1. The first step is getting to the CatsWeb Student Services screen on the Texas State University website.

- Open the web browser and go to www.txstate.edu
- Click on the CatsWeb link in the Menu on the left hand side of the webpage

2. Next we need to create your CatsWeb PIN

- Click on the Create CATS PIN link on the CatsWeb – Student Services page
- Type your Texas State ID number
- Type your Last Name
- Type your Date of Birth
- Click Submit
3. Next we need to select your PIN and secret question.

- Choose a new PIN and type it in the space provided

- The telephone keypad is included as a reference

- Choose a secret question that only you will be able to answer, so that you may retrieve your PIN, should you forget.

- Provide the answer to that question

- Click Submit

Your CATSWEB PIN has been created! Remember it or write it down in a safe place!

4. Next we can create your Texas State Username and Password. You will use this username and password to access most technology resources at Texas State University.

- Return to the CatsWeb Student Services page as in step 1

- Click on Create/Reactivate your Texas State Username

- Click Continue on the next page
Type in your Texas State ID number and the CatsWeb PIN that you just created

- Click Continue

Your NetID (Username) has been created!
Remember it or write it down in a safe place!

- Check the box that states that you Agree to comply with computer policies

- Choose a new Password
  - 8-14 characters long
  - Only letters, numbers, $, and _

- Type your new password again

- Click Submit

- Make a note of your Username

- Remember your username and Password or write them both down in a secure place
Your PASSWORD has been created!
Remember it or write it down in a safe place!
Cut out and use this card if you wish.

<table>
<thead>
<tr>
<th>Student ID No.</th>
<th>___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>CatsWeb PIN</td>
<td>___________________________</td>
</tr>
<tr>
<td>Username (NetID)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Password</td>
<td>___________________________</td>
</tr>
<tr>
<td>Email address</td>
<td>___________ @txstate.edu</td>
</tr>
</tbody>
</table>

You can now use your Username and Password to:

- Print a Degree Audit Report
- Register for classes
- Log on to Texas State computers
- Log on to CatsWeb
- Log on to Blackboard and TRACS
- Access your Texas State Email on Bobcat Mail

You are can use your Texas State Student ID and your CatsWeb PIN for Class Registration

For all other purposes you should use your Username (also known as your NetID) and your Password

Your email address will initially be your username followed by @txstate.edu