



Registration Instructions

You are enrolled in an eligible CTE Dual Credit class at a PNW College Credit partner school district! This means you could be eligible to earn college credit in addition to your high school credit – for work you’re already doing!

TO EARN CREDIT:

- Must complete class with “**B**” grade (**3.0**) or above
- Pay **\$50** fee per school year you wish to earn credit
- Register your class(es) – visit www.ctesers.org

CTE - Career & Technical Education

SERS - State Enrollment & Reporting System

CHOOSE “STUDENTS” SQUARE ON BOTTOM LEFT SIDE OF THE PAGE

- **New student?** Create an account by clicking “**Create New SERS Account**”
 - Follow the directions to complete your profile
 - Please use your legal name and correct birth date - this information is used to create your REAL college transcript.
 - Make sure to use an accessible personal email address
- **Returning student?** Login with Username and Password
 - **Forgot username/password?**
 - Enter your email to reset your account
 - **Not sure or can’t log in?** Email our team: info@PNWCollegeCredit.org

ON STUDENT HOME PAGE, CLICK “REGISTRATION”

- Click “**Register for Classes**”
- Be sure correct high school is shown at top of page then click “**Search**”
 - **Do not select any of the other drop-down menus!**
- Place checkmark in box to left of class(es) and press “**Register Classes**”
- Select correct teacher for each class
- Press “**Save & Register**”

REVIEW & CONFIRM

- Check your email for confirmation of registration
- Save email confirmation for your records
- Email includes your **CTE SERS ID** number (SERS ID)
- You will need CTE SERS ID# to make payment online!
 - Example: “TP3-XX-XXXX”

PAY \$50 CONSORTIUM FEE ONLINE OR BY CHECK AT: <http://PNWCollegeCredit.org/pay>

- Pay one, non-refundable, \$50 fee -- per school year!
 - **Registration and Payment Systems are accepted December 1st through June 15th**
 - **Make sure your classes are registered before paying!!!**
 - This ONE fee payment covers all classes taken in your current school year, regardless of the number of classes or credits or colleges awarding credit!

**Do not pay online for prior year credits – email us for prior year credit requests.
Refunds are not given – even if you do not make grade or pay more than once!**

