



CATEMA How-To Guide for Students

High School Dual Enrollment & Articulation

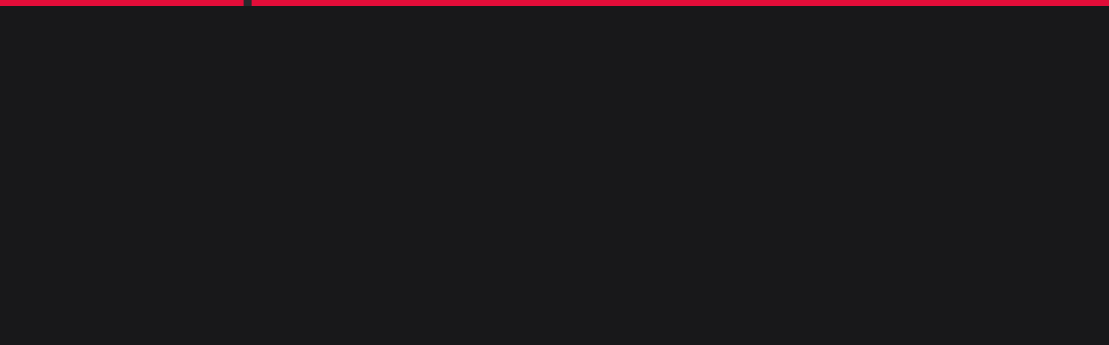




What is CATEMA?

Career And Technology Education Management Application (CATEMA) is the program community college use to track class rosters and award students college credit.

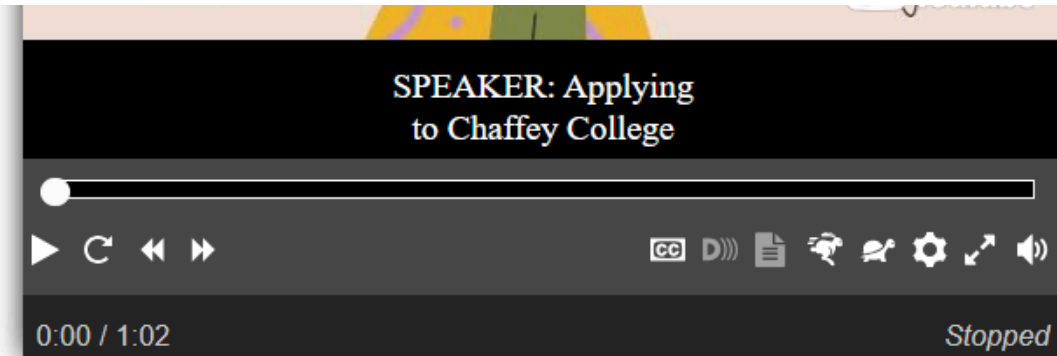
Students will sign up for their classes and teachers will enter grades. At the end of the academic year, Chaffey college will download the grades from CATEMA and award students credit.





Step 0: Apply to Chaffey

- You need a Chaffey ID to create a CATEMA account. [Apply here.](#)
- You can find how-to guides on the [Chaffey HS Articulation website.](#)



Steps to Becoming a Panther

Apply Now

You will receive a confirmation email within 24 hours that will include your Chaffey College ID number and instructions for logging into the **MyChaffey portal**.

If you are an international student, visit the **International Student Center** webpage for a separate application link.

