



# Learn to use the Tech Prep Statewide Enrollment and Reporting System (SERS)

***The most common functions you will perform in SERS are: helping students register (including troubleshooting log-in info), assigning grades and tracking student status in a class.***

***This presentation demonstrates how to perform these tasks.***

# Welcome to the Demonstration Site for the Tech Prep Online Registration System! (SERS)

Statewide Enrollment and Reporting System

WASHINGTON  
TECH PREP

Students Click Here  
Tech Prep Staff Log In  
Teacher Log In  
Consortium Member Log In  
District Users Log In  
Registrar Log In  
Search Articulations Statewide  
State Tech Prep Home Page  
Consortium Web Sites

Welcome to SERS!  
SERS is the official site for Washington State Tech Prep registration

**CAUTION:** Please use only the demo site (<http://demo.techprepwa.org>) for practicing with the system or training/assisting users. Please note:

- 1) In the demo site, everyone shares the same consortium information;
- 2) The site is reset nightly. Information entered one day will be gone the next.



# Step 1

# Getting Started in the SERS Demo Site

Go to: <http://demo.techprepwa.org>

The screenshot shows the SERS Demo Site login page. At the top left, it says "SERS - Demo Site". At the top right is the "WASHINGTON TECH PREP" logo. On the left side, there is a navigation menu with links: "Students Click Here", "Tech Prep Staff Log In", "Teacher Log In", "District Users Log In", "Registrar Log In", "Search Articulations Statewide", "State Tech Prep Home Page", and "Consortium Web Sites". The main content area has a yellow background and says "Welcome to SERS!". Below this, it says "Use one of the logins below to enter the site". There are five login options listed in two columns: "Tech Prep Staff" (Username: staff, Password: password1), "Registrar" (Username: registrar, Password: password1), "Teacher" (Username: teacher, Password: password1), "Student" (Username: student, Password: password1), and "District User" (Username: district, Password: password1). The "Teacher" and "Student" options are circled in blue. A blue box on the left says "Log-in for practicing teacher use" with an arrow pointing to the "Teacher" login. A blue box on the right says "Log-in for demonstrating student use" with an arrow pointing to the "Student" login. At the bottom, there is an "Important Note!" that says "Site data will reset nightly, meaning anything you create one day will NOT exist the next day."



# Find Help: After using the demo teacher log-in, click on “Resources” for training resources on SERS.

User Manuals

Statewide Enrollment and Reporting System  
North Central Washington Consortium

RIVA MORGAN [REDACTED] | [Logout](#)

[Return to Teacher Home](#)

[User Manuals](#)

[Teacher Module - \[PDF\]](#)  
[Student Registration Instructions \(1-page\) - \[PDF\]](#)

WASHINGTON TECH PREP  
[Resources](#) [Contact Us](#)  
Tech Prep Resources

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You may find the instructions sent by the Consortium to be more helpful.



[Next](#)

# Find a Student Profile and Registration History

The image shows two screenshots of the SERS - Demo Site interface. The top screenshot shows the user menu with 'Search For Students' circled in blue. The bottom screenshot shows the search form with a blue box highlighting the 'Student Last Name' field and another blue box pointing to the 'Go Search!' button. Arrows connect the text boxes to the corresponding UI elements.

**SERS - Demo Site**  
Cascade Tech Prep Consortium

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Search Articulations  
Class Roster/Assign Grades  
**Search For Students**  
Assign Variable Credits  
Maintain My Account

**SERS - Demo Site**  
Cascade Tech Prep Consortium

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Return to Teacher Home

- Leave form empty to return all students
- Fill in one or more items to narrow the search results
- Search terms are wildcarded, e.g. "Clark" will show "Clark" and "Clarkson"

State Student ID:   
Student First Name:   
Student Last Name:   
Birth Date (mm/dd/yy):   
Tech Prep ID Number:   
 Search Statewide

On the teacher home page,  
click on Search for Students

Filling in only the last name  
usually will return the  
student you are looking for.

