



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

***DISTRICT USER MANUAL
JUNE 2018***

PAGE INTENTIONALLY LEFT BLANK



TABLE OF CONTENTS

TABLE OF CONTENTS	ii
OVERVIEW	3
<i>SERS Home Page</i>	4
LOGGING INTO SERS AND MANAGING YOUR ACCOUNT	5
<i>Logging into SERS for the First Time</i>	5
<i>Logging into SERS after Your First Login</i>	7
<i>Recovering Your User Name</i>	8
<i>Resetting Your Password</i>	9
<i>Managing Your Account Information</i>	10
WORKING WITH STUDENT ACCOUNTS	11
<i>Searching for a Student</i>	11
<i>Viewing and Editing a Student's Profile</i>	12
<i>Viewing a Student's Registration History</i>	13
<i>Resetting a Student Password</i>	14
SEARCHING FOR ARTICULATIONS	15

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.

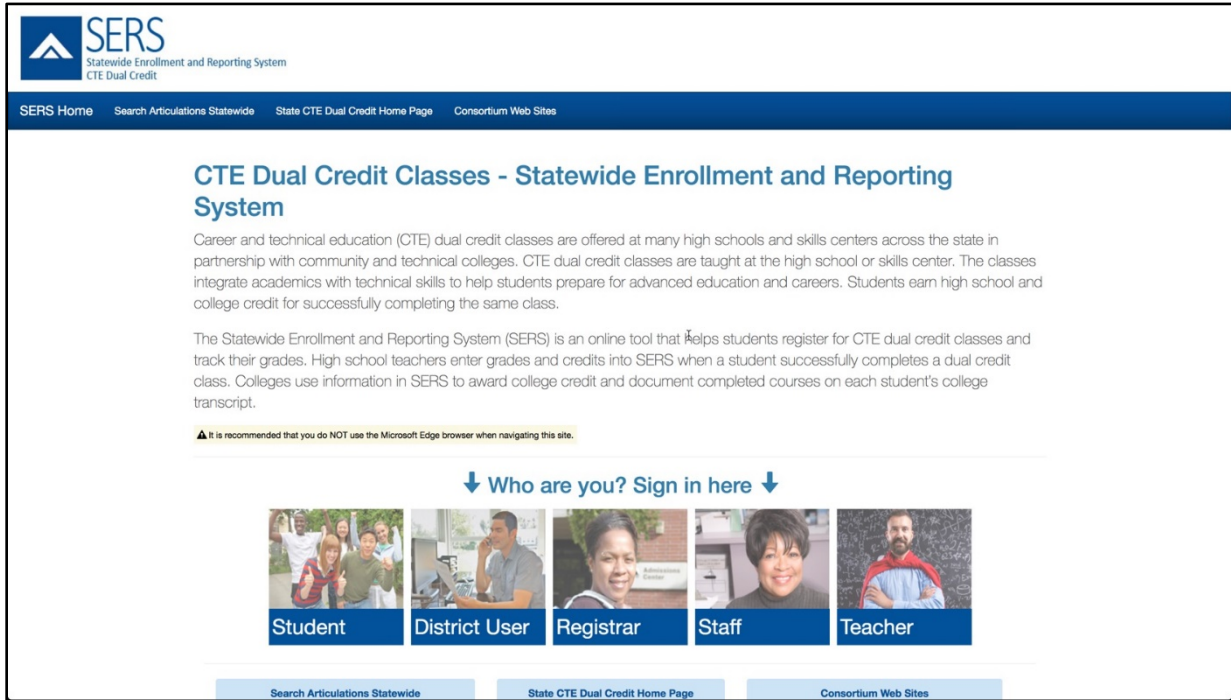
Under Carl D. Perkins Title II legislation, CTE Dual Credit must:

- 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 for "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 five user role buttons: "Student", "District User", "Registrar", "Staff", and "Teacher", each accompanied by a representative image. 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

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). These two 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

