



# 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.

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## SERS Home Page



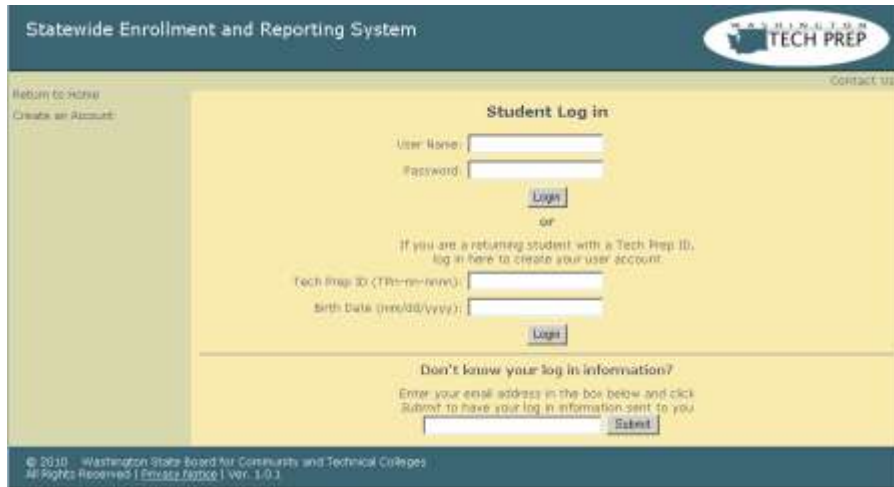
The SERS home page is accessible to the public and is the starting point for students, teachers, registrars, consortium staff, and the general public. It provides log-in functions as well as access to other information.

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## 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



The screenshot shows the 'Statewide Enrollment and Reporting System' login page. It features a 'Student Log in' section with two login methods. The first method uses a 'User Name' and 'Password' with a 'Login' button. The second method is for returning students with a 'Tech Prep ID' and 'Birth Date (mm/dd/yyyy)', also with a 'Login' button. Below these is a 'Don't know your log in information?' section with a text input field and a 'Submit' button. The page includes a 'Return to Home' link, a 'Create an Account' link, and a 'CONTACT US' link. A footer contains copyright information: '© 2010 Washington State Board for Community and Technical Colleges All Rights Reserved | Privacy Policy | Ver. 1.0.1'.

- 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.





The screenshot shows the 'Welcome To The Washington Tech Prep SERS' page. The user is logged in as 'ANDREW JACKSON' and has a 'Logout' link. The page prompts the user to 'Please select one of the choices to the left to continue'. On the left side, there are links for 'Register for Classes', 'View Registration History', 'View/Edit Profile', and 'Change Password'. On the right side, there is a 'Contact Us' link. The main content area features a map of Washington state with several blue dots indicating various locations.

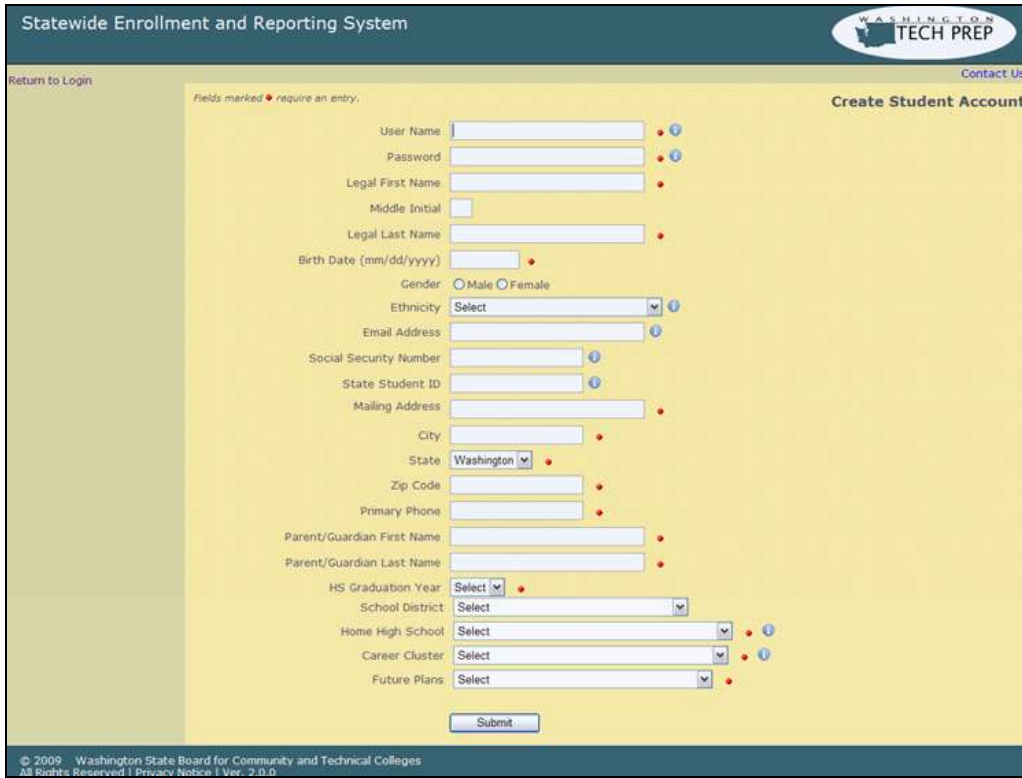
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## Creating an Account

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.





