



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

***STUDENT 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:

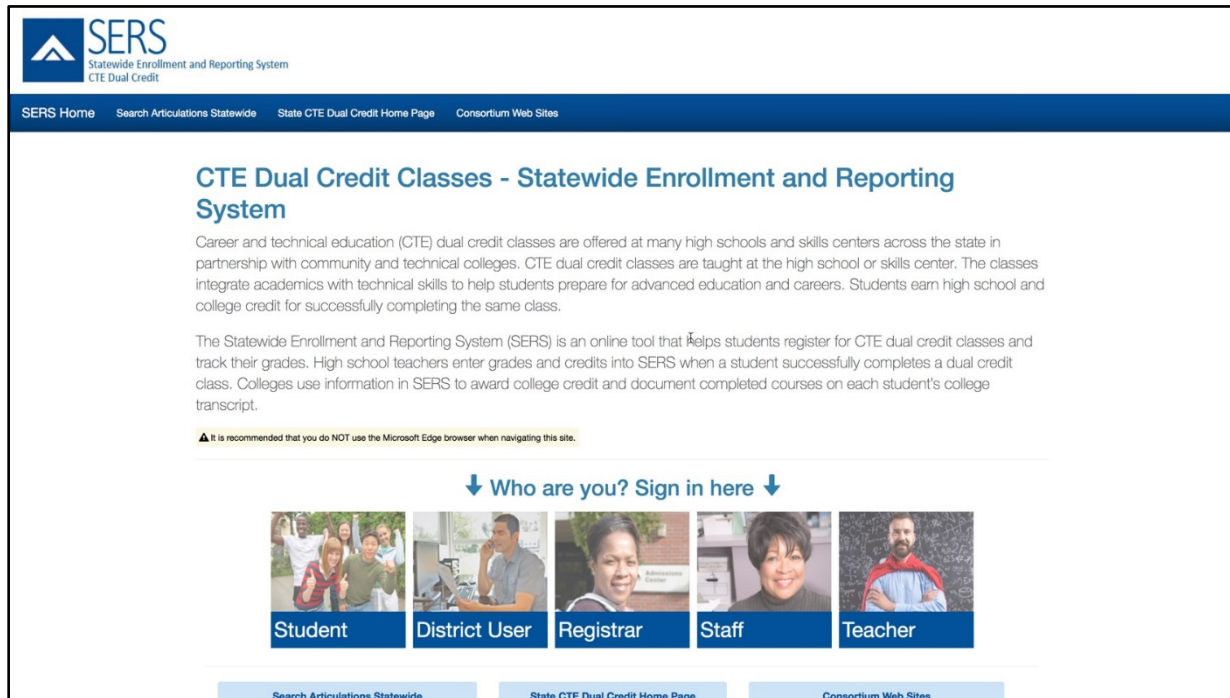
- Align to a professional-technical pathway, leading to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one of the following fields:
 - Engineering technology
 - Applied science
 - Mechanical, industrial, or practical art or trade
 - Agriculture
 - 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.

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.

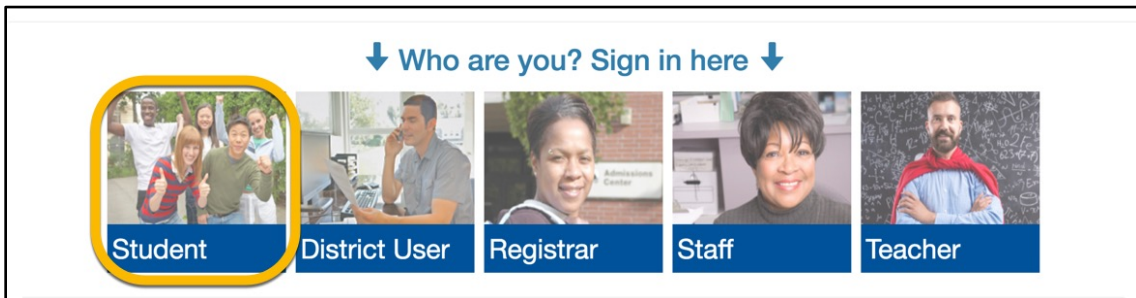


The screenshot shows the SERS (Statewide Enrollment and Reporting System) CTE Dual Credit Home Page. At the top left is the SERS logo with the text "Statewide Enrollment and Reporting System" and "CTE Dual Credit". A navigation bar below the logo contains links for "SERS Home", "Search Articulations 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 many high schools and skills centers across the state in partnership with community and technical colleges. Another paragraph describes SERS as an online tool that helps students register for CTE dual credit classes and track their grades. A small warning icon and text state: "It is recommended that you do NOT use the Microsoft Edge browser when navigating this site." Below this is a sign-in prompt: "Who are you? Sign in here" with a downward arrow. Underneath are five buttons with images and labels: "Student" (group of students), "District User" (man at computer), "Registrar" (woman), "Staff" (woman), and "Teacher" (man in a red jacket). At the bottom, there are three navigation buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".