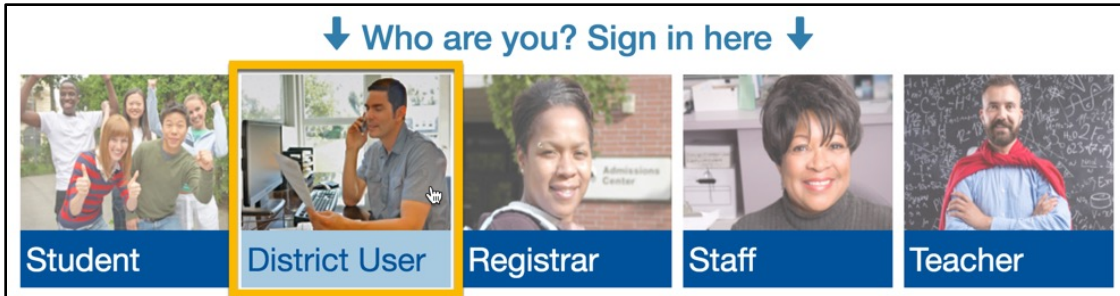
Email • tgibbons@southseattle.edu

Phone • (206) 934-0000

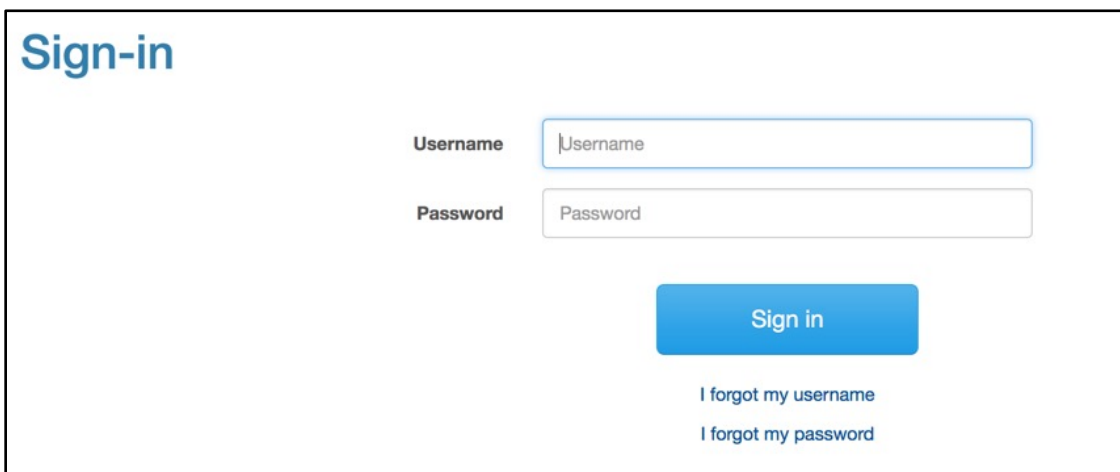
[Save Account](#)

Logging into SERS after Your First Login

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

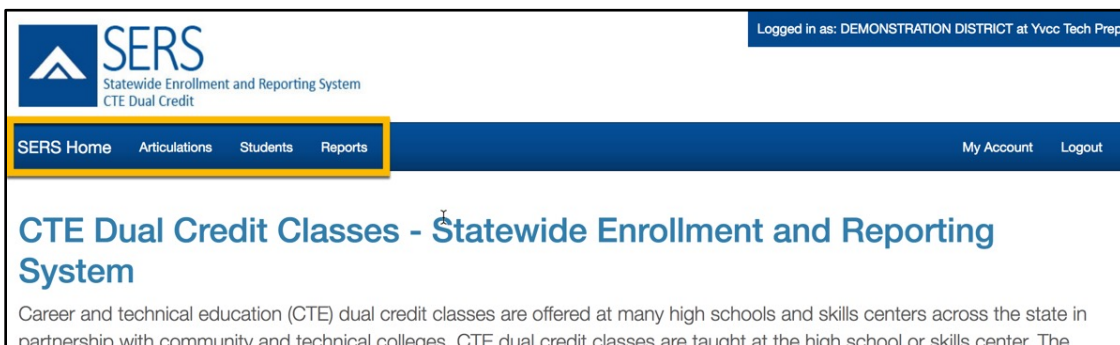


2. Enter the user name and password provided to you by the person who created your account. If a new account is needed, contact the college consortium director first. For additional assistance, contact State Board staff: sershelp@sbctc.edu.



