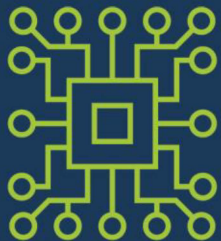


REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.



Step 1: TECHweb Login

1. Go to techweb.oit.edu.
2. User Name = **“preferred name.lastname@oit.edu.”**
3. Password
4. If you have previously logged in, use the password you created.
5. Having trouble logging in?
Call **541.885.1470.**



The screenshot shows the Oregon TECH login interface. A dark blue sidebar on the left contains two yellow callout boxes. The top box points to the 'Oregon Tech Email' input field and contains the text 'Preferred name.last name example: john.doe@oit.edu'. The bottom box points to the 'Password' input field and contains the text 'Initial Password'. The main white area on the right features the Oregon TECH logo, a sign-in prompt, email and password fields, a 'Sign in' button, a 'Forgot your password?' link, and a section for 'New/Current Students' with instructions on username and password creation.

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

Initial Password

Oregon TECH

Sign in with your Oregon Tech account

Oregon Tech Email (e.g. john.doe@oit.edu)

Password

Sign in

Forgot your password?

New/Current Students

Username
Your username is in the format
FirstName.LastName@oit.edu. For example, a user with
the name John.Doe would have the username
john.doe@oit.edu

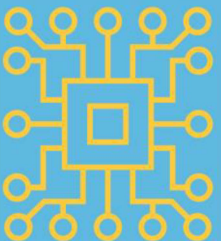
Password
Upon initial login, you will need to create a new
password to continue. If you cannot remember your
password, you may use the "Forgot your password?"
link above, or contact the ITS Service Desk at
541 885 1470.

First Time Login Example:

Oregon Tech ID: 918XX1234

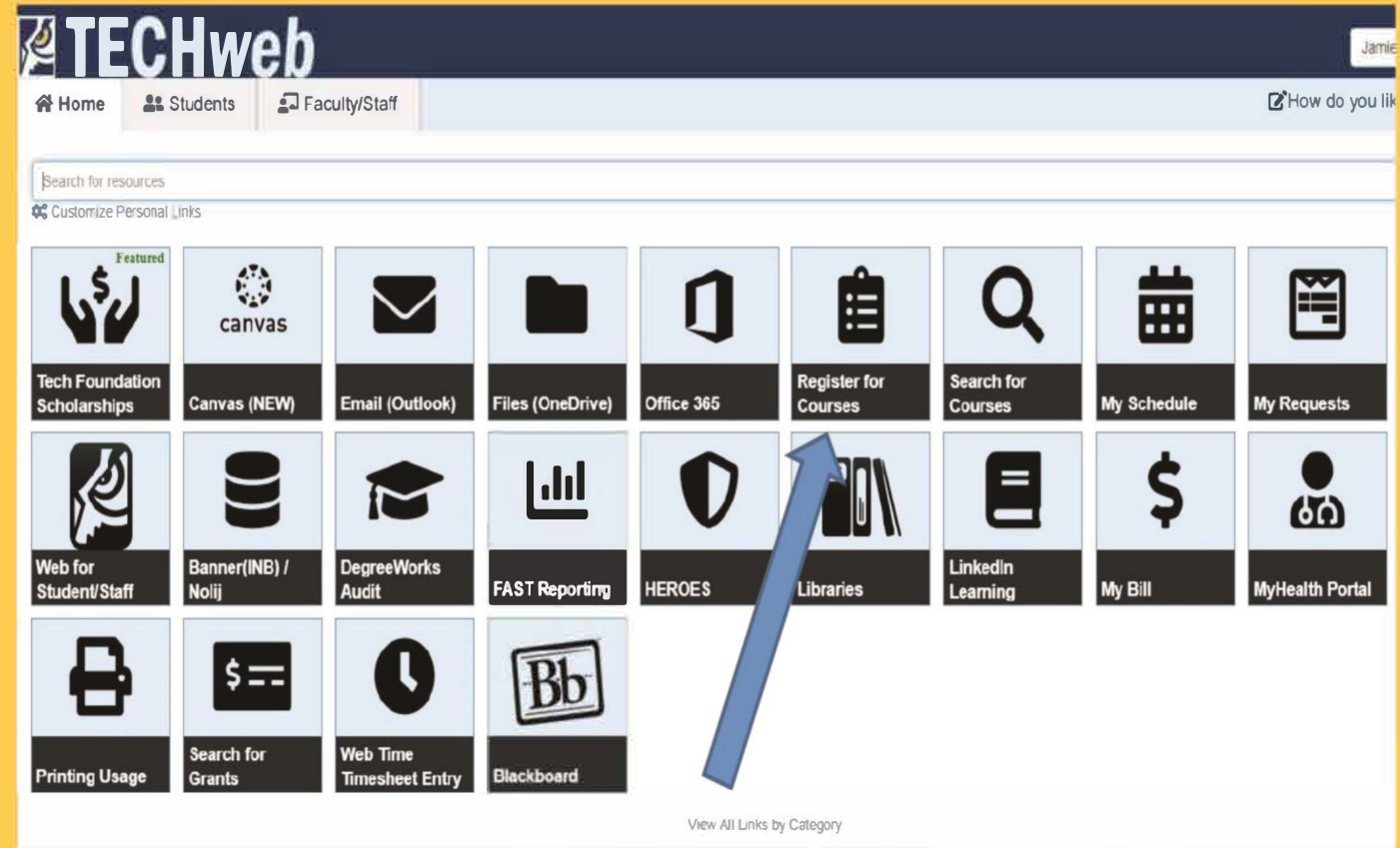
Student Name: John Doe

Username: john.doe



Step 2: Register for Courses

1. After entering TECHweb, click “Register for Courses.”



Step 3: Select desired term

1. Click “Select a Term” drop down menu.
2. Choose the appropriate term. Ask your teacher if you are not sure which term you are registering for.

