[Registering for CTE Dual Credit]

Earn college credit while still in high school!

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[What is CTE Dual Credit?]

- Career and Technical Education (CTE) Dual Credit offers high school students the opportunity to earn college credit for successful completion
- CTE classes integrate academics with technical skills to help students for advanced education and careers
- CTE Dual Credit allows students to graduate from college early
- Tuition free!

[How to Register for CTE Dual Credit]

- Register online in Statewide Enrollment and Reporting System (SERS) https://www.ctesers.org/

- SERS is an online tool that helps student register for CTE Dual Credit Classes and track their grades. Colleges use information in SERS to award college credit and document completed courses on each student's college transcript. High school class grads will become part of your college GPA

Creating SERS Account

- Go to ctesers.org
- Click on **Student** button

Already have SERS account?

DO NOT create duplicate

Sign-in and register for a class (Step 14)

Student Sign-in

- Click on **Create New SERS Account**

Step One

- Create a username you can <u>remember</u>
- Use <u>active personal email address</u> if you have one
- <u>All</u> fields are required

EXAMPLE: username = email address before at sign @
Email: <u>sdemo10@gmail.com</u>
username: sdemo10

Step One
*required fields

Username .	sdemo10	Availability: **Enter Usename**
First Name .	Tom	
Last Name .	Gibbons	

Email is required, and we encourage you to provide a good accessible one, so necessary information can be emailed to you. If you are using a school email address, check with your teacher to make sure it can receive outside emails.

Email .	sdemo10@southseattle.edu
Repeat Email .	sdemo10@southseattle.edu
Birth Date .	October / 31 / 2002
School District .	Yakima School District
Home High School .	Yakima School of the Arts

Next   Reset

Step 2

- Create password you can <u>remember</u>!

EXAMPLE: username + exclamation marks

sdemo10!!!

Step 2

Your Username is: **sdemo10**

When creating your new password, you will need to follow these rules:

1. At least 10 characters long.
2. Contain at least one upper and one lower case letter (passwords ARE case-sensitive).
3. Contain at least one number.
4. Contain at least one of the following special characters:
   ! # $ % * + - = ? @ ^ _ ~

All Fields Required

| Password | •••••••••• |
| Compare Password | •••••••••• |

Security Questions

- Select three security questions and enter your answer
- Write the answers down
- Select NEXT button

Three separate security question/answer combinations are required.
Select a question from the dropdown and add your answer to the textbox below it.

Question One

What was the name of your second pet?

Answer One

Petunia

Question Two

What is the name of your favorite grade school teacher?

Answer Two

Magnusson

Question Three

Who was your favorite high school teacher?

Answer Three

Sullivan

Create Student Account

- The confirmation page will appear
- Click <u>Sign-in Now</u>

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.
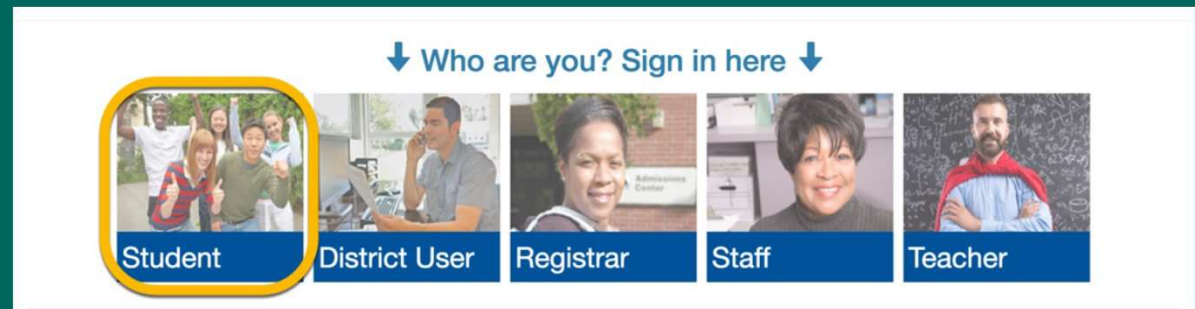
Some of the information you might need to gather, before being able to register for an articulation, includes:

- Your complete address
- Parent/Guardians full name
- School district name
- HS graduation year
- Career Cluster

Sign-in Now   Home Page

Login

- You will be redirected to the home page
- Select Student to login

Student Sign-in

- Enter your username
- Enter password
- Click on <u>Sign in</u> button

Create Student Profile

- Check your profile for error
- **IMPORTANT!** Make sure to complete <u>ALL</u> the required fields indicated with a red asterisk (*)
- This information can be edited later
- Click <u>Save</u>

Account Updated Successfully

- SERS will confirm that your profile was updated successfully

Student Profile

❋ required fields

✔ Account Updated Successfully

13

Registration: Searching for Classes

- The Student Home Page will appear after logging in
- Select Registration, and then Register for Classes

Registering for Classes

1. Select School District
2. Select High School
3. Select Class
4. Select Shoreline Community College
5. Click on Search

Register for Classes

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 Classes* button below to continue.

School District	All School Districts
High School	All High Schools
High School Class	All Classes
Teacher	All Teachers
College	All Colleges

Search   Reset

Registering for Classes

1. Check the box next to the class   2. Click on Register Classes

Complete Registration

- The next page will show your selections and added notes

- Click on Save& Register when you are ready

- Shoreline eliminated fees for CTE Dual Credit

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 Annual Fee of $15.00 for this Consortium

Articulation Name	Class Name	Class(es) Selected	Year	Teacher	High School
Demo Articulation	Demonstration Class	☑	2017-18	USER, D	Yakima School of the Arts

Save & Register   Cancel Registration

Questions?

Email: asperum@shoreline.edu

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