



# **STATEWIDE ENROLLMENT AND REPORTING SYSTEM (SERS) CTE DUAL-CREDIT STUDENTS**

***REGISTRAR MANUAL  
JUNE 2018***

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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.

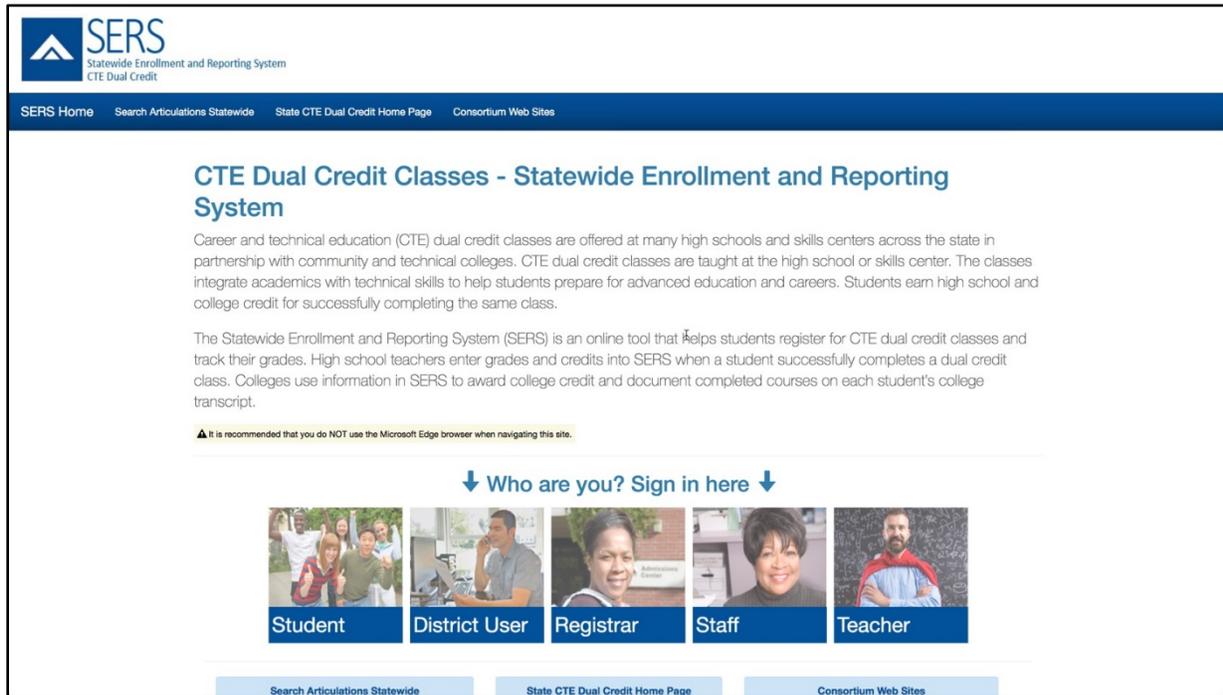
Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- 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.

# SERS Home Page

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.



The screenshot shows the SERS (Statewide Enrollment and Reporting System) home page. At the top left is the SERS logo with the text "Statewide Enrollment and Reporting System" and "CTE Dual Credit". A dark blue navigation bar contains links: "SERS Home", "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites". The main heading is "CTE Dual Credit Classes - Statewide Enrollment and Reporting System". Below this is a paragraph explaining that CTE dual credit classes are offered at high schools and skills centers in partnership with community and technical colleges. A second paragraph describes SERS as an online tool for registration and grade tracking. A small warning icon states: "It is recommended that you do NOT use the Microsoft Edge browser when navigating this site." Below the text is a sign-in section titled "Who are you? Sign in here" with a downward arrow. It features five buttons with corresponding photos: "Student", "District User", "Registrar", "Staff", and "Teacher". At the bottom, there are three light blue buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".

# LOGGING INTO SERS AND MANAGING YOUR ACCOUNT

## Logging into SERS for the First Time

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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.

The screenshot shows a web form titled "Security Information". At the top, it displays "Your Username is: dthomasg" in a yellow-bordered box. Below this, it instructs the user to create a new password and lists four rules: 1. At least 10 characters long. 2. Contain at least one upper and one lower case letter. 3. Contain at least one number. 4. Contain at least one of the following special characters: ! # \$ % \* + - = ? @ ^ \_ ~. A light blue bar labeled "All Fields Required" is above two input fields: "Password" and "Compare Password", both containing masked text (dots). The input fields are highlighted with a yellow border.

