

Creating Your CATEMA Account

Office of Educational Services

What is CATEMA?

The **Career And Technical Education Management Application (CATEMA)** system is a web-based system for managing information relating to advanced educational courses, schools, students, teachers, counselors, administrators and staff.

Students will need to set up an account, and enroll themselves in the high school articulated class(es) they are taking for teachers to make credit recommendations for their students.

Colleges will download information at the end of the high school academic year to have articulated credit posted to every student record showing successful course completion.

**Please note: Posting of grades takes about 2-3 months after grades have been submitted*

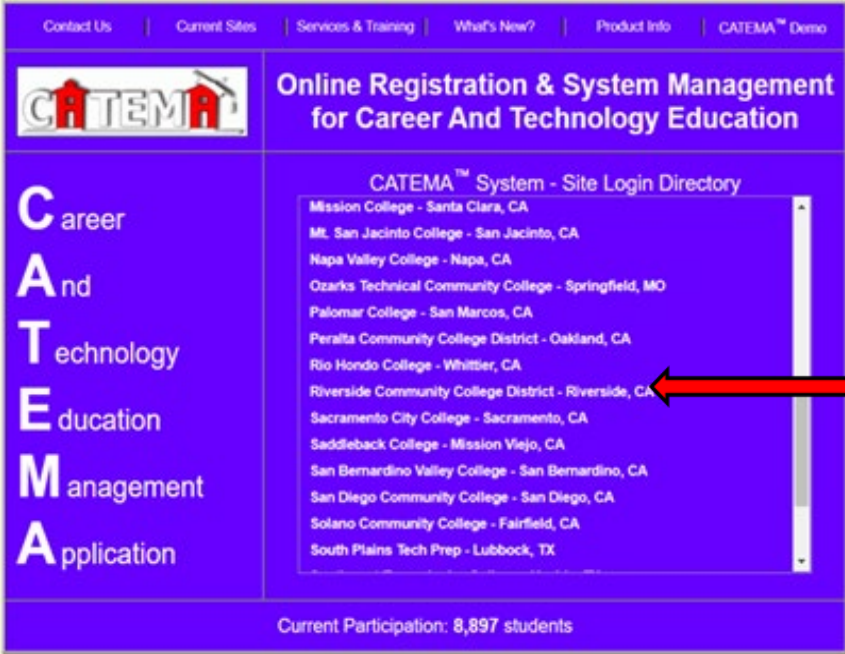
If you have an account, **stop here** and return to the website and select "FORGOT *CATEMA Username*" document to retrieve your account information



Step 1: Create Your Student CATEMA Account

Go to

www.CATEMA.com



The screenshot shows the CATEMA website interface. At the top, there is a navigation menu with links: Contact Us, Current Sites, Services & Training, What's New?, Product Info, and CATEMA™ Demo. Below the menu is the CATEMA logo and the main heading: "Online Registration & System Management for Career And Technology Education". On the left side, there is a vertical navigation menu with the text: "Career And Technology Education Management Application". The main content area is titled "CATEMA™ System - Site Login Directory" and contains a scrollable list of colleges. A red arrow points to "Riverside Community College District - Riverside, CA" in the list. At the bottom of the page, it says "Current Participation: 8,897 students" and "Browser Requirements". A small note at the bottom states "CATEMA™ is a trademark of STATco".

Select Riverside
Community College
District from the menu
on the first page

Information to gather:

- RCCD Student ID Number (sent to personal email)
- Date of Birth
- High School Name
- Graduation Year
- Address
- Teacher's Name
- College Course Name
- Class Period

Step 1 continued: Creating Your Student CATEMA Account

Use the same exact name and DOB on both CATEMA and the college application.

If they are not the same the awarding process may consider you two different people and will not award the credit

select **NEW STUDENTS**, then
CREATE ACCOUNT



Home | **New Students** | Visitors | New Teachers | Colleges

CATEMA
 Riverside Community College District

(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](#)

Your 7-digit Student ID number was emailed to the email address on your college application

***Required Data**

First Name*

Middle Initial

Last Name*

College ID* (enter your 7 digit College ID)

Date of Birth* Month Day Year

Ethnicity*

Gender*

High School & Grad Yr* Year

Email Address*

Phone Number <Area <(7 digit#, no dashes)

Mail Addr* (St., P.O. Box, and Apt.#)

City, State, Zip* CA

[For Username and Password explanation, click here](#)

Click Next to continue... Your Username and Password will be auto-assigned.

Next...

Step 1 continued: Creating Your Student CATEMA Account

You can find your college ID# in the personal email address used on the college application (the application must be completed prior to creating a CATEMA account).

New Student Account

rccd

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

Name: [REDACTED]	Phone Number: [REDACTED]
College ID: 9123456	Address: [REDACTED]
Birthdate: [REDACTED]	Email: [REDACTED]
Ethnicity: [REDACTED]	Graduation Year: 2020
School: [REDACTED]	

<< IMPORTANT >> Record Your Login Information!

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

Assigned UserName: [REDACTED]

Assigned Password: [REDACTED]

CONFIDENTIAL

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

Save your username and password for future courses

By answering 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 all information collected complies with the Family Educational Rights and Privacy Act (FERPA) rules of confidentiality, and all applicable state and local guidelines.

Is this information correct?

Click "Yes" to Save your new account.

Double check your information before continuing

Step 2: Adding The High School Articulated Course

From the drop down menu:

- select your **SCHOOL**
- then your **TEACHER**
- then the **CLASS NAME**
- then your **CLASS PERIOD**
- And finally, **click SUBMIT**



Student - Class Enrollment Application rccd

Enrollment Application
Adriana Test Account [Student Task Menu](#)

2022-23 School Year

***Required Data**

High School*

Teacher's Name*

Course Name*

H.S. Class Period*

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!						

Please Enter An Enrollment Application Before Leaving This Page!

[Log Out](#)



- Once you click submit, your class is now added
- Status will show as “pending acceptance”
- When class is completed and grade is issued status will show as “awarded”



Step 3: Wait for grades

- Teachers will recommend high school articulated credit for A or B grades only
- Grades will be sent to our evaluations office for the credit to be awarded via the RCCD College Transcript
- Please expect for grades to be posted on the college official transcript 2-3 months after grades are completed
- 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

SENIORS ONLY:

If you have a conditional college acceptance letter you can contact your high school articulation representative to request your grade to be expedited and posted on your RCCD college official transcript

If you did not request credit via CATEMA you can apply via Transcript Review

Can I still request high school
articulated credit after I
completed the class?

YES!

Students have up-to four years from the time they complete the high school course to request articulated credit via Transcript Review. There must be an active articulation agreement during the year the course was completed.

Steps to request credit via Transcript Review

1. [Click here](#) to fill out the request form
2. After you fill out the Transcript Review request form, contact your high school registrar and request your official high school transcript to be sent by one of the following:

Email: cte-info@rccd.edu

Mailing instructions:
Riverside Community College District
Attn: Adriana Martinez – Ed Svcs 3rd Floor
3801 Market Street
Riverside, CA 92501

- *Official sealed transcripts should be sent to the address above to be evaluated for articulated credit
- *It takes approximately 4-6 weeks to process articulated credit requests.



Get an early start!

Remember:

You can revisit this resource and or email the
high school articulation office at:

cte-info@rccd.edu