



Registering for Tech Prep

1. Go to <http://SERS.techprepwa.org>. You only need to type: SERS.techprepwa.org
2. Choose "Students Click Here"
 - a. If you have NEVER REGISTERED for Tech Prep before, click on "Create an Account" in the top left corner.
 - b. If you are a PREVIOUS YEAR RETURNING STUDENT, who has NOT yet used the SERS system, enter your information in the Student Log In box using your Tech Prep ID number. If you do not know your Tech Prep ID number, please ask your career specialist, teacher, or [contact the Tech Prep office](#) at 425-564-6158. (see below)
 - c. If you have already created an account on this website – you may enter your email address. If you have not yet used the SERS website, this feature will not work for you!!! (see below)
3. To find available classes, click "Register for Classes." Your high school should auto-populate, if not, **click on your high school name** in the drop down menu and then click "Go Search!" You may choose your teachers name if you like, however there is no need to choose any other fields.
4. Place a check in the box to the left of the classes you are currently in. NOTE: If you are in a year long class (or two semester class), only place a check near course A (example: "Accounting A" – this will automatically sign you up for the second semester "Accounting B").
5. Click the "Register" button in the top-left navigation menu.
6. On the next screen, you will need to choose the teacher who is teaching your class. NOTE: If a course has more than one teacher, those classes will also be displayed. Simply choose the teacher/course that you are in.
7. When you've made your selections, click "Save & Register."
8. To print a confirmation page, click on the printer icon AND click "Print Page" at the top. Keep this page for your records.

Miscellaneous

To...	On the Student home page...
Create an account	Click on "Create An Account." On the form which appears, the questions with a red dot are required. To see more information, hover your mouse over the blue icon  . Be sure to read the  information about User Names and Passwords. For Career Cluster information and Future plans, provide your best guess. You can change this information later.
Obtain login information if you have forgotten – You can only use this feature if you HAVE A USER NAME FROM SERS!!	Enter email address in "Forgot Your Login Field" NOTE: If you do not have an email address on file you will not be sent a notification. NOTE: If you do not have a User Name and Password set up, you will be sent an email with blank information. Tech Prep staff can help you to look up your previous Tech Prep ID number.
Change your password or update your account	Click "Change Password" or "View/Edit Profile" from your student record.
See all classes and articulations you signed up for, and to see grades and credits earned	Click "View Registration History" from your student record.
Questions?	If you have any questions, forgot your Tech Prep User ID, need help obtaining your User Name/Password, or need help changing/adding/deleting a course from your record – Call us at 425-564-6158 or Email us at techprep@bellevuecollege.edu .