

## PRE APPLICATION

**Step 1** Gather all necessary documents and information listed in the [Pre Application Worksheet](#) [GCCCD](#)

- Keep track of your: CCC Apply Log In, CCC Apply Password, and PIN#
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## COLLEGE APPLICATION

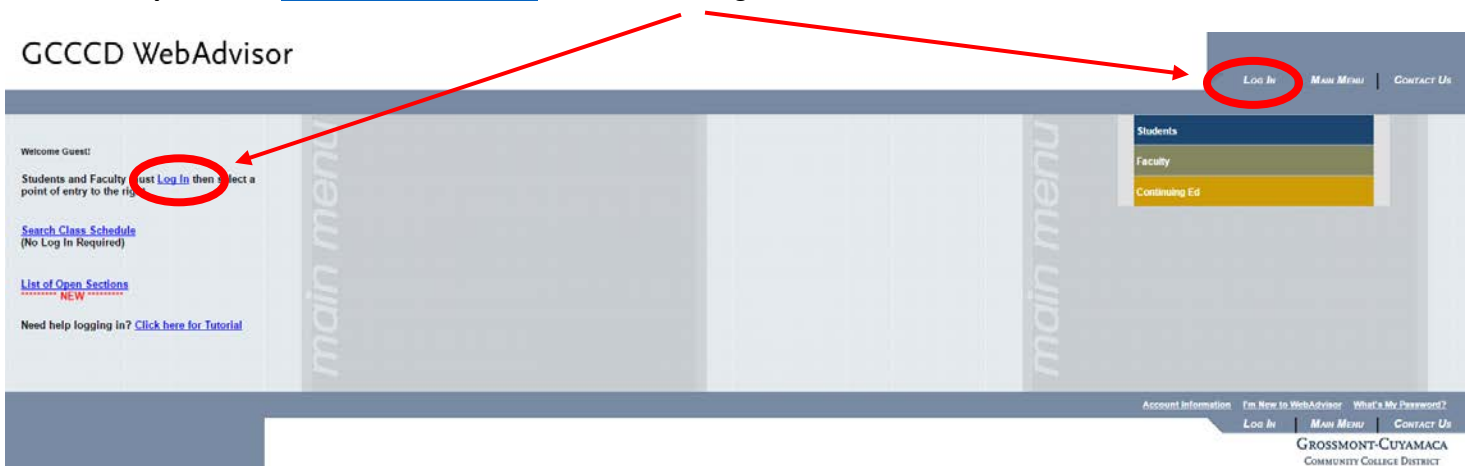
**Step 1** Create an [OpenCCC](#) (California Community College) account **AND** submit an application to Grossmont College or Cuyamaca College

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## WEB ADVISOR/STUDENT ID

**Step 1** Wait at least 24 hours after applying to the college to receive the welcome/acceptance email from the college you applied to

**Step 2** Go to [GCCCD WebAdvisor](#) and click on *Log In*



**Step 3** [Log In](#) using the following format:

Your user ID is firstname.lastname

Your **first** time password is your birthdate; format MMDDYY

Welcome Guest!

## Log In

Your user ID is `firstname.lastname`  
Your **first** time password is your birthdate; format MMDDYY  
If unable to login, please [Click Here](#) for additional information.

User ID   
Password   
Hint

**Step 4** You will now be prompted to change your password (the “Log on to WebAdvisor” [video](#) may be helpful) and create a password hint

- Write down your new password!

