



Oregon Institute of Technology

REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.

Oregon's Polytechnic University

Step 1: TECHweb Login

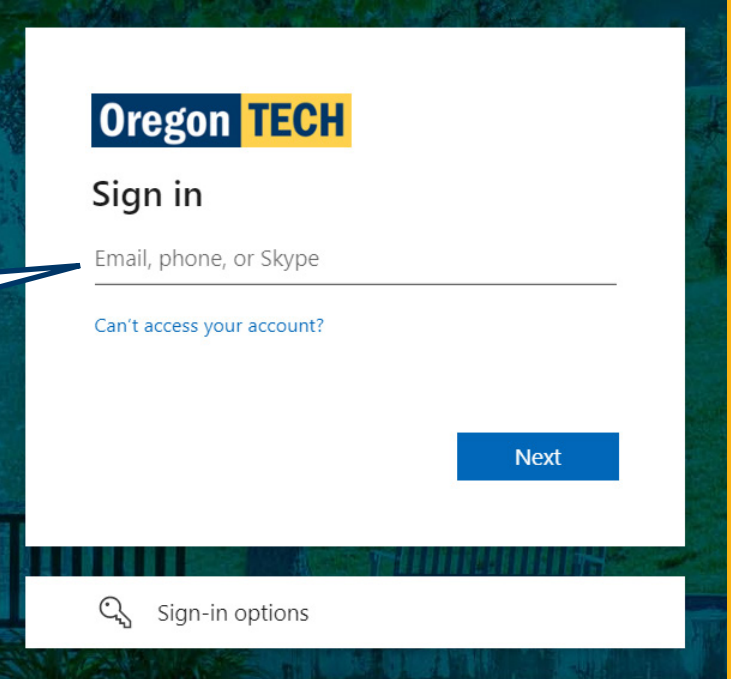
1. Go to techweb.oit.edu.
2. Email = "preferredname.lastname@oit.edu"

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

First Time Login Example:

Student Name: John Doe

Email: john.doe@oit.edu

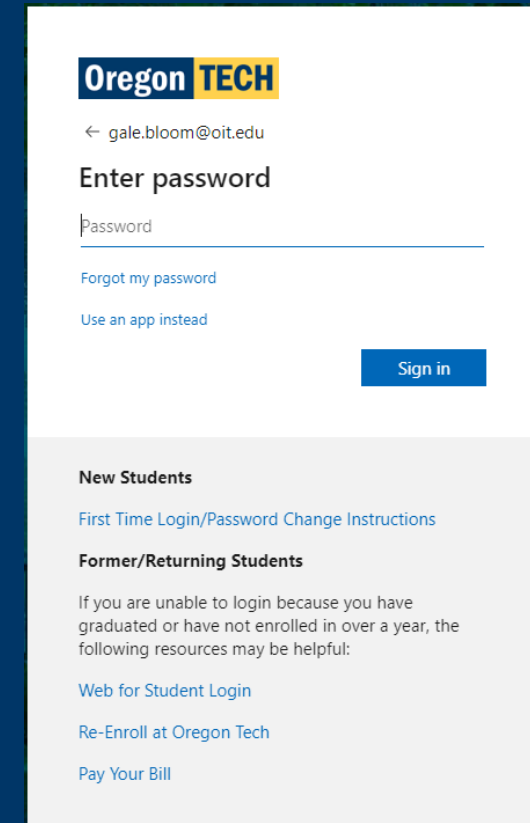


The screenshot shows the Oregon TECH login interface. At the top is the Oregon TECH logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype" with a red underline. Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the very bottom of the page is a section with a key icon and the text "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.

