STUDENTS
Quick Start Guide

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

➤ **Procedures For High School Students**: New Students need to obtain a Gavilan College ID number through CCC Apply. **STEP 1:** To apply for admission to Gavilan College, students need to fill out the https://www.opencccapply.net/cccapply-welcome?cccMisCode=441 first before continuing. **The online application is a two-step process. STEP 2:** Once students have applied, they will have a myGAV account login. This is their online portal for 24/7 access to class registration, student records, financial aid, and other services.

➤ Go to your *Login* page at **https://www.catema.com/gavilan/**

➤ 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**...
- o **High School**
- o **Teacher**
- o **Class Name**
- o **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)
    => Gavilan College student ID# G00XXXXXX
EXAMPLE: Barry Jones from <u>Cen</u>tral High School with a Gavilan College Student ID#
G00# 010203

<mark>The **Password** will be **"cen010203"**</mark>

or use the "**<u>Go To Student Login Assistant</u>**" link on Login page.