Then click  
"Go Search"

[Next](#)

# Find a Student Profile and Registration History (continued)

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Resources Contact Us

Return to Teacher Home

Search For Students

- Leave form empty to return all students
- Fill in one or more items to narrow the search results
- Search terms are wildcarded, e.g. "Clark" will show "Clark" and "Clarkson"

State Student ID:

Student First Name:

Student Last Name:

Birth Date (mm/dd/yy):

Tech Prep ID Number:

Search Statewide

6 Records Found

Number of Results Per Page

	Last Name	First Name	State Student ID	Tech Prep ID	Birth Date	Current Grade
<a href="#">View</a>	BEAHM	LAKESHA		TP3-11-1115	2/2/1993	12
<a href="#">View</a>	EMERY	KERRY		TP3-11-1111	4/23/1994	10
<a href="#">View</a>	HAYNES	MATTIE		TP3-11-1114	3/11/1991	11
<a href="#">View</a>	JONES	JOEL		TP3-11-1112	6/5/1992	11
<a href="#">View</a>	MOORE	GREGORY		TP3-11-1113	11/10/1993	10
<a href="#">View</a>	SOLIS	JUSTIN		TP3-11-1116	2/2/1993	12

Click on "View" to see student profile

Search Results

Search will also find the student's TP# and birthdate which can be used for logging in

[Next](#)

# Find a Student Profile and Registration History (continued)

SERS - Demo Site  
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KERI ANDERSON | Logout

Return to Teacher Home  
Return to Search  
Reset Password

View Student Profile

Date Account Created 05/09/2011  
User Name student5  
Email Address TechPrep@sbctc.edu  
Legal First Name LAKESHA  
Middle Initial  
Legal Last Name BEAHM  
Birth Date 02/02/1993  
Gender  
Ethnicity  
Social Security Number  
State Student ID  
Tech Prep ID TP3-11-1115  
Mailing Address 3312 SYCAMORE ROAD  
City EUGENE  
State WASHINGTON  
Zip Code 98555  
Primary Phone 509-555-7137  
Parent/Guardian First Name PAMELA  
Parent/Guardian Last Name HANSON  
HS Graduation Year 2010  
School District North County School District  
Home High School Eagle High School  
Career Cluster Finance  
Future Plans Further education - WA private university

Registration History  
Details are only available on a student's articulation that is within your consortium.

	Year	Articulation Name	Status
<a href="#">Details</a>	2009-10	Accounting	Pending
<a href="#">Details</a>	2009-10	Automotive Technology	In Process

Click on Details to view grade and teacher name

It is helpful for a student to include an email address in the profile in case a password is forgotten

Student's Status in Class

Status Pending: unpaid fee  
Status In Process: class not finished or grade not entered

[Reset a Password](#)



# Resetting a Student's Password

- Search for the student and open his/her profile by clicking on "View."
- Click the "Reset Password" button.
- The password resets to the student's birth date in mm/dd/yyyy format and is sent to the student's e-mail address.
- The student can then log-in using the user name or TP# and change the password at the next login.

Return to Teacher Home

Return to Search

Reset Password

View Student Profile

Date Account Created 05/08/2011  
User Name student5  
Email Address TechPrep@sbctc.edu  
Legal First Name LAKESHA  
Middle Initial  
Legal Last Name BEAHM  
Birth Date 02/02/1993  
Gender  
Ethnicity  
Social Security Number  
State Student ID  
Tech Prep ID TP3-11-1115  
Mailing Address 3312 SYCAMORE ROAD  
City EUGENE  
State WASHINGTON  
Zip Code 98555  
Primary Phone 509-555-7137  
Parent/Guardian First Name PAMELA  
Parent/Guardian Last Name HANSON  
HS Graduation Year 2010  
School District North County School District  
Home High School Eagle High School  
Career Cluster Finance  
Future Plans Further education - WA private university

Registration History  
Details are only available on a student's articulation that is within your consortium.