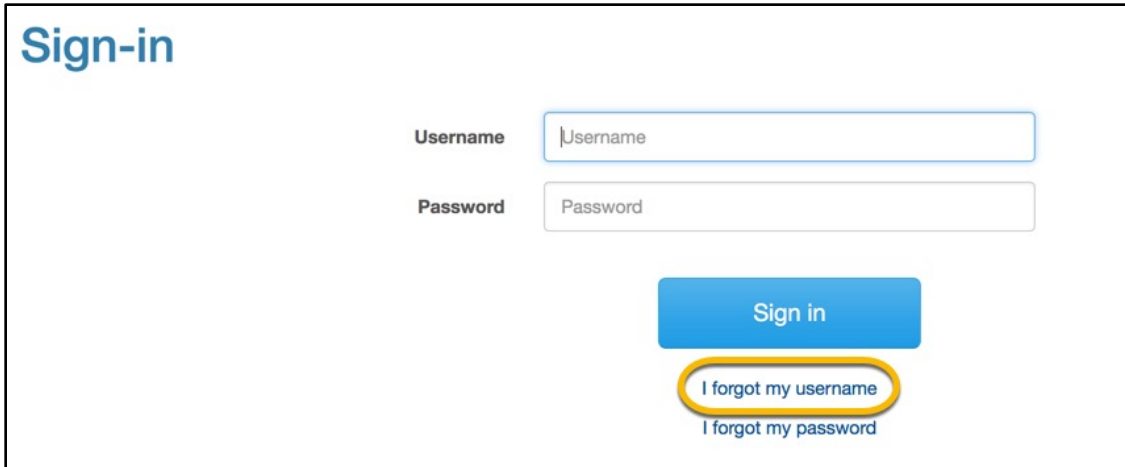
3. Click the Sign In button

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



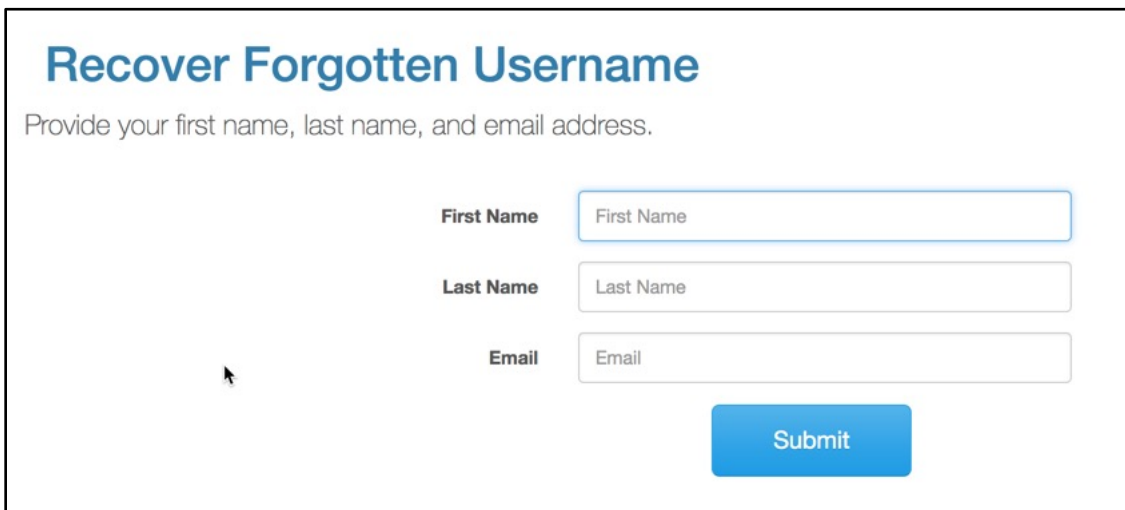
Recovering Your User Name

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



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.

