



Registration Instructions for Dual Credit

Signing up for your dual credit course.

Step #1: Homepage

1. Go to www.oit.edu
2. Click on Login Icon

The screenshot shows the Oregon Tech homepage. At the top left is the "Oregon TECH" logo. To the right is a navigation menu with a search bar and a "Login" icon. Below the header is a large video player with a play button. A yellow arrow points from the "Login" icon in the list to the "Login" icon on the website. Below the video player is a navigation bar with links for "Academics", "Admissions", "College Costs", "Campus Life", "Athletics", and "Visitors / Info". The main content area is divided into several sections: "APPLY" (Apply Now), "ASK" (Request Info), "COST" (Net Price Calculator), "Oregon Tech in the News" (with three news items), "DONATE" (Give Today!), "SPORTS" (Go Owls!), "SHOP" (Bookstore), and "CONNECT WITH US" (with social media links for Facebook and Twitter).

Step #2: TECHweb Login

1. Login to TECHweb
2. User Name = first name.last name@oit.edu
3. Password for first time login = Hootie + last four digits of student ID# (this is your 918#)
4. If you have previously logged in, use the password you created...
5. Having Trouble Logging in? Call **541.885.1470**

First Time Login example:
 Oregon Tech ID: 918XX1234
 Student Name: John Doe
 Username: john.doe
 Password: Hootie1234

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

Initial Password =
 Hootie+ last four digits of 918#
 example 918XX1234
 Hootie1234

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

If you have never logged in before, your default
 password is Hootie followed by the last 4 digits of your
 University ID. For example, if your University ID is
 918001234, the default password would be:
 Hootie1234

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.

Step #3: Web-for-Student

1. After entering TECHweb proceed to web-for-student
2. Click Register for Courses

The screenshot shows the TECHweb portal interface. At the top, there is a navigation bar with 'Home', 'Students', and 'Faculty/Staff' tabs. A search bar and a 'Customize Personal Links' option are also present. Below this is a grid of application tiles. A blue arrow points to the 'Libraries' tile in the second row, fifth column.

Featured	canvas							
Tech Foundation Scholarships	Canvas (NEW)	Email (Outlook)	Files (OneDrive)	Office 365	Register for Courses	Search for Courses	My Schedule	My Requests
Web for Student/Staff	Banner(INB) / Nolij	DegreeWorks Audit	FAST Reporting	HEROES	Libraries	LinkedIn Learning	My Bill	MyHealth Portal
Printing Usage	Search for Grants	Web Time Timesheet Entry	Blackboard					

View All Links by Category

Step #4: 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.

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Registration Term

Select a Term:

Step #5: Enter Registration PIN

1. Enter Dual Credit Pin
2. Dual Credit Pin *hstud
3. 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 #6: 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 CRN's on website www.oit.edu/dual-credit-enroll
5. Click submit changes

Oregon TECH

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

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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										
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Step #7: 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

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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 

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) 

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 

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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