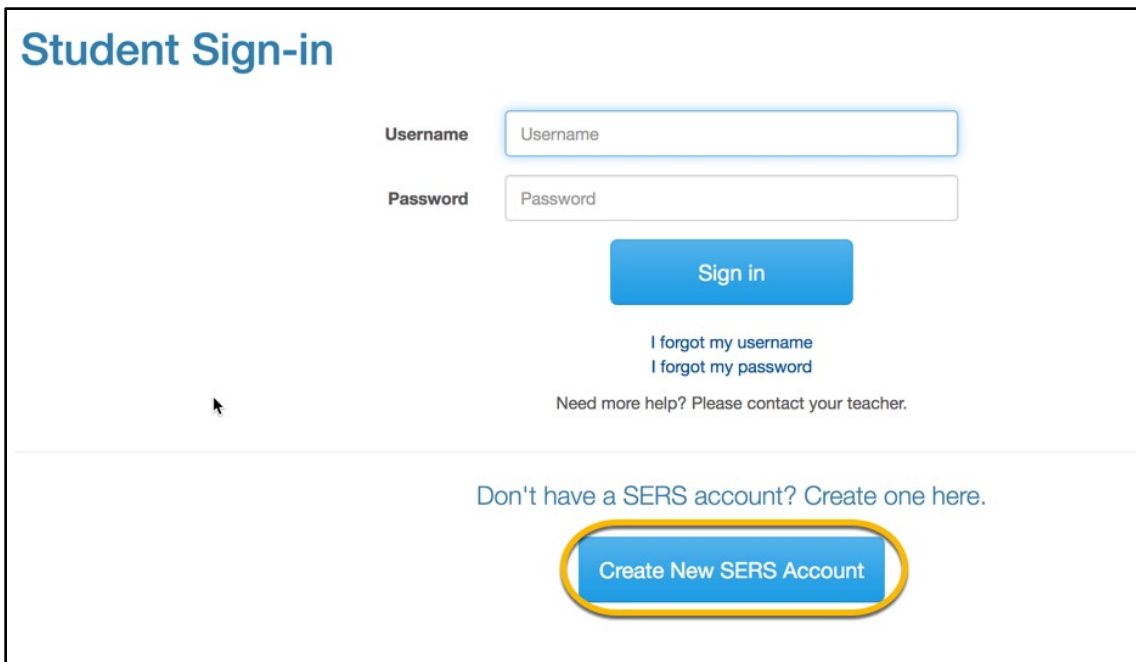
Logging Into SERS

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.



- 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.

Step One

*required fields

Username • Availability: **Enter Username**

First Name •

Last Name •

Email is required, and we encourage you to provide a good accessible one, so necessary information can be emailed to you.
If you are using a school email address, check with your teacher to make sure it can receive outside emails.

Email •

Repeat Email •

Birth Date •

School District •

Home High School •

- On the Step 2 page, enter a password that meets the password requirements. Repeat the password in the Compare Password box.

Step 2

Your Username is: **sdemo10**

When creating your new password, you will need to follow these rules:

- At least 10 characters long.
- Contain at least one upper and one lower case letter (passwords ARE case-sensitive).
- Contain at least one number.
- Contain at least one of the following special characters:
! # \$ % * + - = ? @ ^ _ ~

All Fields Required

Password

Compare Password

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

Sullivan

6. Select the Next button.

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

Create Student Account

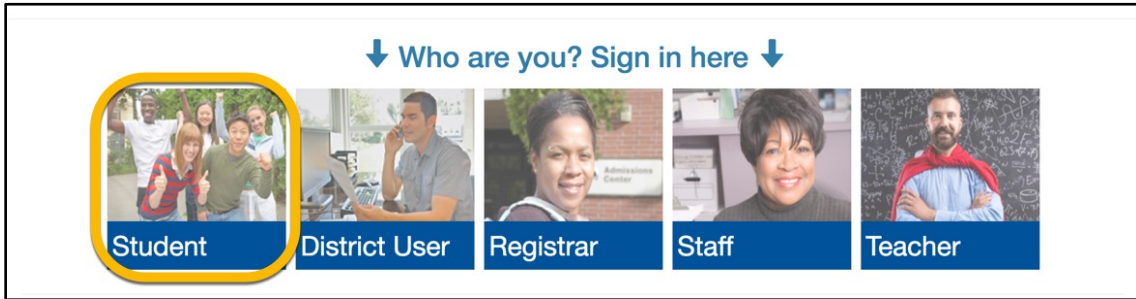
Congratulations, you can now sign-in to SERS. But you're not done yet. You will need to complete your profile, which you will be redirected to when you sign-in. You must complete this part of the process or you can't use SERS.

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

- Your complete address
- Parent/Guardians full name
- School district name
- HS graduation year
- Career Cluster

[Sign-in Now](#) [Home Page](#)

8. You will be redirected to the home page. Select Student to login.



9. Enter your username and password.

Student Sign-in

Username

Password

[Sign in](#)

[I forgot my username](#)
[I forgot my password](#)

Need more help? Please contact your teacher.

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.

Student Profile

* required fields

⚠ Please check your profile for errors and required fields, then click Save

Date Account Created

Username *

First Name *

Last Name *

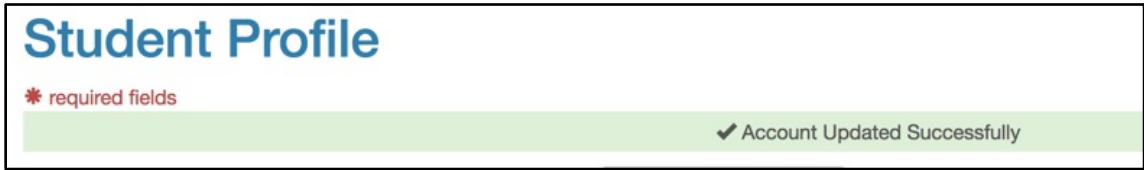
Home High School *

Career Cluster *

Future Plans *

[Save](#) [Reset](#)

