

Career and Technical Education

A GUIDE FOR CTE STUDENTS

LEARN HOW TO ACTIVATE YOUR ACCOUNT,
RECEIVE CREDITS, AND MORE!



FOR MORE INFO CONTACT CTEDUALCREDIT@WVC.EDU

Table of Contents

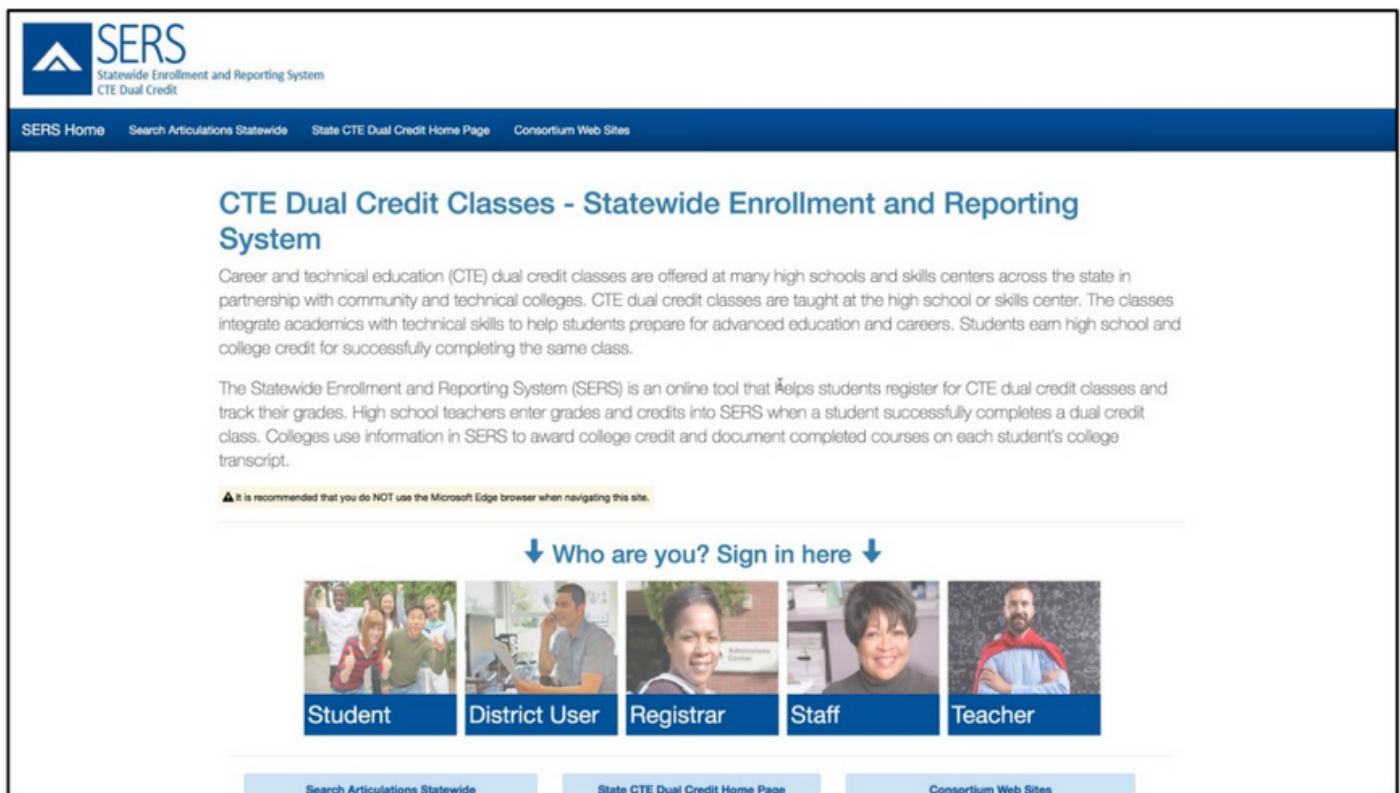
SERS Homepage	PG 1
LOGGING INTO SERS	PG 2
Logging into SERS: New Student	PG 2
Logging into SERS: First timer	PG 6
Logging into SERS: Returning Student	PG 9
Managing your Account	PG 10
Recovering username	PG 10
Resetting password	PG 11
Updating your Profile	PG 12
Registration	PG 13
Registering for Courses	PG 14
Step-by-Step Instructions	PG 15
Viewing your History	PG 16

SERS Home Page

In order to ensure that the student has earned college credit through the high school course that they are enrolled in through the CTE Program, there must be a student account created in the Statewide Enrollment and Reporting System (**SERS**). The student must also earn a grade of a B or higher as a final grade.

There are two ways a student account can be created in SERS. **1)** A school administrator or high school teacher creates the student account. (*SERS will automatically send an email to the student as soon as the account is created*) or **2)** The student can create the account on their own.

It is critical that the student does not create two student accounts. This can cause a miscommunication between SERS, the high school, and the college when it comes to transcribing the final grade for college credit.



The screenshot shows the SERS Home Page. At the top left is the SERS logo with the text "Statewide Enrollment and Reporting System" and "CTE Dual Credit". Below the logo is a navigation bar with links: "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 explains that SERS is an online tool that helps students register for CTE dual credit classes and track their grades. Below the paragraphs is a warning: "It is recommended that you do NOT use the Microsoft Edge browser when navigating this site." Below the warning is a sign-in prompt: "Who are you? Sign in here" with a downward arrow. Below the prompt are five buttons with images and labels: "Student" (with a group of students), "District User" (with a man on a phone), "Registrar" (with a woman), "Staff" (with a woman), and "Teacher" (with a man in a red cape). At the bottom of the page are three navigation buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".

