



**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](http://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?

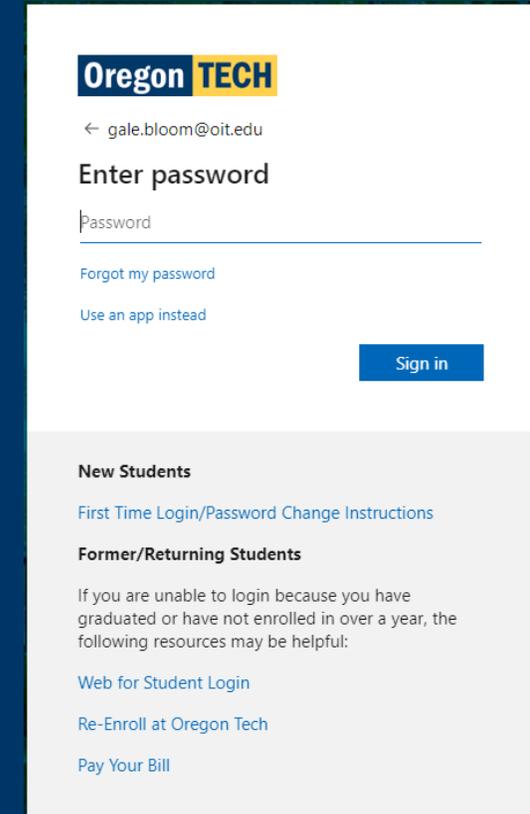
Next

Sign-in options

## Step 2: Enter Password

1. 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

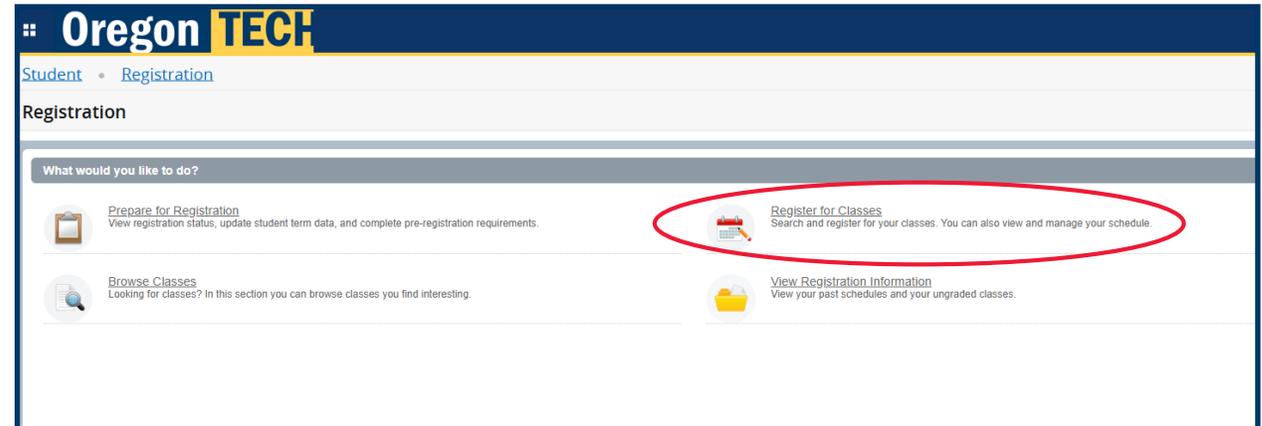


The screenshot shows the Oregon Tech login interface. At the top left is the Oregon TECH logo. Below it is a back arrow and the email address gale.bloom@oit.edu. The main heading is "Enter password". There is a password input field with a placeholder "Password". Below the input field are two links: "Forgot 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 two sections: "New Students" with a link to "First Time Login/Password Change Instructions", and "Former/Returning Students" with a paragraph of text and three links: "Web for Student Login", "Re-Enroll at Oregon Tech", and "Pay Your Bill".

## Step 3: Registration Screen

1. Navigate to:  
[oit.edu/register-now](https://oit.edu/register-now)

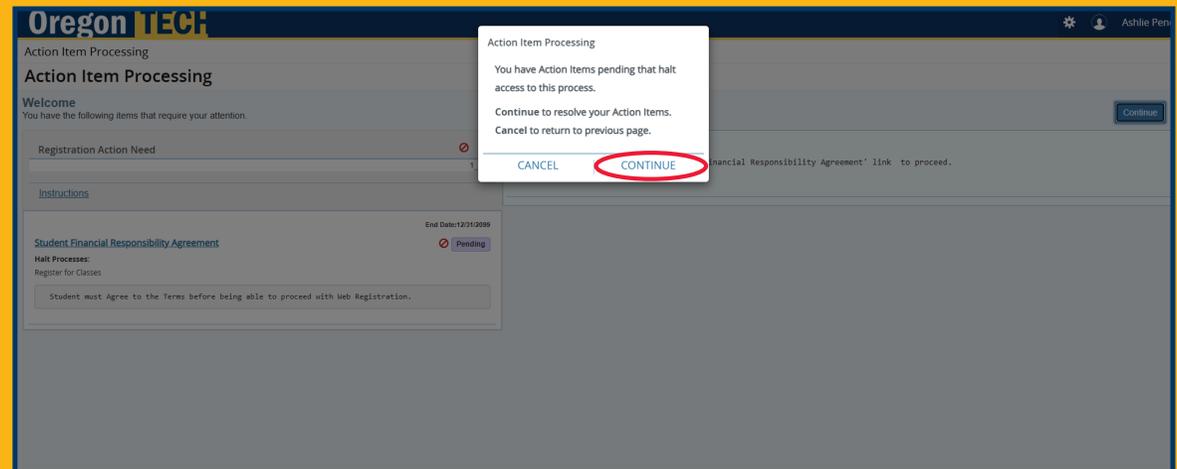
2. Click **“Register for Classes”**.



## 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.



## 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.

The screenshot displays the 'Action Item Processing' interface. On the left, under 'Registration Action Need', the 'Student Financial Responsibility Agreement' is highlighted with a red circle. The right side of the page shows the agreement text, which includes a note about matriculation fees and definitions for terms like 'Student', 'Authorized Payer', and 'Due Date'.

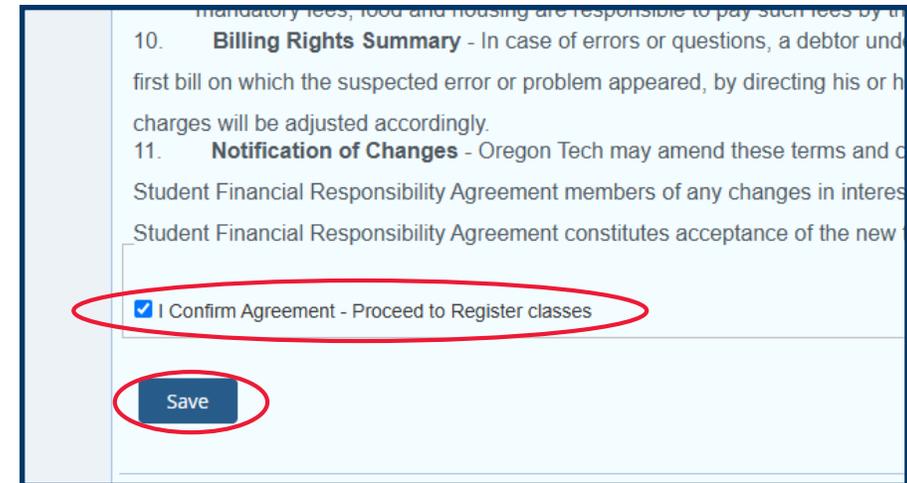
**Action Item Processing**  
**Action Item Processing**  
Welcome  
You have the following items that require your attention. Continue

Registration Action Need 1  
[Instructions](#)  
**Student Financial Responsibility Agreement** End Date: 12/31/2019 Pending  
**Next Processes:**  
Register for Classes  
Student must Agree to the Terms before being able to proceed with Web Registration.

**Student Financial Responsibility Agreement**  
**NOTE:** All Klamath Falls, Portland Metro, and Online **degree seeking** 1 new and transfer students are charged a one-time non-refundable Matriculation Fee2 after registering in an Oregon Tech class/es for the first time. This charge is non-refundable and you will be responsible for paying it even if you drop classes and don't end up attending Oregon Tech. The Matriculation Fee for Klamath Falls and Portland Metro undergraduate students is \$350 and graduate students is \$165. The Matriculation Fee for students admitted in an online degree is \$50. **PRIOR** to registering, please email the cashier's office at cashier@oit.edu for any questions about the Matriculation Fee.  
1 High school students taking college courses are typically non-degree seeking students. Non-degree seeking students are not charged the Matriculation Fee.  
2 The Klamath Falls and Portland Metro Matriculation Fees are a one-time assessment that funds student orientation, new student programming, testing services and tutoring. The Online Matriculation Fee is a one-time, non-refundable assessment that funds the transfer evaluation process, course substitutions, and advising sessions tailored for our online students.  
[Oregon Tech Student Financial Responsibility Agreement - Terms and Conditions](#)  
Definitions:  
**Student** - Any person who is currently or has in the past been enrolled at Oregon Institute of Technology or Oregon Tech.  
**Authorized Payer** - Any person the student authorizes to have access to their billing statement online in CashNet.  
**Due Date** - Date set by Oregon Tech for payment, as specified on the billing statement or other form of notification, such as the class schedule, Academic Calendar, or Cashier's Calendar.  
**Future Due Charges** - Amounts shown on the account, which are due at a future date not in the current billing cycle.  
**Student Financial Responsibility Agreement** - There is a \$10 service charge per term for payments made in thirds (see Required Payments, below).  
**Statement Balance** - Total account balance at the end of the billing period.  
**Total Due** - All charges on the billing statement that are due and which must be paid by the due date to avoid interest charges.  
**Past Due** - The total of unpaid amounts that are due, including fees, charges, interest and penalties. Amounts are considered past due when not paid by the due date. The past due balance does not include any new charges added to an account since the last billing or charges assigned future due dates.  
**Delinquent Account** - Any account in which the required payments have not been received and credited.  
Terms:

## 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"**.



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 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](mailto: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 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”**.

| 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   |