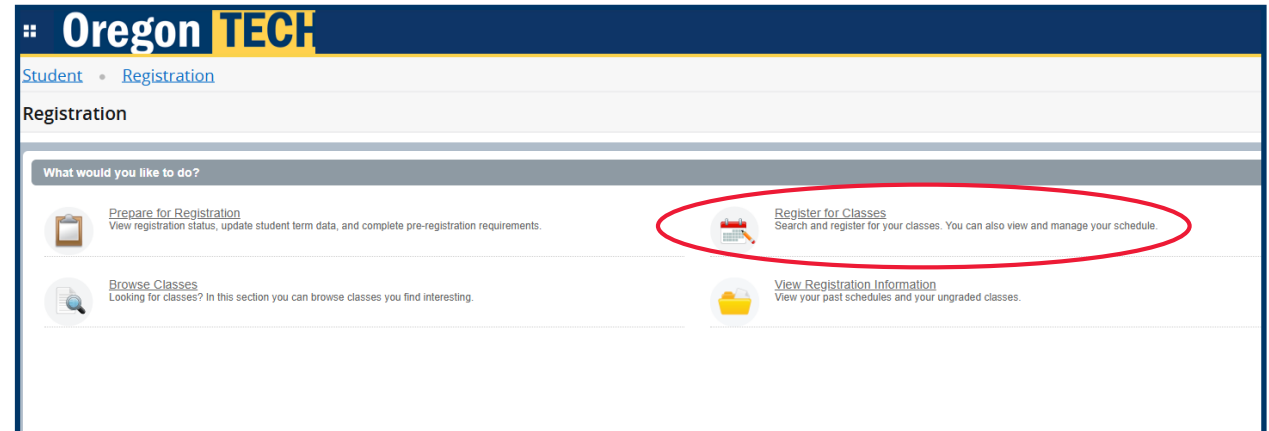
NOTE: Passwords expire after 365 days

A screenshot of the Oregon Tech login interface. At the top 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 field are two links: 'Forgot my password' and 'Use an app instead'. A blue 'Sign in' button is positioned to the right of the password field. The bottom section of the page is titled 'New Students' and contains a link for 'First Time Login/Password Change Instructions'. Below that is a section for 'Former/Returning Students' with a paragraph explaining login issues 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

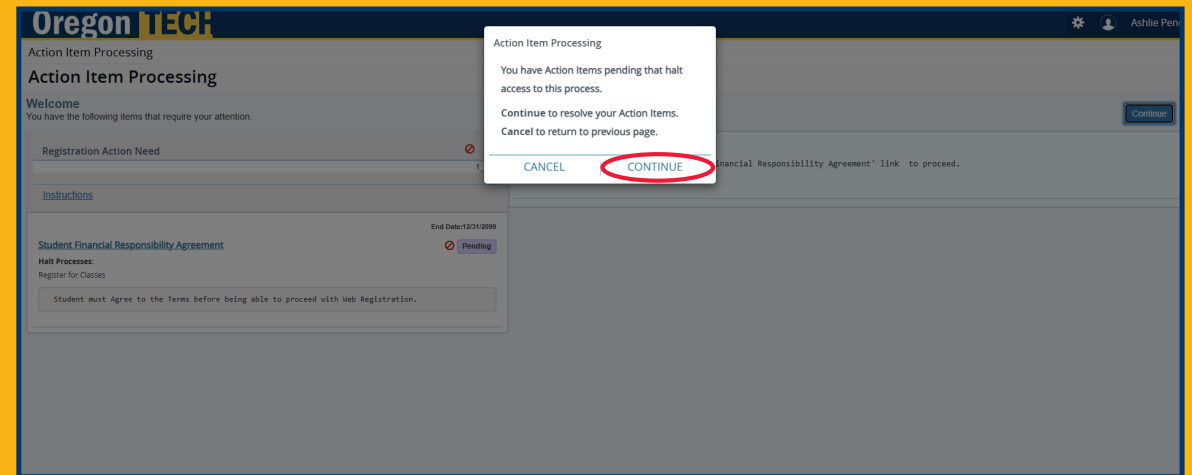
2. Click **“Register for Classes”**.



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 pane shows the agreement text, starting with a 'NOTE' about matriculation fees for new and transfer students. The text continues with details about the matriculation fee, a 'Maturity Date' of 12/31/2099, and a 'Pending' status. The agreement includes definitions for 'Student', 'Authorized Payer', 'Due Date', 'Future Due Charges', 'Student Financial Responsibility Agreement', 'Statement Balance', 'Total Due', 'Past Due', and 'Delinquent Account'.

