HIGH SCHOOL COUNSELORS/ADMINISTRATORS
Quick Start Guide

FIRST-TIME USERS--CREATE YOUR ACCOUNT (one time task)

➢ Go to your *Login* page at **https://www.catema.net/ivc/**
➢ Click on **New Teacher => Create Account**.
➢ Follow prompts to create your log-in account, making sure to use the first drop-down box to select **School Counselor/Admin. (**or **District Administrator).**

> An email notice will be sent to the **System Manager** notifying us that you are registering online as a new School Counselor or Administrator. We will reply via email (or phone, if no email address was entered) as soon as possible to let you know that your account has been **approved**. You may then log in and view the information related to your school or district

AREAS AVAILABLE TO COUNSELORS AND ADMINISTRATORS

➢ **Teachers:** Use this link to view teachers at your school, along with their contact information.
➢ **Classes:** This page lists teachers, the courses they teach, and class periods. The college course ID is listed to the right. The Student column shows how many students have registered online for the course. The numbers students **pending** enrollment acceptance, **accepted**, **not yet rated,** and **recommended**. By clicking on the link in the column, you can view the class **roster** and print out class lists with teacher recommendations.
➢ **Find Student:** Search by student's ID number, name, or username to view their personal information or course information. Using the "Find Student" utility, you may perform the following tasks...
  - Locate a student account record using a first name and/or last name, student ID#, or account username
  - Correct or update a student account record
  - Assist students with problems or questions related to their username and password
  - View individual student enrollment records, ratings, grades and credit recommendations for counseling and student assistance
➢ **Find Teacher**: Search for teachers at your school. (Similar to student search)
➢ **Student Participation**: View and print student lists by course enrollment
➢ **Course Sequences**: Create reports based on a student's course sequences
➢ **Statistics:** Create day to day and annual statistical reports; create school or district summary and detail reports on courses, classes, enrollments, and credit recommendations; create Coherent Sequence reports for system programs
➢ **Enrollment Alert:** Determine which teachers have not yet accepted or rated students
➢ **Update Personal Info:** Update contact information, preferences, username/password

You may also change the "**School Year**" to view and create reports for the previous year(s).