INSTRUCTIONS TO APPLY FOR COLLEGE CREDIT THROUGH THE CTE DUAL CREDIT PROGRAM

All Students
Log into Statewide Enrollment and Reporting System (SERS)

https://www.ctesers.org/Home

Once you've entered the online registration system
  DO NOT use the back arrow! The screen WILL clear and you will have to start over again.

New Students
Creating an Account
1. From the home page, click on **Students** (bottom left corner).
2. Click on **Create New SERS Account** (bottom blue button).
3. The **Create Student Account** screen appears.
   a. Red dots indicate required fields.
4. Create a **Username.**
5. Enter your information.
6. Select your **School District** from the drop-down field.
7. Select your **Home High School** from the drop-down field (**the School you attend**).
8. Create a password (one that is easy to remember)
9. There will be multiple security questions.

Returning Students
Logging In
1. From the home page, click on **Students Click Here** (top left corner).
2. Log in using your **username** and **password,** or use your **CTE Dual Credit ID*** and **birth date**. [If you have forgotten your username and password, enter your e-mail into **Forgot Your Login Information?** field and click the **Submit** button. The information will be sent to the email address in your **User Profile**.]
3. Click the **Login** button.
4. If logging into the system for the first time you will be prompted to create a **Username & Password**.

All Students
Searching Classes
1. From the Student home page, click on **Register for Classes**.
2. The Register for Classes screen appears.
3. Choose **High School and teacher ONLY** from the drop-down field.
4. Click the **Go Search!** button. *(Note: remember to scroll down after selecting the Go Search button)*
5. The results appear below the search form.

Registering for Classes
1. After searching for classes, in the **Register for Classes** results table, **check the checkbox next to the class or classes you are in**.
   a. Note: you can only register for classes within one school at a time. When you select a class, all other classes in different schools become disabled. If you **cannot** register for a class, one of three icons will appear indicating one of the following:
      i. Registration is not open for the consortium.
      ii. You are already registered for that class.
      iii. You already completed that class.

2. When done selecting class(es), click the **Register** button (top left corner). 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 the articulation has additional classes associated with it, these are displayed. You must select a teacher for each class.
5. <u>To cancel the registration</u>, click the **Cancel Registration** button.
6. <u>To finish the registration</u>, click the **Save & Register** button.

Adding Class(es)
1. To add more classes, click on **Return to Student Home** link at the top of the page (left side).
2. Repeat **Searching Classes**, **Registering for Classes** and **Printing the Registration Form** steps**.**

*CTE Dual Credit ID Number

Your CTE Dual Credit ID can be obtained from your Teacher or CTE Dual Credit Staff. You can reach the CTE Dual Credit office by calling 360-752-8409 or emailing ctedualcredit@btc.edu.

Changing Your Password

To change your password, you must know your current password.
1. From the home page, click on **Change Password**.
2. Enter your current and new passwords.
3. Click the **Save Changes** button.
4. A "**Password changed**" message appears in the left-hand navigation area.

Viewing/Editing Your Profile

1. From the home page, click on **View/Edit Profile**.
2. Edit information. You can change most of your information except your user name and CTE Dual Credit ID.
3. When done, click the **Submit** button.

Corrections

For corrections, such as deleting or changing the class you might have mistakenly registered for, contact the Whatcom CTE Dual Credit Consortium office at: ctedualcredit@btc.edu or call 360-752-8409.

Important Information

You must register for the CTE Dual Credit program and complete all requirements while you are <u>enrolled in and attending</u> the articulated high school class **and** you must earn grade **B or better** to receive college credit.