Oregon TECH

Oregon Institute of Technology

REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.

Oregon's Polytechnic University

2025-193318_Feb25

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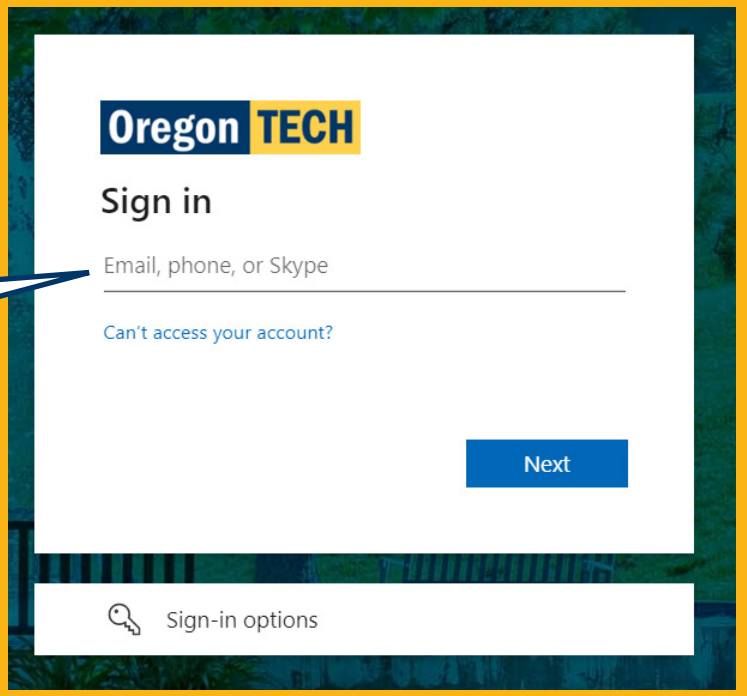
DUAL CREDIT

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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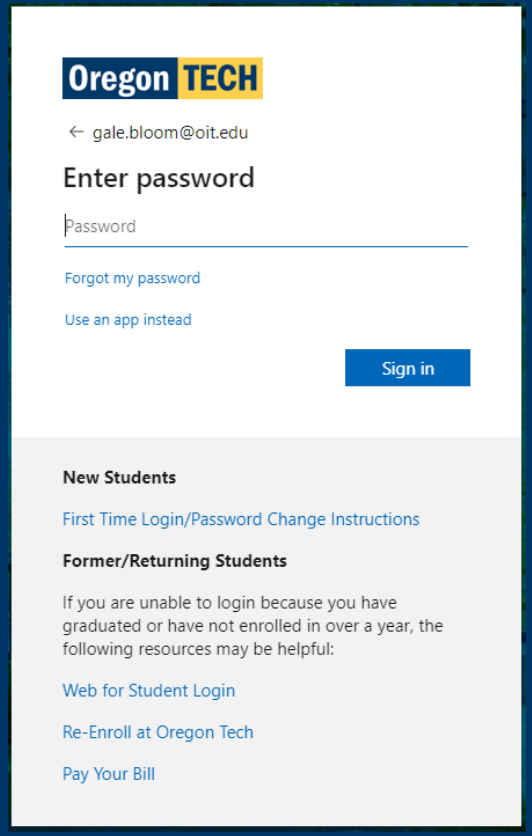
Step 2: Enter Password

1. Enter the password that you created when you set up your account.
2. Click **"Forgot my password"** if you cannot remember your password.
3. Still can't log in? **Call 541-885-1470** for help. Make sure to have your Oregon Tech ID number ready.

NOTE: Passwords expire after 365 days



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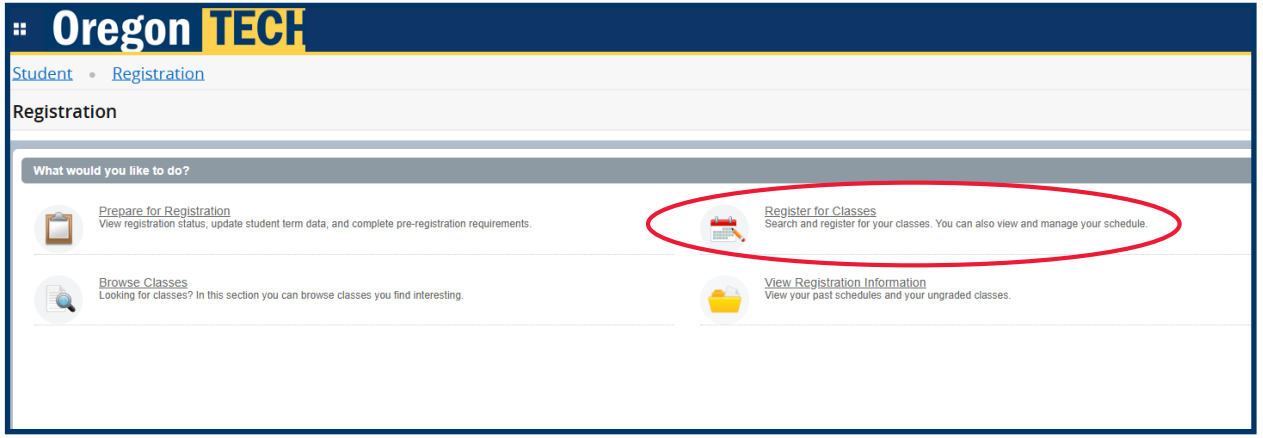
Step 3: Registration Screen

1. Navigate to:
   oit.edu/register-now

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



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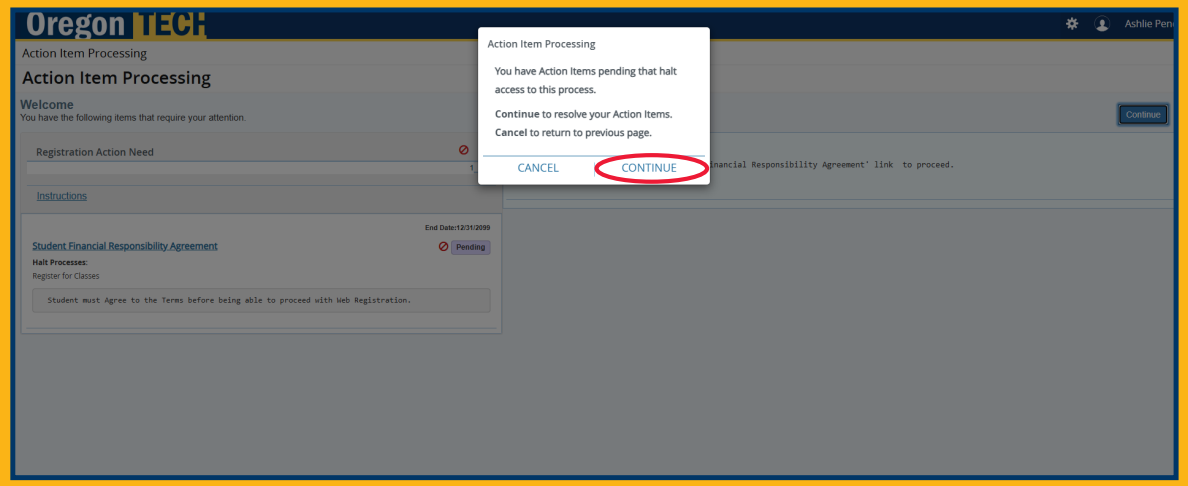
Step 4: Complete the Student Financial Responsibility Agreement

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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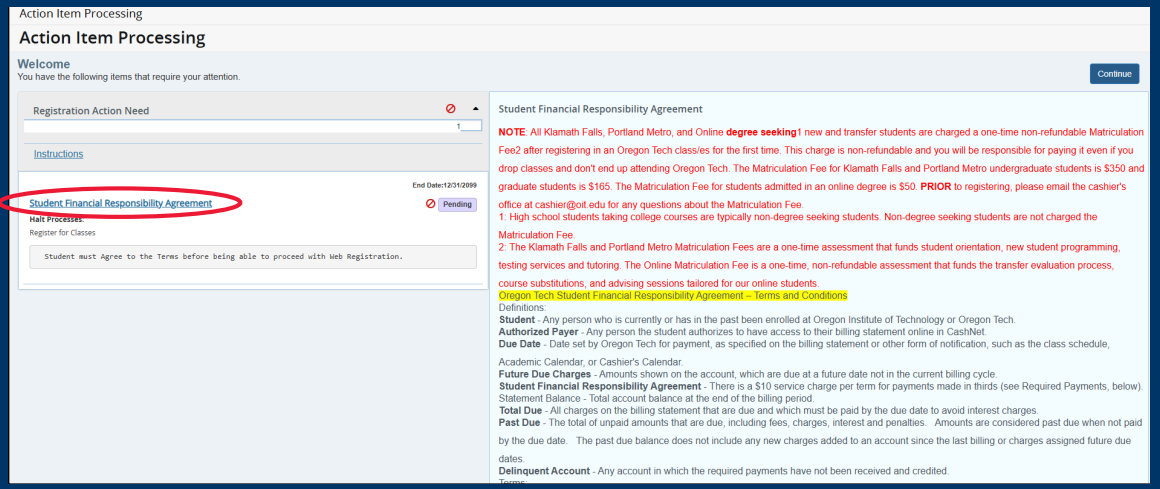
Step 4: Complete the Student Financial Responsibility Agreement (cont.)

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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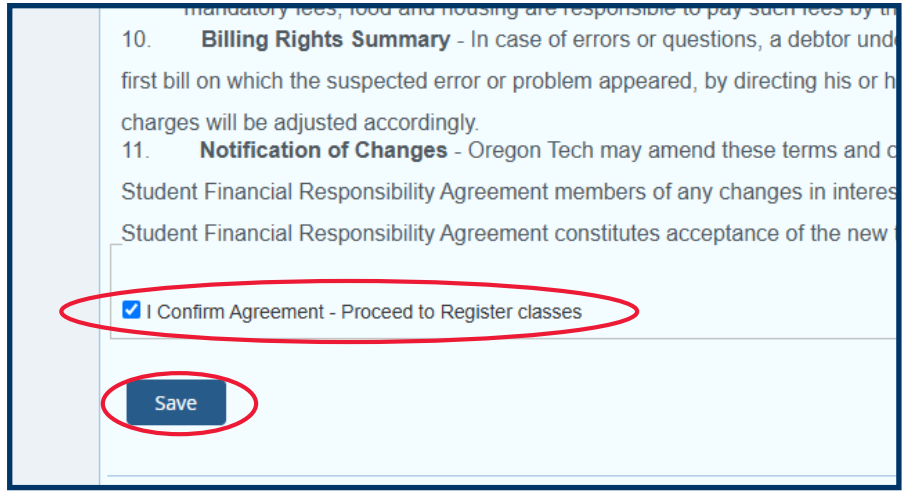
Step 4: Complete the Student Financial Responsibility Agreement (cont.)

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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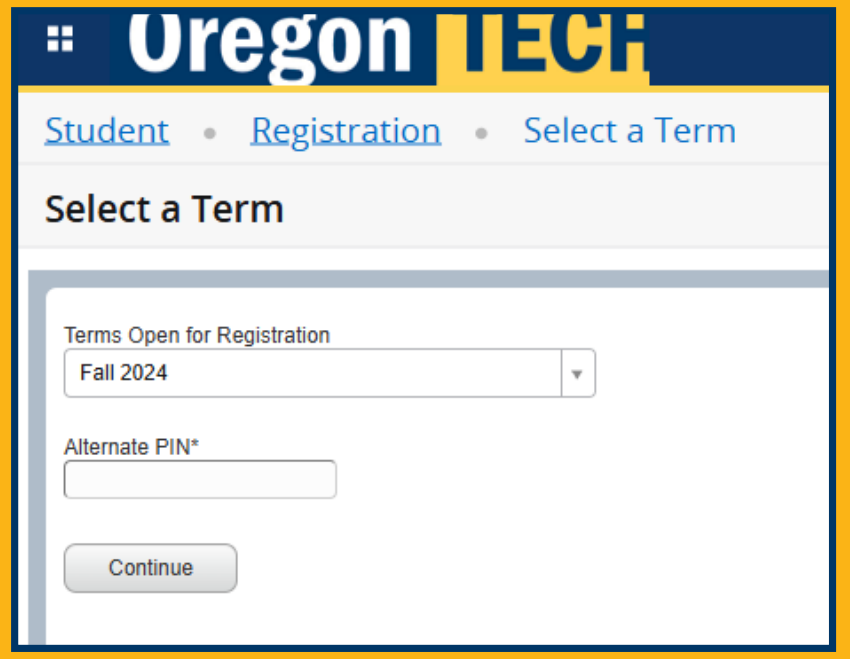
Step 5: Enter Alternate PIN

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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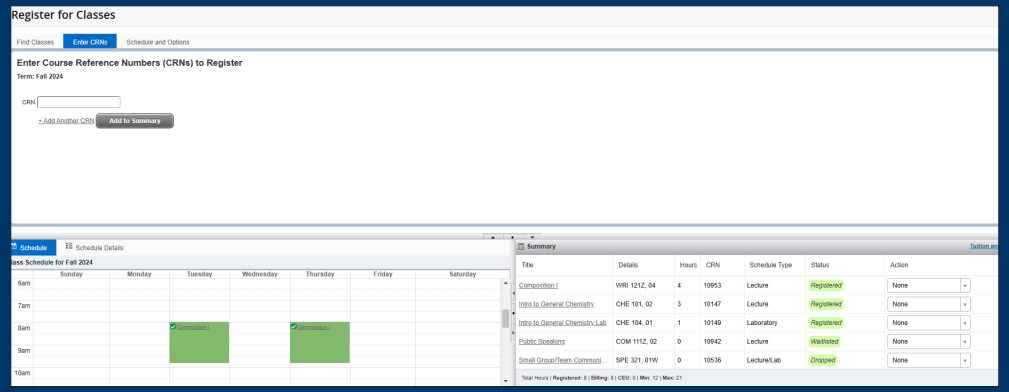
Step 6: Enter CRN - Complete Registration

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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