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

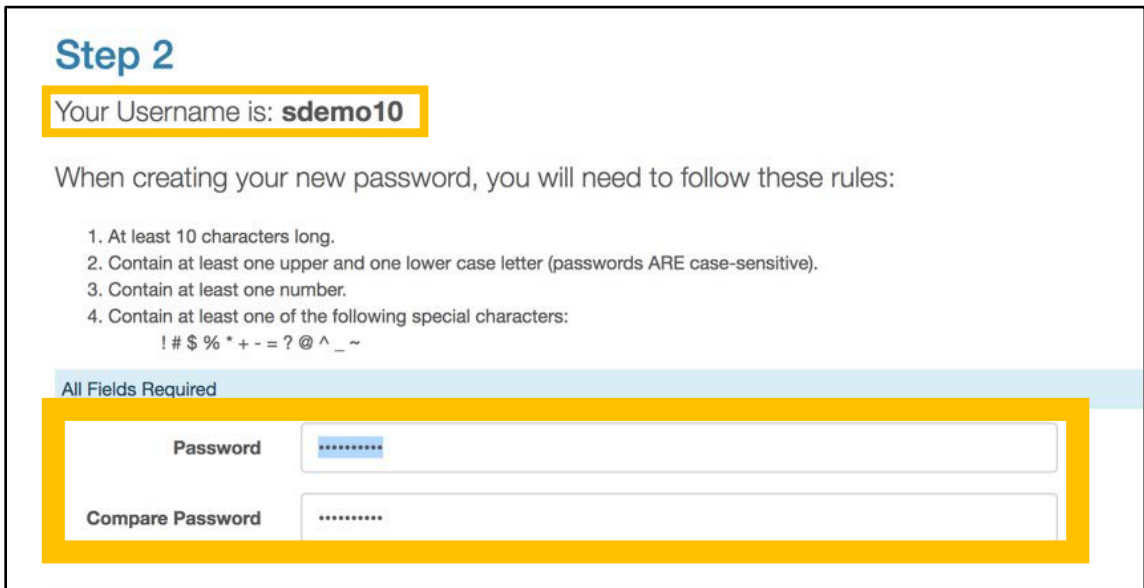


If an Account was Created for You: Logging into SERS for the First Time

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.

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

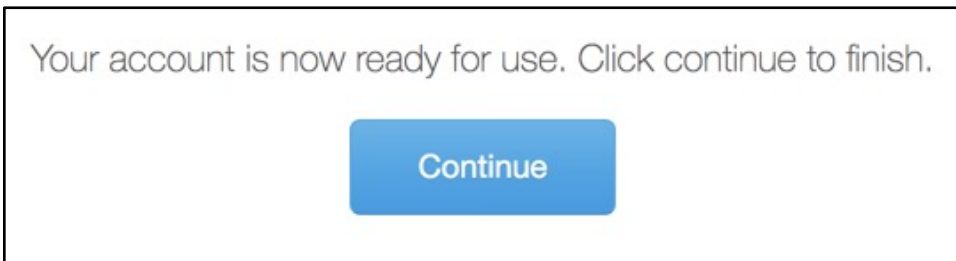
Question Three

Who was your favorite high school teacher? ▾

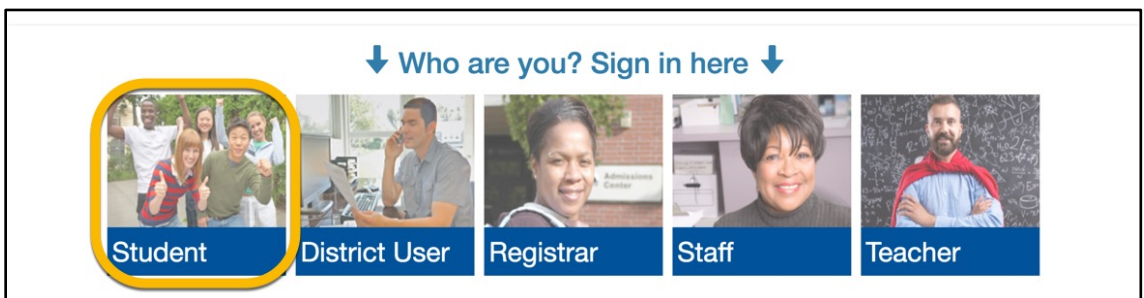
Answer Three

Sullivan

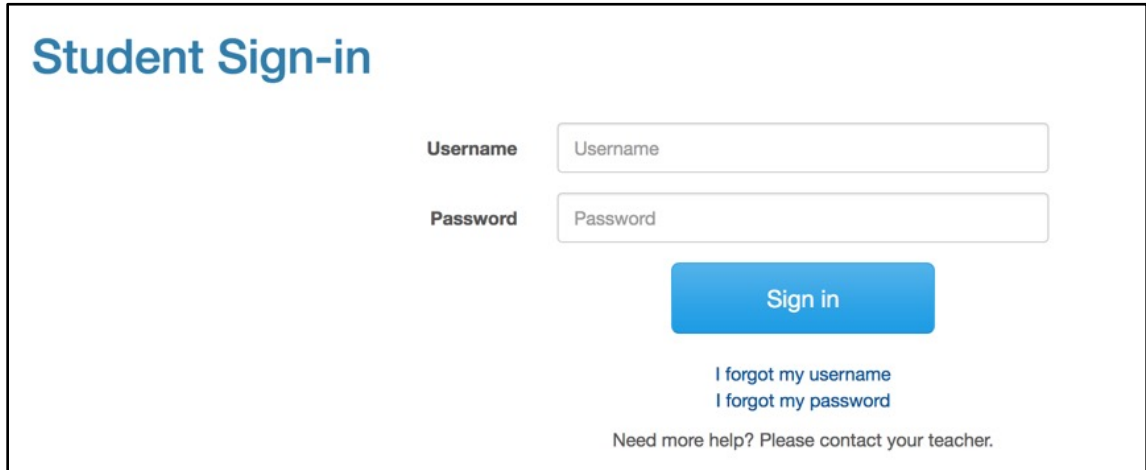
3. Select the Submit button.
4. The next screen will confirm your submission. Click the Continue button.



