

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) and 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

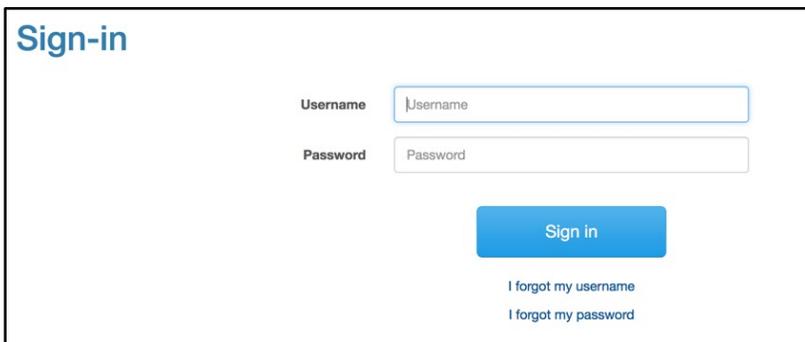
Save Account

Logging into SERS after Your First Login

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



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.

A screenshot of the SERS sign-in form. The title is "Sign-in". There are 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".

3. Click the Sign In button
The Teacher Home Page will appear. The menus across the top provide access to SERS functions.