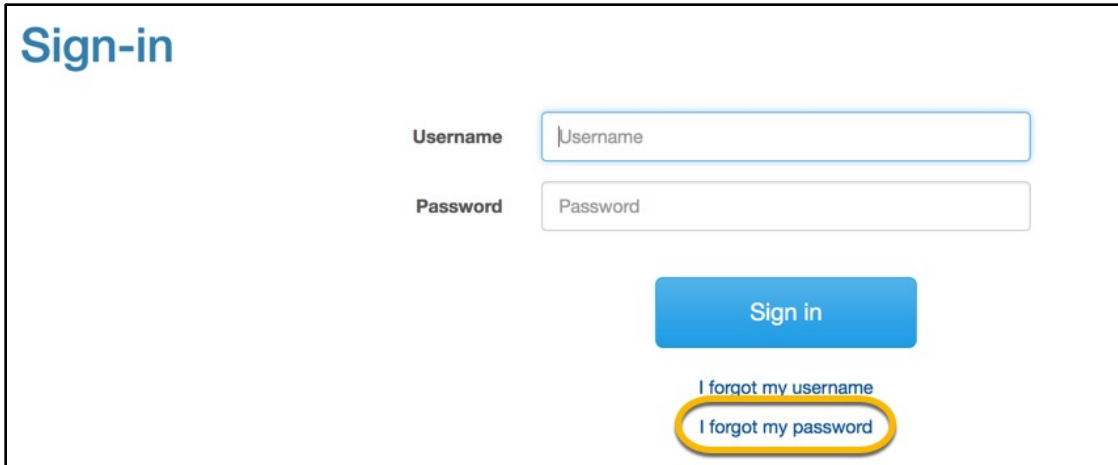


The screenshot shows a 'Recover Forgotten Username' form. It includes the instruction 'Provide your first name, last name, and email address.' and three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the bottom right of the form.

Your user name will be emailed to you.

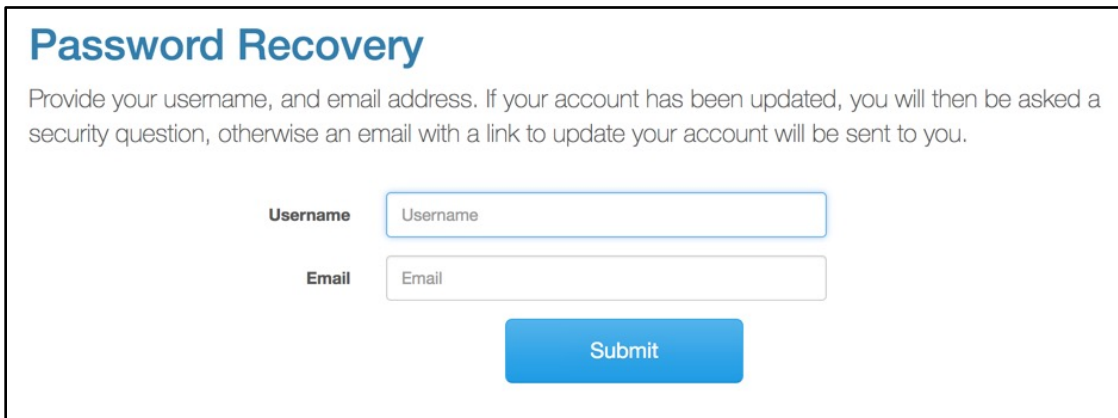
Resetting Your Password

1. Click the “I forgot my password” 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. At the bottom, there are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my password' link is highlighted with a yellow circle.

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



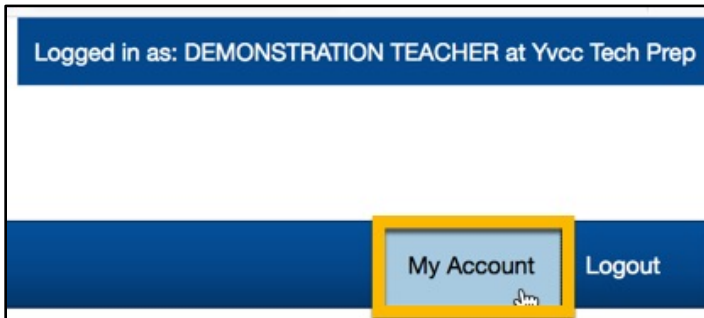
The screenshot shows a 'Password Recovery' form. It includes a heading 'Password Recovery' and a paragraph: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below this are two input fields: 'Username' and 'Email'. At the bottom is a blue 'Submit' button.

A password reset link will be emailed to you.