Registration Term: Fall 2019 09/30/19-12/13/19 07/16/2019 01:34 p.m.

[Main Menu](#) [Employee](#) [Faculty](#) [Finance](#) [Financial Aid](#) [Personal Information](#) [Student](#) [Proxy Menu](#)

Registration Term

Select a Term:



Step 4: Enter Registration PIN

1. Enter Dual Credit PIN.
2. Dual Credit PIN *hstud
3. Make sure to use *
(asterisk before hstud).
4. Click "Submit."

Registration Term: Fall 2017 09/25/17-12/08/17 08/09/2017 09:38 a.m.

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Student Term Registration

Please **verify you are registering for the correct term** by looking in top left corner of your screen. If you need to change the term, click back, click select term, select the correct term you wish to register for.

If you are a newly admitted, full-time student and this is the first time you are registering for courses, please be aware you will be charged a non-refundable transcript for life and matriculation fee. If you have any questions regarding these charges, please contact the business office at [541-885-1202](tel:541-885-1202).

To register, add or drop classes, you must have an Advisor PIN for the term selected. The Advisor PIN changes each term for admitted students.

- If you are a Wilsonville Student your PIN will always be **oitpdx** unless you are a computer science, information technology or business major.
- If you are a non-admitted student, your PIN will always be **nadmit**.
- If you are a Boeing Employee, your PIN will always be **seatac**.
- If you are a degree completion student your PIN will always be **degree**.

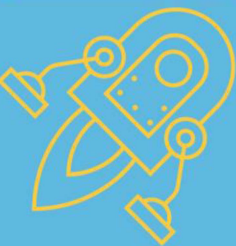
Please **NOTE** that Advisor PINs are case sensitive and lower case is required for alphabetic Advisor PINs.

Upon registration students are responsible for all tuition and fees which are due before Friday at 5:00 p.m. the second week of classes for each term.

SUMMER TERM: Academic advising is not required for summer term. To register for Summer term, be sure to change the term to Summer. Advisor PINs for summer term are:

- All admitted students use **summer**.
- All non-admitted students use **nadmit**.
 - * If your PIN is usually oitpdx, use **oitpdx**.
 - * If your PIN is usually degree, use **degree**.

Advisor PIN:



Step 5: Add CRN

1. Go to bottom of webpage and add 5 digit CRN.
2. CRN is your Course Reference Number and will be different for each dual credit class you take.
3. You can get your CRN from your high school teacher.
4. List of course CRNs on website www.oit.edu/dual-credit-enroll.
5. Click "Submit" changes.

Registration Term: Fall 2017 09/25/17-12/08/17 08/09/2017 09:39 a.m.

Main Menu Employee Financial Aid Personal Information Student Proxy Menu

BACK SITE MAP HELP EXIT

Add or Drop Classes

For information on registration, course adds/drops, and registration error messages, please click on HELP above.

After registration schedule is submitted, you can order any required course materials by clicking on "Bookstore Shopping Cart" link at the bottom of this page.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Reg on May 16, 2017	None	11351	MLS	463	01P	Undergraduate	1.000	Graded		Foundations of MLS III
Web Reg on May 16, 2017	None	11354	MLS	470	01P	Undergraduate	4.000	Graded		Chemistry & Immunology Extern
Web Reg on May 16, 2017	None	11355	MLS	471	01P	Undergraduate	4.000	Graded		Hematology Externship
Web Reg on May 16, 2017	None	11356	MLS	472	01P	Undergraduate	4.000	Graded		Microbiology Externship
Web Reg on May 16, 2017	None	11357	MLS	473	01P	Undergraduate	3.000	Graded		Immunohematology Extern

Total Credit Hours: 16.000
Billing Hours: 16.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Aug 09, 2017 09:39 am

Add Classes Worksheet

CRNs

10552

Submit Changes Class Search Reset



Step 6: Confirm Registration

1. Confirm Registration by viewing course schedule.
2. Return to main student registration menu.
3. Click “Detailed Class Schedule.”
4. Class schedule should note teacher name and college course #.

***Final step is to complete payment...**

Oregon TECH

Main Menu Employee Financial Aid Personal Information Student Proxy Menu

BACK SITE MAP HELP EXIT

Student Detail Schedule

Total Credit Hours: 17.000

Clinical Chemistry II - MLS 416 - 01P
Associated Term: Spring 2017 04/03/17-06/16/17
CRN: 31359
Status: **Web Reg** on Feb 26, 2017
Assigned Instructor: Ryan E. Brown (P) (C)
Grade Mode: Graded
Credits: 6.000
Level: Undergraduate
Campus: Wilsonville

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 10:20 am	MT	Oregon Tech Wilsonville	106 Apr 03, 2017 - Jun 16, 2017	Lecture	Ryan Edward Brown (P) (C)

Clinical Chemistry II Lab - MLS 416 - 2LP
Associated Term: Spring 2017 04/03/17-06/16/17
CRN: 31361
Status: **Web Reg** on Feb 26, 2017
Assigned Instructor: Ryan E. Brown (P) (C)
Grade Mode: Graded
Credits: 0.000
Level: Undergraduate
Campus: Wilsonville

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
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