2. Select three different security questions and enter your answer for each question.

Three separate security question/answer combinations are required.  
Select a question from the dropdown and add your answer to the textbox below it.

**Question One**  
What was the name of your second pet? ▾

**Answer One**  
Petunia

**Question Two**  
What is the name of your favorite grade school teacher? ▾

**Answer Two**  
Magnusson

**Question Three**  
Who was your favorite high school teacher? ▾

**Answer Three**  
Sullivan

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

Your account is now ready for use. Click continue to finish.

[Continue](#)

5. Verify your account information and select Save Account.

**Username** dthomasg

**First Name** • TOM

**Last Name** • GIBBONS

**Email** • tgibbons@southseattle.edu

**Phone** • (206) 934-0000

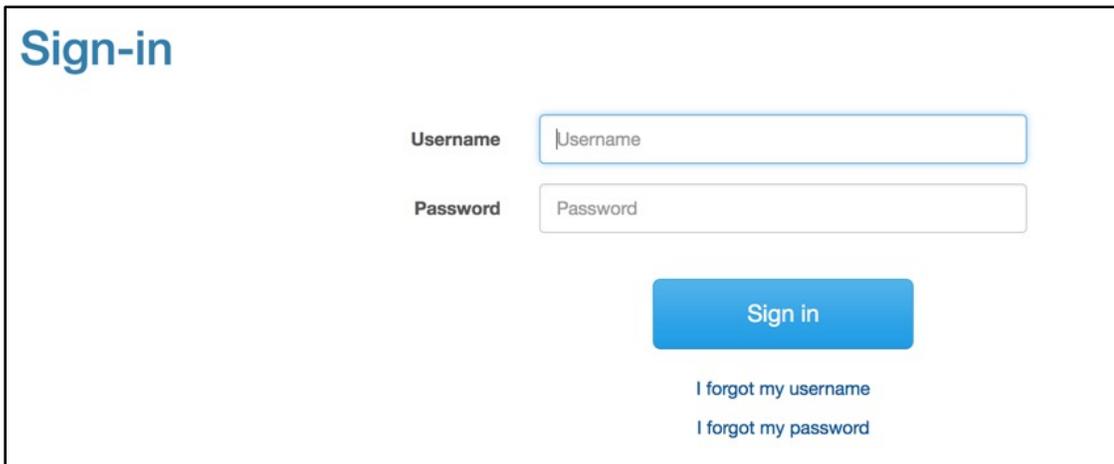
[Save Account](#)

# Logging into SERS after Your First Login

1. Access the SERS Home Page, at <http://www.ctesers.org> and select Registrar.



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. For additional assistance, contact State Board staff: [sershelp@sbctc.edu](mailto:sershelp@sbctc.edu).



3. Click the Sign In button

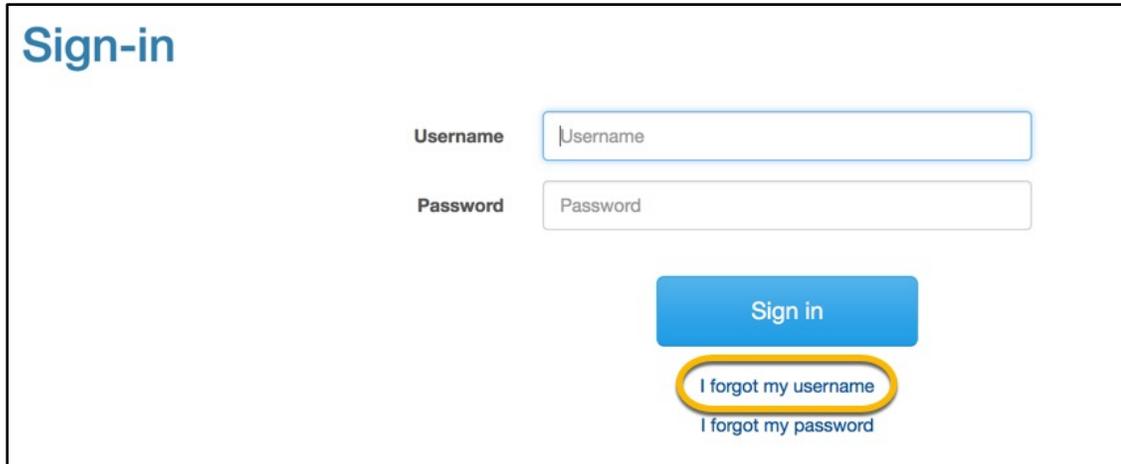
The Registrar Home Page will appear. The menus across the top provide access to SERS functions.



