



## SERS – REGISTRATION PROCESS

### STUDENT REGISTRATION PROCESS (includes new and returning students)

1. Send students to <http://sers.techprepwa.org>
2. Have students click on the **Register** tab
3. Have students click on **Students Click Here**
4. *Students already in the system* log in using their username. Those without a username use their TP# also on the list of current users. **NOTE: STUDENTS WHO HAVE FORGOTTEN ONLY THEIR PASSWORD CAN USE THEIR BIRTHDAY mm/dd/yyyy**
5. *Students not in the system* click on **Create Account**
6. Follow on screen directions
7. If students forget their log in information, ONLY students who give an email will be able to access their accounts to see if they have been transcribed, update their information, or get their transcripts. SUGGESTION: Use teacher or parent email if no other is available OR give teacher a copy of roster and include login information on form.
8. Once all students are in the system then Register Students
  - a. Click **Register for Classes**
  - b. For School District: Use drop down menu to choose Highline School District
  - c. For High School: Use drop down menu to choose Puget Sound Skills Center
  - d. Can SKIP HS Classes
  - e. For Teacher use drop down menu to choose Teacher
  - f. Can Skip College
  - g. Click on **Go Search!**
  - h. Click in box on left to choose class (ex. Computer Applications 1 High School Class can ONLY register for ONE of the articulated classes with only one college)
  - i. Click **Register** tab in left corner
  - j. If more than one teacher at a high school teaches same course student may need to click on teacher name
  - k. Click **Save & Register** tab in upper left
  - l. Print copy of registration form for student and one for teacher. SUGGEST that you write login information on form for future use.
9. AFTER TEACHER ENTERS A & B GRADES IN THE REGISTRATION SYSTEM, STUDENTS WILL BE TRANSCRIBED (NORMALLY IN JULY).
10. STUDENTS CAN ACCESS THEIR ACCOUNTS AT ANY TIME TO UPDATE INFORMATION AND TO CHECK TO SEE IF THEY HAVE BEEN TRANSCRIBED. In order to access log on information students must have an up-to-date email address in their profile. Again, if student does not have an email, teachers' school email could be used and student could contact the teacher. Students who know their user id can always use their birthday as a password to log on as well.