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

REGISTRAR MANUAL
JUNE 2018
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**STATEWIDE ENROLLMENT AND REPORTING SYSTEM (SERS) CTE DUAL-CREDIT STUDENTS**

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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.

   Security Information
   
   Your Username is: dthomassg
   
   You need to create a new password, so please follow these 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:
      ! # $ % ^ * + - = ? @ _ ~
   
   All Fields Required
   
   Password: ********
   Compare Password: ********
2. Select three different security questions and enter your answer for each question.

![Security Questions](image)

3. Select the Submit button.

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

![Account Confirmation](image)

5. Verify your account information and select Save Account.

![Account Information](image)
Logging into SERS after Your First Login

1. Access the SERS Home Page, at [http://www.ctesers.org](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.

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

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

![Sign-in](image)

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

![Recover Forgotten Username](image)

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]

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

![Password Recovery]

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.

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

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.

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

3. The results display below the search form. Select the View link to view the student’s profile and registration history.
4. The Student Profile page displays student information. Registration History is displayed at the bottom of the page.
EDITING A STUDENT’S SID

1. View the student’s profile.

2. Select the Edit link in the College Information section of the profile.

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

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

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.

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.

![Registrations menu](image)

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.

![Search results](image)

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.

![Selected records](image)

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.

![Confirmation message](image)
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.

![Image of the Registrations menu with Transcriptions highlighted](image-url)
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. 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.

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.

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG 125</td>
<td>AG 125 SAFETY &amp; LABOR MGMT</td>
<td>1090</td>
</tr>
<tr>
<td>AGSCI 101</td>
<td>AGSCI 101 INTRO TO PLANT SCIENCE</td>
<td>1145</td>
</tr>
<tr>
<td>AH 119</td>
<td>AH 119 MEDICAL TERMINOLOGY</td>
<td>1155</td>
</tr>
<tr>
<td>AST 111</td>
<td>ENGINE REPAIR-LEC</td>
<td>2080</td>
</tr>
<tr>
<td>AST 112</td>
<td>AST 112 ENGINE REPAIR-LAB</td>
<td>1230</td>
</tr>
</tbody>
</table>
```

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.

```
Save Changes  Reset Form
```

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

✓ Records saved