



Oregon Institute of Technology

DUAL CREDIT FIRST-TIME LOG IN INSTRUCTIONS

Oregon's Polytechnic University

Logging In for the First Time

What you'll need:

- Access to the personal email address you used when you submitted your dual credit application.
- Your Oregon Tech username: `firstname.lastname@oit.edu`

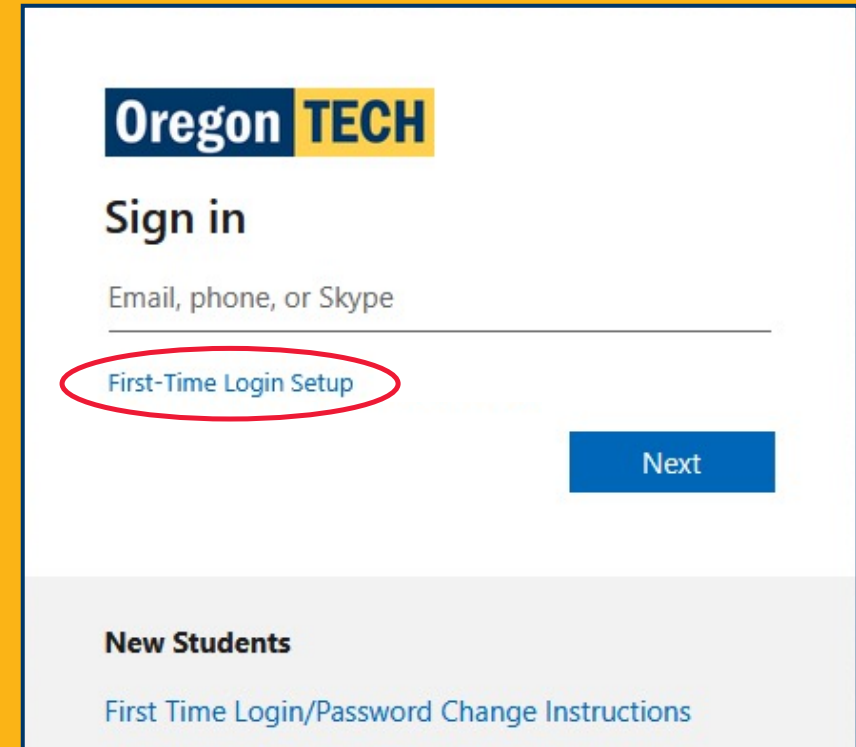
Student Username Example:

Student Name: John Doe

Student Username: john.doe@oit.edu

Step 1: Account Set Up

1. Navigate to **techweb.oit.edu**
2. Click on **"First-Time Login Setup"**.



Oregon TECH

Sign in

Email, phone, or Skype

[First-Time Login Setup](#)

Next

New Students

[First Time Login/Password Change Instructions](#)

Step 1: Account Set Up (cont.)

1. Select **“Work or School Account”**.

Oregon **TECH**

Which type of account do you need help with?

 Work or school account
Created by your IT department

 Personal account
Created by you

Back

Step 1: Account Set Up [cont.]

1. Enter your Oregon Tech Username.

Your Oregon Tech Username is in the format: **firstname.lastname@oit.edu**

Student Username Example:

Student Name: John Smith

Student Username: john.smith@oit.edu

2. Enter Characters in Captcha.

3. Click **"Next"**.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com

Next

Cancel

Step 2: Send Verification to your Personal Email

1. Click **"Email"** to send an email to your personal email address with an access code.

Oregon TECH

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Email my alternate email

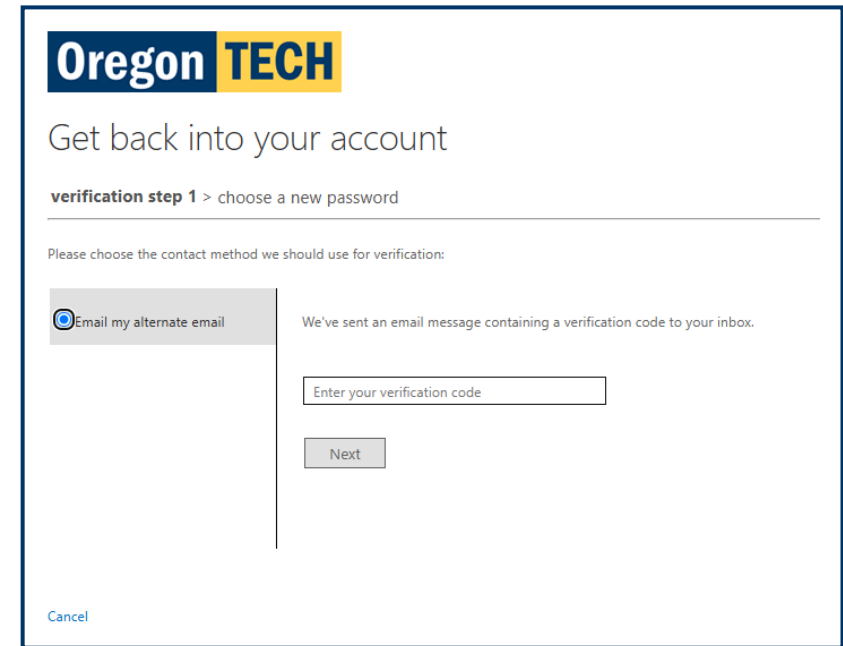
You will receive an email containing a verification code at your alternate email address (ti*****@hotmail.com).

