

## Registering for Dual Credit



- 1 Go to <https://www.ctesers.org>.
- 2 Click the **Student** button under **Sign in here**.
- 3 Log in. (For more information about logging in, see “Miscellaneous” below.)
- 4 To find available classes, select **Register for Classes** under the **Registration** menu. To find all classes, click **Search**. To narrow your search, use the drop-down arrows, then click **Search**.
- 5 Checkmark the classes you want.
- 6 Click the **Register Classes** button at the bottom of the page.
- 7 Checkmark the teacher who is teaching your class. Note:
  - If an articulation has additional classes from the ones you selected, those classes will be displayed.
  - Any fees you need to pay are displayed above the class and teacher choices.
- 8 When you’ve made your selections, click **Save & Register**, or click **Cancel Registration** and repeat the process to change the class(es) you chose.
- 9 To print a confirmation page for you and for the college (if required) click on the printer icon at the top. The confirmation page will tell you if you are required to send a copy to the college, by what date you will need to send it, if you need to send a fee, and where to send the fee.

## Miscellaneous

| To...   | On the Student home page...  |
|---|--|
| Create an account   | Click <b>Create New SERS Account</b> . On the form which appears, the items with a red dot are required. Follow the instructions on the next pages to create your password |
| Obtain login information you have forgotten   | Click the <b>I forgot my username</b> link on the student login page and enter your email address.   |
| Change your password  | Click the <b>I forgot my password</b> link on the student login page and answer the security question to select a new password.  |
| See all the classes and articulations you signed up for, and to see grades and credits earned | Select the <b>View History</b> menu item under the <b>Registration</b> menu.   |