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.

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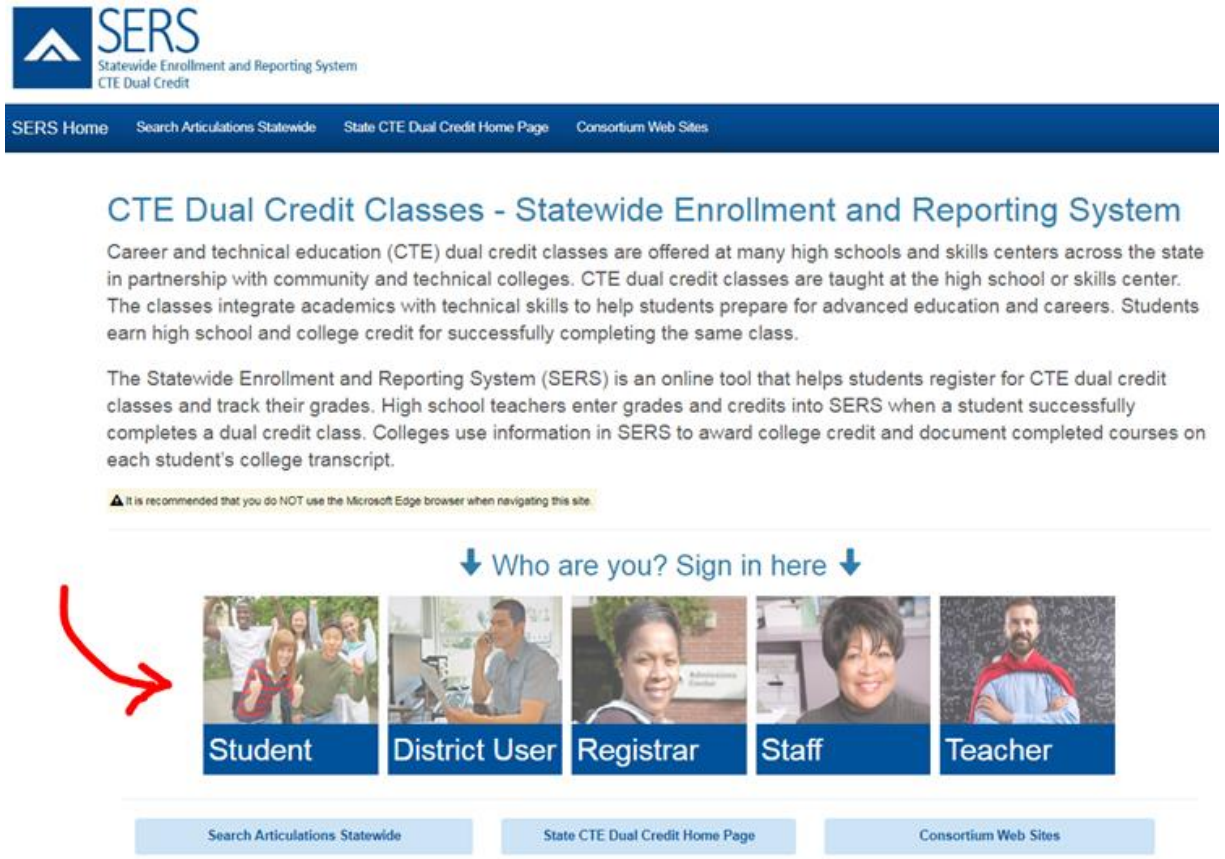
Go to http://www.ctesers.org

Scroll near bottom of the page.

Click on the "Student" box.



