

Frequently Asked Questions (FAQs) - Student

Enrolling Students in SERS (Statewide Enrollment Reporting System)

Go to the Tech Prep website at: <http://sers.techprepwa.org> or

(Google tech prep wa), go to student log in.

If you already have a profile created, go to step 2.

1. New profile:

- a. Create a user name and password. It saves time and trouble if you can remember that ~ write it down somewhere or store it in your phone as a contact.
- b. EvCC communicates primarily through email, so having an email for you that is checked regularly helps. If you use your high school email, (ie. billsmith@wednet.net), once you leave high school that email will no longer be valid. All communications will be via email to your email address on record. So include your email address (or your parents' email address) that will be monitored on a timely basis.
- c. Gender and race: believe it or not, that information is important to our statisticians, so it help us if this information is completed.
- d. Your social security number will be linked to your EvCC transcript and used as a secondary identifier on your college record. Federal Law prevents the college from using social security numbers as a primary identifier of student records. Our computer servers are secure, and this information is blocked from view to anyone other than yourself or college administrators. While collecting this information is not required, it will save time later and will allow you to access your college records online. If you don't know your social security number, you can go back and edit your profile later to include it. Please DO NOT guess or use a parent's number.
- e. Address and phone: self-explanatory, but please make sure it is complete, i.e. house number and street.

- f. Parent Name: you can use one parent's first name on one line and their last name on the second line or in some cases just put one parent's full name on the first line and the other parent's full name on the second line.
- g. Graduation Year: the one in which you are scheduled to graduate.
- h. School District and High School: The one you currently attend.
- i. Career Cluster: pull from the drop down menu your intended course of study.
- j. Future Plans: pull from the drop down menu your best guess at your plans. It is another bit of information our statisticians enjoy gathering. This information helps us in future planning.
- k. Don't forget to click on "SUBMIT."
- l. If you have already created a profile and are trying to create another one, you will get this message:

There is already an account in the Tech Prep system with this name and birth date. If you have created a Tech Prep account before, please go back to the previous screen and log in using that account information. If you can't remember your information, the log in page can send it to you through email. If you think this message is in error or you don't have an email address, please contact your local Tech Prep office or your teacher.

2. If you have already registered either during the prior year or at another high school, and do not remember your log in information:
 - a. Ask your teacher to do a search for your name in the SERS system. He/She can tell you your user name after your information has been verified.
 - b. Use your user name and your birthdate (mm/dd/yyyy including the slashes) to log in,
 - c. Your teacher can give you your Tech Prep ID number which you can use to log in,

~OR~

If your email address is the same as when you created the profile, go to the bottom of the screen and submit that information and you will receive instructions via email.

~OR~

Your teacher can have the system reset your password, but the information will go to your email address that is in your profile.

- d. **UNDER NO CIRCUMSTANCES** should you complete another profile for yourself. Only one profile per student! Otherwise credits may not transfer, you may jeopardize obtaining college credit and your status in SERS. If you have questions that your CTE director cannot answer, contact us at techprep@everettcc.edu and we can assist.

3. REGISTERING FOR CLASSES

- a. Now that you have completed your profile, you can begin to register for your high school classes.
 - b. Log into the Tech Prep SERS website: Go to the Tech Prep website at: <http://sers.techprepwa.org> and log in:
 - c. Go to “Student’s Click Here”
 - d. Click “Register for Classes”
 - e. If you already know your class and teacher, you can just drop down your high school, and drop down your teacher name, and their class(es) should appear.
 - f. Find the class you want to register in, and click the box next to it.
 - g. Then click the “Register” button in the upper left corner.
 - h. If there happens to be another teacher teaching this course, click on your teacher’s name.
 - i. Finally, do the final click of “Save & Register” and you are in the class. If you do not Save & Register, you may cancel your registration.
 - j. You will receive a registration confirmation on the next page and you will also get a confirmation at your email address.
 - k. If for some reason you have registered in error or need to change your registration; your teacher will need to email your information to techprep@everettcc.edu in order to have that registration deleted.
4. Once you have completed your class with a grade B or better, you will received the appropriate number of college credits at Everett Community College.

- a. The college only transcribes once a year, usually in mid to late September. If you need those credits on your transcript earlier, please email techprep@everettcc.edu.
- b. You can find your unofficial transcript on EvCC's student kiosk page, "manage my account" and "unofficial transcript." In order to get that you will need your EvCC Student Identification (SID) number.
- c. To get that number, go back to the SERS site (after mid to late September), log in and go to your profile, and look at the bottom left corner. Your Everett SID should be located there, and if you received credit from another college that number should be there also.
- d. Go back to the EvCC student kiosk, put in your Student ID number, follow the instructions to input your PIN (Personal Identification Number), and there is your transcript! Just be aware that the name of your high school class is no longer there, just the EvCC class that you earned the credit for.
- e. If you have questions about the class you took in high school and what it linked to at the college level, log back in to SERS, click on "view registration history" and it will show your high school class and the EvCC class you earned your credit in. Click on "details" and it will show your teacher, your grade and the number of EvCC credits that you earned.
- f. If you have a problem with your grade, you will need to go back to your teacher, he/she will have to change it before the end of summer and before the transcription process has begun!

Thank you for registering in SERS, and obtaining FREE college credits. We hope your future educational plans include Everett Community College!

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