STUDENTS

CATEMA Quick Start Guide

STEP 1: FIRST-TIME USERS--CREATE YOUR MISSION COLLEGE ACCOUNT (one time only)

- Apply to Mission College to obtain a college ID# before continuing.
  Go to apply.missioncollege.edu and click on “APPLY FOR ADMISSIONS”) Open a CCCApply account or go to https://www.cccapply.org/.
  This generates a state community college system account and assigns a 3 letter, 4digit ID [This is NOT your Mission College ID] “Continue” and complete and submit the Mission College application.

  After your new student account has been created, make note of your username and password, and save it in a safe location. You must then “enroll” in your CTE articulated classes. Please DON’T LOG OUT YET! => Enter your class enrollment record(s)... 

STEP 2: After 12-24 hours, check your email for your Mission College ID#. You will need your ID when creating your CATEMA account.

STEP 3: CREATE a CATEMA account and Enroll in your class

a) Go to https://www.catema.com/mission/
   Click on New Students => select Create Account. Follow the prompts to create your user account & click Submit. Your “Username” and “Password” will be automatically generated, based on your personal information (See the explanation below). Read back page for password information.

b) Enter your Mission College Student ID from STEP 1 (this is the 8 digit number (G0xxxxxxx) emailed to you by Mission College).

c) Complete the new student account form and then enroll in the appropriate class at your school.
   Select the following from the drop-down lists and click Submit...
   High School — Teacher — Class Name — Class Period

Once your new account has been created, and you have “enrolled” in each class, please “Log Out”. Since you may be returning to the site to register for more classes in high school, remember your Username and Password. While logged in, you can view your class history and teacher recommendations, and update personal information.

STEP 4: You are finished! You are now eligible to receive Mission College credit for your Articulated course. Be sure to complete the class with a “B” or higher.

STEP 5: If you received articulated credit for your course, it will be posted on your Mission College transcript by end of July 30, 2020. To request a Mission College transcript, go to: https://missioncollege.edu/admissions/transcript.html

Attending Mission College in the Summer? If you are planning to enroll at Mission College during the summer or fall, as a high school student you must reapply to Mission College through CCCApply each semester you attend. If you are planning on attending Mission College as a college student next Fall, you must reapply to Mission College through CCCApply as a college student.
Auto – Generated Username and Password

The **Username** is created by combining the following characters...

- First 3 letters of the high school name (lower case)
- First letter of the first name (lower case)
- First 3 letters of the last name (lower case)
- Birth day - 2 digits (01, 02, 03, ... 31) ; example - birthday July 9th - use 09

**EXAMPLE:** For Central High School student Barry Jones, born on July 9th...

**The Username will be** "cenbjon09"

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The **Password** is created in a similar manner...

- First (3) three letters of the high school name (lower case)
- Last (6) six digits of your social security number OR student ID#

**EXAMPLE:** Barry Jones from Central High School with a SS# 215-61-0121

**The Password will be** "cen610121"