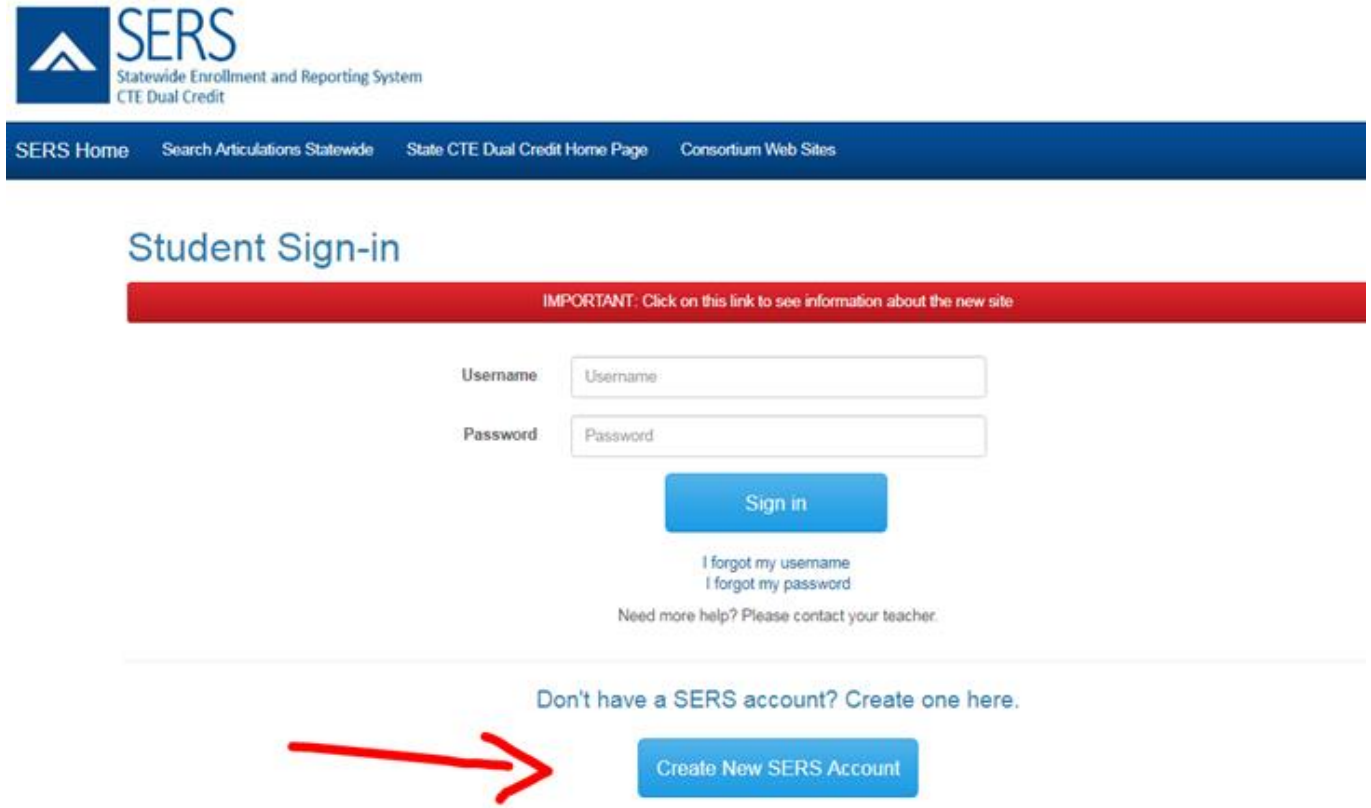
Students: Sign in or create new account

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

I have never used SERS before:

- Select “Create New SERS Account” at the bottom



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

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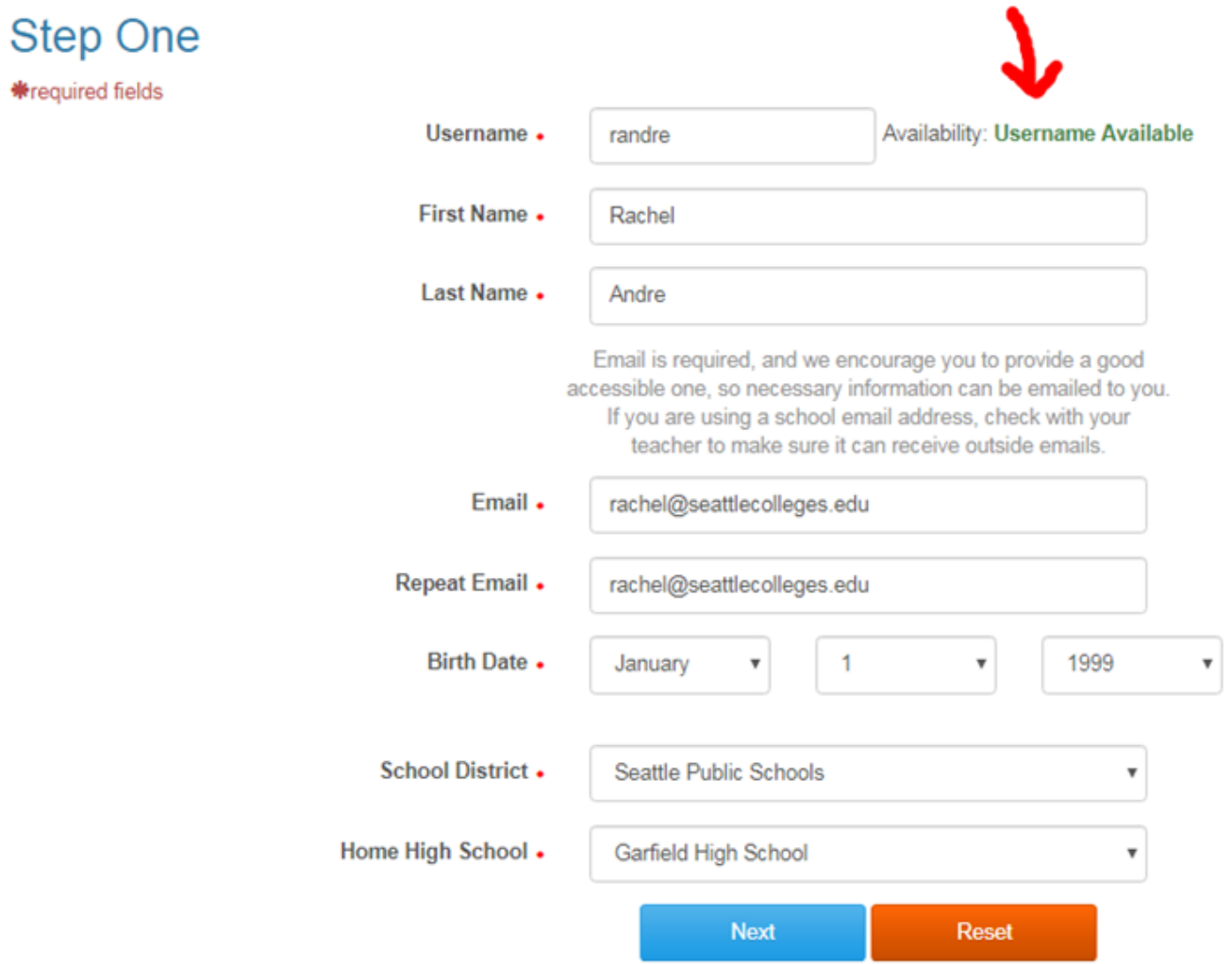
Creating a new student account

- 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.



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Create a password and security questions

