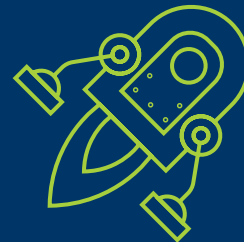
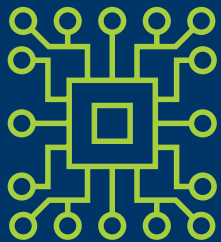


# REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.



## Step 1: TECHweb Login

1. Go to [techweb.oit.edu](http://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**.

The screenshot shows the Oregon Tech login page. Two yellow callout boxes point to the login fields. The first callout points to the 'Oregon Tech Email' field and contains the text: 'Preferred name.lastname Example: john.doe@oit.edu'. The second callout points to the 'Password' field and contains the text: 'Initial Password = Hootie+918# Example: Hootie918123456'. The login page itself has the Oregon Tech logo at the top, followed by the text 'Sign in with your Oregon Tech account'. Below this are two input fields: 'Oregon Tech Email (e.g. john.doe@oit.edu)' and 'Password'. A blue 'Sign in' button is located below the password field. A link for 'Forgot your password?' is also visible. Below the login fields, there is a section for 'New/Current Students' with sub-sections for 'Username' and 'Password', providing detailed instructions on the required format for each.

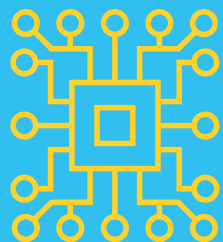
### **First Time Login Example:**

**Oregon Tech ID:** 918XXXXXX

**Student Name:** John Doe

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

**Password:** Hootie918xxxxx



## Step 2: Register for Courses

1. After entering TECHweb, click “Register for Courses.”



## Step 3: Race & Ethnicity Prompt

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

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 - Mienh		<input type="checkbox"/> Pacific Islander - Tongan	<input type="checkbox"/> Middle Eastern - Hazara
<input type="checkbox"/> American Indian - Paiute	<input type="checkbox"/> Asian - Other			<input type="checkbox"/> Middle Eastern - Iranian
<input type="checkbox"/> American Indian - Paiute (Burns OR)	<input type="checkbox"/> Asian - Pakistani			<input type="checkbox"/> Middle Eastern - Iraqi
<input type="checkbox"/> American Indian - Siletz	<input type="checkbox"/> Asian - Thai			<input type="checkbox"/> Middle Eastern - Israeli
<input type="checkbox"/> American Indian - Sioux	<input type="checkbox"/> Asian - Vietnamese			<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

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**RELEASE: 8.7**

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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 09/28/22-12/16/22 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 5: Select desired term

1. Select “I confirm agreement - proceed to registration.”

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](#)

2. Click “Register, Add or Drop Classes.”

### 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 6: Enter Registration PIN

1. Enter Dual Credit PIN.
2. Dual Credit PIN \*hstud
3. Make sure to use \*  
(asterisk before hstud).
4. 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**.

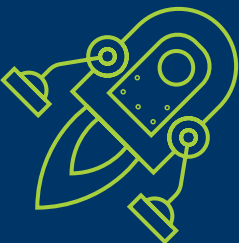
Please **NOTE** that Advisor PINs are case sensitive and lower case is required for alphabetic Advisor PINs.

**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:



## Step 7: 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/dual-credit-enroll](http://www.oit.edu/dual-credit-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											
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Submit Changes Class Search Reset





## Step 8: 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 #.

**\*Final step is to complete payment...**

The screenshot shows the Oregon TECH website interface. At the top, there is a navigation menu with links for Main Menu, Employee, Financial Aid, Personal Information, Student, and Proxy Menu. Below this, there are links for BACK, SITE MAP, HELP, and EXIT. The main heading is "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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