TECH PREP STUDENT ENROLLMENT AND REPORTING SYSTEM

Student Module

Version 1.0.1
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Overview

Tech Prep is an industry and education partnership committed to providing a highly-trained and motivated workforce, prepared to pursue lifelong learning in a changing technological society.

Tech Prep provides occupational pathways for students by preparing them for technologically advanced careers and post-secondary education by emphasizing strong academic, technical, problem-solving, and critical-thinking skills. Tech Prep prepares students for the world of work and helps maintain a quality life in a changing society.

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.

Under Carl Perkins Title II legislation, Tech Prep must:

- Lead to an associate degree, two-year certificate, or apprenticeship.
- Provide technical preparation in at least one field of engineering technology; applied science; mechanical, industrial, or practical art or trade; or agriculture, health, or business.
- Build student competencies in mathematics, science, technology, and communications through a sequential course of study.
- Lead to employment or further education.

The Statewide Enrollment and Reporting System (SERS) is used to collect and report Tech Prep student enrollments at high schools throughout Washington State.
The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the general public. It provides log-in functions as well as access to other information.
Logging into SERS

To log in to SERS:

1. From the SERS home page, click on Students Click Here to get to the log in screen.

2. Log in using your user name and password, or use your Tech Prep ID and birth date. (Using the Tech Prep ID is for students who had accounts created prior to the 2009-10 academic year. This log in can only be used once, it prompts you to create a new user name and password which you will use in all future log ins.) Note that once your user name is selected, it cannot be changed; however, you can change your password at any time.

   If you have forgotten your SERS username and password, enter your email into the Don’t know your log in information? box and click the Submit button. The information will be sent to the email address in your User Profile.

3. Click the Login button.

   The Student home page appears.
Creating an Account

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. Enter your information.

3. Select a School District from the drop-down field.

4. Select a Home High School from the drop-down field. Only high schools in the chosen district appear in this field.

5. Select choices from the Career Cluster and Future Plans drop-down fields. This information can be edited later.

6. When done, click the Submit button.

   If you have not entered an email address, the system will ask you to confirm you don’t want to use email. Not entering an email address will prevent you from receiving any confirmations after registration, or asking for your user name and password to be sent to you.
You can only have one account – if the system finds a previous record for you in the database, it will not allow you to create another account.

If everything passes the checks, a confirmation message appears. Click OK and the Student home page appears.

Note the links in the left-hand navigation area. Use these to register for classes, view your registration history, edit your profile and change your password.
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, Tech Prep ID, and graduation year. The College Information section displays colleges that have registered you and given you a student ID.

3. When done, click the Submit button.
Searching Classes

To search for classes:

1. From the Student home page, click on Register for Classes.
   The Register for Classes screen appears.

2. To view all classes statewide, use the default settings.
   To narrow your search, select options from one or more fields.

3. 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 want.

   Note that you can only register for classes within one consortium at a time. When you select a class, all other classes in different consortiums become disabled.

   If you cannot register for a class, one of three icons 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 the articulation has additional classes associated with it, these are displayed. You must select a teacher for each class.
5 To cancel the registration, click the Cancel Registration button.

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

A confirmation page appears. If your consortium charges a fee or requires mail-in registration, you will need to:

- Print this page.
- Sign it, if required.
- Send it before the deadline date indicated on the page.
Printing Registration Confirmation

When you click the Save & Register button on the Select Class Offerings & Complete Registration screen, a confirmation screen appears. Depending on the consortium, the information displayed may vary. For example, the screen may include mail-in registration information, or payment information for consortium fees.

To print the confirmation information, click the print icon at the top of the screen. If the college requires a mail-in registration form, use the printed confirmation information.
Basin Tech Prep Consortium Registration
9/3/2009

Your registration for the high school classes below has been received:

Tech Prep program requirements:
Students must earn a 3.0 (B) or higher in the high school classes 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:
You have no outstanding Tech Prep registration fees as of 9/3/2009.

Student Information

- Student Name: ANDREW JACKSON
- State Student ID: TF3-00-E111
- Birth Date: 9/19/1990
- Gender: M
- Ethnicity: Alaskan Native
- Email: appdev@ndctr.edu
- Social Security Number: 453 MOUNTAIN LANE
- City, State, Zip: Elbe, WA 98343
- Primary Phone: (360) 560-6554
- Parent/Guardian Name: MOM JACKSON
- Graduation Year: 2009
- Home High School: Bremerton High School - 502
- Career Cluster: Human Services
- Future Plans: Further education - Out of state career school

Academic Year Registration(s):

- Art/Commerce: Auto System Tech - MICHELLE L
  - Course: Computer Graphics & Design
  - Credit: 3.0
  - Date: 01/08/2009
- Math: Math 121
  - Course: College Algebra
  - Credit: 3.0
  - Date: 01/08/2009
- Social Science: Social Studies 101
  - Course: American History
  - Credit: 3.0
  - Date: 01/08/2009

Registration Instructions:
Your electronic registration will not be processed until a copy of this completed form has been received by the Basin Tech Prep Consortium.

You will not be eligible to receive credit if you have not paid. Print two copies of this page. Keep one for your records and mail the other completed form to the address below.
This registration must be received by 11/30/2009.

Payment Instructions:
Do not send cash. Attach a check or money order for the fee listed above made out to Basin Consortium.

Approvals:
This form must be signed by the student's parent or guardian to provide consent for the student to participate in the Tech Prep program and to earn college credit.

- Parent/Guardian Name: 
- Signature: 
- If the student is younger than 18, then this form must be signed by the student's parent or guardian to provide consent for the student to participate in the Tech Prep program and to earn college credit:

- Parent/Guardian Name: 
- Signature: 

Mail completed form and payment (if required) to:
Basin Tech Prep Consortium
Big Bend Community College
7660 Champlin Street
Moses Lake, WA 98837

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