



Oregon Institute of Technology

REGISTRATION INSTRUCTIONS FOR DUAL CREDIT

Signing up for your dual credit course.

Oregon's Polytechnic University

Step 1: TECHweb Login

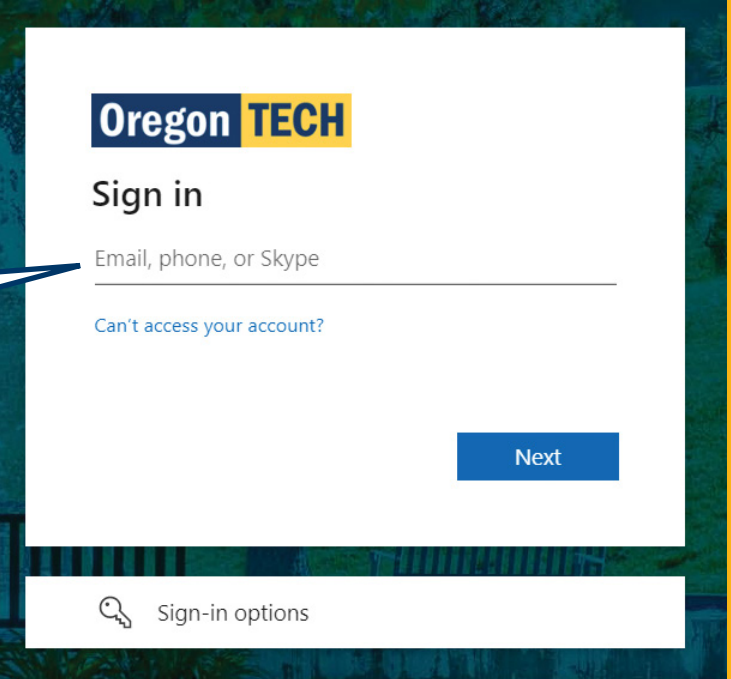
1. Go to techweb.oit.edu.
2. Email = "preferredname.lastname@oit.edu"

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

First Time Login Example:

Student Name: John Doe

Email: john.doe@oit.edu

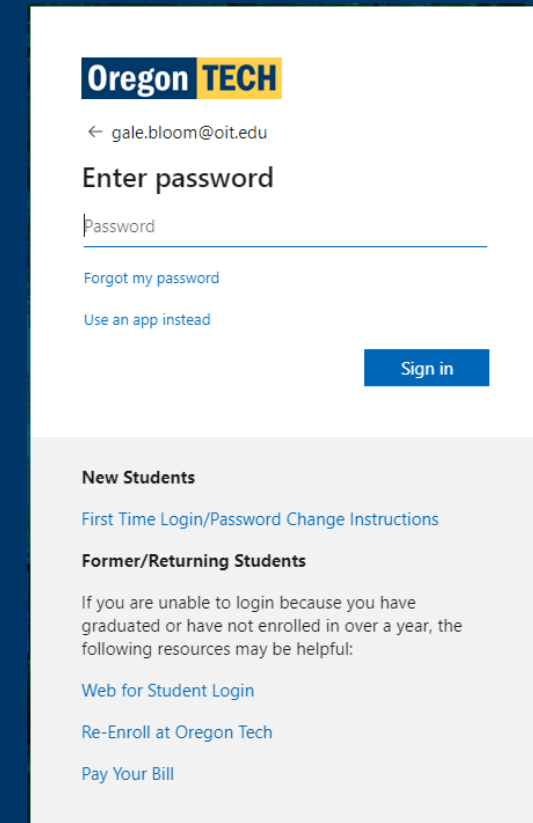


The screenshot shows the Oregon TECH login interface. At the top is the Oregon TECH logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype" with a red underline. Below the input field is a link that says "Can't access your account?". At the bottom right of the main form 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.

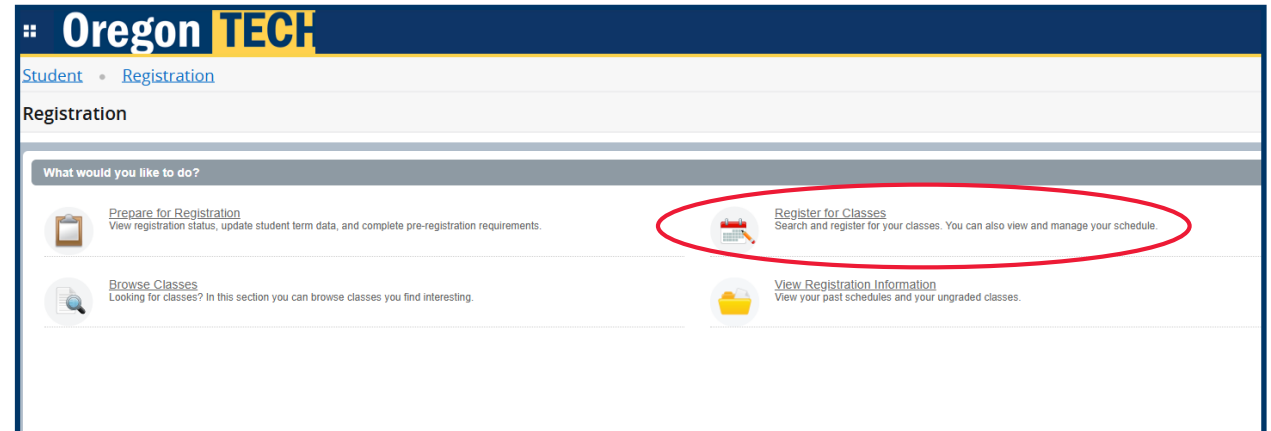
NOTE: Passwords expire after 365 days

A screenshot of the Oregon Tech login interface. At the top is the Oregon TECH logo. Below it is the email address 'gale.bloom@oit.edu' with a back arrow. 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 on the right. The bottom section is titled 'New Students' and 'Former/Returning Students'. Under 'New Students' is a link 'First Time Login/Password Change Instructions'. Under 'Former/Returning Students' is a paragraph: 'If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:'. Below this are 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