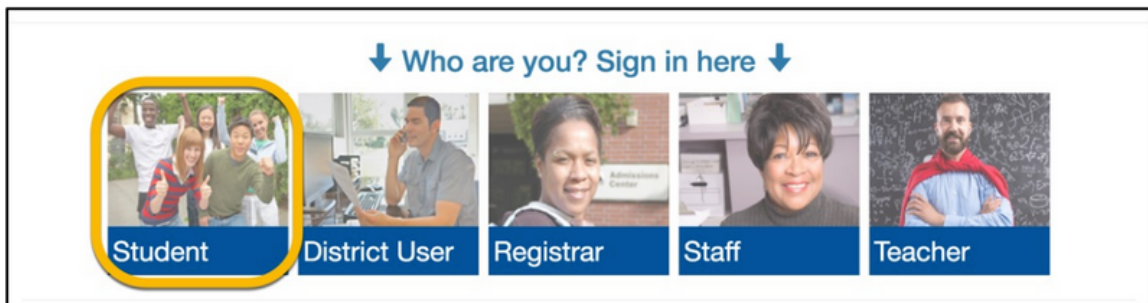
Logging Into SERS For The First Time

Follow the appropriate process below to log in for the first time.

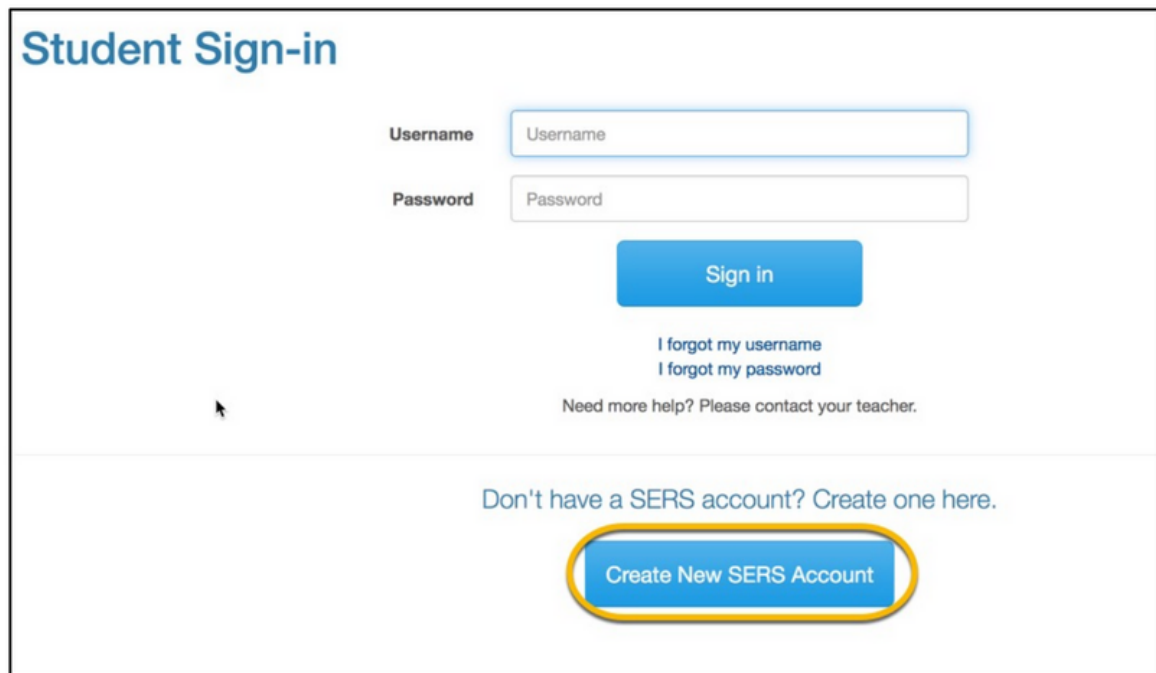
Once your account has been established, you will be able to follow the instructions in [Logging into SERS after your First Login](#) (page 6).

If the student needs to create the account on their own, go to www.ctesers.org, and follow the steps below.

1. From the home page, select Student.



2. Select 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. *Please save your username in a safe place for future use to review or register for classes.*

The screenshot shows the 'Step One' registration form. At the top left, it says 'Step One' in blue. Below that, a red asterisk indicates 'required fields'. The form contains the following fields: Username (filled with 'sdemo10', with a note 'Availability: Enter Username'), First Name (filled with 'Tom'), Last Name (filled with 'Gibbons'), Email (filled with 'sdemo10@southseattle.edu'), Repeat Email (filled with 'sdemo10@southseattle.edu'), Birth Date (filled with 'October', '31', and '2002'), School District (filled with 'Yakima School District'), and Home High School (filled with 'Yakima School of the Arts'). There are 'Next' and 'Reset' buttons at the bottom.

4. On the Step 2 page, enter a password that meets the password requirements. Repeat the password in the Compare Password box. *Please save your password in a safe place for future use to review or register for classes.*

The screenshot shows the 'Step 2' password creation page. At the top, 'Step 2' is highlighted in a yellow box. Below it, it says 'Your Username is: sdemo10'. A section titled 'When creating your new password, you will need to follow these rules:' lists four requirements: 1. At least 10 characters long. 2. Contain at least one upper and one lower case letter (passwords ARE case-sensitive). 3. Contain at least one number. 4. Contain at least one of the following special characters: ! # \$ % * + - = ? @ ^ _ ~. Below the rules, a yellow box highlights the 'All Fields Required' section, which contains two password input fields: 'Password' and 'Compare Password', both filled with asterisks.

