

### Instructions to make an account and register for DHE 100 as a Non-Degree Seeking Student

1. Click on link: <https://www.oit.edu/admissions/apply-now>
2. Click on large box that says “Apply As An Undergraduate”
3. Click on YELLOW box that says “Non-Degree Seeking”
4. Click on BLUE box that says “Apply as a Non-Degree Seeking Student”
5. Select First-time user: Click “Create an account”
6. Start registration: use personal email (not a college email)
7. Select Online Learning as your campus
8. Select Pre-Dental Hygiene as your major
9. Complete application
10. Within a week, you will receive an email from the Admission’s Office which will have:
  - Your 9-digit ID number starting with 918
  - Your Advisor Pin
  - TECHweb login information
11. To register for DHE 100:
  - Login to TECHweb (Hyperlink under the Advisor Pin on the email)
  - Click on “Web for Student” Tile
  - Click on Student Menu
  - Click Student Registration
  - Then register for the class or classes you would like to take as an Oregon Tech Non-degree seeking student (up to 8 credits)
12. To pay: Go to Student Menu again
  - Click on Student records (grades, payments, etc.)

### Applying to Oregon Tech as a Transfer student when applying for the Dental Hygiene Program

1. Click on link: <https://www.oit.edu/admissions/apply-now>
2. Click on large box that says “Apply As An Undergraduate”
3. Click YELLOW box that says “Transfer”
4. Click BLUE box that says “Apply as a Transfer Student”
5. If you already have an Oregon Tech 918 ID number, go to the returning user and login.
6. You will be applying for Fall Term as a Transfer student