Oregon TECH

Oregon Institute of Technology

REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.

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2025-192677_Jan25

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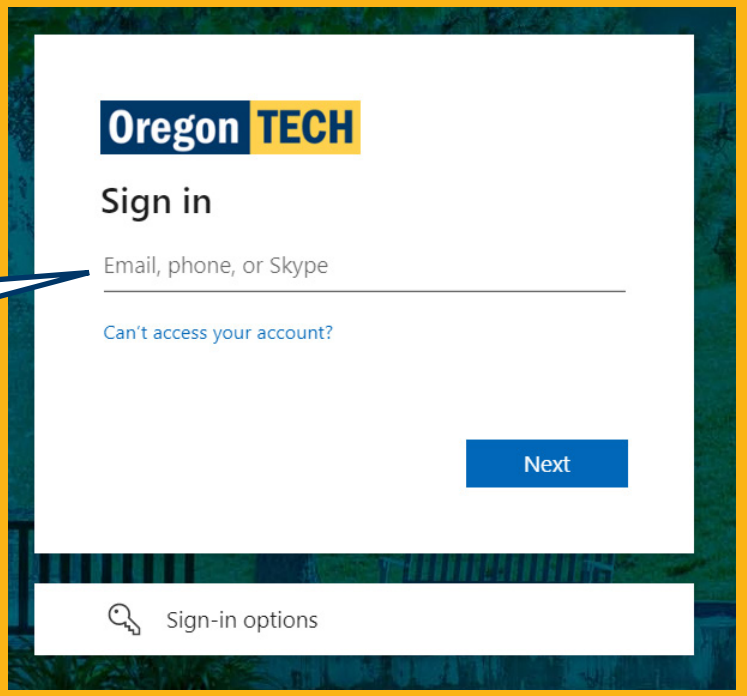
Step 1: TECHweb Login

1. Go to techweb.oit.edu.

2. Email = **“preferredname.lastname@oit.edu”**

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



First Time Login Example:

Student Name: John Doe
Email: john.doe@oit.edu

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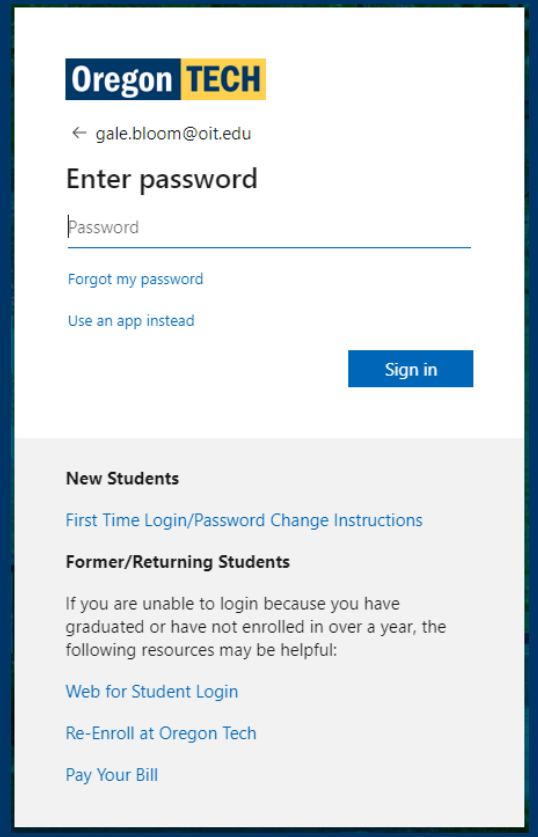
Step 2: Enter Password

1. Password for first time login = **Hootie + 9 digit student ID number** (this is your 918#)

2. If you have previously logged in, use the password you created.

3. Having trouble logging in?
   Call 541-885-1470.



First Time Login Example:

Oregon Tech ID: 918xxxxx
Password: Hootie918xxxxx

NOTE: Passwords expire after 365 days

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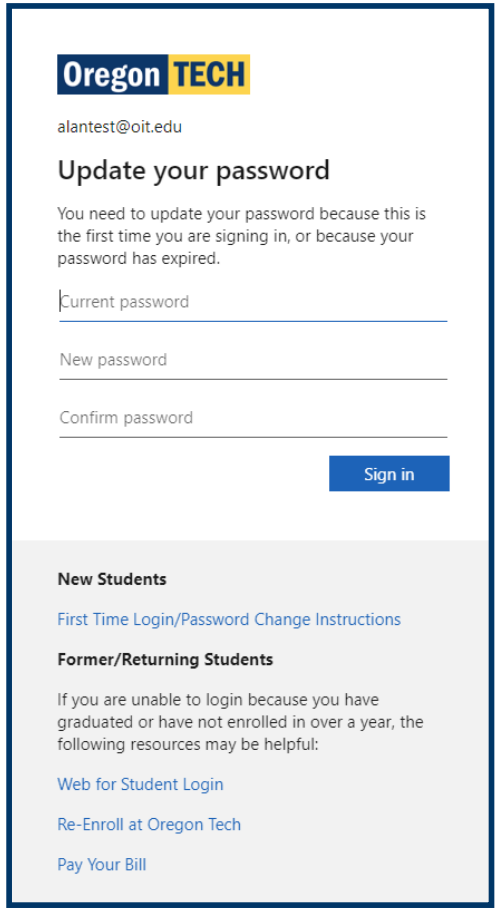
Step 3: Update your Password

1. Enter your current password (the one that you used in Step 2)

2. Enter a new password that you will remember.

Password Requirements:

1. At least 14 characters
2. At least one uppercase letter.
3. At least one lowercase letter.
4. At least one number.
   Your password cannot contain your first name/ last name/or preferred name.
5. It cannot be one of the previous 2 passwords that you have used.



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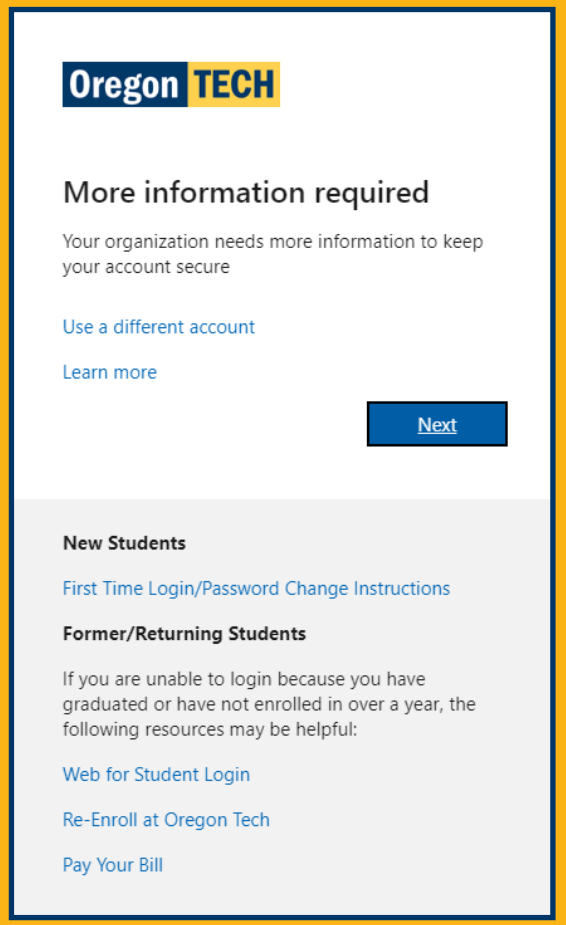
Step 4: More Information Required

1. Click on **"Next"** to continue on.



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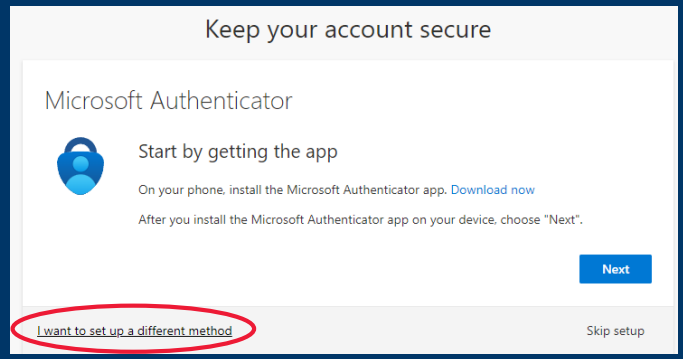
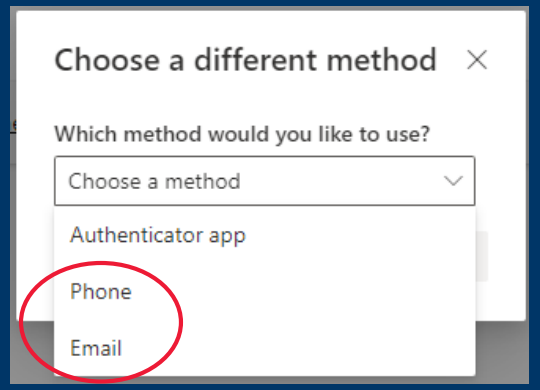
Step 4: More Information Required (cont.)