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

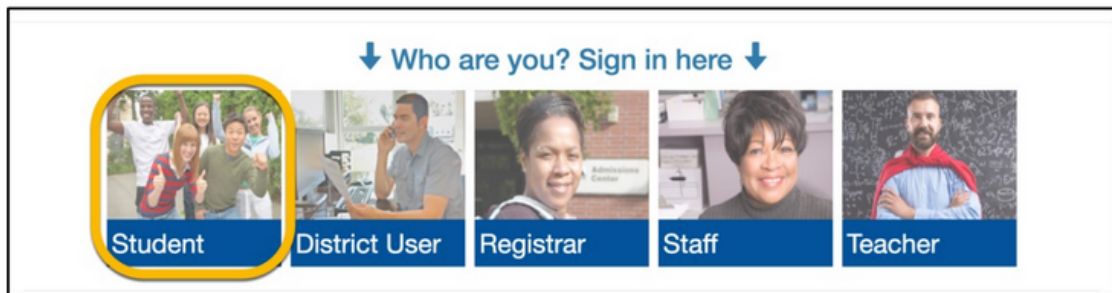
Congratulations, you can now sign-in to SERS. But you're not done yet. You will need to complete your profile, which you will be redirected to when you sign-in. You must complete this part of the process or you can't use SERS.

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.

A screenshot of the "Student Sign-in" form. It has a title "Student Sign-in" in blue. Below the title are two input fields: "Username" and "Password". A blue "Sign in" button is centered below the fields. 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."

10. Click the Sign In button.

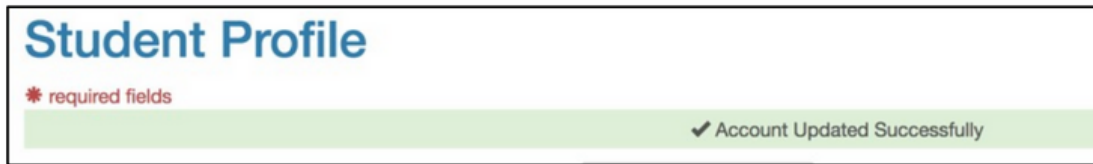
11. You will be directed to the Student Profile page. Check your profile for errors and complete the required fields. Required fields are indicated with a red asterisk (*). When you are finished, click Save.

A screenshot of the "Student Profile" page. The title "Student Profile" is in blue. Below the title is a warning message: "Please check your profile for errors and required fields, then click Save". The profile information is as follows:

- Date Account Created: 06/11/2018
- Username *: demo10
- First Name *: TOM
- Last Name *: GIBBONS
- Home High School *: Yakima School of the Arts
- Career Cluster *: Arts, A/V Technology & Communications
- Future Plans *: Unsure at this time

At the bottom are two buttons: "Save" (highlighted with a yellow border) and "Reset".

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

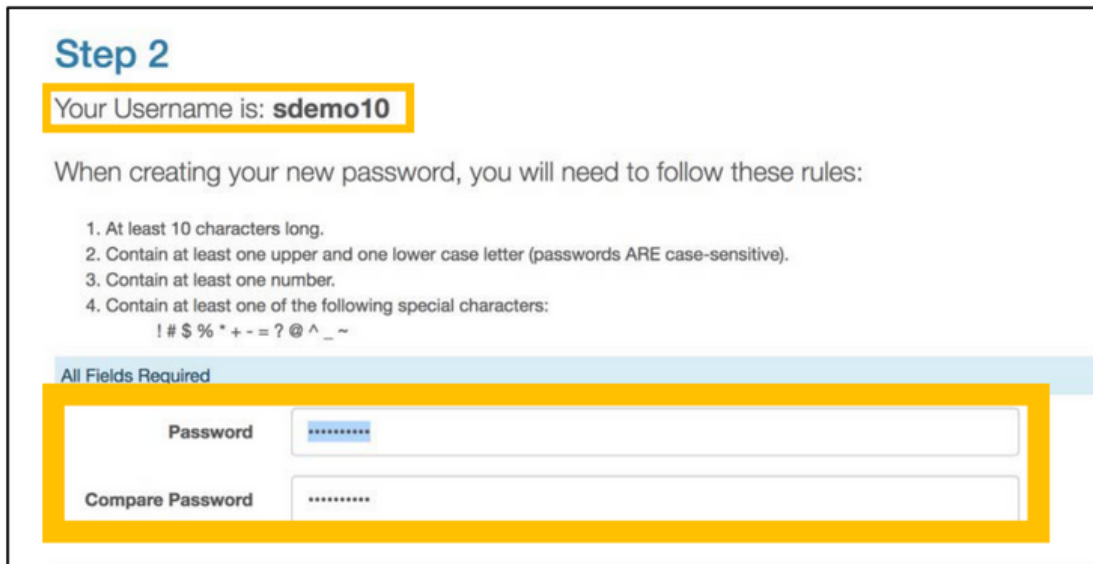


If an Account was Created for You: Logging into SERS for the First Time

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




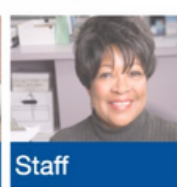

3. Select the Submit button.
4. The next screen will confirm your submission. Click the Continue button.

Your account is now ready for use. Click continue to finish.