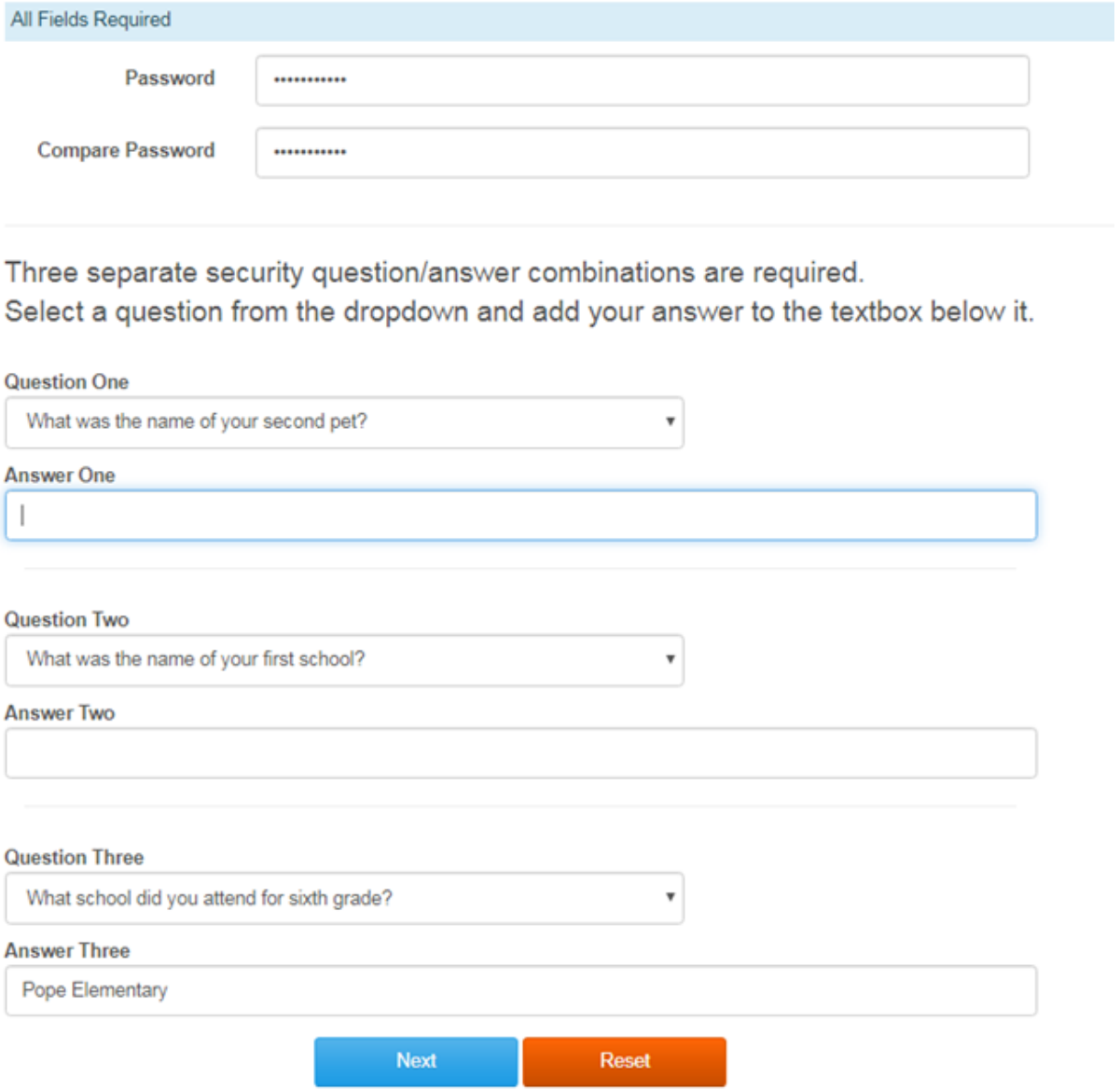
Create a Strong Password

- 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!



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Click Sign-in Now

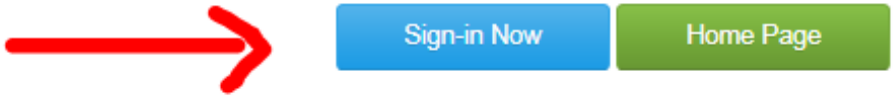
✔ Form has been reset. Focus set to username