1. On the "Microsoft Authenticator" screen, select **"I want to set up a different method"**.

2. Select **"Phone"** or **"Email"** from drop down selection on "Choose a different method" window.

   Do not select "Authenticator App."





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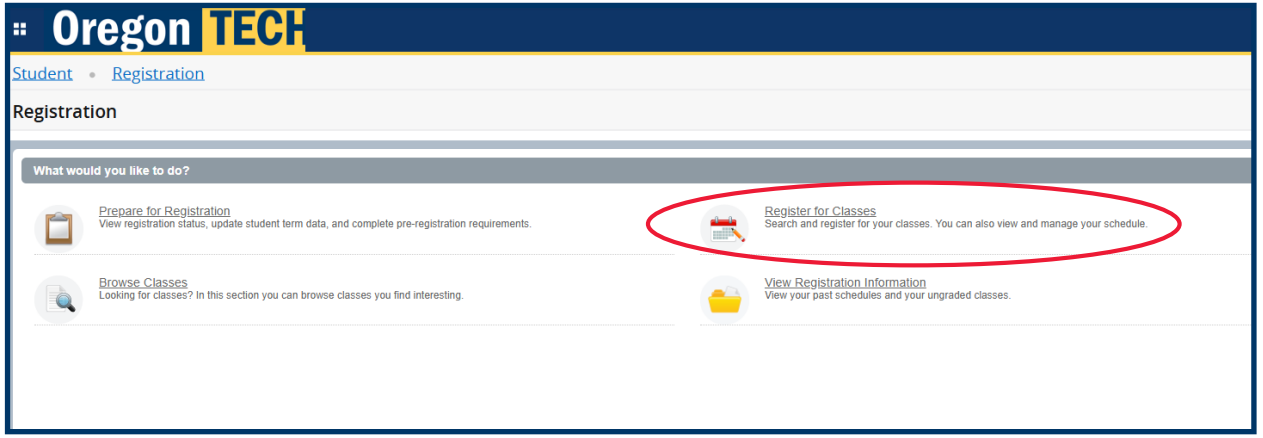
Step 5: Registration Screen

1. Navigate to:
   https://reg-prod.ec.oit.edu/StudentRegistrationSsb

2. Click **"Register for Classes"**.



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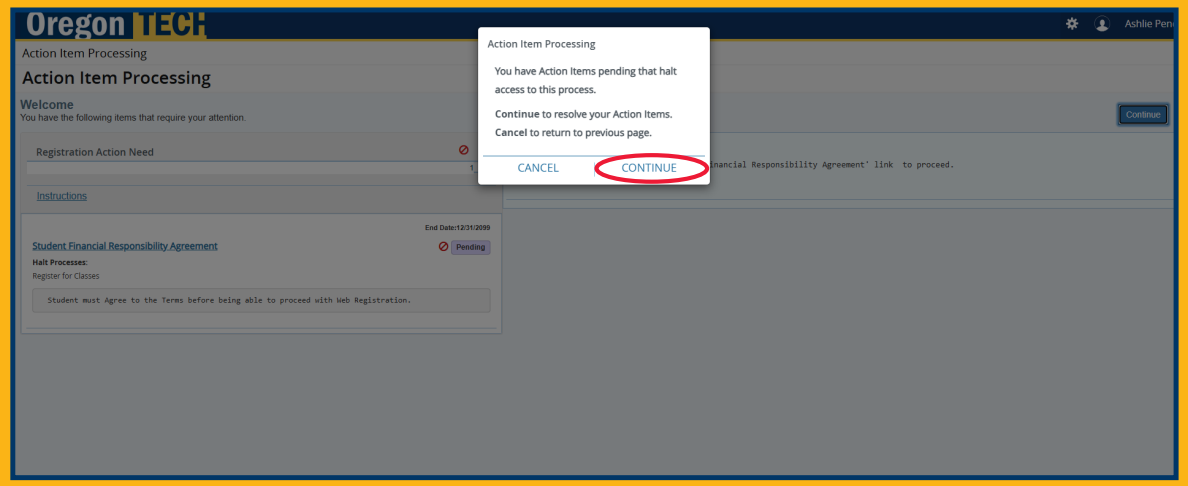
Step 6: Complete the Student Financial Responsibility Agreement