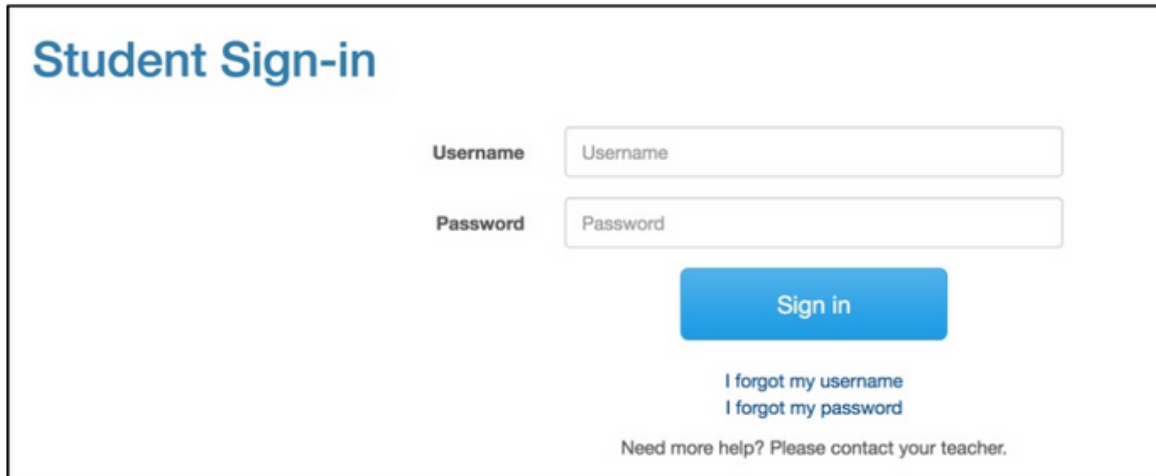
[Continue](#)

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

↓ Who are you? Sign in here ↓

 Student	 District User	 Registrar	 Staff	 Teacher
--	--	--	---	--

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



Student Sign-in

Username

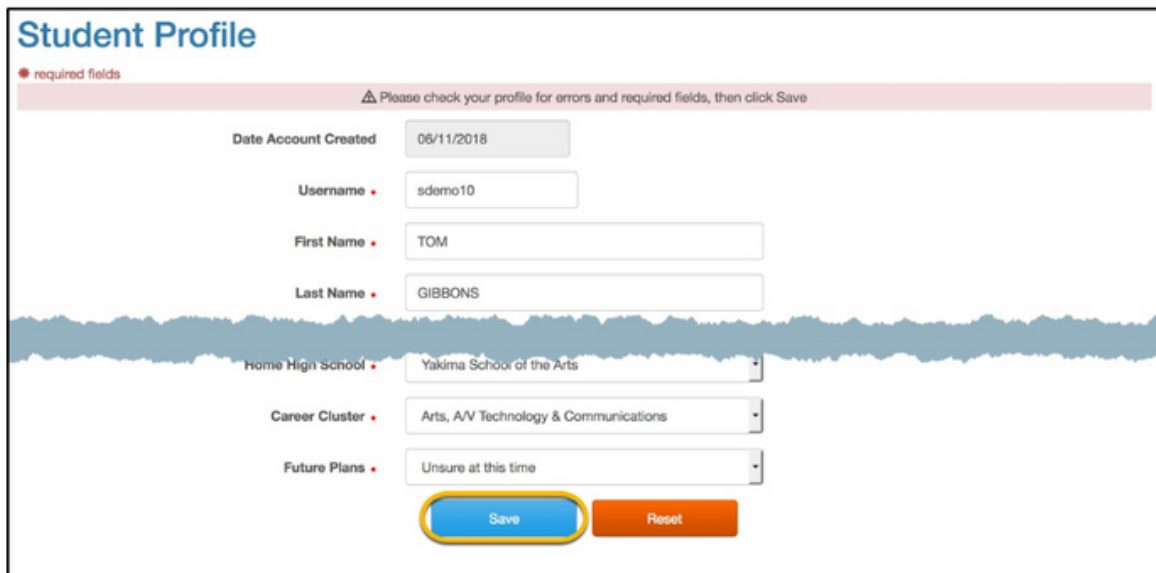
Password

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.



