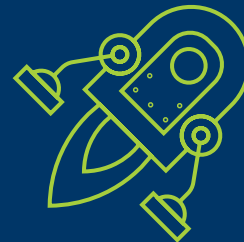
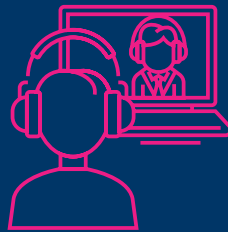
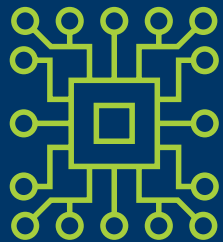


TECHweb for Dual Credit Teachers

Login Instructions

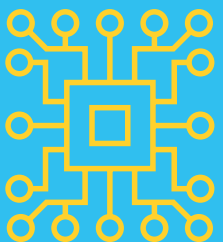
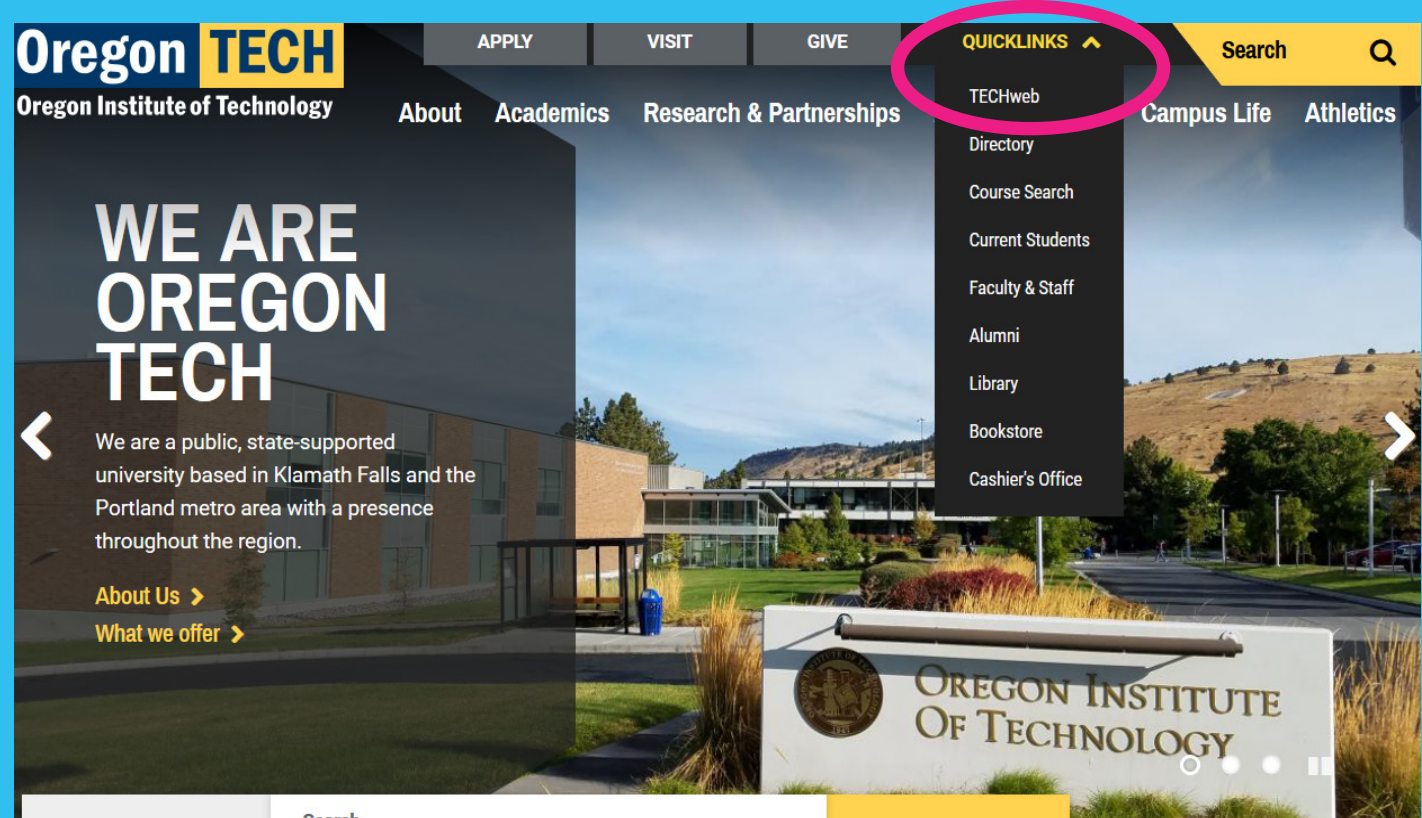