	Year	Articulation Name	Status
<a href="#">Details</a>	2009-10	Accounting	Pending

Student's User Name

[Next Step for Teachers](#)

## Step 2

# Get Your Roster

Click on Class Roster/Assign Grades

The screenshot displays the SERS - Demo Site interface for Cascade Tech Prep Consortium. The header includes the site name and logo, the user name 'KERRY ANDERSON | Logout', and navigation links for 'Resources' and 'Contact Us'. A left-hand menu lists several options: 'Search Articulations', 'Class Roster/Assign Grades' (circled in blue), 'Search For Students', 'Assign Variable Credits', and 'Maintain My Account'. An arrow points from the instruction box above to the circled menu item. The main content area features a 'Welcome To Tech Prep Teacher Home' message and a map of Washington state with several blue stars indicating locations. The footer contains copyright information for the Washington State Board of Community and Technical Colleges, dated 2011.



[Next](#)

Step 2  
(cont.)

# Find a List of Your Classes

1. Click the year

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Return to Teacher Home

Search for Classes for KERI ANDERSON

Academic Year: 2010-11  
High School: Eagle High School  
Class Name:

Include Inactive

Go Search! Reset Choices

2. Click to search

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[Next](#)

## Step 3

# Look at Your Rosters

The search results will show all your classes.

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Return to Teacher Home

Resources Contact Us

Search for Classes for KERI ANDERSON

Academic Year:

High School:

Class Name:

Include Inactive

3 Records Found

Number of Results Per Page

	High School	Class Name <small>(click to manage class info)</small>	Year	In Progress Students	Completed Students With Grade	Total Students
<a href="#">Details</a>	Eagle HS	<a href="#">Accounting I</a>	2009-10	1	2	3
<a href="#">Details</a>	Eagle HS	<a href="#">Accounting II</a>	2009-10	1	2	3
<a href="#">Details</a>	Eagle HS	<a href="#">Advanced Automotive Technology</a>	2009-10	2	1	3

Click on the class name to see a list of registered students.

View Details to see name of college course.

## Step 4

# Assign Grades

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Return to Teacher Home  
Return to Search

Save Changes  
Discard Changes

Manage Class Information

Class Roster for Advanced Automotive Technology 2009-10  
Grading Window is Currently Open  
 Include Graded Students

1. Enter Grade

Status "Completed" autofills when grade is entered.

2 Records Found

	Student Name	SSID	Grade	Student Class Status	Articulation	Fees/Reg	Transcribed
	BEAHM, LAKESHA		---	In Progress	Automotive Technology	Pending	No
	SOLIS, JUSTIN		---	In Progress	Automotive Technology	Pending	No

2. If student has dropped before completing or is not in the class, enter Status

[Next](#)

## Step 5

# Print Roster

You will want to keep a copy of your completed grade roster.

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Return to Teacher Home  
Return to Search

Save Changes  
Discard Changes

Manage Class Information

Class Roster for Advanced Automotive Technology 2009-10

Grading Window is Currently Open

Include Graded Students

Click this box to show graded students.

Click for a printer-friendly copy.

3 Records Found

	Student Name	SSID	Grade	Student Class Status	Articulation	Fees/Reg	Transcribed
	BEAHM, LAKESHA		---	In Progress	Automotive Technology	Pending	No
	JONES, JOEL		98-100	Completed	Automotive Technology	Processed	No
	SOLIS, JUSTIN		---	In Progress	Automotive Technology	Pending	No



You may also use this screen to print a roster at any time.

All these SERS screens function in the same way in your “actual” teacher pages. That “live” site where you will find the registrations of your students is <http://SERS.techprepwa.org>.



[For More  
Information](#)



# Questions or Problems?

- Contact the Tech Prep Office:

- Riva Morgan 509.682.6847

- Dianna Howell 509.682.6603, weekdays from 9 a.m. to 2 p.m.