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



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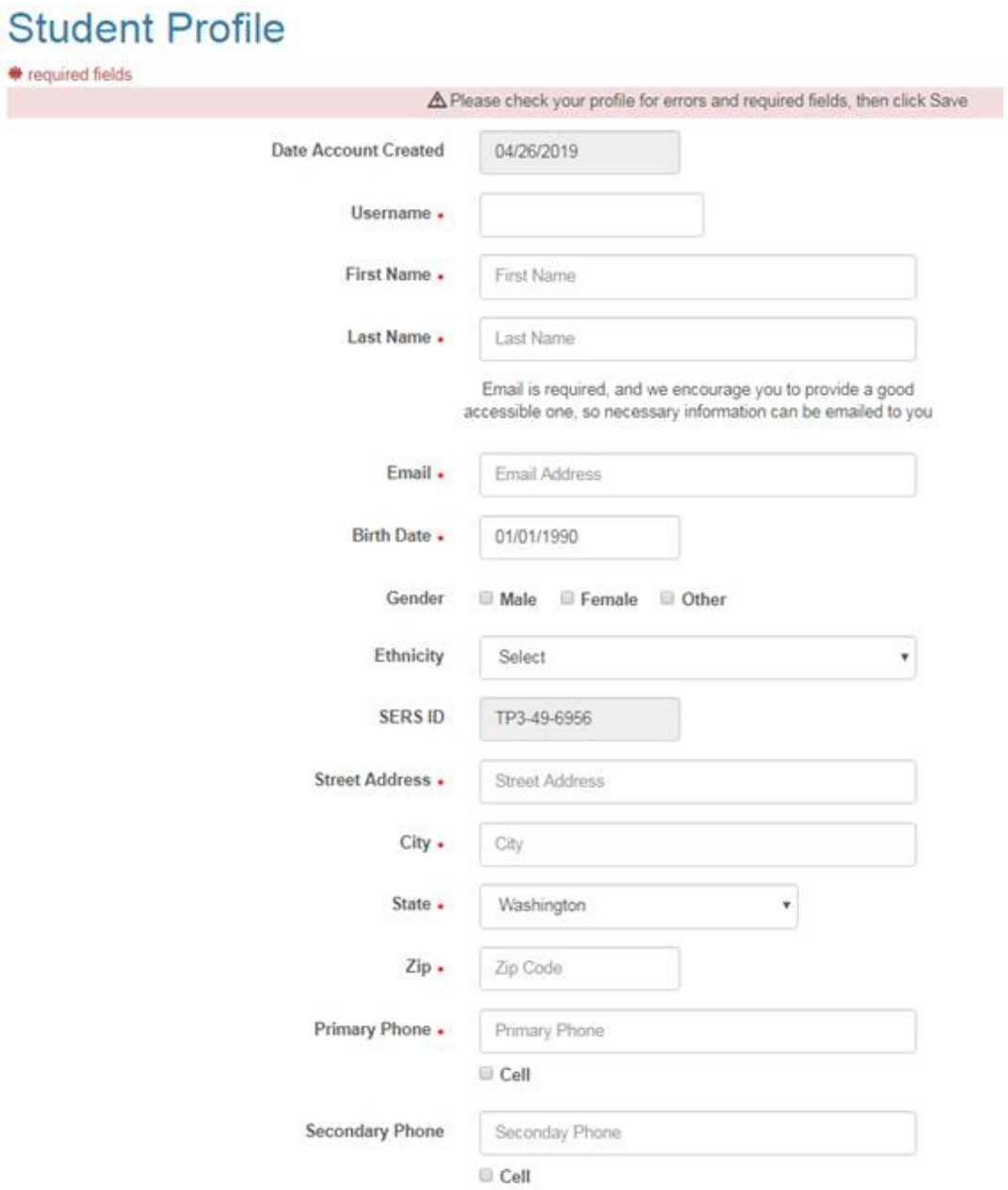
Fill in your profile

- 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

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Fill in your profile (continued)

