

# Manage Credentials

A Credential is a qualification of a specific set of competencies related to a particular industry or occupation. Credentials can signal that an individual has acquired the knowledge, skills, and abilities required in a specific occupation or industry.

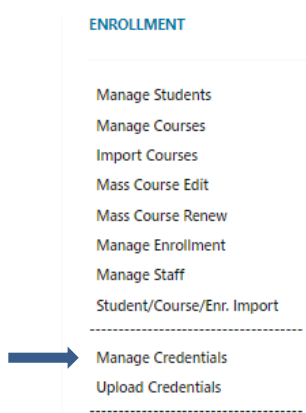
The Manage Credentials screen allows you to view, add, edit, and import student credentials. Before submitting your final enrollment data for review, you will need to indicate any credentials your students attain during the current school year. Enter all credentials received by students each year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator. Each of your programs must either:

- List the students who receive credentials in the current year
- State that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen.

## 1 OPEN THE MANAGE CREDENTIALS SCREEN IN CTEIS

To open the Manage Credentials screen:



1. Log into CTEIS at [MILogin -](#) using your MILogin username and password.
2. Click Data Entry, under the Enrollment header select Manage Credentials from the navigation bar.
3. In the Manage Credentials screen, use the Select District... field to choose a district. The grid is populated with active programs within that district. You may sort this grid by clicking on the various column headers.

### View Programs and Credentials

My District ▼

Programs Found: 81

ALL PROGRAMS CREDENTIALS EXPORTS

PsN	Cip Code	Program Name	PsN	Program Type	Building Name	Operating Building...	Operating Agency...	Operating Agency
<a href="#">SELECT</a>	01.0000	Agr, Agr Oper & Rel Sci	11111	Reg	My School	99999	Oakland Schools	63000
<a href="#">SELECT</a>	01.0000	Agr, Agr Oper & Rel Sci	11112	Reg	My School	99999	Oakland Schools	63000
<a href="#">SELECT</a>	47.0604	Automotive Technician	11113	Reg	My School	99999	Oakland Schools	63000
<a href="#">SELECT</a>	47.0604	Automotive Technician	11114	Reg	My School	99999	Oakland Schools	63000
<a href="#">SELECT</a>	47.0604	Automotive Technician	11115	Reg	My School	99999	Oakland Schools	63000
<a href="#">SELECT</a>	47.0604	Automotive Technician	11116	Reg	My School	99999	Oakland Schools	63000

4. For an Excel export of all district program students who have received a credential and are still in school, click the **All-Programs Credentials Exports** button at the top of the grid. Please note: This will only display students with credentials.
5. Click the **Select** button of the program to manage credentials within a single program.

### Program Details

PSN: 11113      Type: Reg      CipCode: 47.0604      Automotive Technician

My District (00001) My School (99999)

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**Select Students**

☐ ( ) - All Currently Enrolled

☐ ( 00001-1 ) - Automotive Technology

☐ ( 00001-2 ) - Automotive Technology

☐ ( 00001-3 ) - Automotive Technology

☐ ( 00001-4 ) - Automotive Technology

☐ ( ) - In school but not enrolled

☐ Automotive Technician will not have any Credentials

Get Students

The **Program Details** panel displays information regarding the selected PSN. Often, credentials are associated with certain coursework, and you can select students based on the courses they are currently enrolled in using the radio buttons outlined below:

- **All Currently Enrolled** — Display all students enrolled in any class currently operating as part of the indicated program.
- **Enrolled in Course X** — Display all students currently enrolled in the selected class.
- **In School but Not Enrolled** — Display all students who are currently in school and enrolled in the program, but not currently enrolled in a class operating within the indicated program. For example, this includes students who took classes in the program last year, but not this year.

6. If the selected program does not offer credentials — Mark, the **(Selected program)** will **not have any credentials** checkbox to indicate this program will not provide a credential at this time. You cannot check this box if the program currently lists students earning credentials.

➡ ☐ **Business Admin Mgt & Operations** will not have any Credentials

7. Click the **Get Students** button to generate a list of students according to the selection you made. Please note you may also export the selection of the student and their credentials received into an Excel file by clicking the Export button near the student selection list.