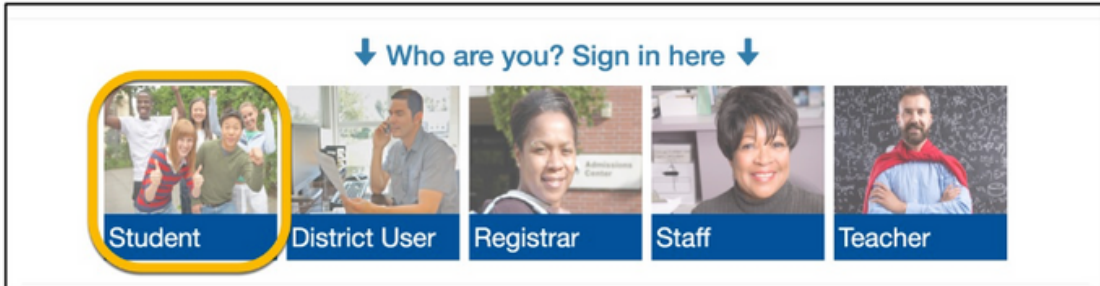
Student Profile

* required fields

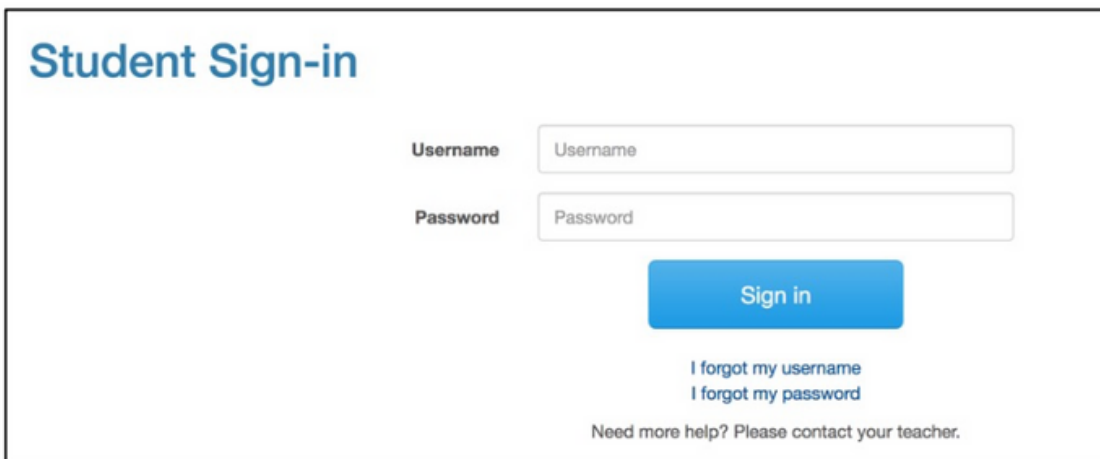
✓ Account Updated Successfully

Logging Into SERS after your First Login

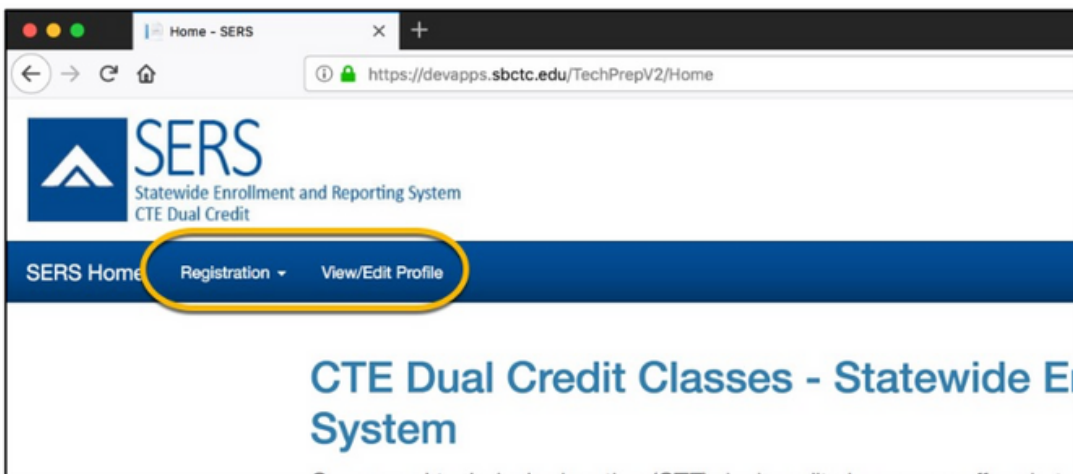
1. Access the SERS Home Page, at <http://www.ctesers.org> and select Student.



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."

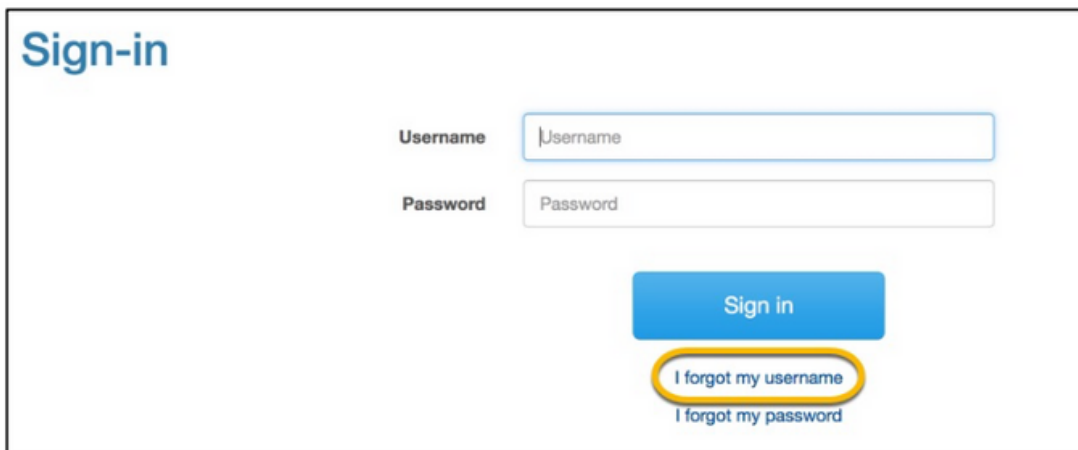
3. The Student Home Page will appear. The menus at the top of the page provide access to SERS functions.