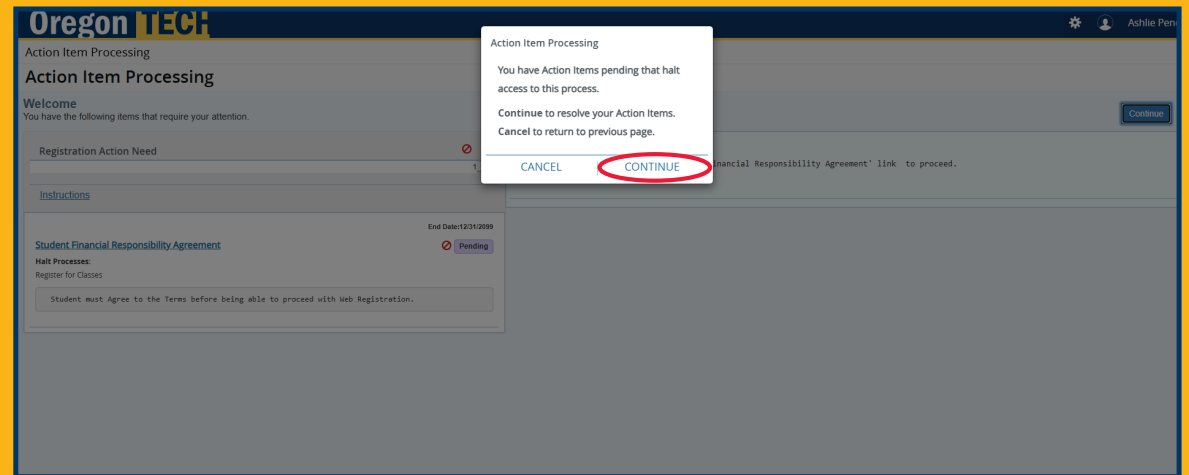
2. Click **“Register for Classes”**.



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', a list of items is shown. The item 'Student Financial Responsibility Agreement' is highlighted with a red circle. To its right, a 'Pending' status is indicated. Below this, a 'Wait Process' section contains a button labeled 'Register for Classes'. A message states: 'Student must Agree to the Terms before being able to proceed with Web Registration.' On the right side of the page, the 'Student Financial Responsibility Agreement' is displayed. It begins with a 'NOTE' regarding matriculation fees for new and transfer students. Below the note, there are definitions for 'Student', 'Authorized Payer', 'Due Date', 'Future Due Charges', 'Student Financial Responsibility Agreement', 'Statement Balance', 'Total Due', 'Past Due', and 'Delinquent Account'. A 'Continue' button is located in the top right corner of the page.

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. Go to **oit.edu/register-now** to complete registration.



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. 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

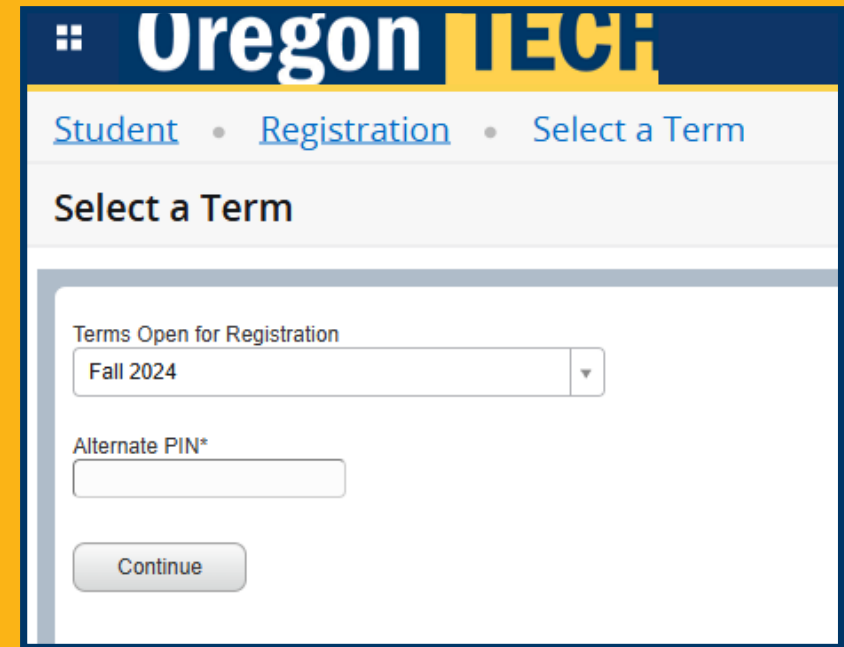
Save

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 registration interface. At the top is the Oregon TECH logo. Below it are navigation links: [Student](#), [Registration](#), and [Select a Term](#). The main heading is "Select a Term". Below this is a dropdown menu labeled "Terms Open for Registration" with "Fall 2024" selected. Underneath is a text input field labeled "Alternate PIN*". At the bottom 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. Below the tabs, the text 'Enter Course Reference Numbers (CRNs) to Register' is shown, followed by 'Term: Fall 2024'. A text input field for 'CRN' is present, with buttons for '> Add Another CRN' and 'Add to Summary'. Below this, a 'Schedule' view shows a weekly grid for Fall 2024. To the right, a 'Summary' table lists the courses added to the registration.

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	Registered	None
Small Groups/Team Community	SPE 321, 01W	0	10536	Lecture/Lab	Unregistered	None

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