Statewide Enrollment and Reporting System



Return to Login


Fields marked  require an entry.

Contact Us


Create Student Account


User Name  

Password  


Legal First Name 


Middle Initial


Legal Last Name 


Birth Date (mm/dd/yyyy) 


Gender  Male  Female


Ethnicity 


Email Address 


Social Security Number 


State Student ID 


Mailing Address 


City 


State  Washington


Zip Code 



Primary Phone 



Parent/Guardian First Name 


Parent/Guardian Last Name 

HS Graduation Year 

School District 

Home High School  

Career Cluster  

Future Plans 

Submit

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All Rights Reserved | Privacy Notice | Ver. 2.0.0

- 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.

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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.

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## 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.

The screenshot shows a web application interface for changing a password. At the top, there is a navigation bar with the user's name 'MARY FREEMAN' and a 'Logout' link. On the right side of the navigation bar are links for 'Resources' and 'Contact Us'. On the left side, there is a 'Return to Student Home' link and a 'Save Changes' button. A green message box with a checkmark icon displays 'Password changed'. The main content area is titled 'Select New Password' and contains the following text: 'Please enter the information below. Passwords must be between 5 and 10 characters in length, begin with a letter and contain at least one number.' Below this text are three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'.



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## 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.

The screenshot shows a web form titled "View/Update Student Profile" for a user named Andrew Jackson. The form contains various input fields, many of which are marked with a red asterisk to indicate they are required. The fields include: User Name (ajackson), Legal First Name (ANDREW), Middle Initial (empty), Legal Last Name (JACKSON), Birth Date (09/19/1988), Gender (Male selected), Ethnicity (Alaskan Native), Email Address (appdev@sbcctc.edu), Social Security Number, State Student ID, Tech Prep ID (TP3-00-0101), Mailing Address (453 MOUNTAIN LANE), City (Elbe), State (Washington), Zip Code (92343), Primary Phone ((564) 565-6564), Parent/Guardian First Name (MOM), Parent/Guardian Last Name (JACKSON), Current Grade Level (12th Grade), Graduation Year (2009), School District (Bremerton School District), Home High School (Bremerton High School), Career Cluster (Human Services), and Future Plans (Further education -Out of state career school). A "Submit" button is located at the bottom of the form. Below the form is a "College Information" section with a table showing "Big Bend" as a college with a "College SID" of "453454534". The footer of the page includes the copyright notice "© 2009 Washington State Board for Community and Technical Colleges".

College	College SID
Big Bend	453454534

- 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.

Return to Student Home
ANDREW JACKSON | [Logout](#)
Contact Us

Register

### Register for Classes

School District:

High School:

High School Class:

Teacher:

College:

Career Cluster:

Articulation Name:

**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

**Registration 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 button above left to continue.

76 Records Found
Number of Results Per Page:

Reg	High School Class (click for details)	High School	College	Articulation Name	Consortium
<input checked="" type="checkbox"/>	<a href="#">1st Year Fire Cadet (2 semesters)</a>	Battle Ground	Lower Columbia	Fire Science 1st Year	CW Consortium
<input type="checkbox"/>	<a href="#">Accounting</a>	Columbia Basin	Big Bend	Intro to Accounting	Basin Consortium
<input type="checkbox"/>	<a href="#">Accounting</a>	Ephrata	Big Bend	Intro to Accounting	Basin Consortium
<input type="checkbox"/>	<a href="#">Accounting</a>	Columbia Basin	Big Bend	Business Calculators	Basin Consortium
<input type="checkbox"/>	<a href="#">Advanced Filmmaking</a>	Ferris	Spokane Falls	Advanced Filmmaking	NewTec
<input type="checkbox"/>	<a href="#">Applied Math</a>	Colville Senior	Spokane	Applied Math	NewTec
<input checked="" type="checkbox"/>	<a href="#">Auto System Tech</a>	Tri-Tech Skills Center	Columbia Basin	Auto System Tech	Columbia




