Residency Information

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Step 7: Citizenship & Residency

1. Select your primary country of citizenship.

Citizenship

Primary Country of Citizenship (Required)

Residency

Do you consider yourself a resident of Oregon? (Required)

Yes

No

NOTE: You can register for dual credit even if your primary country of citizenship is not the United States.

8. Submit; Confirmation of Application Submission

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Step 8: Application Certification & Submission

1. Answer the application certification question.
2. Type your full legal name into the signature box.
3. Click "Submit" to complete your application.

Application Certification

I affirm the release of any information contained by me in connection with this application to any person, corporation, association or government agency for Oregon Tech solely to verify or expedite the admission process.

Oregon Tech and its representatives are exempt from public records laws. This service is a public website of the Oregon Institute of Technology. It is not subject to public records laws. It is not subject to public records laws. It is not subject to public records laws. It is not subject to public records laws.

I understand that the information provided by me in connection with this application is for my own use only. I understand that the information provided by me in connection with this application is for my own use only. I understand that the information provided by me in connection with this application is for my own use only. I understand that the information provided by me in connection with this application is for my own use only.

Signature and Legal Name

Oregon Tech is an American Red Cross Approved Blood Donor and Receiver. The American Red Cross does not discriminate in its educational programs and activities, or with respect to hiring, for the basis of race, ethnicity, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, or any other basis. Oregon Tech is committed to providing services and resources to all students, faculty, staff, and community members. Oregon Tech is committed to providing services and resources to all students, faculty, staff, and community members. Oregon Tech is committed to providing services and resources to all students, faculty, staff, and community members. Oregon Tech is committed to providing services and resources to all students, faculty, staff, and community members.

If you are a minor, please have your full legal name (displayed)



STEP #2: REGISTRATION AND LOGGING INTO TECHweb

To log into TECHweb for the first time you will need your user name and your 9 digit student ID or 918# that you receive from Oregon Tech.

This information is delivered to your personal email address within 24 to 48 hours after you complete your application.

Turn in your parent permission form to your high school teacher.

1. Go to techweb.oit.edu

2. Enter your Oregon Tech student username and password.

Log into TECHweb with your user name and password (first time entry will be preferred.firstname.lastname@oit.edu and your password is Hootie plus your 9 digit Oregon Tech student ID) Your 918 number is at the top of the email you received. Can't login? Call 541.885.1470

First Time Login Example:
Oregon Tech ID: 918123456

Student Name: John Doe
Login: john.doe@oit.edu
Password: Hootie91812345

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Step 1: TECHweb Login

1. Go to techweb.oit.edu.
2. User Name = "**preferred name**.
lastname@oit.edu".
3. Password for first time login = **Hootie + 9 digit student ID number** (this is your 918#)
4. If you have previously logged in, use the password you created.
5. Having trouble logging in?
Call **541.885.1470**.

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

Initial Password =
Hootie+918#
Example: Hootie918123456

First Time Login Example:
Oregon Tech ID: 918XXXXXX
Student Name: John Doe
Username: john.doe@oit.edu
Password: Hootie918XXXXXX

*NOTE: You will be prompted to change your password. Your new password must be at least 14 characters long and contain at least one uppercase letter and at least one number. Please change your password to something you will remember!



STEP #2: REGISTRATION AND LOGGING INTO TECHweb cont.

- 3. After logging in, you will be taken through three case sensitive security questions and demographic surveys- these tasks only need to be completed once.

Need help?

If you have any difficulties logging in, please contact:

Oregon Tech Information Technology Services

Phone: 541.885.1470

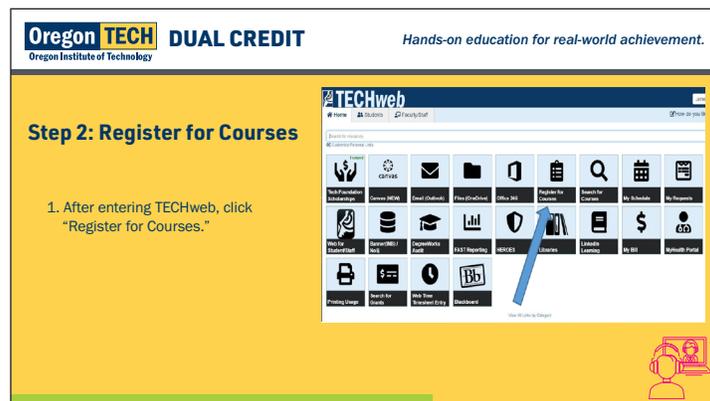
Email: Techsupport@oit.edu

*This office can assist with your login. It is better to call after the first failed attempt than to try multiple times and lock out your access to the system.

- 4. Registering for a dual credit course with Oregon Tech.

Registration is required in order to earn credits for a dual credit class. It is the student’s responsibility to register through Oregon Tech’s online system. Before you can register, you need to know the five-digit course reference number (CRN) for your dual credit course. CRN’s are sent to the high school teacher when registration opens for the term.

- 5. After successfully logging in, click Register for Courses.



STEP #2: REGISTRATION AND LOGGING INTO TECHweb cont.

6. Select Race & Ethnicity

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Step 3: Race & Ethnicity Prompt

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

View Ethnicity and Race

Name: _____
Title: _____
Ethnicity: [dropdown menu]

Submit

7. Read Oregon Tech Account Terms and Conditions – Select “I Confirm Agreement”

*The terms and agreements is regarding paying for your account/tuition at Oregon Tech. Tuition is a flat rate of \$100 - HST courses are \$25 per credit or FREE for Free and Reduced Lunch (FRL) students. Tuition Waivers need to be completed and turned into teacher if you are requesting FRL status.

8. Select Desired Term

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Step 4: 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 09/28/22-12/15/22 09:17:2022 10:39 a.m.

Select a Term: [dropdown menu]

Submit

9. Select desired Term cont.

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Step 5: Select desired term

1. Select "I confirm agreement - proceed to registration."
2. Click "Register, Add or Drop Classes."

Student Registration

Check Your Registration Information



STEP #3: COMPLETE PAYMENT

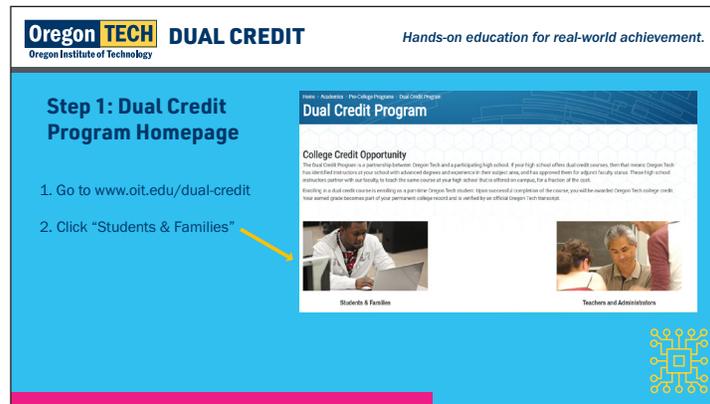
Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment for your courses online through one of three ways: Online Payment, Payment by Mail or Tuition Waiver. Due to low cost associated with dual credit courses, tuition is non-refundable.

OREGON TECH TUITION PAYMENT OPTIONS

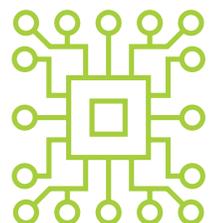
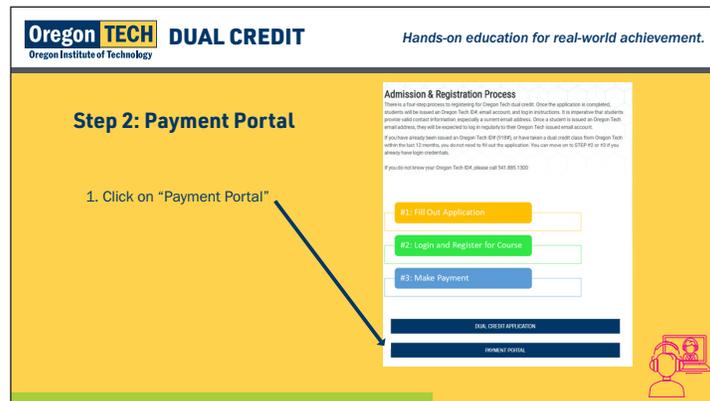
ONLINE PAYMENT

1. Go to oit.edu/dual-credit

Click on Students & Families



2. Navigate to payment portal



OREGON TECH TUITION PAYMENT OPTIONS cont.

3. Enter Oregon Tech Email

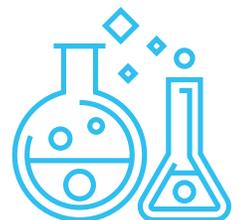
The screenshot shows the Oregon Tech Dual Credit login interface. At the top, it says "Oregon TECH DUAL CREDIT" and "Hands-on education for real-world achievement." The main heading is "Step 3: Enter Oregon Tech email". Below this, it lists "1. Your login is your: firstname.lastname@oit.edu". To the right is a "Sign in" form with fields for "Email, phone, or Skype" and a "Next" button. A "Sign-in options" link is at the bottom.

4. Complete Login

The screenshot shows the Oregon Tech Dual Credit login interface. At the top, it says "Oregon TECH DUAL CREDIT" and "Hands-on education for real-world achievement." The main heading is "Step 4: Complete Login". Below this, it lists three steps: "1. Enter the 14 character password you created when you logged in to TechWeb for the first time.", "2. Call the ITS helpdesk at 541-885-1470 to reset your password if you have forgotten it.", and "3. You will be prompted to enter a code for multifactor authentication." To the right is a "Sign in with your Oregon Tech account" form with fields for "Oregon Tech Email (eg. jsmith@oit.edu)" and "Password", a "Sign In" button, and a "Forgot your password?" link. Below the form is a "New/Current Students" section with "Overview" and "Password" instructions.

5. Payment Dashboard

The screenshot shows the Oregon Tech Dual Credit Payment Dashboard. At the top, it says "Oregon TECH DUAL CREDIT" and "Hands-on education for real-world achievement." The main heading is "Step 5: Payment Dashboard". Below this, it lists "1. Select 'Make a payment.'" To the right is a "Gale Bloom" account summary showing a balance of "\$0". Below this is a "Summary" section with a "View all" link. Under "Available items", there are two buttons: "Student Account Payments" and "Transcript Request Payments". A "Make a payment" button is at the bottom right.



OREGON TECH TUITION PAYMENT OPTIONS cont.

6. Complete Payment

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Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select "Checkout" on the bottom right of the page.

Balance sheet	Balance	Amount
Balance	\$1300.00	
Payment		\$1300.00
Total	\$1300.00	

Available items	Amount
Student Housing Application	\$200.00
Housing Confirmation Payment	\$200.00
Housing Payment	\$100.00
Transportation Parking	\$100.00

Checkout

7. Choose Payment Method

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Step 7: Choose Payment Method

Credit Card Payment Screen
NOTE: Credit/Debit Card payments incur a 2.75% service fee.

Bank Account Payment Screen

8. Service Charge

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Step 8: Service Charge

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click "Continue."

Service charge
\$1.70

Acknowledging that I have read and accept the 2.75% (2023-2024) fee of the Payment System fee, I am approving and understanding that the Payment System will charge a service charge of \$1.70 for the use of Payment System fee.

Continue



OREGON TECH TUITION PAYMENT OPTIONS cont.

9. Confirm Payment Details & Payment Confirmation/Receipt

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Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.

Last Step! Let's make sure we have your correct information.

Class	Amount
Spring 2018 BSC118/BS117/BS116/BS115/BS114/BS113/BS112/BS111/BS110/BS109/BS108/BS107/BS106/BS105/BS104/BS103/BS102/BS101/BS100/BS99/BS98/BS97/BS96/BS95/BS94/BS93/BS92/BS91/BS90/BS89/BS88/BS87/BS86/BS85/BS84/BS83/BS82/BS81/BS80/BS79/BS78/BS77/BS76/BS75/BS74/BS73/BS72/BS71/BS70/BS69/BS68/BS67/BS66/BS65/BS64/BS63/BS62/BS61/BS60/BS59/BS58/BS57/BS56/BS55/BS54/BS53/BS52/BS51/BS50/BS49/BS48/BS47/BS46/BS45/BS44/BS43/BS42/BS41/BS40/BS39/BS38/BS37/BS36/BS35/BS34/BS33/BS32/BS31/BS30/BS29/BS28/BS27/BS26/BS25/BS24/BS23/BS22/BS21/BS20/BS19/BS18/BS17/BS16/BS15/BS14/BS13/BS12/BS11/BS10/BS9/BS8/BS7/BS6/BS5/BS4/BS3/BS2/BS1/BS0	\$63.35

Pay \$63.35

Oregon TECH DUAL CREDIT Hands-on education for real-world achievement.

Step 10: Payment Confirmation

1. Your payment is complete!

A receipt has been sent to your email address.

\$63.35

Thank you for your payment

You have a remaining balance of \$0

The payment receipt #40158 was sent to: karissa.sultan@oit.edu

PAYMENT BY MAIL

Make Check Payable to:
Oregon Institute of Technology

Mail To:
Attention: Cashier
Oregon Institute of Technology
3201 Campus Dr.
Klamath Falls, OR 97601 – 8801

(Please include Oregon Tech student ID 918-xx-xxxx with all payments)

TUITION WAIVER

- Complete Free/Reduced Lunch Tuition Waiver form - https://oit.co1.qualtrics.com/jfe/form/SV_eG5Tqjvvr9JCfo9
- Complete COVID-19 Tuition Waiver Form - https://oit.co1.qualtrics.com/jfe/form/SV_4OviEuX4BnMzQ3j



STUDENT RIGHTS

Now that you are officially registered for a dual credit course, there are some important differences to note when entering the college space at your high school. Understanding the differences between college and high school is an integral part of dual credit programming. Here are some student rights that you should note:

1. You have a right and access to your student record and academic transcript with Oregon Tech. Your parents/guardians will not have access to this record unless you have completed a FERPA consent form or completed proxy access to release your account information to your parent or guardian. (See more information on FERPA below)
2. You are considered a non-admit student at Oregon Tech and will have the right to access academic resources through Oregon Tech. This includes our Library resources.
3. You have a right to the protection of confidential personal and academic records that are maintained in compliance with Family Educational Rights and Privacy Act of 1974 and applicable Administrative Rules.

Oregon Tech's Student Code of Conduct: Student Rights and Responsibilities handbook is available for review. FERPA Resources and contacts are available to dual credit students.

PROXY ACCESS

Oregon Tech has multiple ways for parents to receive access to student records. One way is through our FERPA consent form. Proxy Access is another way for parents to access a student's account information. A high school student is considered a college student when they register for dual credit. As such, Oregon Tech must abide by FERPA standards and will be unable to share account information with parents unless the student goes through an additional process to grant parents access. The proxy access allows a student to give someone (usually a parent, guardian, or spouse) read-only access to designated areas of your student information, including:

- Transcripts
- Final grades
- Tax information
- Registration
- Financial Aid

Students maintain complete control over proxy relationships. They are able to set them up, reset their passwords, change or delete their access, and send them messages detailing the access they have been given.

PROXY ACCESS INSTRUCTIONS

1. Log into Web for Student
2. Click on the Proxy Menu Tab
3. Click on Proxy Management
4. Click on Add Proxy
5. Fill out the new proxy information, full name and email address
6. Click Add Proxy



PROXY ACCESS INSTRUCTIONS cont.

An email is now sent which includes a link that is sent to the person set up as a proxy. The new guest user must log in to validate their email address, create their own PIN, and fill out their personal information. If the student changes their mind and the proxy has not validated their email address, they can delete the proxy from the system right away. Otherwise, the student will need to wait 24 hours to delete the proxy.

1. Click on the name of the proxy that was just created to expand the section
2. On the Profile Tab, select Guest User as the relationship
3. Fill out a description that is meaningful to you
4. Choose a passphrase (secret password for the proxy to use)
5. Click E-mail Passphrase

An email is now sent notifying the guest user of the passphrase selected. This unique phrase will be required by Oregon Tech offices. When a proxy calls Oregon Tech, the office will validate the passphrase and authorization given by the student.

1. Click on the Authorization Tab
2. Put a check mark in the box next to the pages you wish this person to see

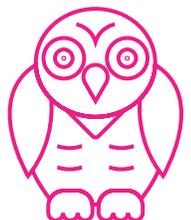
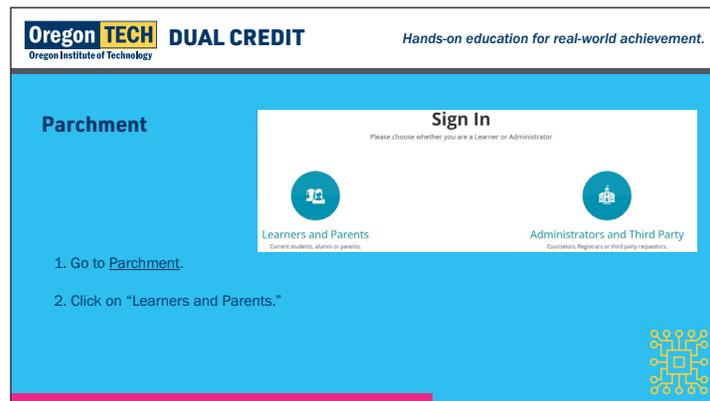
An email is now sent notifying the guest user that he/she has been authorized to see pages and gives them a new URL to log in and see the pages. The guest user will use their email address and PIN they created to gain access to the proxy pages.

If the proxy locks themselves out, they can request a PIN reset by entering their email address and clicking "forgot PIN". The system will then automatically send an email with the PIN verification link and new PIN. The student also has the capability to reset the proxy's PIN. When the student clicks reset PIN in the Proxy Menu, an email is sent to the proxy with the verification link and PIN and a copy of this email is sent to the student.