# GCCCD WebAdvisor

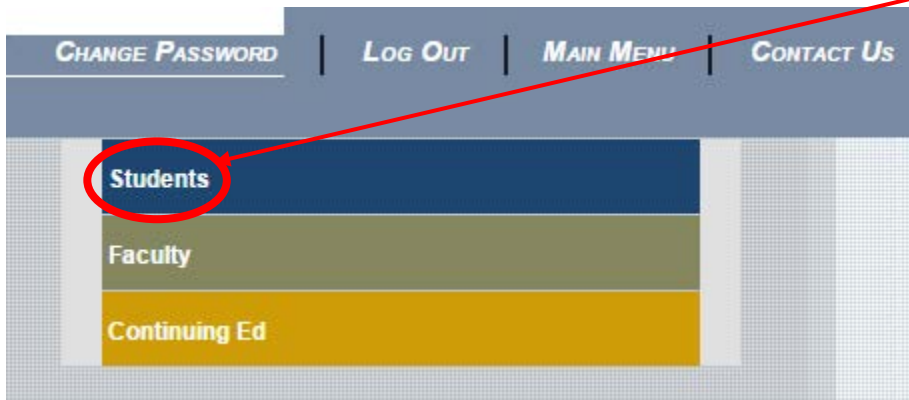
CURRENT STUDENTS

## Change Password

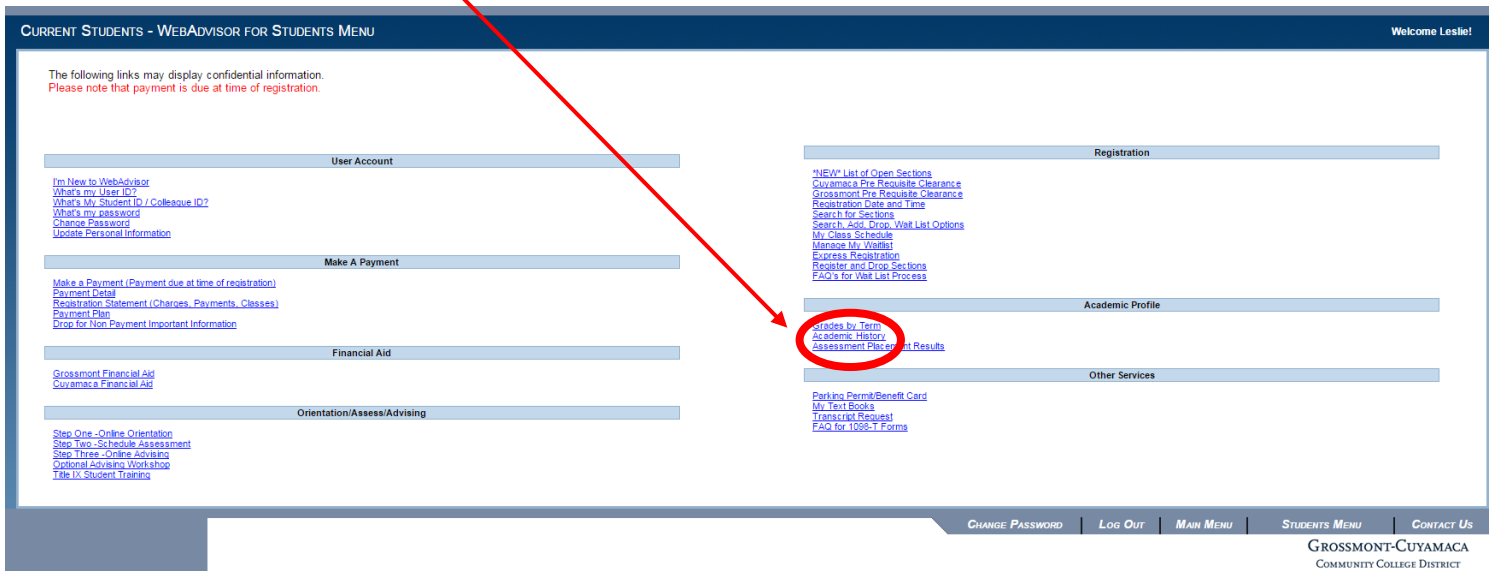
Your new password must be 6 to 9 characters in length and include both letters and numbers.  
It is recommended that you provide a password hint.

User ID   
Old Password   
New Password   
Confirm Password   
Hint

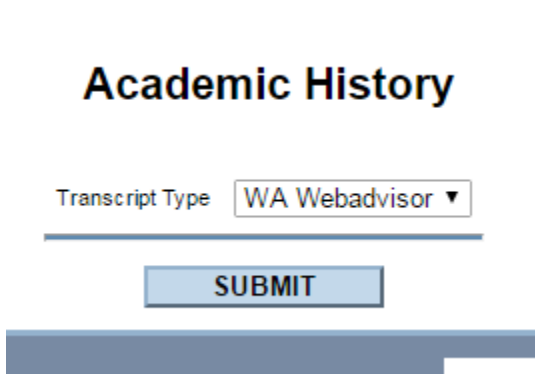
**Step 5** Log in to WebAdvisor with your new password and click on blue *Students* bar