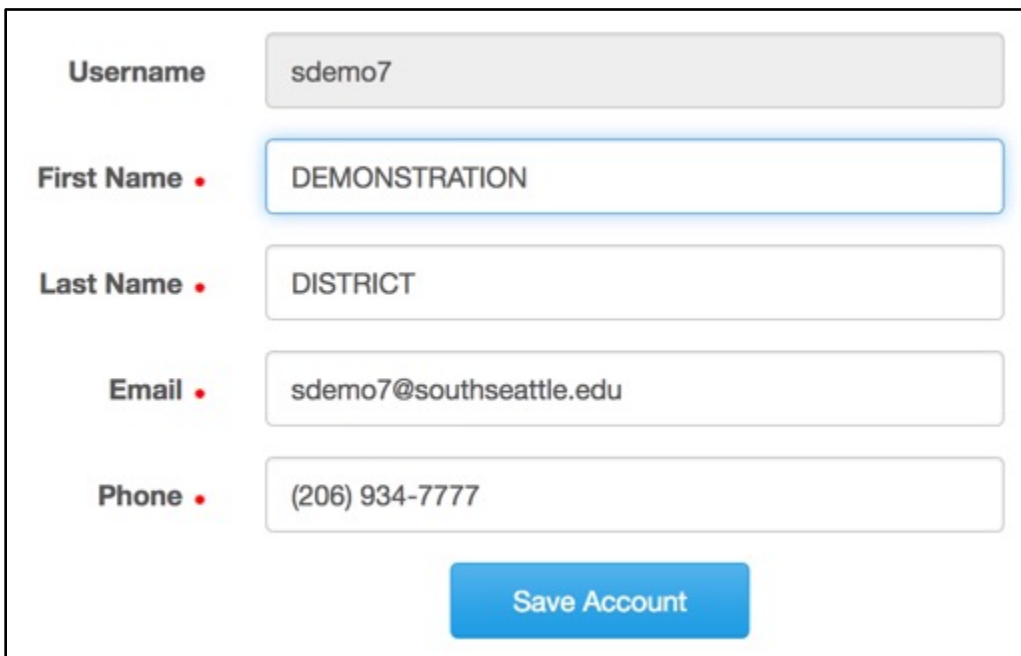
Managing Your Account Information

You can update your contact information within SERS.

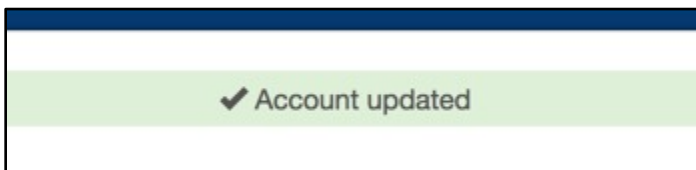
1. Select My Account from the menu bar.



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

A screenshot of the account update form. It contains five input fields: "Username" (pre-filled with "sdemo7"), "First Name" (pre-filled with "DEMONSTRATION"), "Last Name" (pre-filled with "DISTRICT"), "Email" (pre-filled with "sdemo7@southseattle.edu"), and "Phone" (pre-filled with "(206) 934-7777"). Each field has a red asterisk to its left. Below the fields is a blue "Save Account" button.