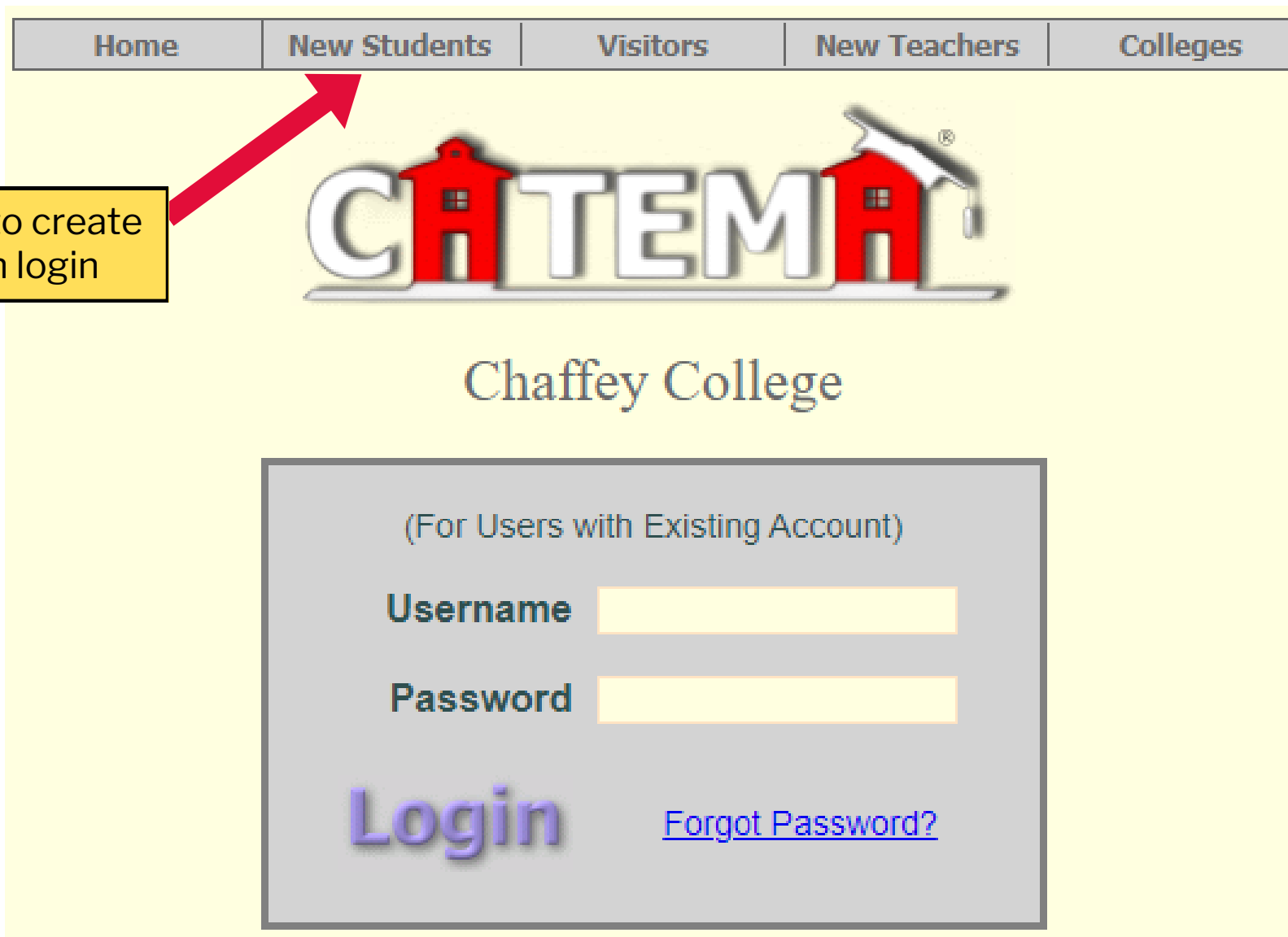
If you encounter an issue with your application processing, you may email us at **applications@chaffey.edu** and we will connect with you.

Apply now



Step 1: Create CATEMA account

NOTE: Only create an account after you applied to Chaffey



The screenshot shows the CATEMA website interface. At the top, there is a navigation menu with five items: Home, New Students, Visitors, New Teachers, and Colleges. Below the menu is the CATEMA logo, which features the word 'CATEMA' in a stylized font where the letters 'A' and 'M' are replaced by red house icons. Underneath the logo is the text 'Chaffey College'. Below this is a grey login box containing the text '(For Users with Existing Account)', a 'Username' field, a 'Password' field, a 'Login' button, and a 'Forgot Password?' link. A yellow callout box on the left contains the text 'On [CATEMA](#), click to create account and then login', with a red arrow pointing from the callout to the 'New Students' menu item.