## 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.

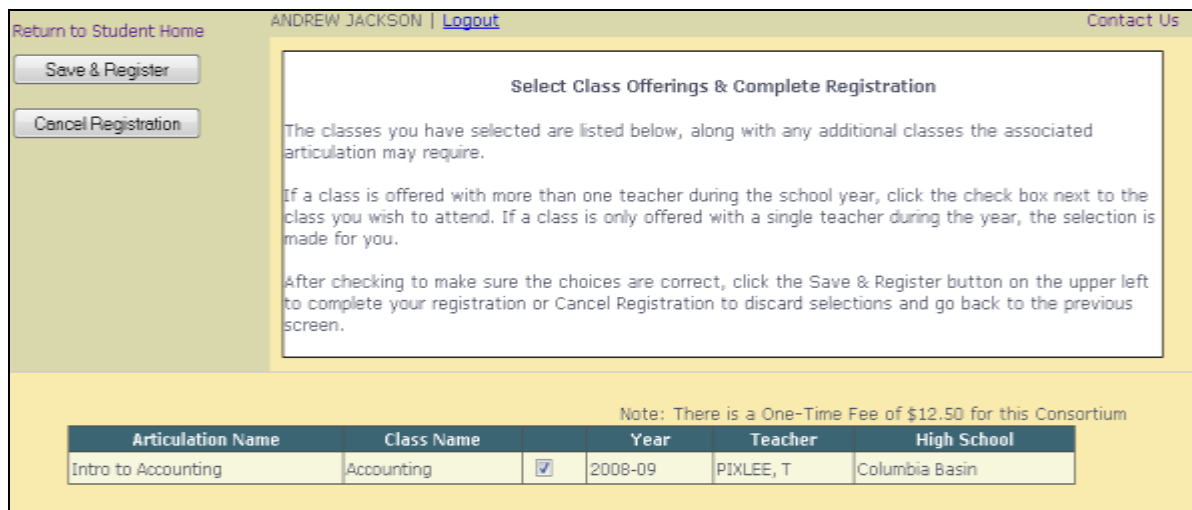
Note that you can only register for classes within one consortium at a time. When you select a class, all other classes in different consortiums become disabled.

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.



Return to Student Home    ANDREW JACKSON | [Logout](#)    [Contact Us](#)

[Save & Register](#)

[Cancel Registration](#)

### Select Class Offerings & Complete Registration

The classes you have selected are listed below, along with any additional classes the associated articulation may require.

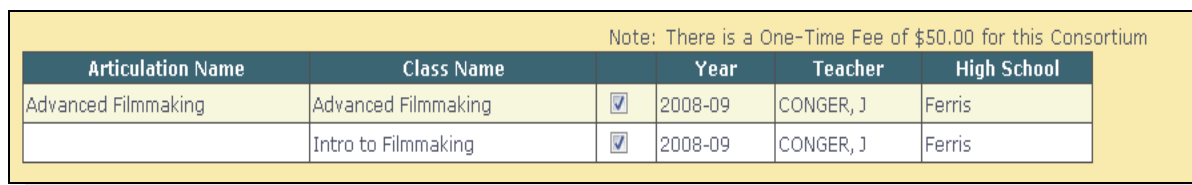
If a class is offered with more than one teacher during the school year, click the check box next to the class you wish to attend. If a class is only offered with a single teacher during the year, the selection is made for you.

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

Note: There is a One-Time Fee of \$12.50 for this Consortium

Articulation Name	Class Name		Year	Teacher	High School
Intro to Accounting	Accounting	<input checked="" type="checkbox"/>	2008-09	PIXLEE, T	Columbia Basin

- 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.



Note: There is a One-Time Fee of \$50.00 for this Consortium

Articulation Name	Class Name		Year	Teacher	High School
Advanced Filmmaking	Advanced Filmmaking	<input checked="" type="checkbox"/>	2008-09	CONGER, J	Ferris
	Intro to Filmmaking	<input checked="" type="checkbox"/>	2008-09	CONGER, J	Ferris

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**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.

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## 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:  
 Tech Prep ID: TFP-00-0101  
 Birth Date: 9/19/1980  
 Gender: M  
 Ethnicity: Asian or Native  
 Email: appdev@sbcte.edu  
 Social Security Number:  
 Address: 453 MOUNTAIN LANE  
 City, State, Zip: Elbe, wa 90243  
 Primary Phone: (504) 565-6564  
 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)**

Articulation Name	High School	High School Class	College	College Course	Registration Date
Graphic Communications	Tn-Tech 9499 Center	Auto System Tech - 88004EE, L	Columbia Basin College	CS 203 Digital Graphics & Design I	09/15/2009
Pre Test on August 14	Cascadia	Prep Class on August 14 - THREE, Y	Brem CC	TST 342 Test on August 14	09/16/2009
Microsoft Word Level I	Ephrata	DigTools and/or Microcomputer Applications - 1000	Big Bend CC	OFF113 Microsoft Word Level I	09/15/2009
Microsoft Word Level I	Ephrata	DigTools and/or Microcomputer Applications - 1000	Big Bend CC	OFF113 Microsoft Word Level I	09/15/2009
Fire Science 1st Year	Battle Ground	1st Year Fire Cablet (2 Parallel) - CARNEL, W	Lower Columbia College	FISC 101 Introduction to Fire Protection	09/01/2009
Intro to Accounting	Columbia Basin	Accounting - PERLES, Y	Big Bend CC	ACCT 105 Intro to Accounting I	09/03/2009

**Registration Instructions**

Your electronic registration will not be processed until a copy of this completed form has been received by 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  
 7662 Chamute Street  
 Moses Lake, WA 98837  
 Attn: