STEP 1: CREATE Your West Valley College Account - First Time Users (one time only)

Time Period – September – October
If you already have a West Valley ID, skip to STEP 3*
Forgot your West Valley ID? Email wvc.admissions@westvalley.edu providing your name and date of birth.

- Apply to West Valley College (WVC) to obtain a college ID# before continuing.
- Go to https://www.westvalley.edu/admissions/apply.html click on “Begin Your Application” to open a CCCApply account. This generates a State community college system account and assigns a three letter, 4-digit account. (I.E.: BGY1234). This is NOT your WVC College ID.
- Once completed CCCApply, submit an application for admission to WVC. You will receive a confirmation email that your application for admission has been received.

STEP 2: After 12-24 hours, check your email for your WVC ID#.
You WVC ID# will look like this. (I.E.: G01234567). You will need your WVC ID# to create your CATEMA account

STEP 3: CREATE a CATEMA account and Enroll in your class

Time Period – September – November
If you know your WVC ID# continue with steps A,B & C below:
If you do not remember your WVC ID#, use this link to retrieve it: https://web.wvm.edu/whatsmyid/gnumber then continue with steps A,B & C below:

A. Go to https://www.catema.com/. Select West Valley College.
   - Click on New Students; 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). Read the last page for password information.

   - PLEASE BE SURE THE FULL NAME, DATE OF BIRTH INFORMATION MATCHES EXACTLY TO THE FULL NAME, DATE OF BIRTH YOU PROVIDED IN WVC APPLICATION. This will ensure the grades and credits are processed in CATEMA and West Valley College.

B. Enter your WVC Student ID from STEP 1 (This is the 8-digit number (G0xxxxxxxx) emailed to you by West Valley College).

C. Complete the new student account form and then enroll in the appropriate class at your school.
   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.”
Remember your CATEMA Username/Password and your WVC ID # when you want to register for more classes at the high school. While logged in, you can view your class history and teacher recommendations, and update your personal information.

**STEP 4:** You are finished! You are now eligible to receive West Valley College credit for your Articulated course. Remember, for college credit, you will need to receive a grade of “B” or higher.

**STEP 5:** If you received articulated credit for your course, it will be posted on your WVC transcript by end of July. To request a transcript, go to: [https://www.westvalley.edu/admissions/records.html](https://www.westvalley.edu/admissions/records.html).

**Attending West Valley College in the Summer?**
If you are planning to enroll at West Valley College during the summer or fall, as a high school student, you must reapply to WVC through CCCApply each semester you attend.
Go to [https://www.westvalley.edu/high-school-students/](https://www.westvalley.edu/high-school-students/) for more details.

If you are planning to attend WVC as a college student next Fall, you must reapply through CCCApply as a college student.

**Have questions about CTE Articulation?**
Email us at: wvc.careereducation@westvalley.edu

**Need help with your WVC College application?**
Please contact Admissions & Records office at: wvc.admissions@westvalley.edu

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**Auto – Generated Username and Password**

The **Username** is created by combining the following characters

- First three letters of the high school’s name (lower case)
- First letter of the first name (lower case)
- First three letters of the last name (lower case)
- Birthday - 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’s 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"