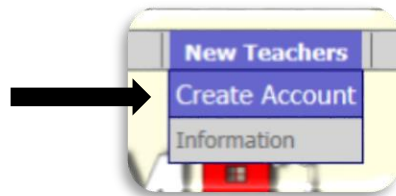


Module 1: Setting up a CATEMA Account for Teachers

Step 1: Create Account

Go to <https://www.catema.com/saddleback/>

Step 2: At the top of the home page, 2nd tab to the right, **click on New Teacher -> Create Account**



Step 3: Complete Form.

- Home Campus: if the class you are teaching is for an ROP, you must put the ROP name and not the school you are teaching at. If you teach for both, please list the school you are teaching at.

Step 4: **Once submitted, a System Manager will need to approve your new account in order to be ACTIVE and you can create your classes.**

Note: For Returning Teachers, if you have created an account previously, you can simply log-in. You will need to create your classes for the new school year.

Important Note: When Logging in, please make sure it says Saddleback College above the sign-in section (see image below). Otherwise, your log-in will not work.

Forgot Username

If you do not remember your username,
Please contact your system administrator.

Forgot Password

If you do not remember your password, please click the link, "[Forgot Password](#)" on the CATEMA/Saddleback login page.

A window will pop up asking you to enter your username.

You will then need to answer a "security question" you created when you created your account. If you do not remember the answer or it is incorrect, please contact your system administrator.