ORDERING STUDENT TRANSCRIPTS

When you are finished with your dual credit courses and plan to apply to colleges, you will need to order official transcripts from Oregon Tech and have them sent to your college of choice. All students have access to view their unofficial transcripts on TECHweb. See instructions below on requesting official transcripts.

1. Navigate to Parchment



ORDERING STUDENT TRANSCRIPTS cont.

2. Login or Register for Parchment

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Login or Register for Parchment

1. Login to Parchment if you have already created an account.
2. If you haven't created an account yet, you'll need to select "Sign Up" and follow the instructions on the next slide.

Sign In

Email address or username

Password

SIGN IN

[Forgot your password?](#)

[Don't have an account? Sign up](#)

3. Register for Parchment

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

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Register for Parchment

1. Create an account by entering your information as outlined in this image.
2. If you have already registered for parchment, move on to slide 5 to add Oregon Institute of Technology from the parchment dashboard.

First Name Middle Name (Optional) Last Name

I am a parent / legal guardian

Date of Birth

Month Day Year

Highest level of education

None selected

Email

Password

Sign Up

By signing up you agree to the Parchment terms of use and privacy policy.

4. Verify your email address

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

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Verify your email address

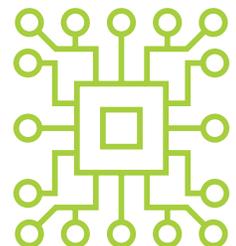
1. Check the email address you provided for a message from Parchment.
2. Follow instructions to verify your email.

Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

Verify your email address OR enter your verification code: cINrfl

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team



ORDERING STUDENT TRANSCRIPTS cont.

5. Add Oregon Institute of Technology

DUAL CREDIT
Oregon Institute of Technology

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Add Oregon Institute of Technology

1. If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to "Add Another School or Organization you Attended." If Oregon Institute of Technology is not on your list, choose that option.
2. After you add Oregon Institute of Technology, you'll see an option to Order your Transcript. Click the green "Order" button on your dashboard.

6. Search for Oregon Institute of Technology

DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Search for Oregon Institute of Technology

1. After selecting the "Add Another School or Organization you Attended" button, you'll search for Oregon Institute of Technology and choose the option "College/Undergraduate."

Add Your School or Organization

Run a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

[Advanced Search](#)

School/Organization	Location	Type	Add
Oregon Institute of Technology	Klamath Falls, OR, US	College/Workplace	<input checked="" type="button" value="Add"/>
Oregon Institute of Technology	Klamath Falls, OR, US	College/Undergraduate	<input type="button" value="Add"/>
Georgia Institute of Technology - Campus	Atlanta, GA, US	College/Undergraduate	<input type="button" value="Add"/>

7. Order Transcripts

DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Order Transcripts

1. If you are still taking dual credit classes, select "currently enrolled."
2. If you are no longer taking dual credit classes with Oregon Tech, select "not currently enrolled."
3. Enter the first year you started taking dual credit classes.
4. Enter the year you graduated high school.
5. Enter your Oregon Tech ID number.
6. Enter the last 4 digits of your SSN.
7. Verify your name and click confirm.

Oregon Institute of Technology

Which do you currently identify as?

Am currently enrolled

Not currently enrolled

What year did you start taking dual credit classes?

What year did you graduate high school?

Your Oregon Tech ID Number

Your last 4 SSN

Please verify your name while ordering

Oregon Tech student
 Other (Name on transcript or student name)

CONFIRM

(OR) (Name on transcript or student name)



ORDERING STUDENT TRANSCRIPTS cont.

8. Select Destination

Oregon TECH DUAL CREDIT
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Select Destination

1. You can search for colleges or high schools in the search bar or request that your transcripts be sent directly to you or another individual (i.e. your high school counselor).

Set Delivery Destination CANCEL X

Your order will be sent from Oregon Institute of Technology to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

9. Sending Transcripts to an Individual

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

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Ordering transcripts to be sent to an individual

1. You can request a copy of your transcript be sent to an individual by entering the name of the person/organization you want it to be sent to and the recipient's email.

RECIPIENT INFORMATION

School Name, Business, Person, or Your Name

Recipient's Email

Retype Email

Continue

Example: You may enter your high school's name and your high school counselor's email to request copies of your transcript be sent to them.

10. Consent to Credentials

Oregon TECH DUAL CREDIT
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Consent to Credentials

1. Sign your name in the signature block.

2. Enter your first and last name.

3. Check the box to certify that you are the person signing.
**Please note the cost of your transcript on this page.*

4. Click "Continue."

5. Follow prompts on following pages to complete payment.

Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X

Type full name as signed above

First Name Middle Name Last Name

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