Managing your Account

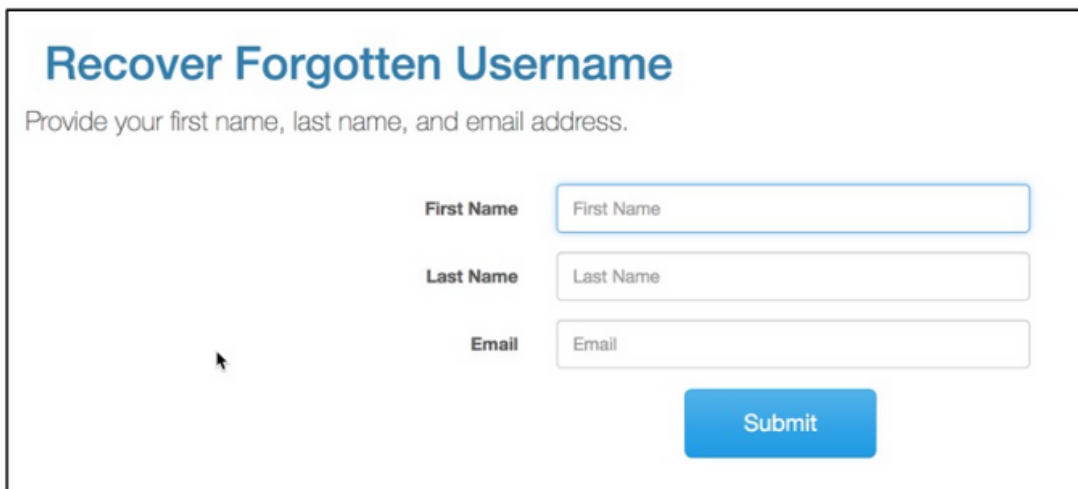
Recovering your User Name

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' (which is highlighted with a yellow circle) and 'I forgot my password'.

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

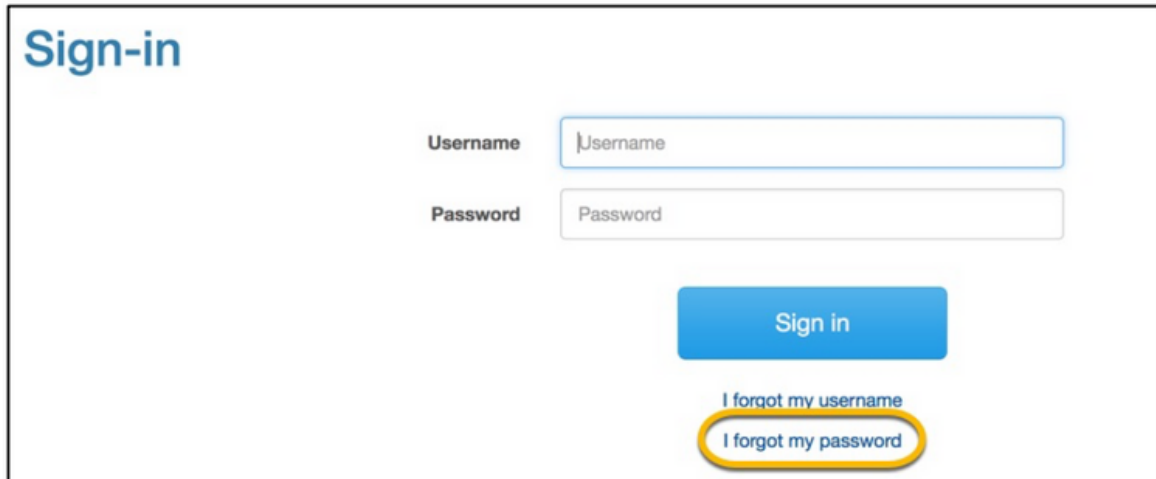


The screenshot shows a 'Recover Forgotten Username' form. It includes a heading, a sub-heading, and three input fields: 'First Name', 'Last Name', and 'Email'. A blue 'Submit' button is located at the bottom right of the form.

Your user name will be emailed to you.

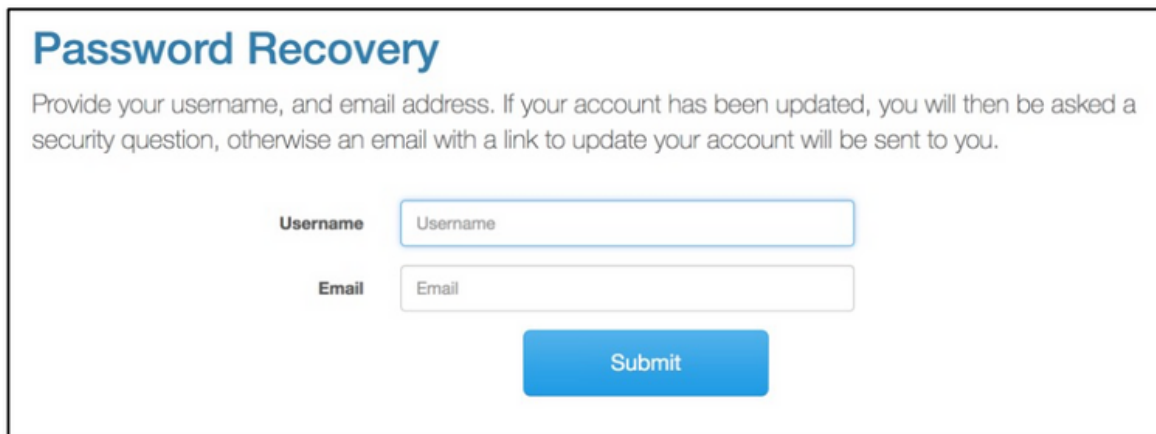
Resetting your Password

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



The screenshot shows a 'Sign-in' page with a title 'Sign-in' in blue. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'Username' and the 'Password' field contains the text 'Password'. Below these fields is a blue 'Sign in' button. At the bottom of the form, there are two links: 'I forgot my username' and 'I forgot my password'. The 'I forgot my password' link is highlighted with a yellow oval.

