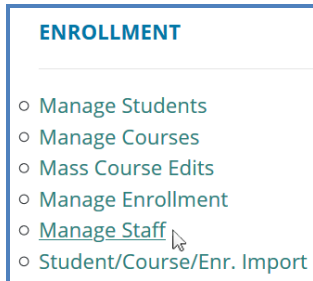


MANAGE STAFF

CTEIS requires proper instructor information for each course section, which you may update using the Manage Staff screen.

OPEN THE MANAGE STAFF PAGE



To open the Manage Staff page:

1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Staff**. Here, you can view, add, or edit teacher records.

You may also add staff members to your list via the **Data Entry** menu → **Manage Courses** screen. Both methods are described in [Add a Staff Member to the CTEIS Database](#) on page 4.

Manage Staff (Add, Edit and Review records)

Enter Last Name or PIC to search by:

Type in Staff Name to search.

	PIC	Last Name	First Name	Middle...	Gender
<input type="checkbox"/>	000001	FORD	H		
<input type="checkbox"/>	000002	OMALLEY	G	P	O
<input type="checkbox"/>	000003	Roland	V		F
<input type="checkbox"/>	000004	Mcdonald	E		F
<input type="checkbox"/>	000005	Moore	M		F
<input type="checkbox"/>	000006	SMITH	J	P	M
<input type="checkbox"/>	000007	Cook	C		F
<input type="checkbox"/>	000008	BROWN	T	Y	F
<input type="checkbox"/>	000009	Dundee	C		F
<input type="checkbox"/>	000010	Carter	J		F
<input type="checkbox"/>	000011	Adams	T		
<input type="checkbox"/>	000012	Garcia	M		
<input type="checkbox"/>	000013	JONES	K		
<input type="checkbox"/>	000014	LEWIS	D		
<input type="checkbox"/>	000015	JACKSON	J		M

Manage Staff

***Indicates a required core field**

Pic Valid: **Date:**

***PIC:**

***First Name:**

***Last Name:**

Middle Initial:

Date of Birth:

Gender:

Male

Female

Expiration Date:

Certifications/Notes:

Points to Remember When Managing Staff

- While examining the Manage Staff grid, verify that all teachers and paraprofessionals within your operating buildings are reported.
- Make sure that primary teachers are linked to their respective course sections as you enter new staff records into CTEIS. The process of linking teachers to course section records is explained in Add Staff to Courses on page 6.

STAFF INFORMATION FIELDS

CTEIS gives reporters the option to include several pieces of data when updating or creating staff records. While many of the input fields are provided for local use, when creating a new staff record, please remember that fields marked with an asterisk (*) do require valid input.

PIC Valid / Date – These fields indicate whether a staff member’s PIC is currently valid as well as the date it was assigned to the instructor. This information is supplied by OCTE and is not editable.

PIC – Enter the Personal Identification Code as reported for the Registry of Educational Personnel (REP).

The State of Michigan provides a helpful [Personnel Search User Guide](#), which includes instructions on how to search for an existing PIC number. To access it, open a Web browser and go to www.michigan.gov/cepi. From the left navigation panel, click on the **CEPI Applications** → **Registry of Educational Personnel** link and browse the **Manuals** drop-down list.

Manage Staff

*Indicates a required core field Pic Valid: Date:

*PIC: [dropdown]

*First Name: [text]

*Last Name: [text]

Middle Initial: [text]

Date of Birth: [calendar]

Gender:
 Male
 Female

Expiration Date: [calendar]

Certifications/Notes: [text]

[Update Staff] [Cancel]

First Name / Last Name – Enter the instructor’s first and last name. These fields are required.

Middle Initial / Date of Birth / Gender (Optional) – Enter the instructor’s middle initial, birth date, and gender. These fields are not required and you may utilize them at your discretion.

Expiration Date (Optional) – This field is not required and is provided for reporters who wish to enter the expiration date of the instructor’s teaching certificate. Typed dates will be accepted in the following formats:

(m)m/(d)d/yy, (m)m/(d)d/yyyy, mm-dd-yy, and mm-dd-yyyy
Examples: 04/05/67, 04/05/1967, 04-05-67, 04-05-1967

Certifications / Notes (Optional) – This field is not required and is provided for reporters who wish to include information regarding a staff member’s certification status or classroom function.

