



Oregon Institute of Technology

REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.

Oregon's Polytechnic University

Step 1: TECHweb Login

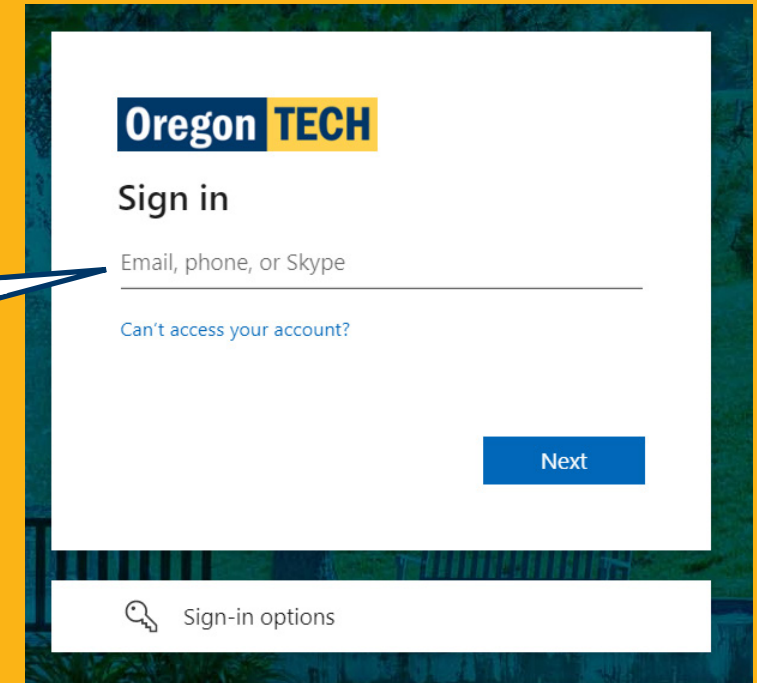
1. Go to techweb.oit.edu.
2. Email = "preferredname.lastname@oit.edu"

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

First Time Login Example:

Student Name: John Doe

Email: john.doe@oit.edu



Oregon **TECH**

Sign in

Email, phone, or Skype

Can't access your account?

Next

Sign-in options

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

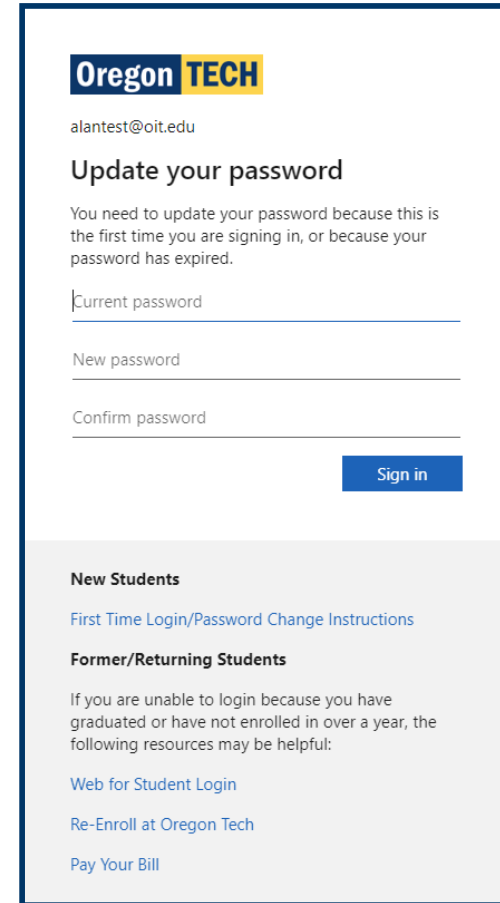
The screenshot shows the Oregon Tech login interface. At the top left is the Oregon TECH logo. Below it is a back arrow and the email address gale.bloom@oit.edu. The main heading is 'Enter password'. There is a password input field with a placeholder 'Password'. Below the input field are two links: 'Forgot my password' and 'Use an app instead'. A blue 'Sign in' button is positioned to the right of the input field. Below the login section, there are links for 'New Students' (First Time Login/Password Change Instructions) and 'Former/Returning Students'. A note for returning students states: 'If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:'. Below this note are three links: 'Web for Student Login', 'Re-Enroll at Oregon Tech', and 'Pay Your Bill'.