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

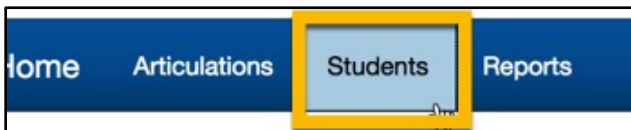


WORKING WITH STUDENT ACCOUNTS

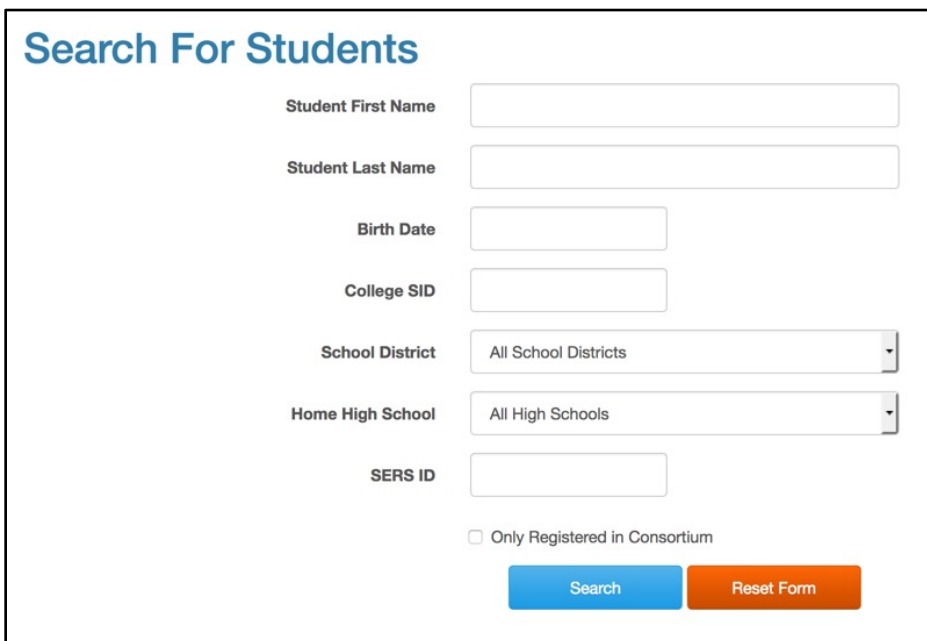
As a District User, you can view and edit student account profiles and reset student passwords.

Searching for a Student

1. Select Student from the menu.



2. Enter search terms in the search boxes.

A screenshot of a web form titled 'Search For Students'. The form contains several input fields: 'Student First Name', 'Student Last Name', 'Birth Date', 'College SID', 'School District' (a dropdown menu with 'All School Districts' selected), 'Home High School' (a dropdown menu with 'All High Schools' selected), and 'SERS ID'. Below the fields is a checkbox labeled 'Only Registered in Consortium' which is unchecked. At the bottom of the form are two buttons: a blue 'Search' button and an orange 'Reset Form' button.

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.

	+ Last Name	+ First Name	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Edit	Student	Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	
Edit	Student	Demonstration	Yakima School of the Arts	TP3-38-3803	10/30/2002	
Edit	STUDENTI	DEMONSTRATION	Yakima School of the Arts	TP3-38-3804	1/1/2001	11
Edit	STUDENTII	DEMONSTRATION	Yakima School of the Arts	TP3-38-3805	1/2/2001	11
Edit	STUDENTIII	DEMONSTRATION	Yakima School of the Arts	TP3-38-3806	1/3/2001	11

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

	+ Last Name	+ First Name	+ Home High School	+ SERS ID	+ Birth Date	+ Current Grade
Edit	Student	Demonstration	Yakima School of the Arts	TP3-38-3800	1/1/1988	
Edit	Student	Demonstration	Yakima School of the Arts	TP3-38-3803	10/30/2002	
Edit	STUDENTI	DEMONSTRATION	Yakima School of the Arts	TP3-38-3804	1/1/2001	11
Edit	STUDENTII	DEMONSTRATION	Yakima School of the Arts	TP3-38-3805	1/2/2001	11
Edit	STUDENTIII	DEMONSTRATION	Yakima School of the Arts	TP3-38-3806	1/3/2001	11

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.

Edit Student

*required fields

[Registration History](#)

Date Account Created: 06/25/2018

Username: sdemo2

First Name: DEMONSTRATION

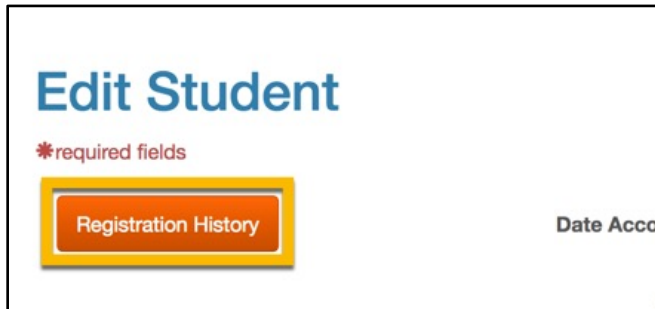
Last Name: STUDENTII

Future Plans: Further education - WA public university

[Save](#) [Reset Form](#) [Reset Account](#)

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.