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

Username

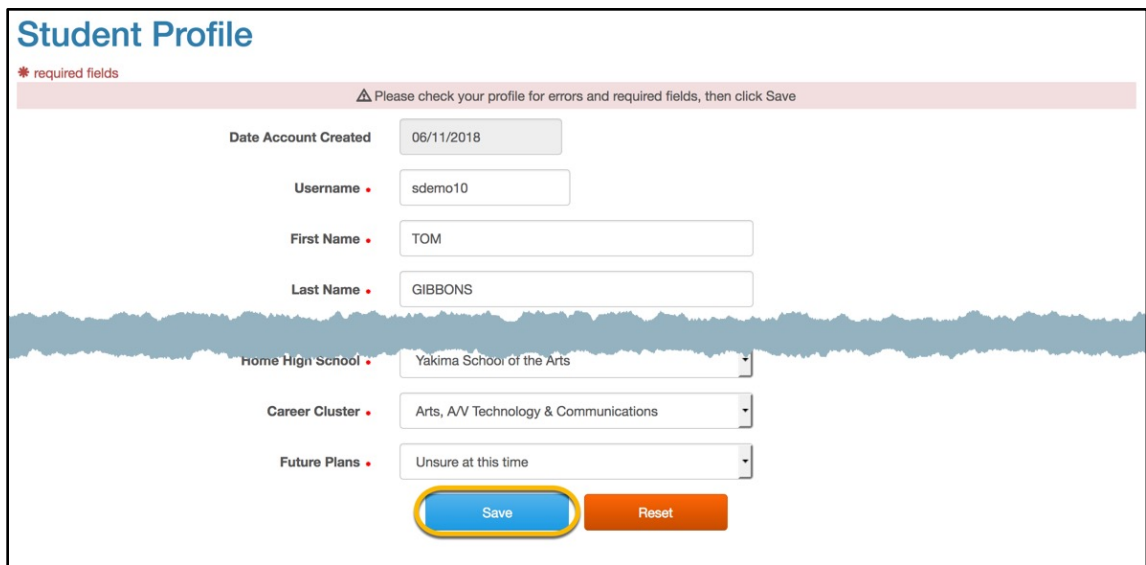
Password

Sign in

[I forgot my username](#)
[I forgot my password](#)

[Need more help? Please contact your teacher.](#)