## Recovering Your User Name

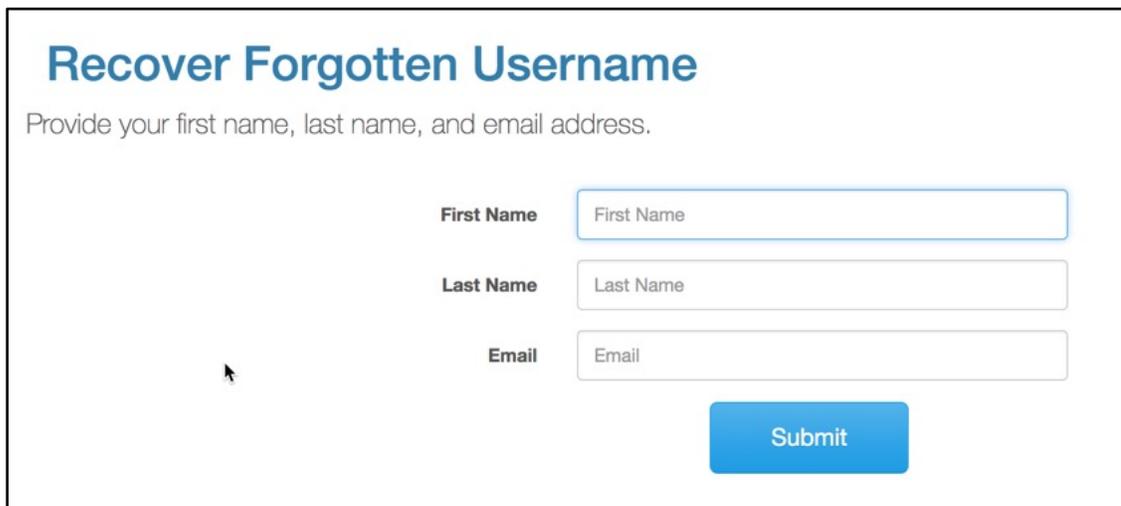
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1. Click the “I forgot my user name” link on the Sign In page



The screenshot shows a 'Sign-in' form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Sign in' button. Underneath the button are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my username' link is highlighted with a yellow oval.

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



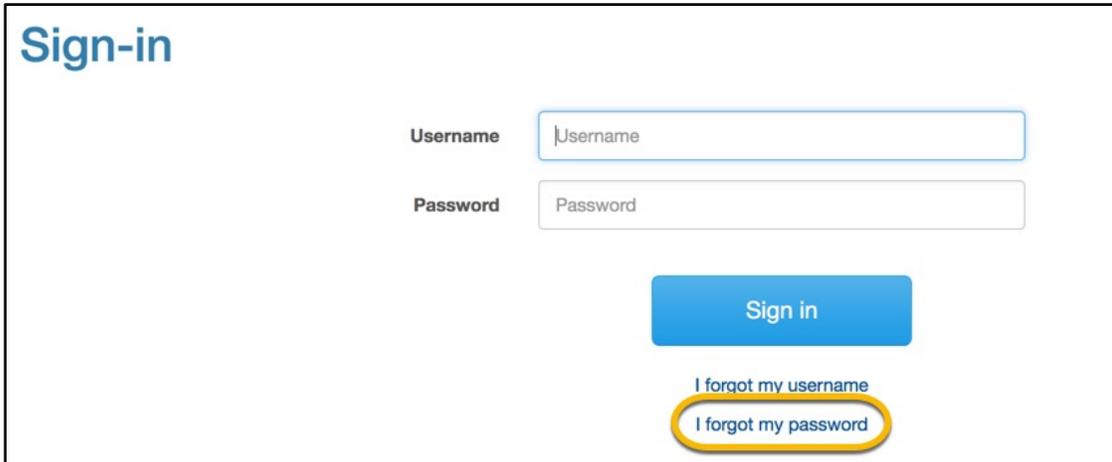
The screenshot shows a 'Recover Forgotten Username' form. It includes the instruction 'Provide your first name, last name, and email address.' followed by three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the bottom right of the form.

Your user name will be emailed to you.