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

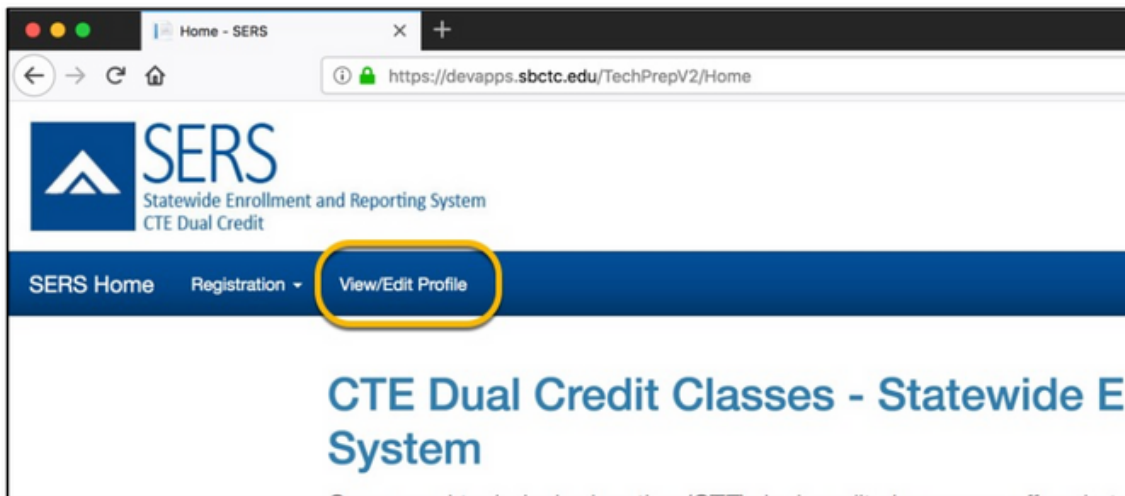


The screenshot shows a 'Password Recovery' page with a title 'Password Recovery' in blue. Below the title is a paragraph of text: 'Provide your username, and email address. If your account has been updated, you will then be asked a security question, otherwise an email with a link to update your account will be sent to you.' Below the text are two input fields: 'Username' and 'Email'. The 'Username' field contains the text 'Username' and the 'Email' field contains the text 'Email'. Below these fields is a blue 'Submit' button.

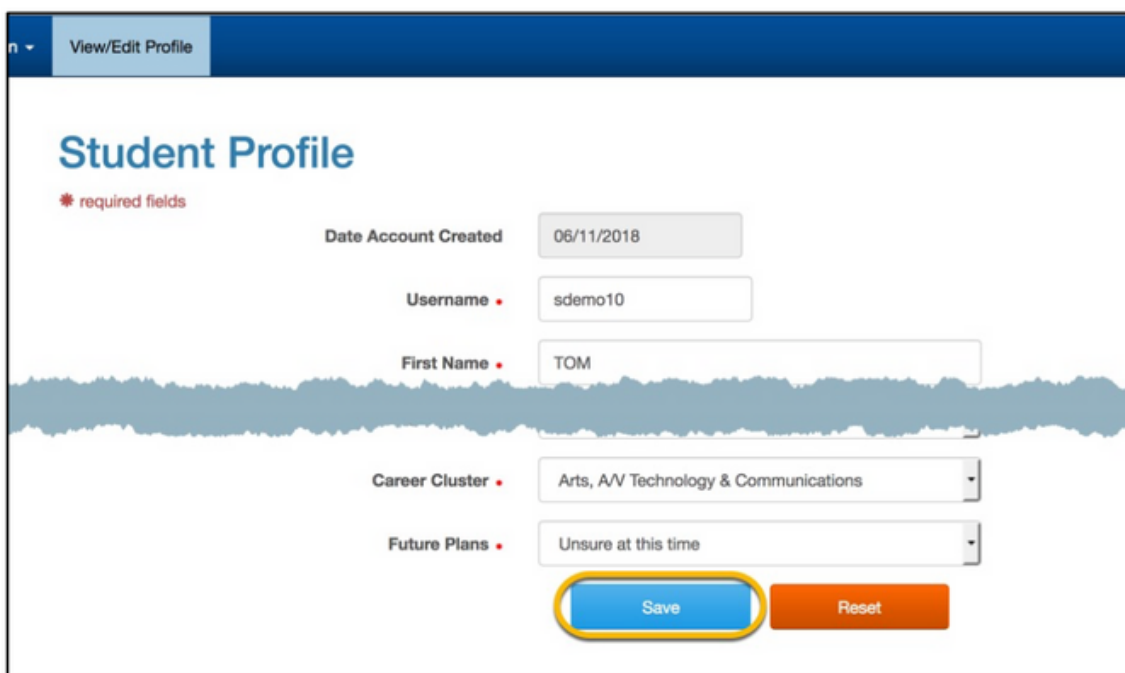
A password reset link will be emailed to you.

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" form. The form is titled "Student Profile" and includes a red asterisk icon followed by the text "required fields". The form contains several input fields: "Date Account Created" with the value "06/11/2018", "Username" with the value "sdemo10", and "First Name" with the value "TOM". Below these fields, there are two dropdown menus: "Career Cluster" with the selected value "Arts, A/V Technology & Communications" and "Future Plans" with the selected value "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. It includes instructions and five dropdown menus for filtering results: School District (All School Districts), High School (All High Schools), High School Class (All Classes), Teacher (All Teachers), and College (All Colleges). A 'Search' button is highlighted with a yellow oval.