Parent/Guardian Information

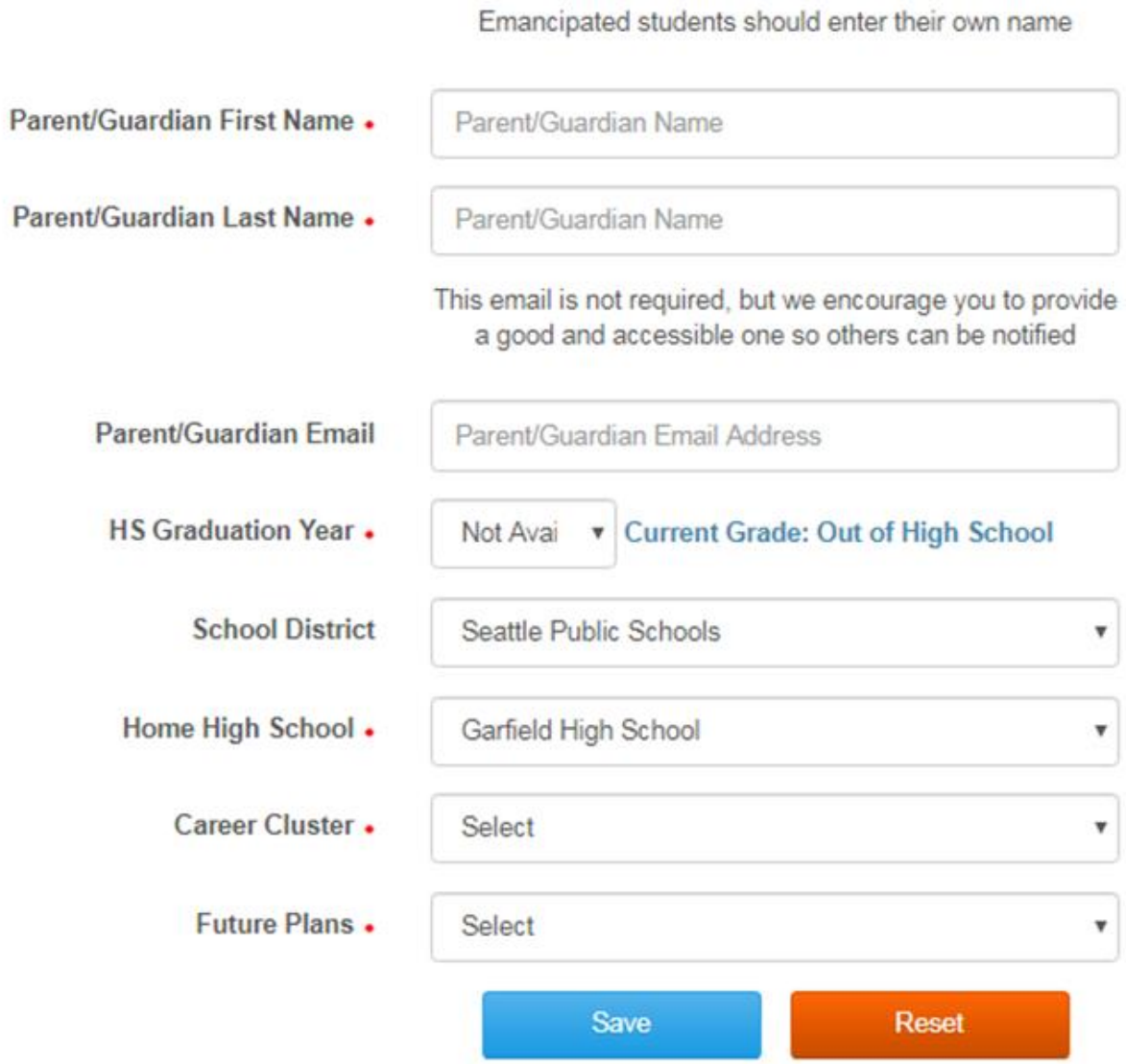
- Choose one parent/guardian's information.
- Enter the first name
- Then, enter the last name
- If you don't know your guardian/parent email address, you can leave it blank