Step 1: Go to Oregon Tech Website

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

Navigate to Quick Links

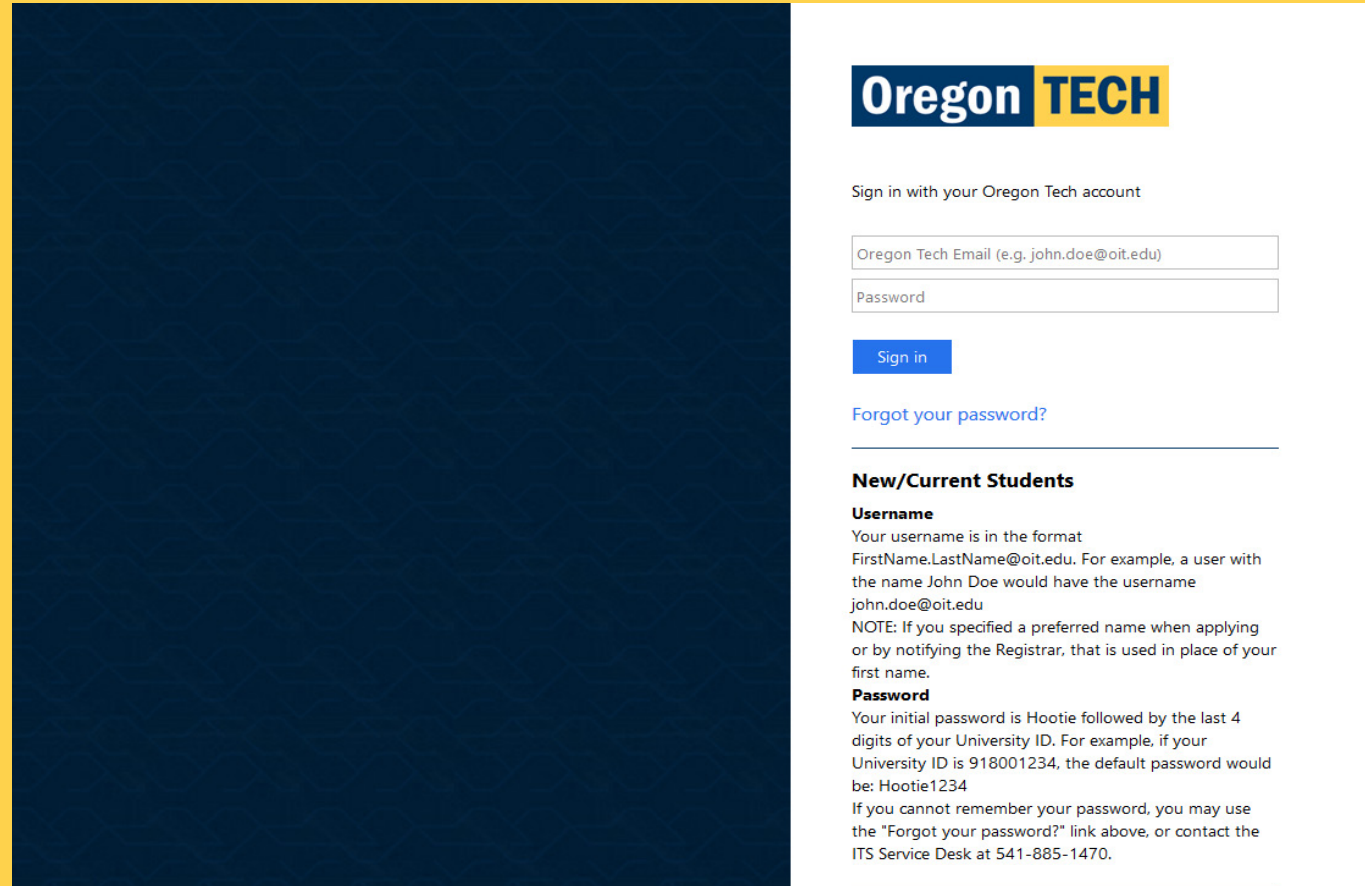
Navigate to TECHweb



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 left. Below the logo, there is a heading "Sign in with your Oregon Tech account". Underneath, 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 password field. A link for "Forgot your password?" is located below the sign in button. A horizontal line separates the login section from the "New/Current Students" section. The "New/Current Students" section includes a "Username" heading, a note about the username format (FirstName.LastName@oit.edu), and a "Password" heading with instructions on how to determine the password based on the University ID.

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 shows 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 is 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'. Below the menu items, there is a dark blue horizontal line, followed by the text 'RELEASE: 8.9.OIT'. At the bottom, there is a copyright notice: '© 2020 Ellucian Company L.P. and its affiliates.'



Choose Appropriate Term

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



The screenshot shows a web application interface. At the top, there is a yellow bar with the text "Term :202002" on the left and "Student: Not Selected" on the right. Below this bar is a navigation menu with five tabs: "Main Menu", "Employee", "Faculty", "Finance", and "Personal Information". The "Faculty" tab is currently selected and highlighted in blue. Below the navigation menu, the main content area is titled "Web for Faculty Menu". Underneath this title, there are two links: "Faculty Menu" and "Advisor Menu", both in purple text. At the bottom of the page, there is a footer that reads "RELEASE: 8.9.OIT" and "© 2020 Ellucian Company L.P. and its affiliates." Two blue arrows are overlaid on the screenshot: one points from the left towards the "Term" field, and another points from the left towards the "Faculty Menu" link.




Select Final Grades



Term :202002 Student: Not Selected

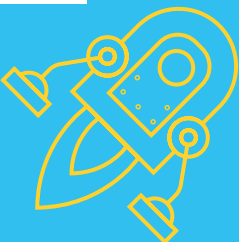
Main Menu Employee **Faculty** Finance Personal Information

Faculty Menu

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

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Enter Grades (within the grading window)

1. Click “Select a CRN” to choose which class you are entering grades for.
2. Click “Final Grades” after you have selected your CRN.
3. Enter grades for each student.

Term :202002 Student: Not Selected

[Main Menu](#) [Employee](#) [Faculty](#) [Finance](#) [Personal Information](#)

Final Grades Menu

[Select a CRN](#)
[Final Grades](#)
[Grade Change Request Form](#)

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Entering Grades (outside of the grading window)

1. Click “Select a CRN” (Reminder: be sure you have selected the appropriate term)
2. Click “Grade Change Request Form”
3. Submit grade change requests for each of your students.

Can't figure out the grade change request?
You can submit your grades via an encrypted email to Nicole.Ayers@oit.edu

Term :202002 Student: Not Selected

Main Menu Employee **Faculty** Finance Personal Information

Final Grades Menu

Select a CRN
Final Grades
Grade Change Request Form

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