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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.
ACCESSING YOUR SERS ACCOUNT

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.
Logging Into SERS

To log into SERS, you may need to create an account for yourself, or a school administrator may have already created an account for you. Follow the appropriate process below to log in for the first time. Once your account has been established, you will be able to follow the instructions in Logging into SERS after your First Login. If you Need to Create Your Own Account: Logging into SERS for the First Time

1. From the home page, select Student.

2. Select Create New SERS Account.

   [Image: SERS Student Sign-in interface]

   - Username: [Input field]
   - Password: [Input field]
   - Sign in
   - I forgot my username
   - I forgot my password
   - Need more help? Please contact your teacher.

   Don't have a SERS account? Create one here.
   - Create New SERS Account
3. On the Step One screen, first select a username. None of the other fields will be open to you until you select an available username. SERS will check the availability of the username you have selected. Once you have entered a valid, available username, complete the rest of the fields on the page. All of the fields are required. Then click Next.

4. On the Step 2 page, enter a password that meets the password requirements. Repeat the password in the Compare Password box.
5. 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**
Suilivan

6. Select the Next button.

7. The confirmation page will appear. Click Sign-in Now.

Create Student Account

Congratulations, you can now sign-in to SERS. But you’re not done yet. You will need to complete your profile, which you will be redirected to when you sign-in. You must complete this part of the process or you can’t use SERS.

Some of the information you might need to gather, before being able to register for an articulation, includes:

- Your complete address
- Parent/Guardian full name
- School district name
- HS graduation year
- Career Cluster
8. You will be redirected to the home page. Select Student to login.

9. Enter your username and password.

10. Click the Sign In button.

11. You will be directed to the Student Profile page. Check your profile for errors and complete the required fields. Required fields are indicated with a red asterisk (*). When you are finished, click Save.
12. SERS will confirm that your profile was updated successfully. You may proceed to other tasks.

If an Account was Created for You: Logging into SERS for the First Time

If a SERS administrator created an account for you, you will need to follow the link that the system emails to you when your account was 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.

3. Select the Submit button.

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

5. You will be redirected to the home page. Select Student to login.
6. Enter your username and password. Click the Sign In button

![Student Sign-in](image)

7. You will be directed to the Student Profile page. Check your profile for errors and complete the required fields. Required fields are indicated with a red asterisk (*). When you are finished, click Save.

![Student Profile](image)

8. SERS will confirm that your profile was updated successfully. You may proceed to other tasks.

![Student Profile](image)
Logging into SERS after your First Login


2. Enter your username and password. Click the Sign In button.

3. The Student Home Page will appear. The menus at the top of the page provide access to SERS functions.
Managing your Account

Recovering your User Name

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

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

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

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

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

A password reset link will be emailed to you.
**Editing your Profile**

1. From the Student Home Page, select View/Edit Profile

![View/Edit Profile](image1)

CTE Dual Credit Classes - Statewide Enrollment Reporting System

2. Make changes to your profile and click Save. If you decide that you do not to make changes that you have entered, you can click the Reset button.

![Student Profile](image2)

Student Profile

- Date Account Created: 06/11/2018
- Username: sdemo10
- First Name: TOM
- Career Cluster: Arts, A/V Technology & Communications
- Future Plans: Unsure at this time

![Save and Reset Buttons](image3)
REGISTRATION

In the Registration menu, you can search for classes, register for classes, and view your history.

Searching for Classes

1. From the Student Home Page, select Register and then Register for Classes.

2. To view all classes available statewide, leave the fields on their default settings and click Search.
3. To narrow your search, select a value for one of the available fields. It will likely be useful to narrow by your college or your high school. Search results will appear below the fields.
Registering for Classes

1. Once you have located a class using the Searching for Classes process, check the box next to the name of the class.

2. Click the Register Classes button.

3. The next screen will display your selections, as well as any additional notes. When you are ready, click the Save & Register button.
4. The next screen will confirm your registration, as well as any additional payment or registration instructions, including if you need to print your registration and mail it to the college or consortium. If you do need to print your registration, click on the Print Page icon. If you don’t have immediate access to a printer, you can return to your registrations by Viewing your History.

![Registration Confirmation](image)

**Registration Confirmation**

Yakima Valley Tech Prep Consortium Registration 6/11/2018

Your registration for the high school classes below has been received

**Program Requirements**

Students must earn the indicated passing grade or higher in each high school class of an articulation to be eligible to earn college credit. Other requirements may apply. There is no guarantee that these credits will transfer to any other community college, or four-year college or university.

**Fee Details**
Viewing your History

1. From the Student Home Page, select Registration, then View History.

2. On the View History page, you will be able to see a list of your registrations.

   a. Select the details link to view the details for the registration.

   b. Select the printer icon to view the Registration Confirmation page.