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:

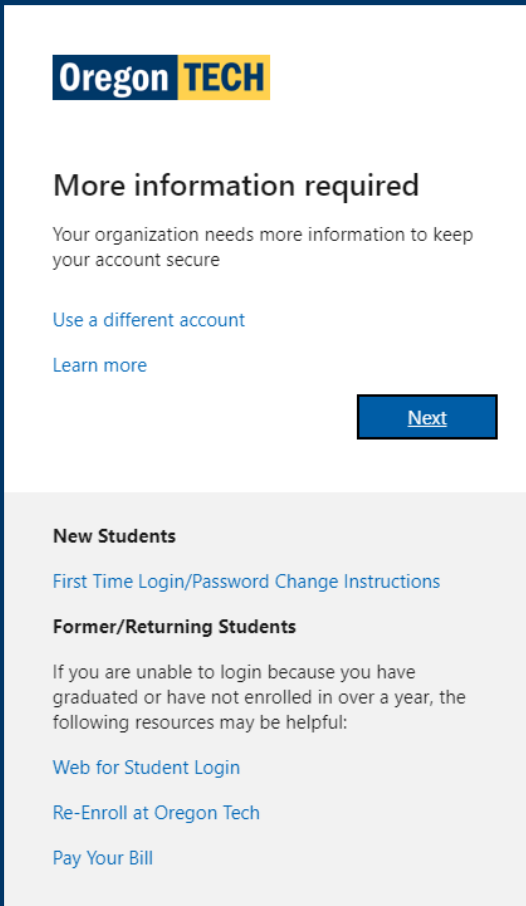
1. At least 14 characters
2. At least one uppercase letter.
3. At least one lowercase letter.
4. At least one number.
Your password cannot contain your first name/
last name/or preferred name.
5. It cannot be one of the previous 2 passwords that
you have used.



The screenshot shows a web page for updating a password. At the top left is the Oregon TECH logo. Below it is the email address 'alantest@oit.edu'. The main heading is 'Update your password'. A message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three input fields: 'Current password', 'New password', and 'Confirm password'. A blue 'Sign in' button is located to the right of the 'Confirm password' field. Below the input fields, there are sections for 'New Students' and 'Former/Returning Students'. The 'New Students' section has a link for 'First Time Login/Password Change Instructions'. The 'Former/Returning Students' section has a message: 'If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:' followed by links for 'Web for Student Login', 'Re-Enroll at Oregon Tech', and 'Pay Your Bill'.

Step 4: More Information Required

1. Click on "Next" to continue on.

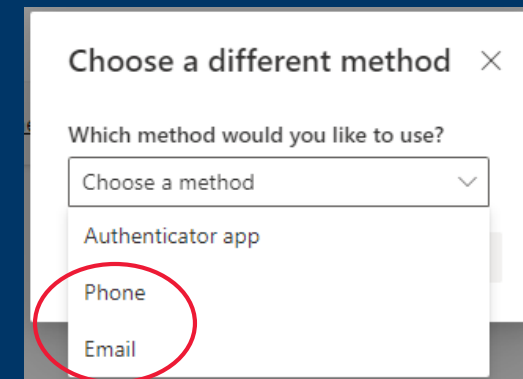
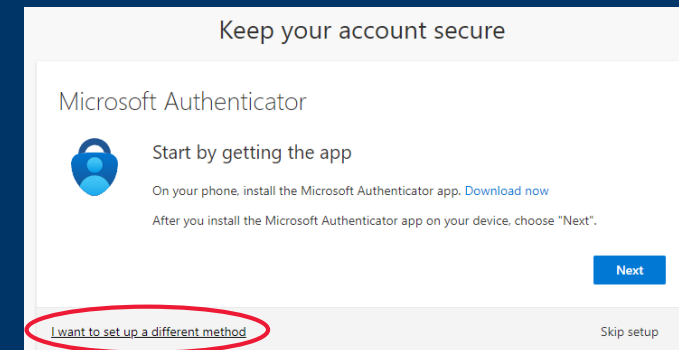


The screenshot shows a web page with the Oregon TECH logo at the top left. Below the logo is the heading "More information required" followed by the text "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is positioned to the right of the "Learn more" link. Below this section is a light gray area with the heading "New Students" and a link "First Time Login/Password Change Instructions". Underneath is the heading "Former/Returning Students" followed by a paragraph: "If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:". There are three links listed: "Web for Student Login", "Re-Enroll at Oregon Tech", and "Pay Your Bill".

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.

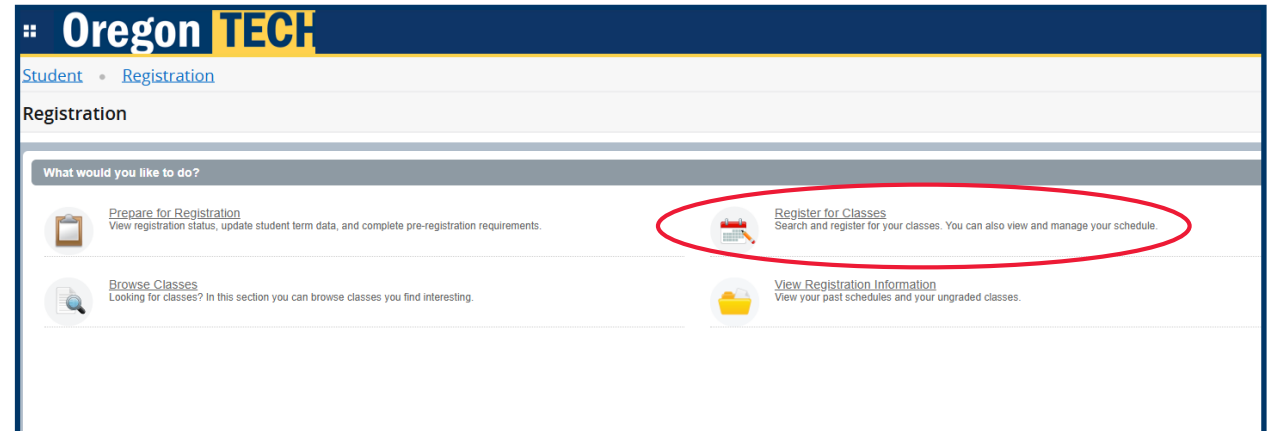
Do not select "Authenticator App."





