Registering for Tech Prep

1. Click "Students Click Here."

2. Log in. (For more information about logging in, see "miscellaneous" below.) Note: If you are a returning student using SERS for the first time, log in using the Tech Prep ID number previously assigned to you. If you have forgotten your number, please contact your teacher.

3. To find available classes, click "Register for Classes." To find all classes, click "Go Search!" To narrow your search, use the drop-down arrows to select your school name, then click "Go Search!"

4. Checkmark the classes you want.

5. Click the Register button in the top-left navigation menu.

6. 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.

   - If you have never paid a fee, a note is displayed above the class and teacher choices.

7. When you've made your selections, click "Save & Register." Alternatively, to change the class you chose, click "Cancel Registration" and repeat the process.

8. **Print a confirmation page** for yourself and one for sending to the Tech Prep office by clicking on the printer icon at the top. The confirmation page will give you instructions where to **send the copy and check for fee payment** to the Tech Prep office at the college, by what date you will need to send it, or if your fee was previously paid (you pay only once).

Miscellaneous

To….	On the Student home page…
Create an account	Click "Create An Account." On the form which appears, the questions with a red dot are required. To see more information, hover your mouse pointer over the blue icon ⓘ **Be sure to read** the ⓘ information about usernames and passwords. For Career Cluster and Future Plans, provide your best guess. You can change this information later.
Obtain login information you have forgotten	Enter email address in "Forgot Your Login Field"
Change your password or update your account	Click "Change Password" or "View/Edit Profile"
See all the classes and articulations you signed up for, and to see grades and credits earned	Click "View Registration History

If you have any questions, please email: TechPrep@wvc.edu or refer to www.wvc.edu/techprep