# Resetting Your Password

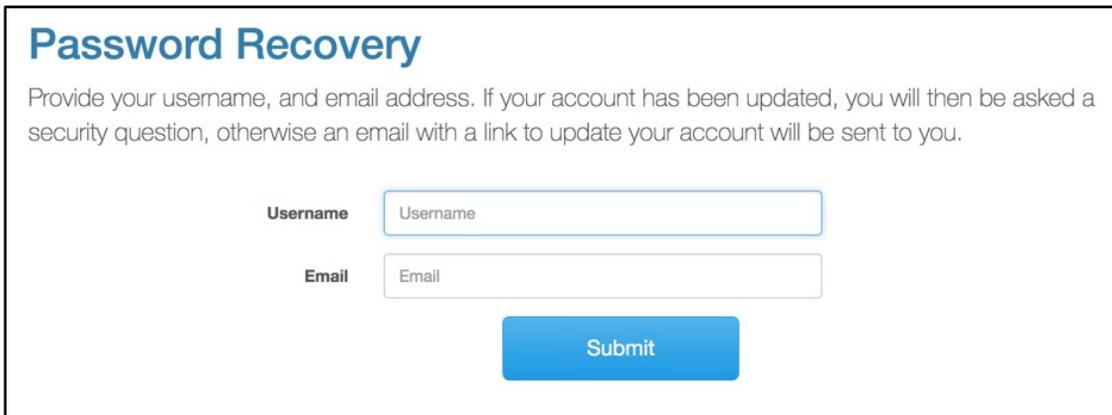
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1. Click the “I forgot my password” link on the Sign In page



The screenshot shows a 'Sign-in' page with a title 'Sign-in' in blue. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'Username' and the 'Password' field contains the text 'Password'. Below these fields is a blue 'Sign in' button. Underneath the button are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my password' link is highlighted with a yellow oval.

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



The screenshot shows a 'Password Recovery' page with a title 'Password Recovery' in blue. Below the title is a paragraph of text: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below the text are two input fields: 'Username' and 'Email'. The 'Username' field contains the text 'Username' and the 'Email' field contains the text 'Email'. Below these fields is a blue 'Submit' button.

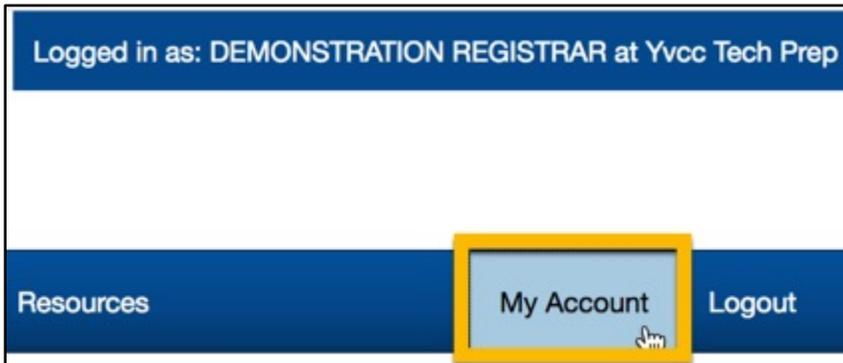
A password reset link will be emailed to you.

## Managing Your Account Information

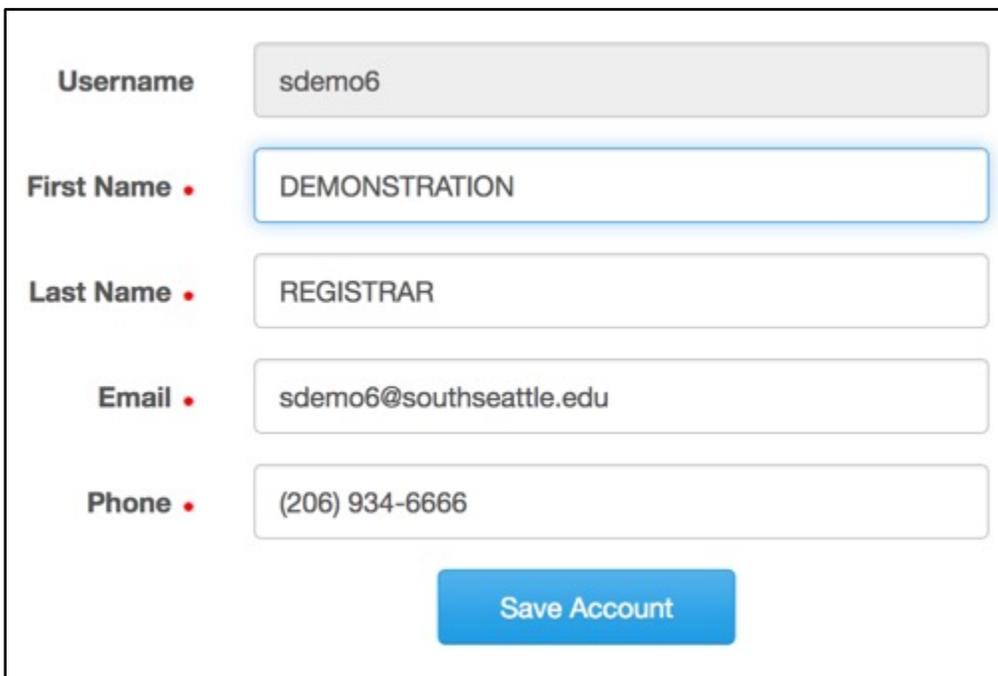
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You can update your contact information within SERS.

