



Auto-Generated Student Usernames and Passwords

The CATEMA® System generates the student's username and password from the personal information entered when a new student account is created.

The unique username is a combination of lower case letters and numbers, with no spaces. Normally, there will be 7 characters, followed by two digits.

In rare cases there will be a lower case letter added to the end of the username, such as an "a", "b", or "c". This will occur only when an existing student has already been assigned an auto-generated username that a new username would duplicate

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)
(for instance - birthday July 9th - use 09)

EXAMPLE: For **C**entral High School student **B**arry **J**ones, born on July **9**th...

The **Username** will be "**cenbjon09**"

If there is student at Centerville High School, named Brenda Jonecka, whose birthday is April 9th, her resulting auto-generated username will also be "**cenbjon09**".

To avoid duplication, a letter suffix will be automatically appended to the new username to make it unique. For example: "**cenbjon09a**". If that username had already been assigned, then the new Username will be "**cenbjon09b**".

Noted Exceptions:

- Students whose last name is less than three (3) characters will result in a shortened Username. (Example: student Barry Wu – results in username "**cenbwu09**")
- Students whose last name includes a "**non-alpha**" in the first three (3) characters will result in a Username that includes that character. (Example: student Barry O'Dell => "**cenbo'd09**")
- Students whose last name includes a '**space**' within the first (3) characters will result in a Username that includes a 'space'. (Example: student Barry Mc Donald => "**cenbmc 09**" (note the space between the "c" and the "09"))

Auto-Generated Student Usernames and Passwords (continued)

The **Password** is created in a similar manner by combining the following characters...

- **First (3) three letters of the high school name** (lower case)
- **Last (6) six digits of the social security number** (or student ID#)

EXAMPLE: The Student from **Central** High School with a SS# 215-**61-0121**

The **Password** will be "**cen610121**"

Exception: If the high school name contains a 'space' or 'non-alpha' character in the first (3) three 'characters', it will be included in the password; i.e.- El Dorado H. S.

=> "**el 610121**"

If a student's personal information changes, or the student transfers to a different school, the username and password will be automatically updated when the changes are made to the student's account.

Student Login Assistant and Simple Student Enrollment

A student login assistant utility allows students with existing accounts to login and/or create new class enrollment records without entering their system generated username and password. Using a simple step by step procedure, they can select their high school from a list, enter their name and date of birth, and proceed directly to the system class enrollment form. They may also elect to login to their system account by entering the last six digits of their social security number or school ID number.

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