

REGISTERING FOR DUAL CREDIT

CREATING AN ACCOUNT

If you do not already have a SERS account, you won't be able to log in.

To create an account:

1. From the Student Log-in screen, click on Create a New SERS Account.
 - a. The Create Student Account screen appears. **Red dots indicate the required fields.**
2. Create a user name,
 - a. if the user name is already taken, you will be asked to select another name.
 - b. The other fields on the screen will become available once a valid user name is entered.
3. Enter the additional basic information required.
 - a. **Please use an email address that can receive messages from SERS.** If you are using a school account, ask your teacher if it can receive email from outside the school.
4. Click Next to select a password and security questions and answers.
5. Click Next to finish the account. Click the Sign-in Now button to enter your username and password for the first time.
6. You will see your Student Profile page to finish your account information. Note that until all of the red dot fields are completed, you will **not** be able to register for classes.
 - a. This information can be edited later.
7. When done, click the Save button. You can now select the Register for Classes menu item under the Registration menu.

SEARCHING FOR CLASSES

To search for classes:

1. Select **Register for Classes** from the **Registration** menu.
 - a. to begin your search, **select only your home high school in the search field.**
2. Click the **search** button.

REGISTERING FOR CLASSES

To register for classes:

1. Check the checkbox next to the class or classes you want after searching.
2. When done, click the Register Classes button. The Select Class 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, the checkbox is automatically checked.
4. To complete your registration, **click the Save & Register button.**
5. A confirmation page appears. Click the printer-friendly icon at the top-right and print records.

LOGGING INTO SERS

1. From the SERS home page, click on the Student button, the Student Sign-in page appears.
2. Log in using your user name and password.
 - a. If you have forgotten your SERS username, you can enter your email into the "I forgot my username" page. **IF you have provided a current email address.**
 - b. If you have forgotten your SERS password, you can enter an answer to one of your security questions and choose a new password from the "I forgot my password" link.
 - c. If you still can't sign in, contact your teacher or CTE representative for help.
3. Click the Sign-in button, and the Student home page appears.

QUESTIONS?

Contact your HS teacher OR WVC Concurrent Enrollment Office at 509. 682.6920