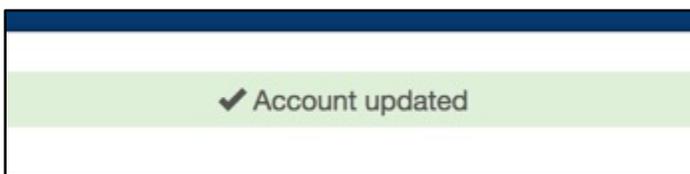
1. Select My Account from the menu bar.



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

A screenshot of the 'My Account' update form. It features five input fields: 'Username' (containing 'sdemo6'), 'First Name' (containing 'DEMONSTRATION'), 'Last Name' (containing 'REGISTRAR'), 'Email' (containing 'sdemo6@southseattle.edu'), and 'Phone' (containing '(206) 934-6666'). Each field is preceded by its label and a red asterisk. Below the fields is a blue 'Save Account' button.

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



# SEARCHING FOR ARTICULATIONS

To search for articulations:

1. Open the Search menu. Select Search Articulations.



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. Select the Search button.

A screenshot of a search form titled 'Search For Articulations'. It contains four dropdown menus: 'School District' (All School District), 'High School' (All High Schools), 'College' (All Colleges), and 'Career Cluster' (All Career Clusters). At the bottom right, there are two buttons: a blue 'Search' button and an orange 'Reset' button.

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

A screenshot of a table with five columns: 'Articulation Details', 'School District', 'High School', 'College', and 'Articulation Name'. The 'Articulation Details' column is highlighted with a yellow box. The table contains several rows of data, including articulations like 'AG 101 Intro to Agriculture' and 'AG 125 Safety & Labor Management'.

Articulation Details	School District	High School	College	Articulation Name
Details	East Valley (Yakima)	East Valley	Yakima Valley	AG 101 Intro to Agriculture
Details	Ellensburg	Ellensburg	Yakima Valley	AG 101 Intro to Agriculture
Details	West Valley (Yakima)	West Valley	Yakima Valley	AG 101 Intro to Agriculture
Details	East Valley (Yakima)	East Valley	Yakima Valley	AG 125 Safety & Labor Management
Details	Grandview	Grandview	Yakima Valley	Ag, Food, Natural Resources AG101
Details	Mabton	Mabton	Yakima Valley	Agriculture Metals (Ag Safety)

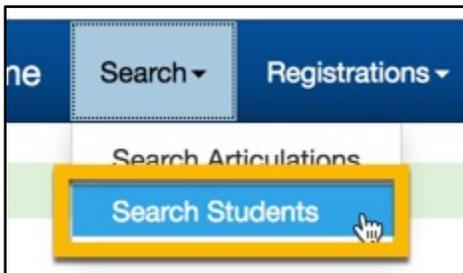
4. A popup window will display the details of the articulation.



# VIEWING STUDENT PROFILES AND REGISTRATION HISTORY

As a Registrar, you can view student profiles and registration history.

1. Open the Search menu. Select Search Students.



2. Enter search terms in the search boxes. Select the Search button.

A screenshot of a search form titled 'Search for Students in Yakima Valley CC'. The form includes a list of instructions: 'Leave form empty to return all students', 'Fill in one or more items to narrow the search results', and 'Search terms are wildcarded, e.g. "Clark" will show "Clark" and "Clarkson"'. Below the instructions are five input fields: 'College SID', 'Student First Name', 'Student Last Name', 'Home High School' (a dropdown menu currently showing 'All High Schools'), and 'Student Birth Date'. At the bottom right of the form are two buttons: a blue 'Search' button and an orange 'Reset' button.

3. The results display below the search form. Select the View link to view the student's profile and registration history.