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

* required fields

⚠ Please check your profile for errors and required fields, then click Save

Date Account Created

Username *

First Name *

Last Name *

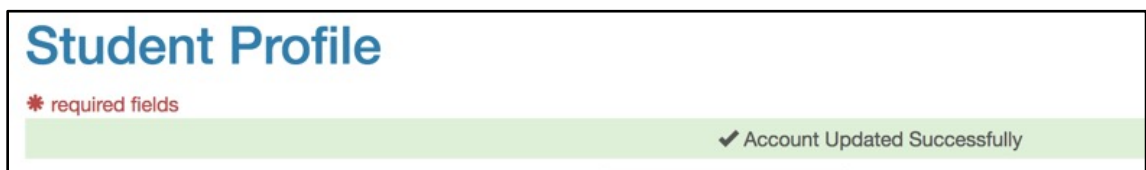
Home High School *

Career Cluster *

Future Plans *

Save **Reset**

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



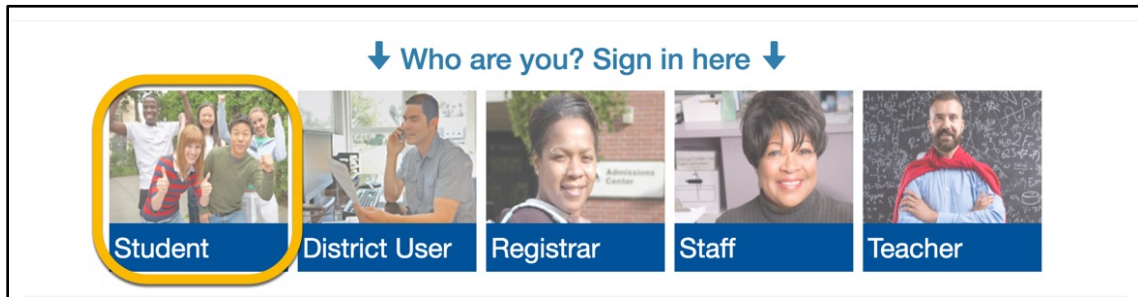
Student Profile

* required fields

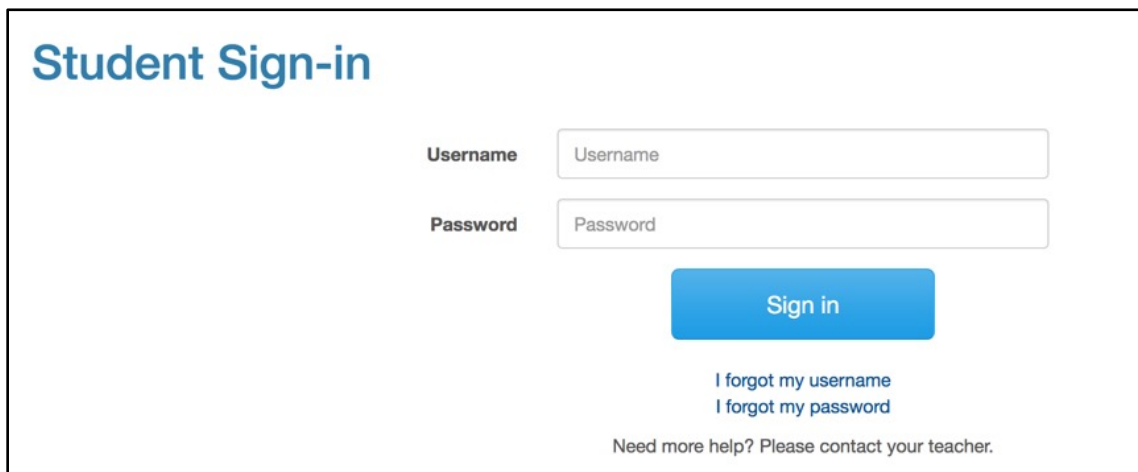
✓ Account Updated Successfully

Logging into SERS after your First Login

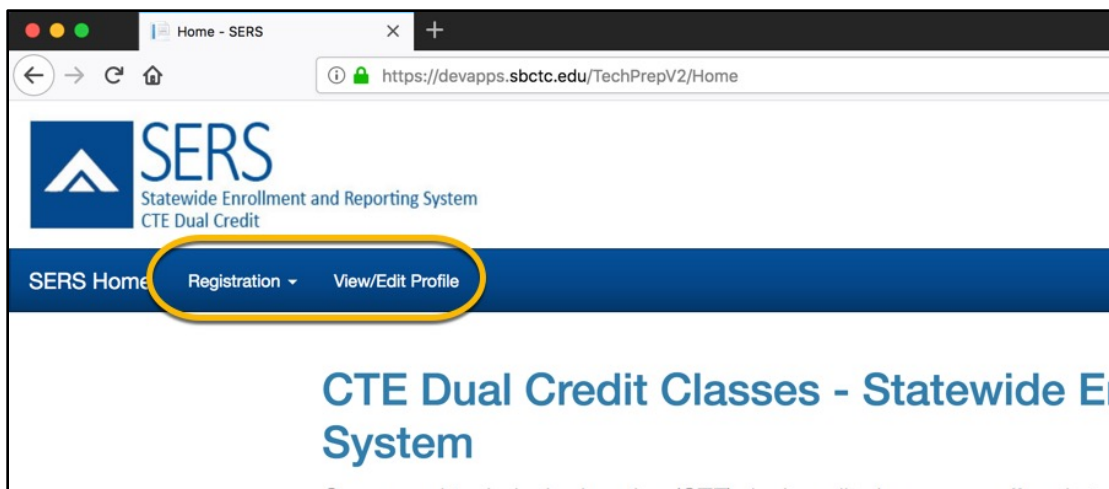
1. Access the SERS Home Page, at <http://www.ctesers.org> and select Student.



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

A screenshot of the "Student Sign-in" form. It features 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". At the bottom, there is a note: "Need more help? Please contact your teacher."

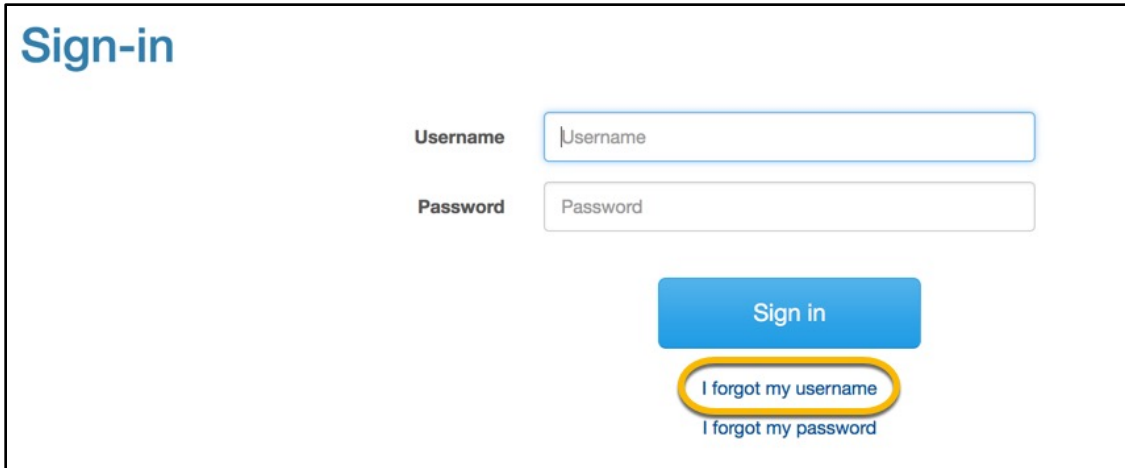
3. The Student Home Page will appear. The menus at the top of the page provide access to SERS functions.



Managing your Account

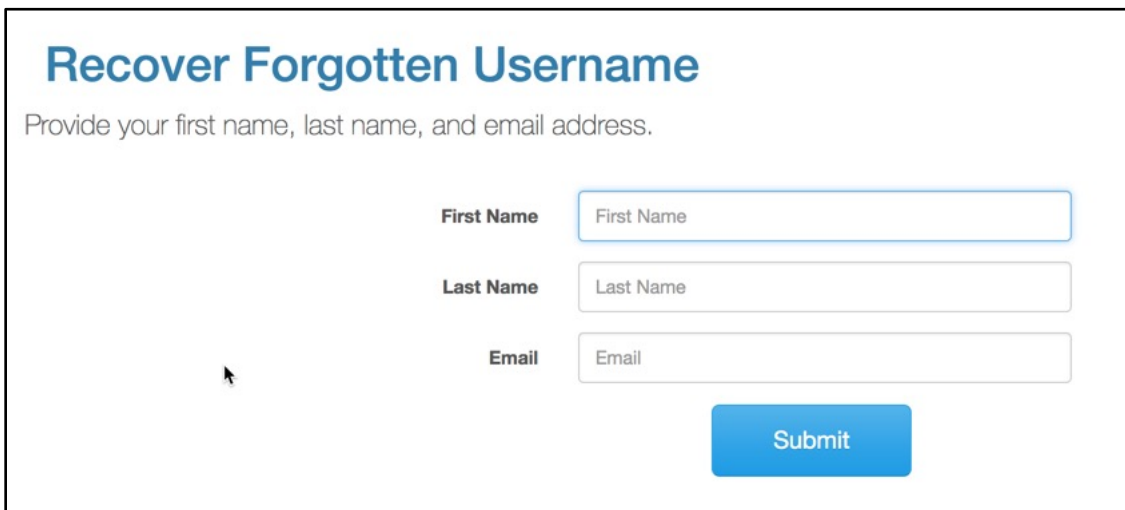
Recovering your User Name

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



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' (highlighted with a yellow oval) and 'I forgot my password'.