Students will only need to complete the student financial responsibility agreement once. **If you have already completed this step, move on to step 7.**

1. Click **"Continue"** on the Action Item Processing popup box.



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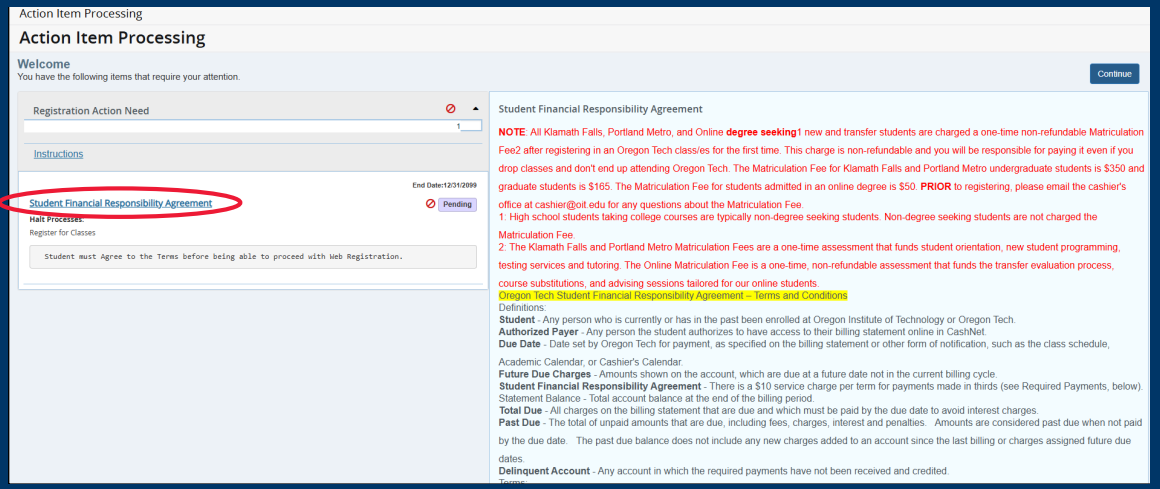
Step 6: Complete the Student Financial Responsibility Agreement (cont.)

2. Click on **"Student Financial Responsibility Agreement"** on the left side to review the agreement language as shown in the screenshot to the right.



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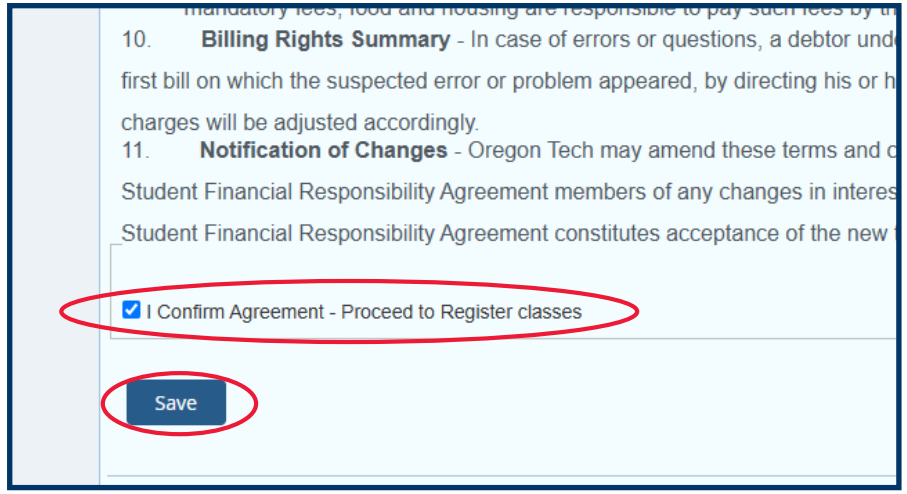
Step 6: Complete the Student Financial Responsibility Agreement (cont.)

