

# Student Instructions to Register for College Credit



## CTE Dual Credit Program

Revised April 2020 by Rachel Andre, Manager of CTE & High School Initiatives



Hello future Seattle Colleges student!

Follow these steps to register for college credit for your dual credit course.

Once registered, your teacher can give you a grade at the end of the semester.

You must earn a grade of a B or higher to receive credit.

Over the summer, your credit will be added to a transcript for one of the Seattle Colleges:

North Seattle College, Seattle Central College or South Seattle College.



Go to

<http://www.ctesers.org>

Scroll near bottom of the page.

Click on the "Student" box.

A screenshot of the SERS (Statewide Enrollment and Reporting System) website. 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 high schools and skills centers in partnership with community and technical colleges. Another paragraph explains that SERS is an online tool for registering for and tracking dual credit classes. A warning message states: "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. Underneath are five user role buttons: "Student", "District User", "Registrar", "Staff", and "Teacher", each with a corresponding photo. A red arrow points to the "Student" button. At the bottom are three navigation buttons: "Search Articulations Statewide", "State CTE Dual Credit Home Page", and "Consortium Web Sites".



Students: Sign in or create new account

**I already have an account:**

- If you have previously created an account for a CTE course, enter your username and password.
- If you have forgotten your password or username, click “I forgot..”
- If the email address on file is old and you can’t access it, contact Rachel at [Rachel.andre@seattlecolleges.edu](mailto:Rachel.andre@seattlecolleges.edu)

**I have never used SERS before:**

- Select “Create New SERS Account” at the bottom



[SERS Home](#)   [Search Articulations Statewide](#)   [State CTE Dual Credit Home Page](#)   [Consortium Web Sites](#)

## Student Sign-in

**IMPORTANT:** Click on this link to see information about the new site

Username

Password

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



Next slide, we'll walk through creating a **new account**. If you are already logged in, **please wait for the registration slide!**



## Creating a new student account

- Start by selecting a username.
- If you are seeing **“Username Not Available”** you will need to think of a different username.
- Once you get **“Username Available”**, you can continue filling out your information.
- Fill in your name and email address.
- Your email address should be an active account you will have for the next couple years.
- Enter your School District – example “Seattle Public Schools” or for PSSC students, “Highline Public Schools”
- Select your high school. For Skills Center Students, select your Skills Center for this section.
- Click next.

## Step One

\*required fields



Username •  Availability: **Username Available**

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 •



Create a password and security questions

### Create a Strong Password

- We suggest using your last name, first initial, birth year and special character (?!\$#&\*).
  - Smithj1999!

### Security Questions

- Make sure you select security questions that you will remember the answer to, and answer them honestly.
- WRITE THESE DOWN IN YOUR PHONE!

All Fields Required

Password

Compare Password

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

Question Two

What was the name of your first school? ▼

Answer Two

Question Three

What school did you attend for sixth grade? ▼

Answer Three

Pope Elementary

Next

Reset

Click Sign-in Now

✓ Form has been reset. Focus set to username

## 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



## Fill in your profile

- Some sections are already filled in for you.
- Everything with a **red dot is required**.
- If you don't remember your address, enter your high school's address. Ask you teacher for help with this.

Student profile instructions continued on next slide

## Student Profile

• required fields

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

Date Account Created	<input type="text" value="04/26/2019"/>
Username •	<input type="text"/>
First Name •	<input type="text" value="First Name"/>
Last Name •	<input type="text" value="Last Name"/>
Email is required, and we encourage you to provide a good accessible one, so necessary information can be emailed to you	
Email •	<input type="text" value="Email Address"/>
Birth Date •	<input type="text" value="01/01/1990"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Ethnicity	<input type="text" value="Select"/>
SERS ID	<input type="text" value="TP3-49-6956"/>
Street Address •	<input type="text" value="Street Address"/>
City •	<input type="text" value="City"/>
State •	<input type="text" value="Washington"/>
Zip •	<input type="text" value="Zip Code"/>
Primary Phone •	<input type="text" value="Primary Phone"/>
	<input type="checkbox"/> Cell
Secondary Phone	<input type="text" value="Secondary Phone"/>
	<input type="checkbox"/> Cell

Fill in your profile  
(continued)

### Parent/Guardian Information

- Choose one parent/guardian's information.
- Enter the first name
- Then, enter the last name
- If you don't know your guardian/parent email address, you can leave it blank

### Career Cluster

- Choose an area that sounds interesting to you

### Future Plans

- Choose a future plan that matches your goal

Emancipated students should enter their own name

Parent/Guardian First Name •

Parent/Guardian Last Name •

This email is not required, but we encourage you to provide a good and accessible one so others can be notified

Parent/Guardian Email

HS Graduation Year •

Not Avail ▾ [Current Grade: Out of High School](#)

School District

Seattle Public Schools ▾

Home High School •

Garfield High School ▾

Career Cluster •

Select ▾

Future Plans •

Select ▾

Save

Reset

Green **Account Updated Successfully** screen should appear

## Student Profile

\* required fields

✓ Account Updated Successfully

Date Account Created

04/26/2019

Username \*

First Name \*

First Name

Last Name \*

Last Name

Next step, both new and students with an existing account will register



All Students: Register  
for Classes

Click Registration box and select  
"Register for Classes" from the drop-  
down menu

The screenshot shows the SERS (Statewide Enrollment and Reporting System) interface. At the top left is the SERS logo, which consists of a blue square with a white mountain-like shape and the text "SERS Statewide Enrollment and Reporting System CTE Dual Credit". Below the logo is a dark blue navigation bar with three buttons: "SERS Home", "Registration" (with a downward arrow), and "View/Edit Profile". A red arrow points to the "Registration" dropdown menu, which is open and shows two options: "Register for Classes" and "View History". Below the navigation bar, the text "Student Profile" is visible. A red asterisk icon is followed by the text "\* required fields". At the bottom right, there is a green notification bar with a checkmark and the text "Account Updated Successfully". Below this, there is a field labeled "Date Account Created" with the value "04/26/2019" displayed in a light gray box.



Select your class

- Search for your teacher from the Teacher drop down menu
- Do not select a college
- Check the box for your class
- Click “Register” at the bottom

## Register for Classes

### Instructions:

- 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.

School District:

High School:

High School Class:

Teacher:

College:

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

4 Records Found

Number of Results Per Page

Check to Register	⚡ (click a class title for details) High School Class	⚡ High School	⚡ College	⚡ Articulation Name	⚡ Consortium
<input checked="" type="checkbox"/>	AP Computer Science (ITC 115)	Garfield	Seattle Central	AP Computer Science (ITC 115)	Seattle
<input type="checkbox"/>	Intro to Programming (ITC 110)	Garfield	Seattle Central	Intro to Computer Science (ITC 110)	Seattle
<input type="checkbox"/>	PLTW/Intro to Engineering Design (MET 102)	Garfield	South Seattle	PLTW/Intro to Engineering Design (MET 102)	Seattle
<input type="checkbox"/>	PLTW/Intro to Engineering Design (TDR 135)	Garfield	South Seattle	PLTW/Intro to Engineering Design (TDR 135)	Seattle



# Click Save & Register

## 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 Fee of \$0.00 for this Consortium

Articulation Name	Class Name	Class(es) Selected	Year	Teacher	High School
AP Computer Science (ITC 115)	AP Computer Science (ITC 115)	<input checked="" type="checkbox"/>	2018-19	BERGQUIST, E	Garfield



Save & Register

Cancel Registration



Congratulations!  
You're on track to get college credit.

For questions, please contact:

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