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

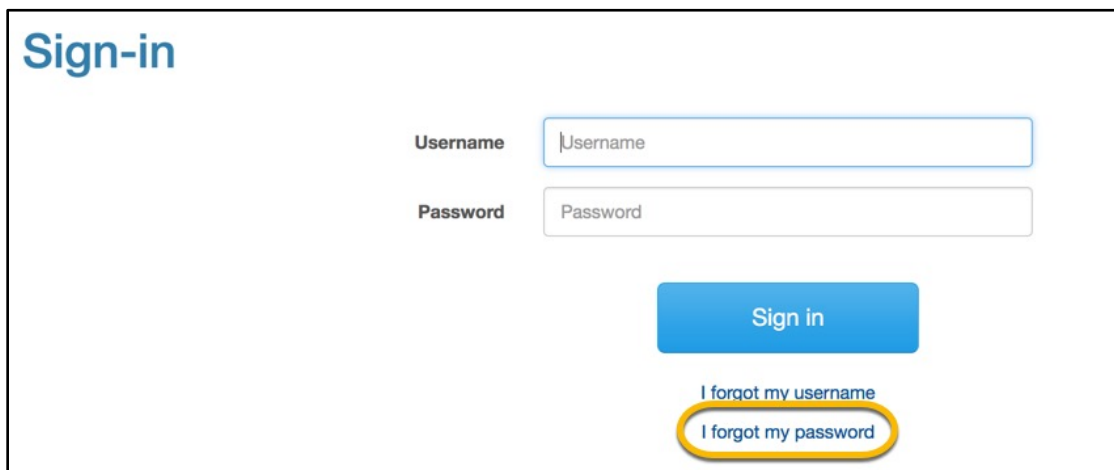


The screenshot shows a 'Recover Forgotten Username' page. It includes the heading 'Recover Forgotten Username' and the instruction 'Provide your first name, last name, and email address.' Below this are three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the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

Your user name will be emailed to you.

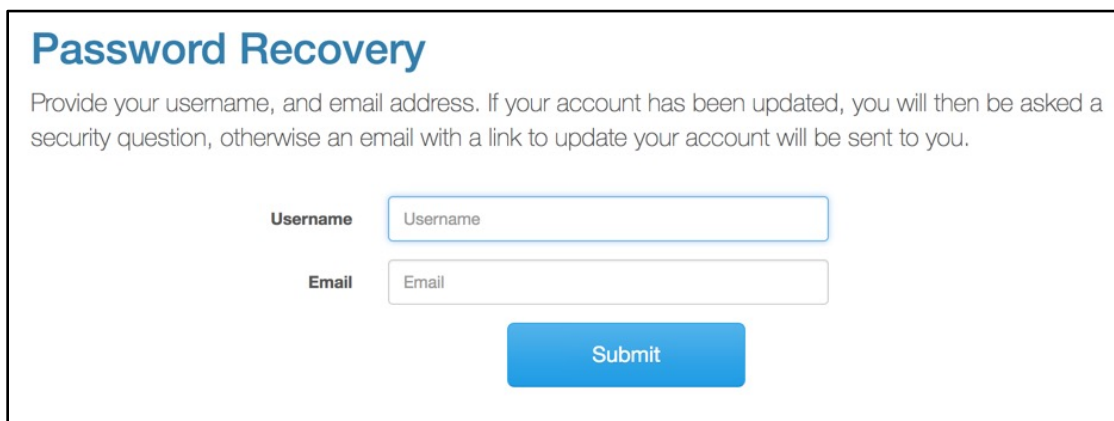
Resetting your Password

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. 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 circle.

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

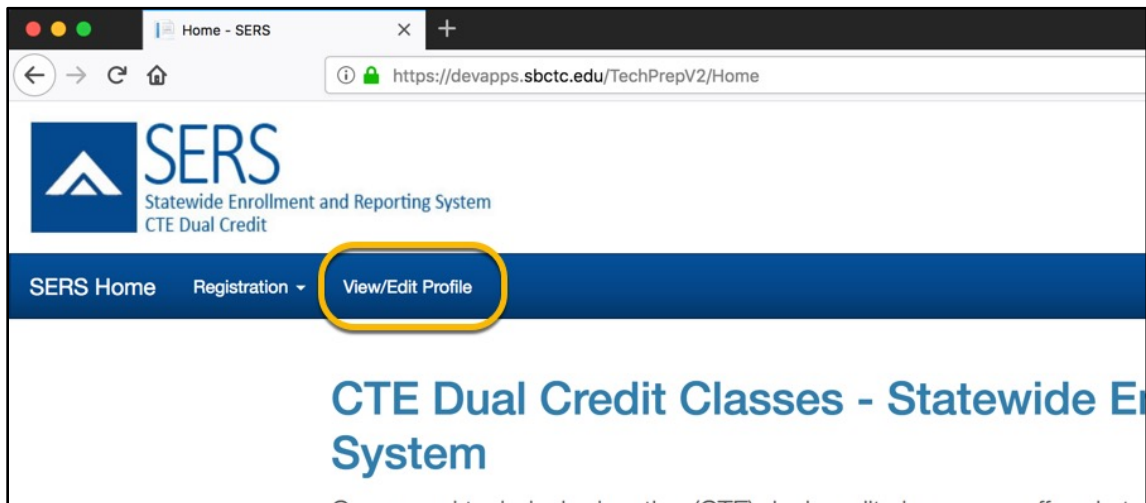


The screenshot shows a 'Password Recovery' form. It includes a heading 'Password Recovery' and a paragraph: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.'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

