



CTELS

Career and Technical Education Information System

CEPD Administrator Tech Prep Report

Guide

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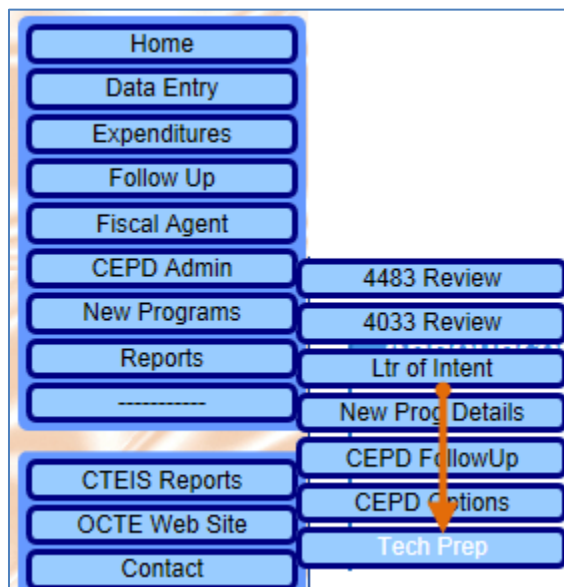
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1 Introduction

The Technical Preparation for Post-Secondary report (Tech Prep Report) projects the students, from a building, that will be attending Trade Schools, College or University.

2 Access Tech Prep Report



To access the Tech Prep report:

1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. On the Main menu, click **CEPD Admin**.
3. On the **CEPD Admin** pop-up menu, click **Tech Prep**. The **CEPD Tech Prep** page is displayed.

3 Gaining Access to Tech Prep Students

Within CTEIS, the Fiscal Agent is responsible for managing student information. Anyone wishing to access student data within CTEIS must be granted permission from the appropriate Fiscal Agency. This limitation applies to the Tech Prep report as well. CEPD Administrators will only be able to access Tech Prep students from buildings and programs that they have been granted access to by the Fiscal Agent. If your CEPD district has 3 Fiscal Agents, each overseeing 3 buildings, you will need each Fiscal Agent to grant you (the CEPD Administrator) access to their building, in order for those students to show up in the Tech Prep report.

4 CEPD Tech Prep Page

The screenshot shows the 'CEPD Tech Prep' interface. At the top is a header 'CEPD Tech Prep'. Below it are three dropdown menus: 'Select a Fiscal Agency' (with 'Please select...' text), 'Select a Building' (with a blank text box), and 'Select a Year' (with 'Please select...' text). Each dropdown menu has an orange arrow pointing to it. Below the dropdowns is a 'Get Results' button with an orange arrow pointing to it. Below the form is a table titled 'Buildings' with the following columns: Last Name, First Name, Full Name, DOB, Gender, UIC, CEPD, FANo, OBNo, BldgName, PSN, and a partial 'C' column.

1. Select a **Fiscal Agency**.
2. Select a **Building**.

Note: *If you are not seeing all your buildings then you must contact your Fiscal Agents to gain access to your buildings.*

3. Select a year from the drop-down list.
4. Click the **Get Results** button. The results will be displayed in the grid below.
5. Click the **Export to Excel** link to generate the report in Excel. Save your report. You may choose to print the report using the application’s print feature.

CEPD Tech Prep

Select a Fiscal Agency: 25100-Fenton Area Public Sc
 Select a Building: 05690- Fenton Senior High S
 Select a Year: 2012-2013

Get Results Export to Excel

Last Name	First Name	Full Name	DOB	Gender	UIC	CEPD	FANo	OBNo	BldgName	PSN
Caploydvk	Meowik	Meowik Caploydvk	11/18/1996	F	6663513029		25100	05690	Fenton Senior High	16480
Cek	Cime	Cime Cek	02/15/1996	F	0030500029		25100	05690	Fenton Senior High	16480
Cek	Tusy	Tusy Cek	08/18/1994	M	3464250029		25100	05690	Fenton Senior High	16480
Ciop	Tadfoy	Tadfoy Ciop	08/22/1994	F	7079996329		25100	05690	Fenton Senior High	16480
Ckey Oo	Xonseiw	Xonseiw Ckey Oo	12/04/1997	M	5944871029		25100	05690	Fenton Senior High	16480
Coni	Fkwic	Fkwic Coni	06/09/1997	F	3125463329		25100	05690	Fenton Senior High	16480
Cuuxi	Xonseiw	Xonseiw Cuuxi	08/08/1996	M	2579888629		25100	05690	Fenton Senior High	16480
Deri	lwuiy	lwuiy Deri	08/04/1995	F	1980841029		25100	05690	Fenton Senior High	16480
Dewodmack	Pevi	Pevi Dewodmack	11/24/1997	M	1931030029		25100	05690	Fenton Senior High	16480

This report is based on programs that are identified as tech prep programs through articulated agreements and list all students currently enrolled in those programs for that year.

5 Further Assistance

Contact the CTEIS help desk at cteis.help@ptdtechnology.com or 1-800-203-0614 x128.