



# Tech Prep Student Registration Instructions

SERS Home Page: <http://sers.techprepwa.org>

## New Students

### Creating an Account

1. From the home page, click on **Students Click Here** (*top left corner*).
2. Click on **Create an Account** (*second link, top left corner*).
3. The Create Student Account screen appears and you can begin completing the data fields.
  - a. Red dots indicate required fields.
  - b. To view details about a field, hover your mouse pointer over the information icon.
4. Enter a unique **User Name**.
  - a. If the user name is already taken, you will be asked to select another name. The other fields on the screen will become available once a valid user name is entered.
5. Pick a password, and then type the same password into the Confirm Password box.
6. Continue through the account fields entering your contact information for your account.
7. Select your **School District** from the drop-down field.
8. Select your **Home High School** from the drop-down field.
9. Select choices from the **Career Cluster** and **Future Plans** drop down fields.
10. When done, click the **Submit** button at the bottom of the page.
11. A confirmation message appears. Click **OK** and the Student home page appears.

## Returning Students

### Logging In

1. From the home page, click on **Students Click Here** (*top left corner*).
2. Log in using your **User Name** and **Password**, or use your **Tech Prep ID** and **Birth Date**.
  - a. If you have forgotten your username and password, enter your email into the **Forgot Your Login Information?** field and click the **Submit** button. The information will be sent to the email address in your **User Profile**.)
3. Click the **Login** button.
4. If you are logging into the system for the first time you will be prompted to create a **User Name** and **Password**. Make sure to write it down and save it for future use!

## Register for Tech Prep Credit

### Searching Classes

1. From the Student home page, click on **Register for Classes**.
2. The Register for Classes screen will appear.
3. Choose the **School District** and **High School** where you are enrolled in the Tech Prep eligible class from the drop-down fields.
4. Click on the **Go Search!** button and the results will appear below the search form.

## Registering for Classes

1. After searching for classes in the **Register for Classes** results table, **check the checkbox** next to the class or classes you are in.
  - a. You can only register for classes within one school at a time. When you select a class, all other classes in different schools become disabled. If you cannot register for a class, one of the three messages will appear indicating one of the following:
    - i. Registration is not open for the consortium.
    - ii. You are already registered for that class.
    - iii. You already completed that class.
2. When done picking classes(es), click the **Register** button (*top left corner*). The **Select Course Offerings & Complete Registration** screen appears.
3. **Check the checkbox for the teacher** you will be taking the class from. If there is only one teacher then the checkbox is automatically checked.
4. To cancel the registration, click the **Cancel Registration** button.
5. To finish the registration, click the **Save & Register** button.

## Printing the Registration Form

1. When you click the **Save & Register** button, a confirmation page appears. Verify the registration is correct and you have selected the correct class and instructor.
2. You will need to print two copies; one for your record keeping and one to be signed and submitted.
3. To print the confirmation information, click on the **Print Icon** (*upper right corner of the screen*).
4. Once you have printed the two copies, be sure to note there is a Tech Prep ID number now assigned to you in the format of TPX-XX-XXX. Write this Tech Prep ID number down for your records as you can use it along with your date of birth for logging back into your account in the future.
5. **Sign** the bottom of one copy of the Tech Prep confirmation page and either mail to the Tech Prep Director at the address listed on the bottom of the confirmation page, or submit the signed page to your high school instructor for submission.
6. Click on the **Return** link at the top of the screen and click on **Log Out** to complete the registration process.

## Adding Additional Tech Prep Registrations

1. If you need to add more classes, click on **Return to Student Home** link at the top of the page (*left side*).
2. Repeat **Searching Classes**, **Registering for Classes**, and **Printing the Registration Form** steps above.

## Change of Information

### Updating User Profile

1. As a student, select **Students Click Here**.
2. Log in to your students account by using your **Tech Prep ID** and **Date of Birth** or with your **User Name** and **Password**.
3. From the home page, click on **View/Edit Profile**. Edit your information as necessary. You cannot change your User Name or Tech Prep ID.
4. When done, click the **Submit** button.

## Questions?

Contact: Tech Prep at Columbia Basin College at: (509) 542-4559