The screenshot shows the 'Student Registration History' page. At the top, it says '1 Record(s) Found'. Below that, the title 'Student Registration History' is displayed in blue, followed by the subtitle 'History For DEMONSTRATION STUDENTII - TP3-38-3805'. There is a checkbox for 'Show All Details' and a dropdown menu for 'Number of Results Per Page' set to 50. Below this is a table with the following data:

	+ Year	+ Articulation Name	+ College	+ Registration Date	+ Articulation Status
Details	2017-18	Demo Articulation	Yakima Valley	06/25/2018	Not Attained

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.

The screenshot shows the 'Registration Details' pop-up window. It contains the following information:

High School Class	High School	Teacher	Grade
Demonstration Class	Yakima School of the Arts	TEACHER, DEMONSTRATION	B-

Course #	Course Name	College	Credits
FILM235	Advanced Filmmaking	Yakima Valley CC	0

Fee Details: There are no outstanding SERS fees as of 6/26/2018
Mail-in Registration: Mail-in registration form has been processed
College Transcribed: No

Close

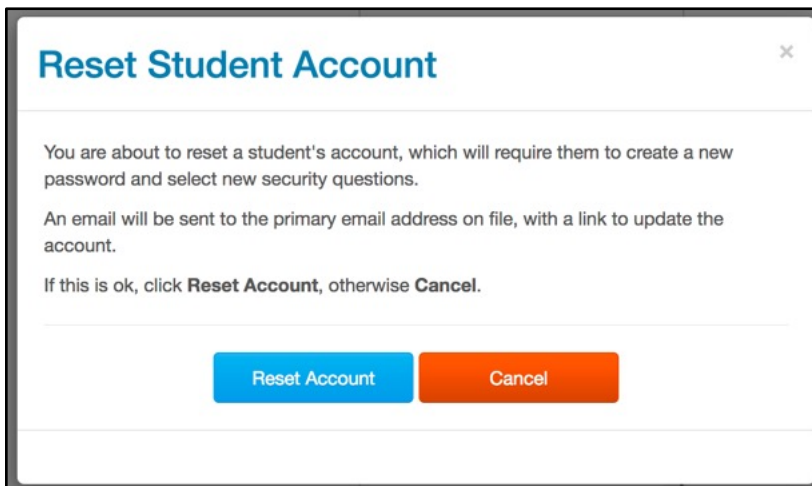
Resetting a Student Password

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.

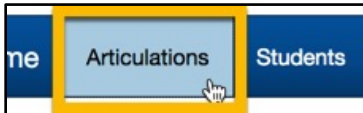


4. The student will receive an email with a link to reset their password and security questions.

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.

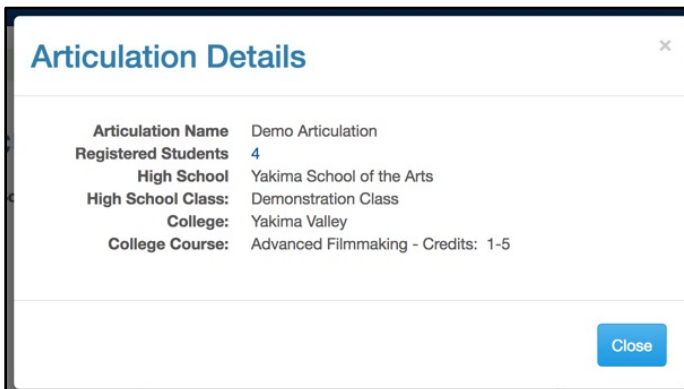
1. Open the Search menu. Select Articulation to search.



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.

1 2 3 4	+ 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
	Mahtop	Mahtop	Yakima Valley	Agriculture Metals (Ag Safety)

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.

✓ 4 records found

Roster for Articulation - Demo Articulation

4 Records Found Number of Results Per Page: 50

+ Student Name	+ SERS ID	+ Articulation Status	+ Transcript Status
GIBBONS, TOM	TP3-38-3802	In Process	No - Class(s) not completed
STUDENTI, DEMONSTRATION	TP3-38-3804	Completed	No - In Process
STUDENTII, DEMONSTRATION	TP3-38-3805	Not Attained	No - Class(s) not completed
STUDENTIII, DEMONSTRATION	TP3-38-3806	Not Attained	No - Class(s) not completed



Content is licensed under a Creative Commons Attribution 4.0 International License, unless noted otherwise.

Washington State Board for Community and Technical Colleges

Revised June 2018