3. Scroll to the bottom of the right-hand side and check the box labeled **"I Confirm Agreement - Proceed to Register classes"**.

4. Click **"Save"**.

5. At the top right-hand corner of the page, click **"Continue"**.



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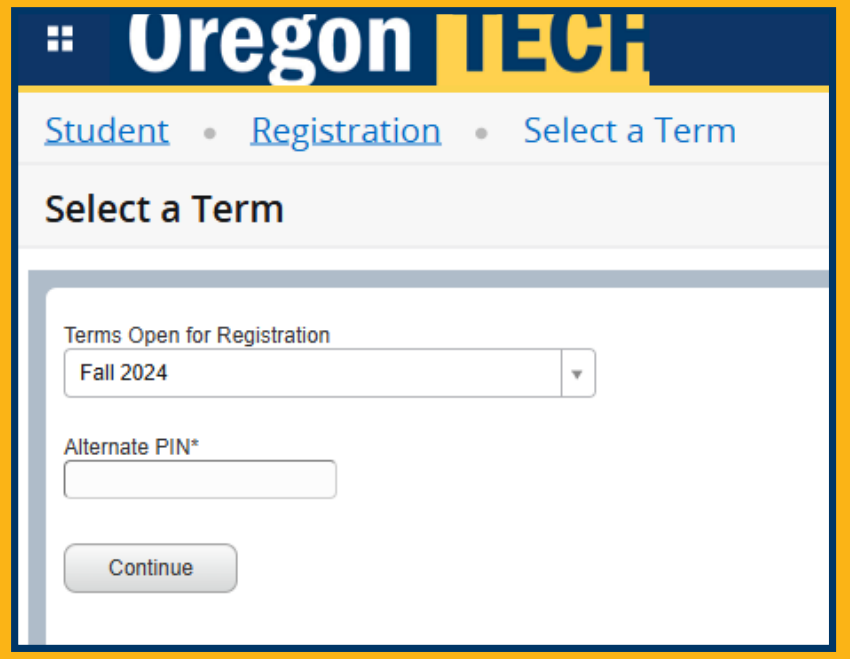
Step 7: Enter Alternate PIN

1. Your PIN is ***hstud**.

   If the above PIN doesn't work, you may try to use the advisor PIN: **newstu**.

   If neither option works, contact **outreach@oit.edu** to request that your PIN be reset.



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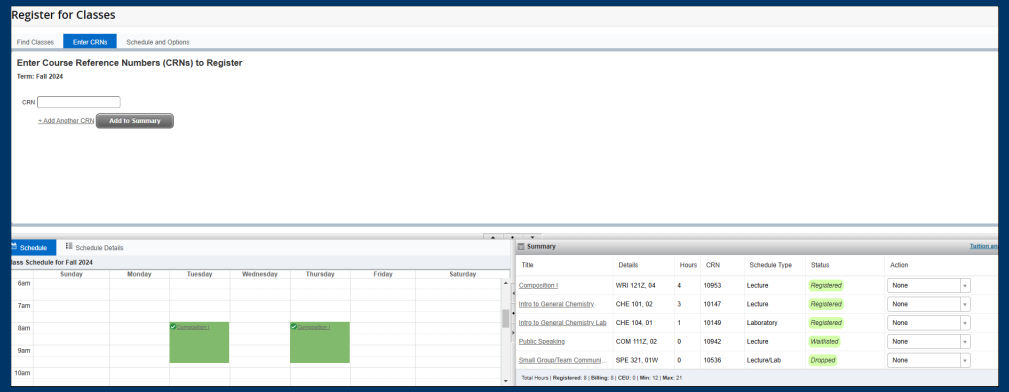
Step 8: Enter CRN - Complete Registration

1. Click on the **"Enter CRN"** tab on the top of the screen. **Do not attempt to search for your class.**

2. Enter your CRN into the CRN field. Click **"Add to Summary"**. You can add all of the classes that you intend to register for.

3. Review **"Course Summary"** on the bottom right of the page. Click **"Submit"** to complete registration.



You are finished when course status reads **"registered"**.

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