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OVERVIEW

CTE Dual Credit is an industry and education partnership committed to providing a highly-trained and motivated workforce, prepared to pursue lifelong learning in a changing technological society. It includes a rigorous and focused course of study that provides students with essential academic and technical foundations and prepares students with necessary workplace skills.

These courses are offered at many high schools and skills centers across the state in partnership with community and technical colleges. They integrate academics with technical skills to help students prepare for advanced education and careers. Students earn high school and college credit for successfully completing the same course.

Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- Align to a professional-technical pathway, leading to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one of the following fields:
  - Engineering technology
  - Applied science
  - Mechanical, industrial, or practical art or trade
  - Agriculture
  - Health
  - Business
- Build student competencies in mathematics, science, technology, and communications through a sequential course of study.
- Lead to employment or further education.

The Statewide Enrollment and Reporting System (SERS) is used by CTE Dual Credit consortium members, teachers, college staff, registrars, and students to view and manage information related to participants and courses.
The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the public. It provides log-in functions as well as access to other information.
LOGGING INTO SERS AND MANAGING YOUR ACCOUNT

Logging Into SERS for the First Time

To log into SERS for the first time, you will need to follow the link that the system emails to you when your account is created. Following the link will prompt you to set your password and security questions for account recovery.

The Security Information screen will provide you with your username at the top of the screen.

1. Enter your password in the Password box, making sure to follow the rules on the screen. Then enter the same password in the Compare Password box.
2. Select three different security questions and enter your answer for each question.

![Security Questions]

3. Select the Submit button.

4. The next screen will confirm your submission. Click the Continue button.

![Account Confirmation]

5. Verify your account information and select Save Account.
Logging into SERS after Your First Login


2. Enter the user name and password provided to you by the person who created your account. If a new account is needed, contact the college consortium director first. For additional assistance, contact State Board staff: sershelp@sbctc.edu.

3. Click the Sign In button

The District User Home Page will appear. The menus across the top provide access to SERS functions.
Recovering Your User Name

1. Click the “I forgot my user name” link on the Sign In page

![Sign-in](image1)

2. Enter your first name, last name and email address, then click the Submit button.

![Recover Forgotten Username](image2)

Your user name will be emailed to you.
Resetting Your Password

1. Click the “I forgot my password” link on the Sign In page

![Sign-in](image)

2. Enter your username and email address on the Password Recovery screen and click the Submit button.

![Password Recovery](image)

A password reset link will be emailed to you.
Managing Your Account Information

You can update your contact information within SERS.

1. **Select My Account from the menu bar.**

   ![My Account Menu](image)

2. **Update any information in the available fields.** You cannot change your Username.

   ![Account Information Form](image)

3. **Select Save Account.** A confirmation message will display.

   ![Account Updated Message](image)
WORKING WITH STUDENT ACCOUNTS

As a District User, you can view and edit student account profiles and reset student passwords.

Searching for a Student

1. Select Student from the menu.

2. Enter search terms in the search boxes.

3. Click the Search button. The results display below the search form. You should enter at least one search term, otherwise your search will likely return too many records to display.
Viewing and Editing a Student’s Profile

1. **Search for the student**

2. Click on the Edit link for the student in the search results

3. **The Student Profile will display.** Editable fields will appear white. Locked fields will be gray. When you have completed any edits to the profile, select the Save button. If you make changes but do not want to save them, select the Reset Form button to revert the profile to its previous state.
Viewing a Student’s Registration History

1. View the Student Profile.
2. Select the Registration History button.

3. The student’s registration history will display on a new page.

4. To view the details of a registration, including any required fees or mail-in registration, click on the details link for the registration. A pop-up window will display the registration details.
Resetting a Student Password

This process can be used to reset a student’s password and security questions.

1. **View the Student Profile.**

2. In the Student Profile window, select the Reset Account button.

3. A window will pop up, asking if you would like to proceed. Click Reset Account to proceed.

4. The student will receive an email with a link to reset their password and security questions.
SEARCHING FOR ARTICULATIONS

You can search for course articulations. If links to the course description and the college website were created by CTE Dual Credit staff when the articulation was created, these links will be available in the Articulations Details window.

1. Open the Search menu. Select Articulation to search.

2. Enter search terms in the available fields to narrow your results, or leave the fields set to their defaults to return all available results for your consortium. Results can be sorted by selecting the column headings.

3. Select the Details link to view the details of a specific articulation.

4. Click on the number of registered students to view all students registered for an articulation.