Step 5: Registration Screen

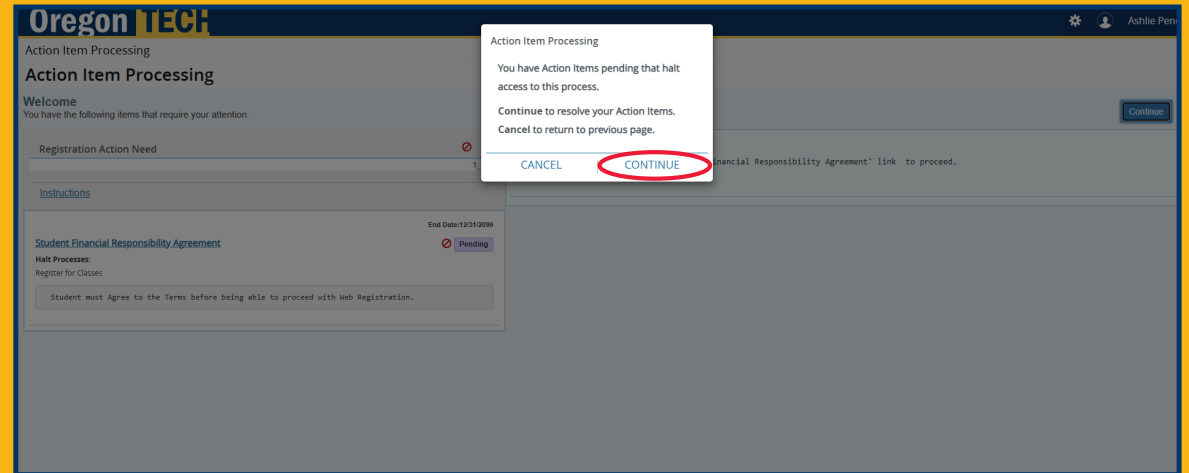
1. Navigate to:
<https://reg-prod.ec.oit.edu/StudentRegistrationSsb>
2. Click **“Register for Classes”**.



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.



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.

The screenshot displays the 'Action Item Processing' interface. On the left, under 'Registration Action Need', the 'Student Financial Responsibility Agreement' is listed and circled in red. Below it, the 'Halt Processes' section shows 'Register for Classes' with a note: 'Student must Agree to the Terms before being able to proceed with Web Registration.' On the right, the 'Student Financial Responsibility Agreement' details are shown, including a 'NOTE' about matriculation fees and a list of definitions for terms like Student, Authorized Payer, Due Date, Future Due Charges, Student Financial Responsibility Agreement, Total Due, Past Due, and Delinquent Account.

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"**.

mandatory fees, food and housing are responsible to pay such fees by a

10. **Billing Rights Summary** - In case of errors or questions, a debtor under the first bill on which the suspected error or problem appeared, by directing his or her charges will be adjusted accordingly.

11. **Notification of Changes** - Oregon Tech may amend these terms and conditions of the Student Financial Responsibility Agreement members of any changes in interest. The Student Financial Responsibility Agreement constitutes acceptance of the new

I Confirm Agreement - Proceed to Register classes

Save

Continue

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.

The screenshot shows the Oregon TECH registration interface. At the top, there is a navigation bar with the Oregon TECH logo and the text "Student • Registration • Select a Term". Below this is a section titled "Select a Term" which contains a dropdown menu labeled "Terms Open for Registration" with "Fall 2024" selected. Below the dropdown is an input field labeled "Alternate PIN*" and a "Continue" button.

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”**.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	WR1 121Z, 04	4	10953	Lecture	Registered	None
Intro to General Chemistry	CHE 101, 02	3	10147	Lecture	Registered	None
Intro to General Chemistry Lab	CHE 104, 01	1	10140	Laboratory	Registered	None
Public Speaking	COM 111Z, 02	0	10942	Lecture	Registered	None
Small Group/Team Communication	SPE 121, 01W	0	10536	Lecture/Lab	Disrupted	None