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

Registration Action Need

Instructions

Student Financial Responsibility Agreement

End Date: 12/31/2099

1

NOTE: All Klamath Falls, Portland Metro, and Online degree seeking 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.

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"**.

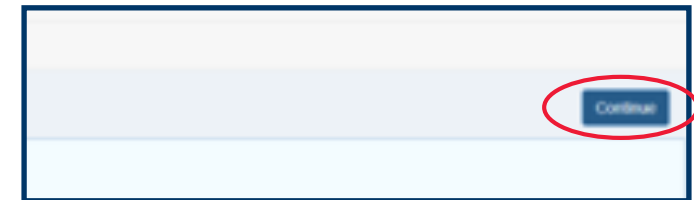


10. **Billing Rights Summary** - In case of errors or questions, a debtor under the first bill on which the suspected error or problem appeared, by directing his or her charges will be adjusted accordingly.

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

☒ I Confirm Agreement - Proceed to Register classes

Save



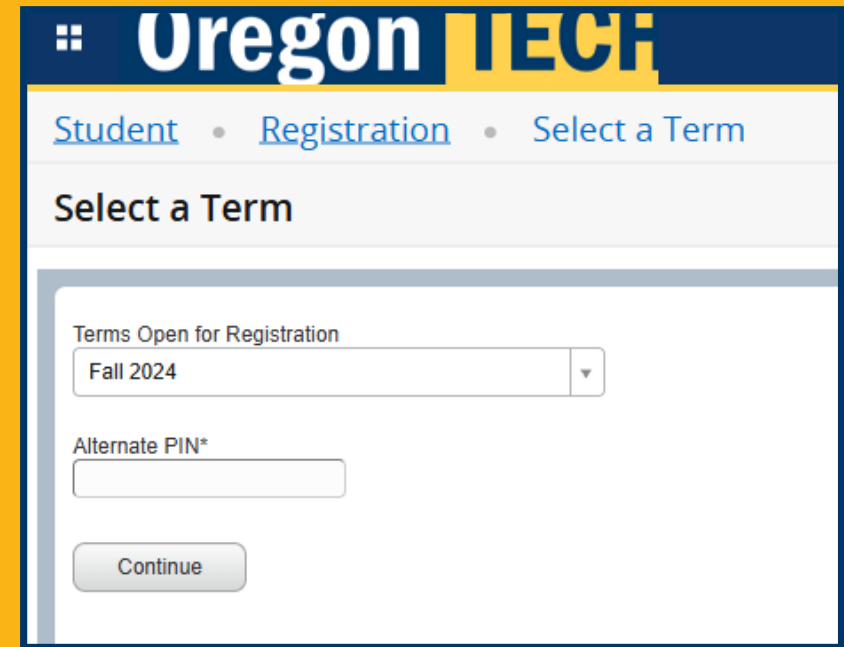
Continue

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** to request that your PIN be reset.



The screenshot shows the Oregon TECH Student Registration interface. At the top, the Oregon TECH logo is displayed. Below it, a breadcrumb trail reads: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is "Select a Term". Below this, there is a dropdown menu labeled "Terms Open for Registration" with "Fall 2024" selected. Underneath the dropdown is a text input field labeled "Alternate PIN*". At the bottom of the form is 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"**.

The screenshot displays the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRN', and 'Schedule and Options'. The 'Enter CRN' tab is active, showing a form to 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Fall 2024'. A 'CRN' input field is present, along with buttons for '> Add Another CRN' and 'Add to Summary'. Below this, a 'Schedule' view shows a weekly grid for Fall 2024 with green blocks indicating class times. On the right, a 'Summary' table lists the added courses.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition I	WRIT 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	COMM 111Z, 02	0	10942	Lecture	Unregistered	None
Small Groups/Team Communication	SPE 321, 01W	0	10536	Lecture/Lab	Unregistered	None

Total Hours: Registered: 8 | Pending: 0 | Other: 0 | Total: 8