



**CTELS**

*Career and Technical Education Information System*

# **Fiscal Agent Tech Prep Report**

## **Guide**

May 2014

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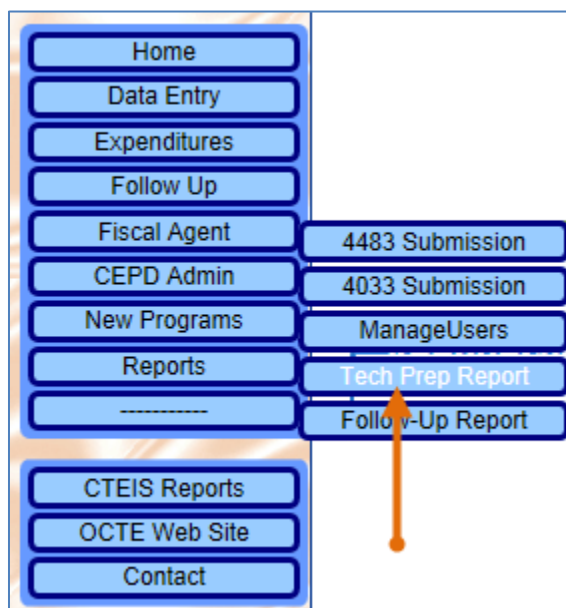
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# 1 Introduction

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. As a Fiscal Agent, you will have access to all available tech prep students in programs that fall under your fiscal agency.

## 2 Access Tech Prep Report



To access the Tech Prep report:

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MEIS username and password.
2. On the Main menu, click **Fiscal Agent**.
3. On the **Fiscal Agent** pop-up menu, click **Tech Prep Report**. The **Fiscal Agency Tech Prep** page is displayed.

### 3 Fiscal Agency Tech Prep Page

#### Fiscal Agency Tech Prep

Select a Fiscal Agency Please select... ←

Select a Year Please select... ←

Get Results ←

**Buildings**

Last Name	First Name	Full Name	DOB	Gender	UIC	CEPD	FANo	PSN	Completed	CIP Code	Gr

1. Select a **Fiscal Agency**. Applicable only if you have access to more than one Fiscal Agency.
2. Select a year from the drop-down list.
3. Click the **Get Results** button. The results will be displayed in the grid below.
4. 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.

#### Fiscal Agency Tech Prep

Select a Fiscal Agency 82340-Huron School District ←

Select a Year 2012-2013 ←

Get Results [Export to Excel](#) ←

**Buildings**

Last Name	First Name	Full Name	DOB	Gender	UIC	CEPD	FANo	PSN	Completed	CIP Code	Gr
Ceodeyiy	Pkwey	Pkwey Ceodeyiy	08/25/1995	M	7378396	42	82340	6215	Completed	46.0000	
Cikyupd	Mckey	Mckey Cikyupd	01/06/1995	F	8601301	42	82340	6215	Enrolled	46.0000	
Daffuy Ooo	Recweyp	Recweyp Daffuy Oo	06/20/1995	F	4959555	42	82340	6215	Completed	46.0000	
Dfonvyik	Mcepiy	Mcepiy Dfonvyik	07/18/1994	M	4150267	42	82340	6215	Enrolled	46.0000	
Dsozi	Teduy	Teduy Dsozi	05/02/1996	F	1767903	42	82340	6215	Enrolled	46.0000	
Ewqcipu	Eyfsuyk	Eyfsuyk Ewqcipu	06/22/1994	M	3882317	42	82340	6215	Concentrator	46.0000	
Ewwiy	Eyfuyou	Eyfuyou Ewwiy	06/13/1994	F	6097028	42	82340	6215	Completed	46.0000	
Fhoppk	Recciff	Recciff Fhoppk	09/26/1994	M	8165642	42	82340	6215	Completed	46.0000	
Fozfuy	Lenseck	Lenseck Fozfuy	07/18/1995	M	2494020	42	82340	6215	Concentrator	46.0000	

### 4 Further Assistance

Contact the CTEIS help desk at [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com) or 1-800-203-0614 x128.