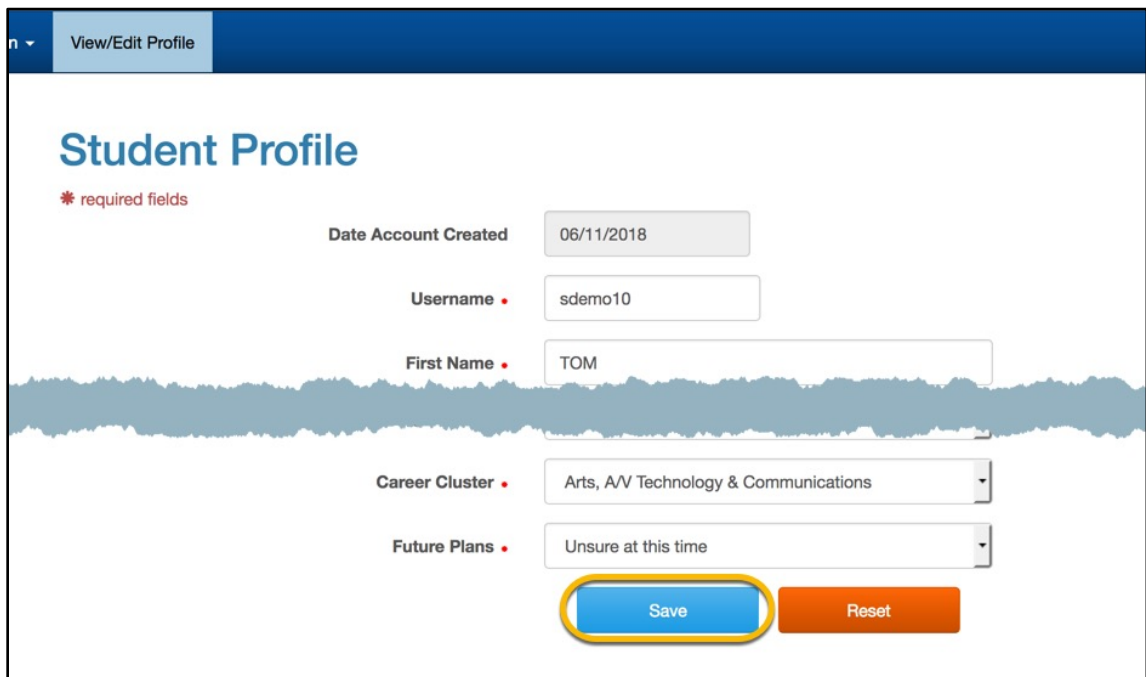
A password reset link will be emailed to you.

Editing your Profile

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



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.

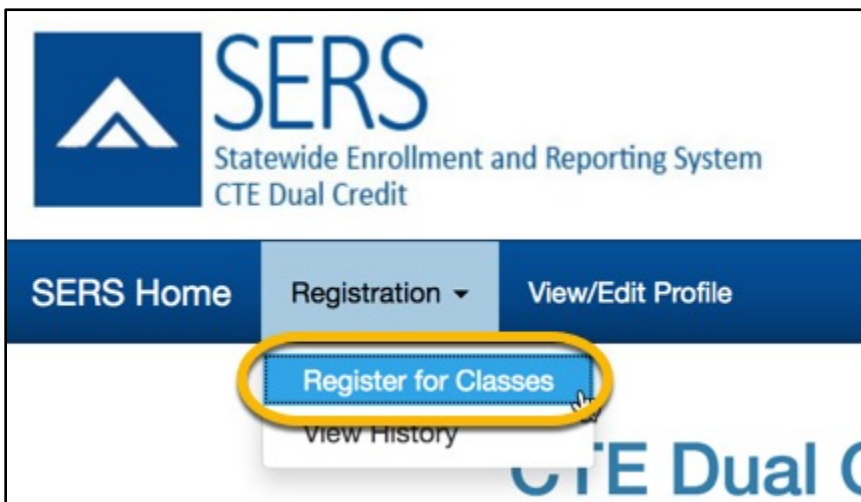
A screenshot of the "Student Profile" edit page. The page title is "Student Profile" and it includes a red asterisk icon followed by the text "required fields". The form contains several fields: "Date Account Created" with the value "06/11/2018"; "Username" with the value "sdemo10"; "First Name" with the value "TOM"; "Career Cluster" with a dropdown menu showing "Arts, A/V Technology & Communications"; and "Future Plans" with a dropdown menu showing "Unsure at this time". At the bottom of the form, there are two buttons: a blue "Save" button and an orange "Reset" button. The "Save" button is highlighted with a yellow circle.

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.

A screenshot of the 'Register for Classes' search form. The title 'Register for Classes' is at the top in blue. Below it is an 'Instructions:' section with three steps: Step 1: Search for a class using the search choices above. Step 2: Select any class you want to register for by clicking the check box in the left column of the results table below. Step 3: Click the **Register Classes** button below to continue. The form contains five dropdown menus: 'School District' (All School Districts), 'High School' (All High Schools), 'High School Class' (All Classes), 'Teacher' (All Teachers), and 'College' (All Colleges). At the bottom are two buttons: 'Search' (blue with a yellow border) and 'Reset' (orange).

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.