A screenshot of a table displaying search results. The table has five columns: '+ Last Name', '+ First Name', '+ Birth Date', '+ Current Grade', and an unlabeled column. The first row shows a student with last name 'BIBBONS' and first name 'TOM', born on 10/31/2002, with a current grade of 2020. The second row shows a student with last name 'STUDENTI' and first name 'DEMONSTRATION', born on 1/1/2001, with a current grade of 2019. The third row shows a student with last name 'STUDENTII' and first name 'DEMONSTRATION', born on 1/2/2001, with a current grade of 2019. The fourth row shows a student with last name 'STUDENTIII' and first name 'DEMONSTRATION', born on 1/3/2001, with a current grade of 2019. The fifth row shows a student with last name 'STUDENTIV' and first name 'DEMONSTRATION', born on 1/4/2001, with a current grade of 2019. A yellow box highlights the 'View' link in the first column of each row.

4. The Student Profile page displays student information. Registration History is displayed at the bottom of the page.

**View Student Profile**

Date Account Created: 06/25/2018

First Name: DEMONSTRATION

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**College Information**

	College	College SID
Edit	Yakima Valley	011111111

**Registration History**

[Print Unofficial Transcript](#)

View Registration Details	+ Year	+ Articulation Name	+ Status
Details	2017-18	Demo Articulation	Completed

# EDITING A STUDENT'S SID

1. [View the student's profile.](#)
2. Select the Edit link in the College Information section of the profile.

Future Plans Further education - WA private unive

## College Information

	College	College SID
<a href="#">Edit</a>	Yakima Valley	044444444

3. Enter the new SID and select the Update link.

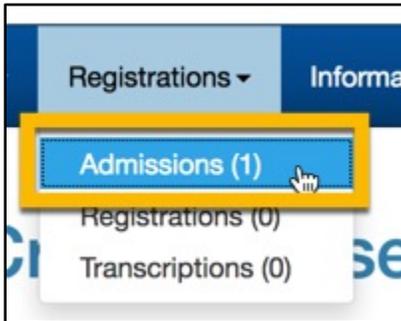
	College	College SID
<a href="#">Update</a>	Yakima Valley	<input type="text" value="077777777"/>

4. A confirmation message will appear at the top of the page.

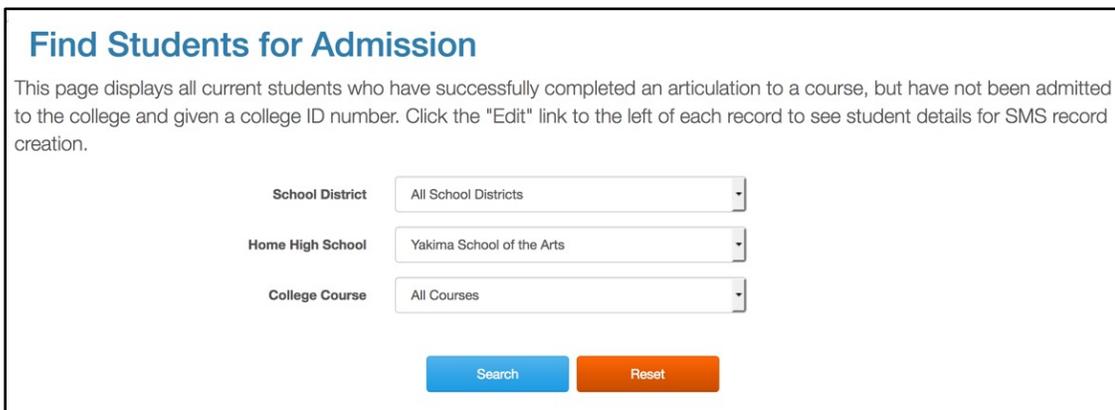
✓ College Information Updated

# ADMITTING STUDENTS TO YOUR COLLEGE

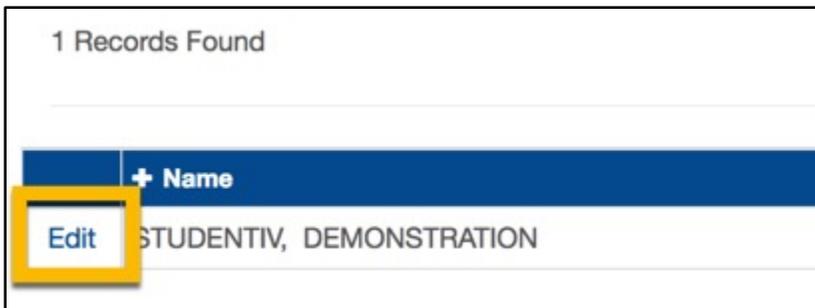
1. Open the Registrations menu. Select Admissions. The number next to Admissions indicates how many students need to be admitted to your college.