Email

Cancel

Step 3: Enter Verification Code

1. Check your personal email for a verification code.
2. Enter your verification code and click **"Next"**.



The screenshot shows the Oregon TECH login interface for account recovery. At the top is the Oregon TECH logo. Below it, the text 'Get back into your account' is displayed. A progress indicator shows 'verification step 1 > choose a new password'. The main instruction is 'Please choose the contact method we should use for verification:'. There are two radio button options: 'Email my alternate email' (which is selected) and 'Text me a verification code'. To the right of the selected option, a message states 'We've sent an email message containing a verification code to your inbox.' Below this, there is a text input field labeled 'Enter your verification code' and a 'Next' button. A 'Cancel' link is located at the bottom left of the form.

Oregon TECH

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Email my alternate email

We've sent an email message containing a verification code to your inbox.

Next

[Cancel](#)

Step 4: Create Your New Password

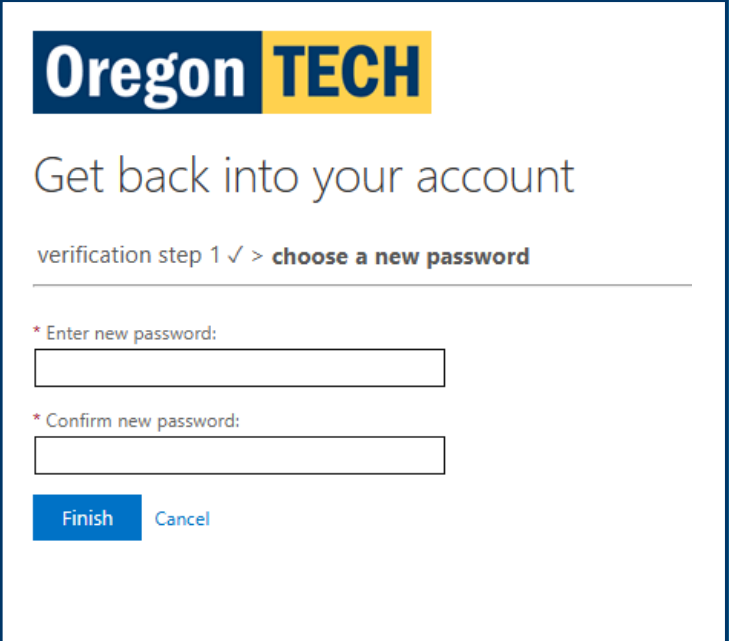
1. Type in your new password.

Password Requirements:

- At least 14 characters
- At least one uppercase letter
- At least one lower case letter
- At least one number
- Cannot contain your first/last/preferred name
- Cannot be one of the two previous passwords used

2. Confirm your new password.

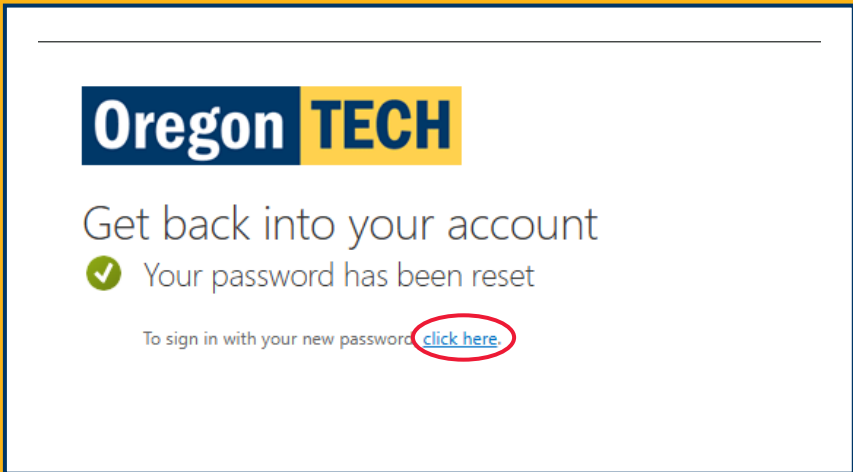
3. Click “Finish”.



The screenshot shows the Oregon TECH login page with the heading "Get back into your account". Below this, it indicates "verification step 1" with a checkmark and a greater-than sign, followed by the text "choose a new password". There are two input fields: the first is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". At the bottom of the form, there are two buttons: "Finish" (in blue) and "Cancel" (in grey).

Step 5: Redirect to Login Page

1. Select **"click here"** to go back to the login page.
2. Enter your Oregon Tech username and your new password to log in to your account.

A screenshot of a web page with a white background and a thin blue border. At the top left is the 'Oregon TECH' logo. Below it, the text 'Get back into your account' is displayed. Underneath that is a green checkmark icon followed by the text 'Your password has been reset'. At the bottom, there is a line of text: 'To sign in with your new password' followed by a blue link 'click here' which is circled in red.

Oregon TECH

Get back into your account

✓ Your password has been reset

To sign in with your new password [click here](#)