Step 1: Use Chaffey ID to create account

Enter required information marked by an asterick*

First Name*
 Middle Initial
Last Name*
College ID* (enter your 7 digit Chaffey College ID only)
Date of Birth* Month Day Year
Ethnicity* *Select*
Gender* *Select*
High School & Grad Yr* *Select* Your High School Year
Email Address*
 Phone Number <Area <(7 digit#, no dashes)
Mail Addr* (St., P.O. Box, and Apt.#)
City, State, Zip* CA

IMPORTANT: Enter your **CHAFFEY ID**, not your high school ID.

Haven't applied to Chaffey? Go back to the [HS Articulation site](#) and look for resources on how to apply.

[For Username and Password explanation, click here](#)
Click Next to continue... Your Username and Password will be auto-assigned

Next...

IMPORTANT: Write down your username & PW. **You will not be able to change them.**

Is this information correct? Click "Yes" to save...

Name: Alexandra Allen	Phone Number: (no entry)
College ID: 1007588	Address: 7001 Pasadena, CA 91107
Birthdate: 05/11/2002	Email: alexandra.allen@chaffey.edu
Ethnicity: American Indian	Graduation Year: 2020
School: A.B. Miller High School	

<< IMPORTANT >> Record Your Login Information!

[Click here for Auto-Generation explanation](#)

Assigned UserName: **a.allen11**
Assigned Password: **a.1007588**

<< Please record your Login Information, and store in a safe place >>

By clicking Yes, I am confirming my intent to enroll in and pass the academic and technical courses necessary to assist me in preparation for an occupation in the career area of my choice. I understand the FERPA rules of confidentiality, and all applicable state and local guidelines.

Is this information correct? Click "Yes" to Save your new account.

Step 2: Add your courses

Enrollment Application
Alexandra Ahn

[Student Task Menu](#)

2023-24 School Year

*Required Data

High School*

Teacher's Name*

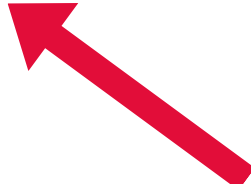
Course Name*

H.S. Class Period*

[Clear All] [Submit]

My Classes For This School Year

ID#	High School	School Class Name,(Teacher)	Sem	Period	Course ID	Status
No Class Enrollment Applications Yet For This Year!						



Submit info for every course you're taking this school year, and they will appear in the bottom section if you successfully added.

Status will show as "pending acceptance". When class is completed and grade is issued status will show as "awarded"