College Yakima Valley CC

Search
Reset

Note: You may only register for classes within one Consortium at a time
Some classes may not be available for registration as indicated by these icons:

✘ Consortium is currently closed for registration

⚠ You are currently registered in this class through an articulation

✔ You have already completed this class through an articulation

6 Records Found
Number of Results Per Page 50

Check to Register	+ (click a class title for details) High School Class	+ High School	+ College	+ Articulation Name	+ Consortium
<input type="checkbox"/>	AG - Horticulture - AGSCI 101 Intro to Plant Science	East Valley	Yakima Valley	AGSCI 101 Intro to Plant Science	YVCC Tech Prep
<input type="checkbox"/>	Ag I - AG 101 Intro to Agriculture	East Valley	Yakima Valley	AG 101 Intro to Agriculture	YVCC Tech Prep
<input type="checkbox"/>	Demonstration Class	Yakima School of the Arts	Yakima Valley	Demo Articulation	YVCC Tech Prep
<input type="checkbox"/>	ENGR 104 Engineering Graphics	Yakima Valley Technical Skills Center	Yakima Valley	ENGR 104 Engineering Graphics	YVCC Tech Prep
<input type="checkbox"/>	ENGR 110 CAD 1	Yakima Valley Technical Skills Center	Yakima Valley	ENGR 110 CAD 1	YVCC Tech Prep
<input type="checkbox"/>	ENGR 200 Plane Survey	Yakima Valley Technical Skills Center	Yakima Valley	ENGR 200 Plane Survey	YVCC Tech Prep

Register Classes
Clear Selections

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.

Check to Register	+ (click a class title for details) High School Class	+ High School
<input type="checkbox"/>	AG - Horticulture - AGSCI 101 Intro to Plant Science	East Valley
<input type="checkbox"/>	Ag I - AG 101 Intro to Agriculture	East Valley
<input checked="" type="checkbox"/>	Demonstration Class	Yakima School of the Arts
<input type="checkbox"/>	ENGR 104 Engineering Graphics	Yakima Valley Technical Sk

2. Click the Register Classes button.

Yakima Valley Technical Skills Center	Yakima Va
<input type="button" value="Register Classes"/>	<input type="button" value="Clear Selections"/>

3. The next screen will display your selections, as well as any additional notes. When you are ready, click the Save & Register button.

Select Class Offerings & Complete Registration

The classes you have selected are listed below, along with any additional classes the associated articulation may require.

If a class is offered with more than one teacher during the school year, click the check box next to the class you wish to attend. If a class is only offered with a single teacher during the year, the selection is made for you.

After checking to make sure the choices are correct, click the **Save & Register** button below to complete your registration or **Cancel Registration** to discard selections and go back to the previous screen.

Note: There is a Annual Fee of \$15.00 for this Consortium


Articulation Name	Class Name	Class(es) Selected	Year	Teacher	High School
Demo Articulation	Demonstration Class	<input checked="" type="checkbox"/>	2017-18	USER, D	Yakima School of the Arts

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

Yakima Valley Tech Prep Consortium Registration 6/11/2018

Your registration for the high school classes below has been received



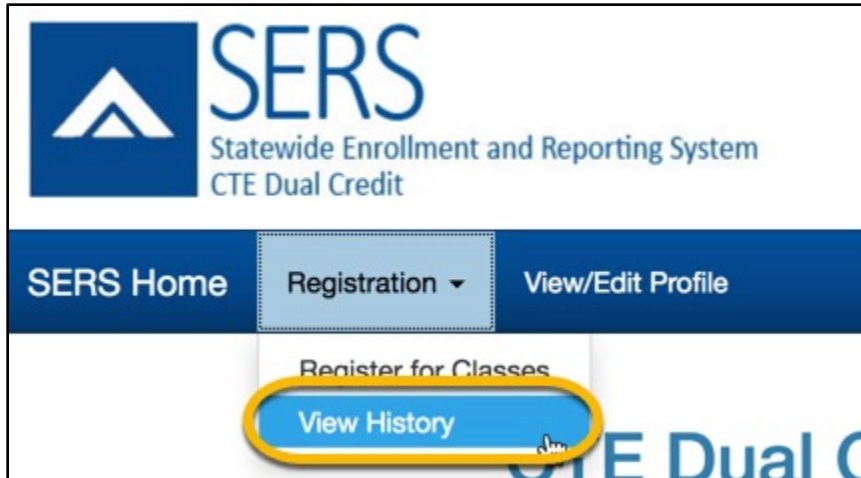
Program Requirements

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.

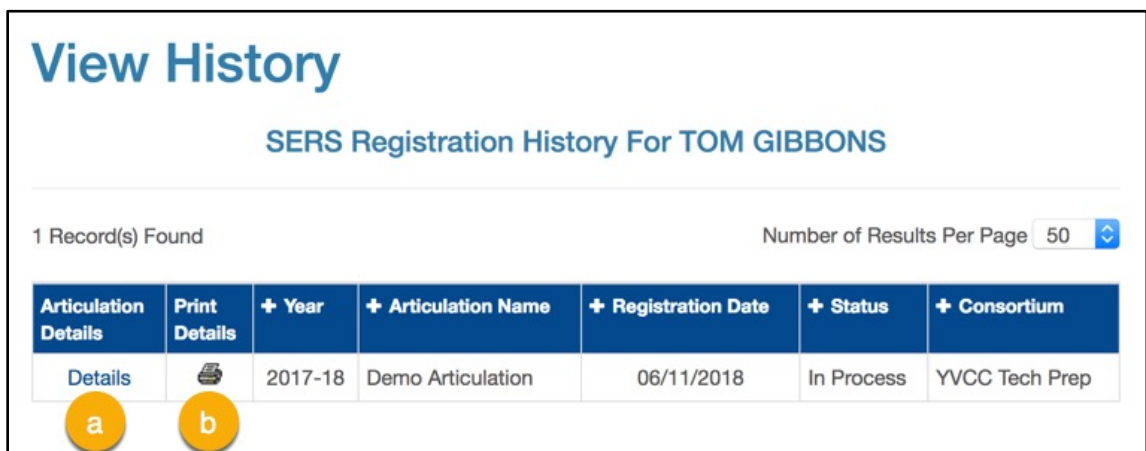
Fee Details

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.



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Washington State Board for Community and Technical Colleges

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