

SERS – Statewide Enrollment and Reporting System for Tech Prep Student Module

Overview

Tech Prep is a national educational initiative. It includes a rigorous and focused course of study which provides students with essential academic and technical foundations which prepare students with necessary workplace skills.

The Statewide Enrollment and Reporting System (SERS) is used to collect and report Tech Prep student enrollments at high schools throughout Washington State.

SERS Home Page

The SERS home page URL: <http://sers.techprepwa.org>

Logging into SERS

To log in to SERS:

1. From the SERS home page, click on **Students Click Here**, the Student Log In screen appears.
2. Log in using your user name and password, or use your Tech Prep ID and birth date. Birth date can also be used in lieu of password. If you know you're Tech Prep ID but not your user name, entering the Tech Prep ID and birth date will automatically fill the user name above.

If you have forgotten your SERS username and password, enter your email into the **Forgot your log in information?** field and click the **Submit** button. The information will be sent to the email address in your User Profile **IF you have provided a current email address.**

3. Click the **Login** button, the Student home page appears.

Creating an Account

If you don't already have a Tech Prep account, you won't be able to log in. To create an account:

1. From the Student Log in screen, click on **Create an Account**.

The Create Student Account screen appears. **Red dots indicate required fields**. To view details about a field, hover your mouse pointer over the information icon. For example, the icon by the User Name field provides rules for creating a valid user name.

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. Pick a password, and then type the same into the **Confirm Password** box.
4. Enter your contact information.
Note: *if you have already created an account with the same name and birth date, the system will ask you to use your original account rather than creating a duplicate account record.*
5. Select a **School District** from the drop-down field.
6. Select your **Home High School** from the drop-down field. Only high schools in the chosen district appear in this field.
7. Select choices from the **Career Cluster** and **Future Plans** drop-down fields. This information can be edited later.
8. When done, click the **Submit** button.

A confirmation message appears. Click **OK** and the Student home page appears.

Changing Your Password

To change your password, you must know your current password.

To change your password:

1. From the Student home page, click on **Change Password**.

The Select New Password screen appears.

2. Enter your current and new passwords.
3. Click the **Save Changes** button.

A “Password changed” message appears in the left-hand navigation area.

4. To perform another function, click on **Return to Student Home**.

Viewing and Editing Your Profile

To edit your profile:

1. From the Student home page, click on **View/Edit Profile**.

The View/Update Student Profile screen appears.

2. Edit your information. You can change most of your information except your user name and Tech Prep ID.

The College Information section displays colleges that have registered you and given you a student ID.

3. When done, click the **Submit** button.

Searching for Classes

To search for classes:

1. From the Student home page, click on **Register for Classes**.

To begin your search, **SELECT ONLY YOU'RE HOME HIGH SCHOOL IN THE SEARCH FIELD**.

Note: Your home high school may auto-populate into this field.

2. Click the **Go Search!** button.

The results appear below the search form.

Registering for Classes

To register for classes:

1. After searching for classes, in the Register for Classes results table, check the checkbox next to the class or classes you would like to register for.

If you cannot register for a class, one of three messages will appear indicating one of the following:

- ✚ Registration is not open for that consortium.
- ✚ You are already registered for that class.
- ✚ You already completed that class.

2. When done, click the **Register** 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.
4. If your class has multiple semesters, you must select a teacher for each semester.
5. To cancel the registration, click the **Cancel Registration** button.

To finish the registration, click the Save & Register button.

A confirmation page appears.

Printing Registration Confirmation

When you click the Save & Register button on the Select Class Offerings & Complete Registration screen, a confirmation screen appears. To print the confirmation information, click the print icon at the top of the screen.

NOTE: If you have provided a valid email address, a confirmation will automatically be sent to your email account.

Need Help?

Please visit our website at www.techprepcc.org

OR contact us at:

Email: techprep@bellevuecollege.edu

Phone: 425-564-6158



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