Step 3: Chaffey College staff posts articulated grades

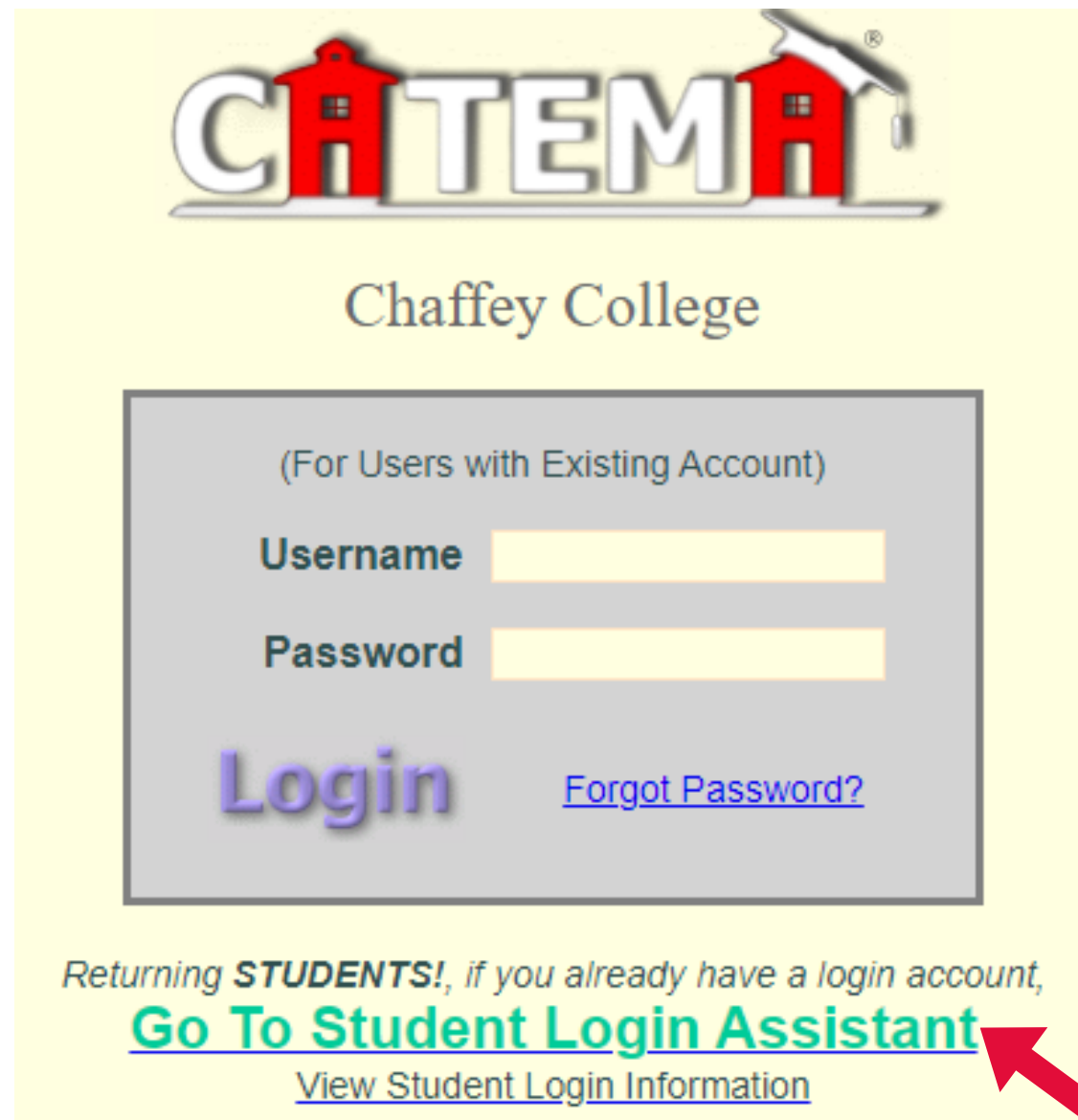
Chaffey College staff will download information from CATEMA at the end of the high school academic year to post articulated credit.

Please note: **Processing and posting grades can take 2-3 months after grades have been submitted.** If you have a conditional college acceptance letter, you can contact your high school articulation representative to request your grade to be expedited.

While credits earned through high school articulation are widely accepted at many colleges and universities, **the decision to accept these credits ultimately lie with each institution.** Please check with institutions you are interested in transferring credit to.



What if I forgot my username or password?



CATEMA
Chaffey College

(For Users with Existing Account)

Username

Password

Login [Forgot Password?](#)

Returning **STUDENTS!**, if you already have a login account,
[Go To Student Login Assistant](#)
[View Student Login Information](#)

Click here

For students with existing accounts only...

Find My Username

Your High School

Your First Name

Your Last Name

Your Date Of Birth

[Clear](#)

Enter your info



Enter back into your account

For students with existing accounts only...

Found Your Username...

Your High School	A.B. Miller High School
Your First Name	Alexandra
Your Last Name	Ahn
Your Date Of Birth	05/11/2002

a.baahn11 < Your Username

You may now...

or

[Clear](#)

Click either of these buttons to get back into your account

Questions?

Visit the Chaffey HS Articulation site for resources and staff contact info.

Thank you!