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.

A screenshot of the search results page for 'Yakima Valley CC'. It shows a table of 6 records with columns for 'Check to Register', 'High School Class', 'High School', 'College', 'Articulation Name', and 'Consortium'. A 'Register Classes' button is highlighted with a yellow oval.

Check to Register	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 1 - 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

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.

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

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

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

REGISTERING FOR CTE DUAL CREDIT

SERS Home Page: <https://www.ctesers.org>

Logging into SERS

1. From the SERS home page, click on the **Student** button, the **Student Sign-in** page appears.
2. Log in using your user name and password.
 - If you have forgotten your SERS username, you can enter your email into the “**I forgot my username**” page. **IF you have provided a current email address.**
 - If you have forgotten your SERS password, you can enter an answer to one of your security questions and choose a new password from the “**I forgot my password**” link.
 - If you still can’t sign in, contact your teacher or CTE representative for help.
3. Click the **Sign-in** button, the Student home page appears.

Creating an Account

If you do not already have a SERS account, you won’t be able to log in. To create an account:

1. From the Student Log in screen, click on **Create a New SERS Account**.
The Create Student Account screen appears. **Red dots indicate required fields.**
2. Select a user name. If the user name is already taken, you will be asked to select another name. The other fields on the screen will become available once a valid user name is entered.
3. Enter the additional basic information required. **Please use an email address that can receive messages from SERS.** If you are using a school account, ask your teacher if it can receive email from outside the school.
4. Click Next to select a password and security questions and answers.
5. Click Next to finish the account. Click the **Sign-in Now** button to enter your user name and password for the first time.
6. You will see your **Student Profile** page to finish your account information. Note that until all of the red dot fields are completed, you will not be able to register for classes.
7. Note that this information can be edited later.
8. When done, click the **Save** button. You can now select the **Register for Classes** menu item under the Registration menu.

Searching Classes

To search for classes:

1. Select **Register for Classes** from the **Registration** menu.
To begin your search, **SELECT ONLY YOUR HOME HIGH SCHOOL IN THE SEARCH FIELD.**
2. Click the **Search** button.

Registering for Classes

To register for classes:

1. Check the checkbox next to the class or classes you want after searching.
2. When done, click the **Register Classes** button.
The **Select Class Offerings & Complete Registration** screen appears.
3. Check the checkbox for the teacher you will be taking the class from. If there is only one teacher, the checkbox is automatically checked.

To complete your registration, click the Save & Register button.

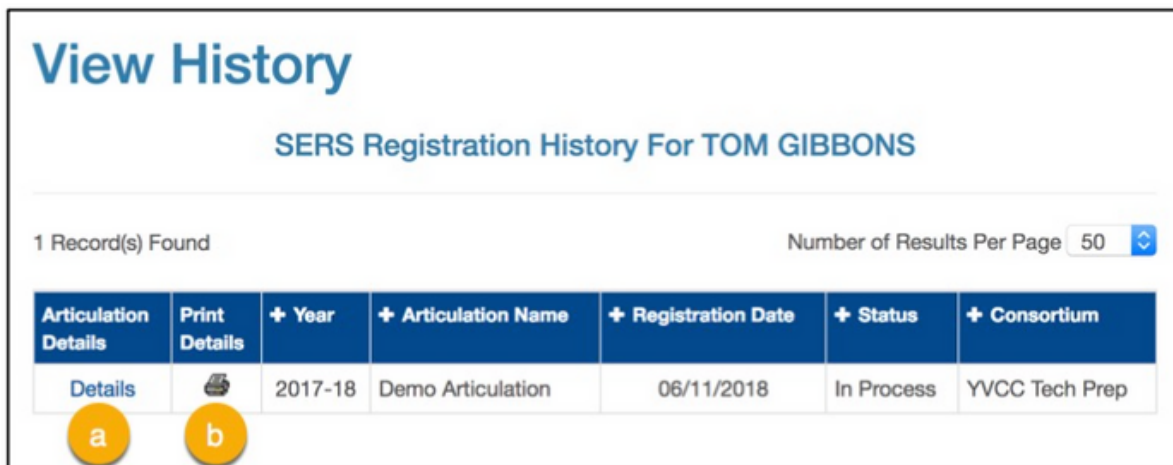
A confirmation page appears. Click the printer-friendly icon at the top-right and print a copy to keep for your own records. If you have provided a current email address, a confirmation will also be sent to your email account.

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 screenshot of the 'View History' page for TOM GIBBONS. The page title is 'View History' and the subtitle is 'SERS Registration History For TOM GIBBONS'. Below the title, it says '1 Record(s) Found' and 'Number of Results Per Page 50'. There is a table with 7 columns: 'Articulation Details', 'Print Details', '+ Year', '+ Articulation Name', '+ Registration Date', '+ Status', and '+ Consortium'. The first row of data shows '2017-18', 'Demo Articulation', '06/11/2018', 'In Process', and 'YVCC Tech Prep'. Below the 'Articulation Details' and 'Print Details' columns, there are two callouts: 'a' pointing to the 'Details' link and 'b' pointing to the printer icon.

- a. Select the details link to view the details for the registration.
- b. Select the printer icon to view the Registration Confirmation page.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process. The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchee Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchee Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.