Career Cluster

- Choose an area that sounds interesting to you

Future Plans

- Choose a future plan that matches your goal



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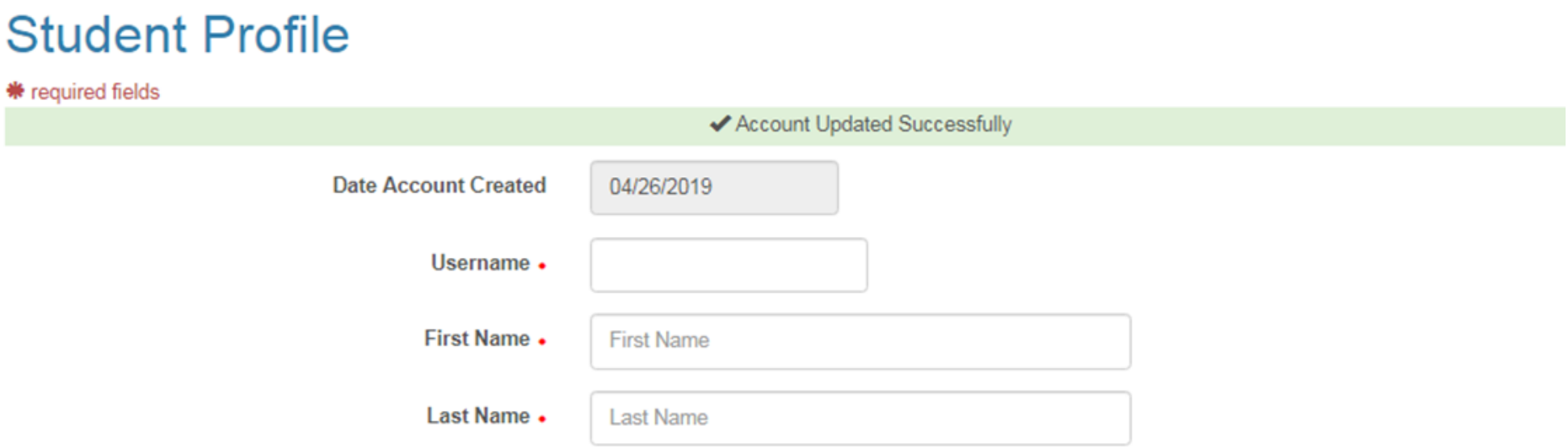
Green **Account Updated Successfully** screen should appear



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

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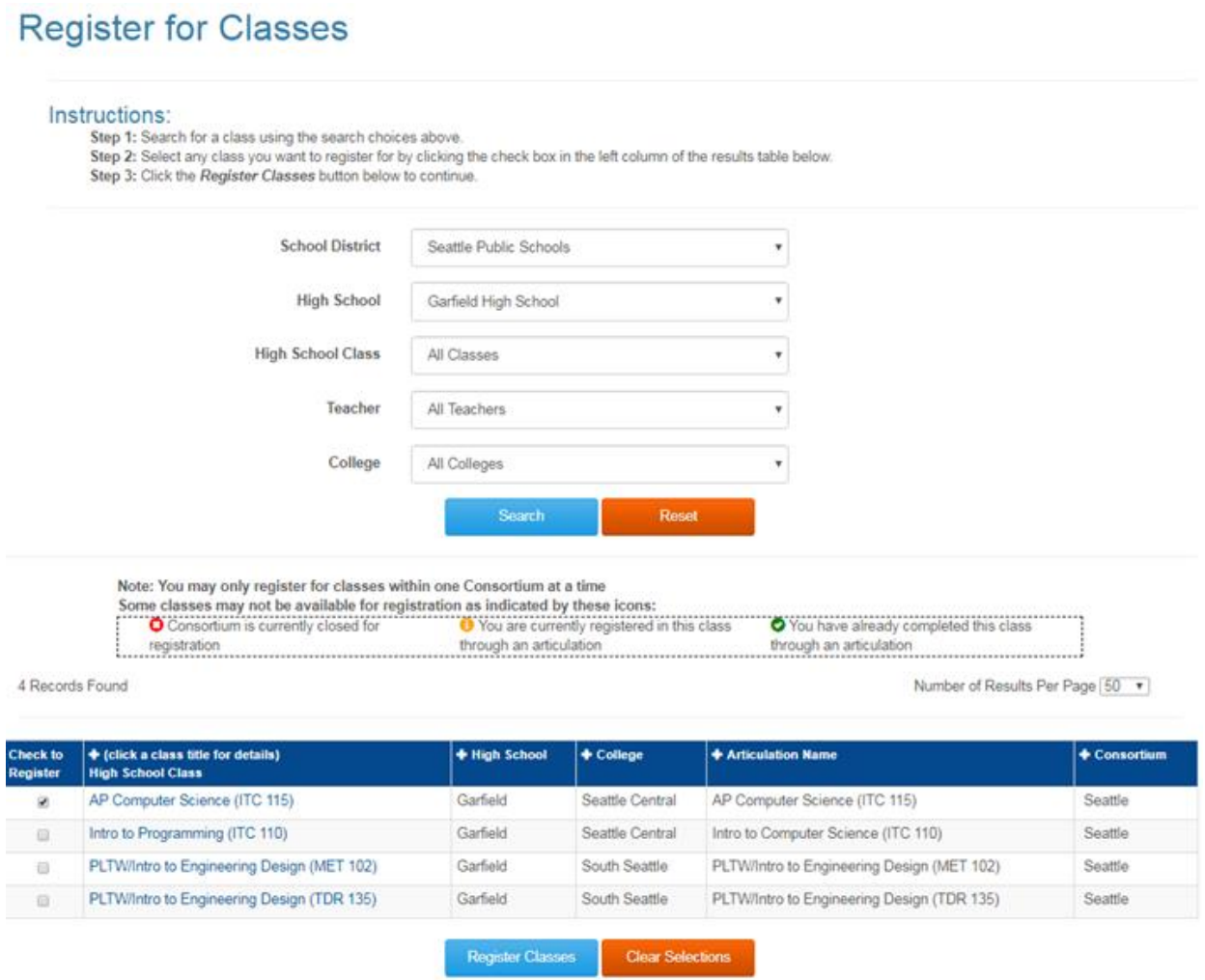
Select your class