2. Enter search terms in the search boxes, or leave the fields set to their defaults to return all students who need to be admitted. Search results appear below the form.

A screenshot of a search form titled 'Find Students for Admission'. Below the title is a paragraph of text: 'This page displays all current students who have successfully completed an articulation to a course, but have not been admitted to the college and given a college ID number. Click the "Edit" link to the left of each record to see student details for SMS record creation.' The form contains three dropdown menus: 'School District' (set to 'All School Districts'), 'Home High School' (set to 'Yakima School of the Arts'), and 'College Course' (set to 'All Courses'). At the bottom of the form are two buttons: a blue 'Search' button and an orange 'Reset' button.

3. Select the Edit link next to the name of the student you would like to admit. The Student Admissions Details screen will appear.



4. In the Student Admissions Details screen, enter an SID in the SID field. This SID should be unique to the student at your college.

**Student Admission Details for STUDENTIV, DEMONSTRATION**

**Note:**

- Clicking Next or Previous buttons, after adding an SID number, will save SID to student then move to next or previous student.
- Clicking 'Save' will save SID to student, but not advance to next student.

SID  Save

Stu Profile Date 06/27/2018 2017-18 Grade Level 11

◀ Previous Next ▶

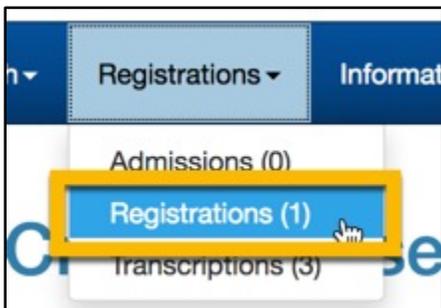
5. Select the Save button to save the SID and stay on the details page for this student. Select the Next or Previous button at the bottom of the screen to save the SID and move to the next or the previous record in the search results. A confirmation message will appear at the top of the page.



# REGISTERING STUDENTS

The registration function only appears for colleges that use a registration process for CTE Dual Credit students. You can only register students who have successfully completed an articulation and received a student ID for your college.

1. **Open the Registrations menu. Select Registrations.** The number next to registrations indicates how many students need to be registered.



2. **Enter search terms in the search boxes, or leave the fields set to their defaults to return all students who need to be registered.** Search results appear below the form.

A screenshot of a search results table. At the top, it says '1 Records Found' and 'Number of Results Per Page: 50'. The table has five columns: Student Name, SID, Course Item #, Course #, and Credits Earned. One row is visible with the student name 'STUDENTI, DEMONSTRATION', SID '011111111', Course Item # '1234', Course # 'FILM235', and Credits Earned '5'. Below the table is an orange 'Record' button.

<input type="checkbox"/>	+ Student Name	+ SID	+ Course Item #	+ Course #	+ Credits Earned
<input type="checkbox"/>	STUDENTI, DEMONSTRATION	011111111	1234	FILM235	5

3. **Check the box next to the record for each student you would like to enroll.** You can also check the box at the top of the column to select all displayed records.

A screenshot of the search results table with the first row selected. A yellow box highlights the checkbox in the first column, which is checked. The table header and the selected row are visible.

<input checked="" type="checkbox"/>	+ Student Name	+ SID
<input checked="" type="checkbox"/>	STUDENTI, DEMONSTRATION	01111

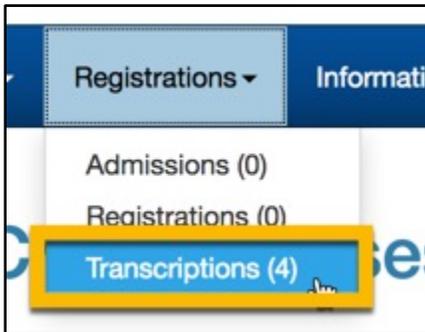
4. **Select the Record button.** The selected records will disappear from the list and a confirmation message will appear at the top of the page.



# TRANSCRIBING STUDENT RECORDS

Once a student is admitted and registered, you can transcribe the records of their completed articulations.

1. **Open the Registrations menu. Select Transcriptions.** The number next to Transcriptions indicates the number of students who need to be transcribed.



2. **Enter search terms in the search boxes, or leave the fields set to their defaults to return all students who need to have records transcribed.** Search results appear below the form.

### Find Students for Transcription

This page displays all current students who have successfully completed an articulation to a course and already have a college ID number. Click the "Record" button to record all checked records as Transcribed.