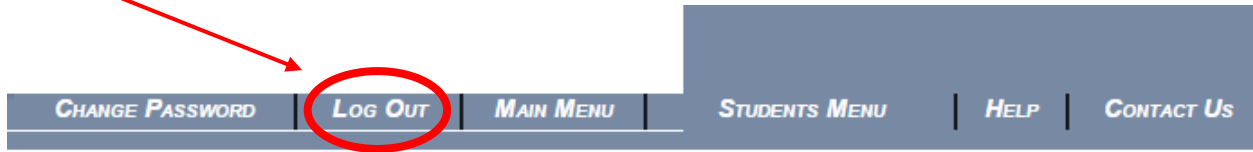
**Step 6** Click on *Academic History* under Academic Profile bar



**Step 7** Click *Submit* for WA Webadvisor Transcript Type



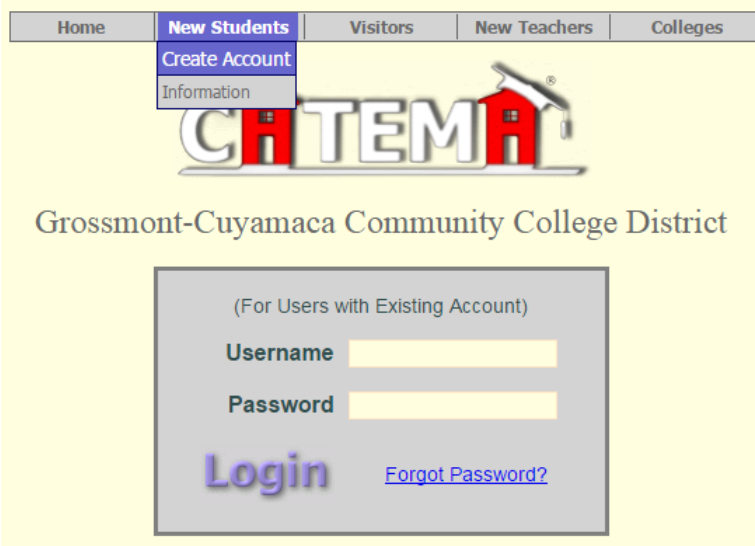
**Step 8** Write down the student ID# that appears to the left of the student's name (this is the GCCCD College ID required by CATEMA) then click *Log Out*



## CATEMA ACCOUNT

**Step 1** Go to [catema.com](http://catema.com) and click *Grossmont Cuyamaca College District*

**Step 2** Click on *New Students* tab and select *Create Account*



**Step 3** Complete the form with the information you have gathered

<b>First Name*</b>	<input type="text"/>	<b>*Required Data</b>
Middle Initial	<input type="text"/>	
<b>Last Name*</b>	<input type="text"/>	
<b>GCCCD College ID*</b>	<input type="text"/> (enter your GCCCD College ID)	
State Student ID (SSID)	<input type="text"/> (enter your 10 digit SSID - optional)	
<b>Date of Birth*</b>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	
<b>Ethnicity*</b>	*Select* <input type="text"/>	
<b>Gender*</b>	*Select* <input type="text"/>	
<b>High School &amp; Grad Yr*</b>	*Select* Your High School <input type="text"/> Year <input type="text"/>	
<b>Program Preference*</b>	*Select* Program <input type="text"/>	
<b>Email Address*</b>	<input type="text"/>	
Phone Number	<input type="text"/> <Area <input type="text"/> <( 7 digit#, no dashes)	
<b>Mail Addr*</b> (St., P.O. Box, and Apt.#)	<input type="text"/>	
<b>City, State, Zip*</b>	<input type="text"/> CA <input type="text"/>	

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

**Next...**

**Step 4** Refer to the CATEMA STUDENTS Quick Start Guide to complete your enrollment process



## STUDENTS Quick Start Guide

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

- If your site requires a College Student ID, get the number first before continuing.
- Go to your **Login** page at <https://www.catema.com/gcccd/>
- Click on **New Student** => 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).

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: 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...**
  - **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.

#### 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 social security number OR student ID#

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

**The Password will be "cen610121"**

or use the **"Go To Student Login Assistant"** link on Login page.