- 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



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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.

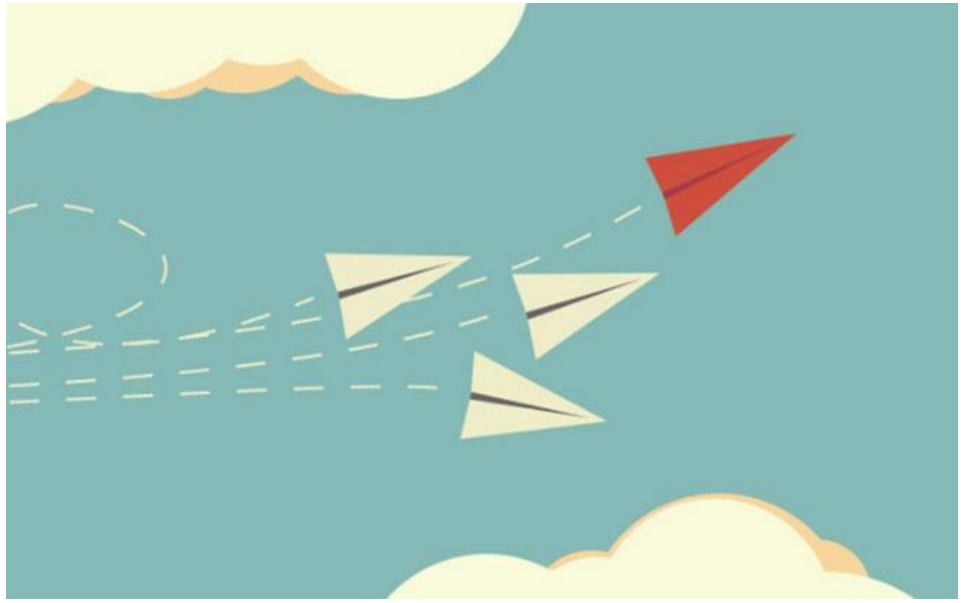
After checking to make sure the choices are correct, click the **Save & Register** button below to complete your registration or **Cancel Registration** to discard selections and go back to the previous screen.

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)	☑	2018-19	BERGQUIST, E	Garfield

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

For questions, please contact:

Rachel Andre
Manager of CTE & HS Initiatives

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