School District	<input type="text" value="All School District"/>
Home High School	<input type="text" value="All High Schools"/>
Course Item #	<input type="text"/>
Course Number	<input type="text"/>

3. Check the box next to the record for each record you would like to transcribe. You can also check the box at the top of the column to select all displayed records.

4 Records Found

<input checked="" type="checkbox"/>	+ SID	+ Student Name	+ Course #	+ Section	+ Course Title
<input checked="" type="checkbox"/>	23545665	BREWER, JENNIFER	ENGR 110	T#P	ENGR 110 - CAD
<input checked="" type="checkbox"/>	11332222	COURTNEY, SUMMER Y	AGSCI 101	T#P	AGSCI 101 INTRC
<input checked="" type="checkbox"/>	365225669	FLORES, ELIZABETHE D	AGSCI 101	T#P	AGSCI 101 INTRC
<input checked="" type="checkbox"/>	011111111	STUDENTI, DEMONSTRATION	FILM235	T#P	Advanced Filmma

4. Select the Record button. The selected records disappear from the list. A confirmation message will appear at the top of the page.



# SAVING POST-TRANSCRIPTION STUDENT INFORMATION CHANGES

If a student's contact information changes after you complete transcriptions, you can save the changes at your college.

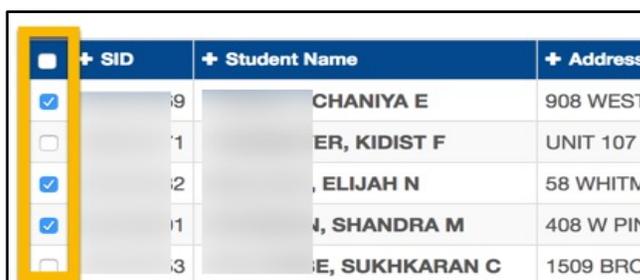
1. **Select Information Changes from the menu.** The number in parentheses indicates the number of records that need to be updated.



2. **Enter search terms in the search boxes, or leave the fields set to their defaults to return all students who need to have their information updated.** Search results appear below the form.

A screenshot of a search form titled "Find Students Changed Information". Below the title is a descriptive paragraph: "This page displays admitted students who have changed their phone, birth date, email and/or address information. Click the 'Record' button to record that checked records were updated in your system." The form contains four input fields: "School District" (dropdown menu with "All School District" selected), "Home High School" (dropdown menu with "All High Schools" selected), "Course Item #" (text input), and "Course Number" (text input). At the bottom are two buttons: "Search" (blue) and "Reset" (orange).

3. **To acknowledge a student's contact information change, check the box next to their record. You can check the box at the top of the checkbox column to select all displayed records.**



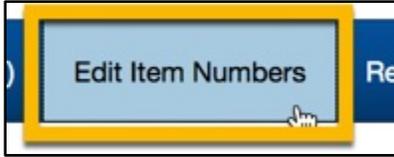
<input type="checkbox"/>	+ SID	+ Student Name	+ Address
<input checked="" type="checkbox"/>	9	CHANIYA E	908 WEST
<input type="checkbox"/>	1	ER, KIDIST F	UNIT 107
<input checked="" type="checkbox"/>	2	, ELIJAH N	58 WHITM
<input checked="" type="checkbox"/>	1	I, SHANDRA M	408 W PIN
<input type="checkbox"/>	3	E, SUHKARAN C	1509 BRO

4. **Select the Record button.** The selected records disappear from the list. A confirmation message will appear at the top of the page.



# CHANGING COURSE ITEM NUMBERS

1. Select Edit Item Numbers.



2. The course item numbers that are available to you will appear in the Course Item Number Entry screen.

**Course Item # Entry**

The following courses are articulated to SERS programs. If needed, please enter the correct Item Number on each entry and click "Save Changes" to record. Be sure to save changes before going to another page, or any changes will be lost.

62 Records Found Number of Results Per Page 50

+ Course #	+ Course Title	+ Course Item #
AG 125	AG 125 SAFETY & LABOR MGMT	1090
AGSCI 101	AGSCI 101 INTRO TO PLANT SCIENCE	1145
AH 119	AH 119 MEDICAL TERMINOLOGY	1155
AST 111	ENGINE REPAIR-LEC	2080
AST 112	AST 112 ENGINE REPAIR-LAB	1235

3. Enter course item numbers in the Course Item Number field.
4. Select the **Save Changes** button at the bottom of the page. If you discover that you have made errors before saving, select the **Reset Form** button to return the item numbers to their last saved state.



5. A confirmation message appears at the top of the page.





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Washington State Board for Community and Technical Colleges

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