STUDENTS
Quick Start Guide

Step 1: First-time users – Create your account (one time only)
- Go to www.catema.com/rccd.
- Click on **NEW STUDENTS**, found in the gray bar across the top. This will give you the option to **create account** or **information**. Click on **Create Account** to set up your student profile.

Once you have submitted an application to Moreno Valley College, Norco College, or Riverside City College, the respective college will email you in 3-5 business days with your college ID.
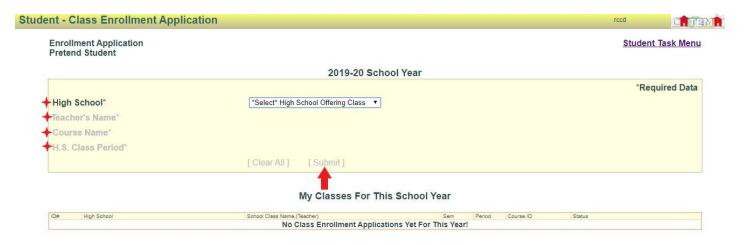

Fill out all the sections to create your user account & click **Submit**.

> After your new student account has been created, make note of your username and password, and save it in a safe location. Your **"Username"** and **"Password"** will be automatically generated, based on your personal information.

Step 2: Create class enrollment record(s)

- Create an enrollment record for each CTE articulated class you are taking. Select the following from the drop-down lists and click **Submit**...
  - o High School
  - o Teacher
  - o Class Name
  - o Class Period

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**"

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 college ID#**

EXAMPLE: Barry Jones from Central High School with a College ID# 5610121
The **Password** will be "**cen610121**"

Questions? Email cte-info@rccd.edu