Student Count: 56		EXPORT	
UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	ZFirst XLast	_____	none
<input type="checkbox"/> 0000000002	BFirst CLast	_____	none
<input type="checkbox"/> 0000000003	EFirst ULast	_____	none
<input type="checkbox"/> 0000000004	EFirst TLast	_____	none
<input type="checkbox"/> 0000000005	HFirst ELast	_2345___Z	none
<input type="checkbox"/> 0000000006	MFirst RLast	_____	none
<input type="checkbox"/> 0000000007	AFirst YLast	_____	none
<input type="checkbox"/> 0000000008	NFirst LLast	_2345___Z	none
<input type="checkbox"/> 0000000009	NFirst DLast	_____	none
<input type="checkbox"/> 0000000010	XFirst RLast	_____	none

8. Within the **Student Selection List**, select students by marking their checkboxes.
9. Assign certifications to the marked students by selecting a certification from the drop-down menus below the grid and clicking the **Add Credential** button.

- **Select Authorized Credentials** — This is a State-Approved Credential, filtered by CIP Code. It applies to the Post-Secondary Credential indicator.
- **Select Supplemental Credentials** — This is a credential that is not currently approved. It may apply to the Post-Secondary Credential indicator in the future.
- **Suggested Credential** — This text submission field allows you to suggest a credential for future consideration.

A credential linked to a student appears within the **Credentials** column. To delete a credential, click the **Remove** link.

Student Count: 3
EXPORT

UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	FFirst YLast	123456789XYZ	none
<input type="checkbox"/> 0000000002	KFirst KLast	123456789XYZ	none
<input type="checkbox"/> 0000000003	QFirst PLast		<div>Industry Certification</div> <div>Remove</div>

### Select Credentials to Apply

Select Authorized Credentials ...
Add Credential

Select Supplemental Credentials ...

**Suggested:**

Please note that you may also export your credentials into an Excel file by clicking the **Export** button above the Student Selection List.

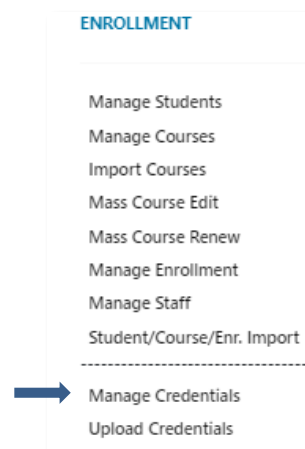
## 2 IMPORT CREDENTIALS

CTEIS can import **Excel** files that include the following fields:

Column Title	Description
UIC	Student's UIC to receive the credential
PSN	Program Serial Number of the program the student is receiving the credential for
CredentialCode	The code for the credential. These can be found in the Current list of credentials found on the Knowledgebase.
CredentialName	The name of the credential. This is especially important for suggested credentials. For authorized and supplemental credentials, this can be left blank and will be looked up.

To import data, carry out the following steps:

1. From the navigation bar, click **Data Entry**, then **Upload Credentials**.
2. Choose the file you wish to import, then click the **Process Records** button to upload and review your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
3. To correct any errors, modify your file and upload again using the steps above.
4. Click the **Import Records** button beneath the grid to import your students.
5. To enter programs that will not have any credentials, add a row to your import file with the correct PSN, a UIC of "9999999999," and a CredentialCode of "X." CTEIS will then mark the program as offering no credentials. If the program does offer credentials in the current year, this process will fail with an error.



Please note: A Credential Import Template can be found on the CTEIS Knowledgebase.

If your import file includes headers beyond the four in the table above, CTEIS will ignore them. The system also ignores the case of the "CredentialCode" and "CredentialName" labels, allowing your file to include variants of those headers spelled with both capitalized and non-capitalized letters.

UIC	PSN/CIPCODE	Program Name	Credential Type	Credential Name	Credential Code	Valid
7526119679	20592 48.0308	Welding Braze/Soldering	Authorized	Credential Name	AW381M	Valid
7528012136	19858 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVSC	Valid
6843042659	19001 11.0901	Computer Syst Networking & Telecommunications	Authorized	Credential Name	MTA-MDF	Valid
0002779586	17.15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

- Student not enrolled in program
- Unauthorized PSN

Import Records

## Importing Credentials: Potential Errors and Resolutions

Error	Meaning and Resolution
Missing Fields	Not all the required fields/columns are in the file.
PSN marked as no credentials	PSN was marked as having no credentials in the current year, thus you cannot add student credentials. To fix this, remove the checkmark indicating no credentials.
Students not enrolled in a program	The UIC was not found to be ever enrolled in a course in that program. Check the student record to ensure it is the correct student.
The program was not found using PSN	The program provided is not active in the indicated building or district. Check the PSN for accuracy.
Unauthorized PSN	The user has not been granted access to students in the identified PSN. Check PSN or contact your Level 5 for access.
PSN has credentials	PSN lists student credentials in the current year and thus cannot be marked as not having credentials.
The credential is invalid for the program	The credential code provided is not valid for the CIP code of the indicated PSN.

**Last Updated: December 2022.**