ADD A STAFF MEMBER TO THE CTEIS DATABASE

If a staff member does not exist within the CTEIS database, you will need to add a new staff record in one of the following two ways:

Method one:

1. In the **Manage Staff** panel, enter staff details in the provided fields including the instructor’s PIC, last name, and first name.
2. Click the **Update Staff** button. A Valid PIC message is displayed along with the current date. The new teacher is added to the **Staff Members** grid and is now available to add to your course section records.

Method two:

You may also add staff members to your list by selecting any course record on the **Manage Courses** screen and utilizing the **Course Staff** panel. For details, refer to [Add Staff to Courses](#) on page 6.

The screenshot shows a web form titled "Manage Staff". At the top, it says "*Indicates a required core field". Below this, there are several input fields: "PIC:" with the value "000016"; "First Name:" with the value "Mario"; "Last Name:" with the value "Gonzales"; "Middle Initial:" with the value "L"; "Date of Birth:" with the value "01/12/1967"; "Gender:" with radio buttons for "Male" (selected) and "Female"; "Expiration Date:" (empty); and "Certifications/Notes:" (empty). At the bottom, there are two buttons: "Update Staff" (green) and "Cancel" (red). The "Update Staff" button is circled in red.

EDIT STAFF INFORMATION

If you need to edit or update a staff member's information, use the following steps:

1. Open the **Manage Staff** page. For details, refer to Open the Manage Staff Page on page 1.
2. Click the **arrow icon** of a staff member whose information you want to update. That instructor's information will be displayed in the **Manage Staff** panel.
3. Edit the staff member's details.
4. Click the **Update Staff** button to save your changes.

Manage Staff (Add, Edit and Review records)

Enter Last Name or PIC to search by:

	PIC	Last Name	First Name	Middle...	Gender
	000001	FORD	H		
	000002	OMALLEY	G	P	0
	000003	Roland	V		F
	000004	Mcdonald	E		F
	000005	Moore	M		F
	000006	SMITH	J	P	M
	000007	Cook	C		F
	000008	BROWN	T	Y	F
	000009	Dundee	C		F
	000010	Carter	J		F
	000011	Adams	T		
	000012	Garcia	M		
	000013	JONES	K		
	000014	LEWIS	D		
	000015	JACKSON	J		M

Manage Staff

***Indicates a required core field** Pic Valid: Date:

***PIC:**

***First Name:**

***Last Name:**

Middle Initial:

Date of Birth:

Gender:
 Male
 Female

Expiration Date:

Certifications/Notes:

ADD STAFF TO COURSES

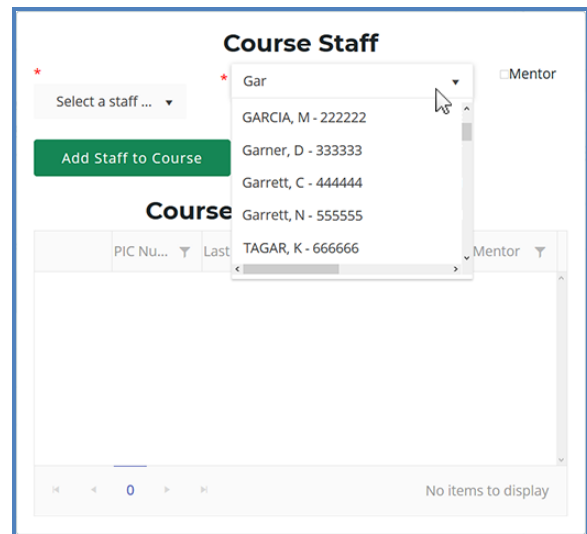
Before CTEIS can validate your enrollment information for submission, you must:

1. Assign a primary instructor to each active course section.
2. For TSDL purposes, ensure that you add all additional teachers and paraprofessionals to the appropriate course sections as well.

Add a Staff Member to a Course

To add a staff member to a course section:

1. Open the **Manage Courses** screen. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of the course you wish to assign your staff to. The **Course Staff** panel is displayed.
3. Select a role for the staff member using the **Select a staff type** drop-down menu. Roles are as follows:



- a. **Primary** – The instructor who is responsible for developing the lesson plans for and teaching the course. This person must have a teaching certificate and needs to be vocationally certified.
- b. **Additional Full Time** – Any teacher, aide, or paraprofessional who assists with instruction for the entire duration of the session.
- c. **Additional Part Time** – Any teacher, aide, or paraprofessional who assists with instruction for part of the session.
- d. **Secondary Full Time** – An additional teacher who assists with instruction for the entire duration of the session and who has a teaching certificate and vocational certification.
- e. **Secondary Part Time** – An additional teacher who assists with instruction for part of the session and who has a teaching certificate and vocational certification.

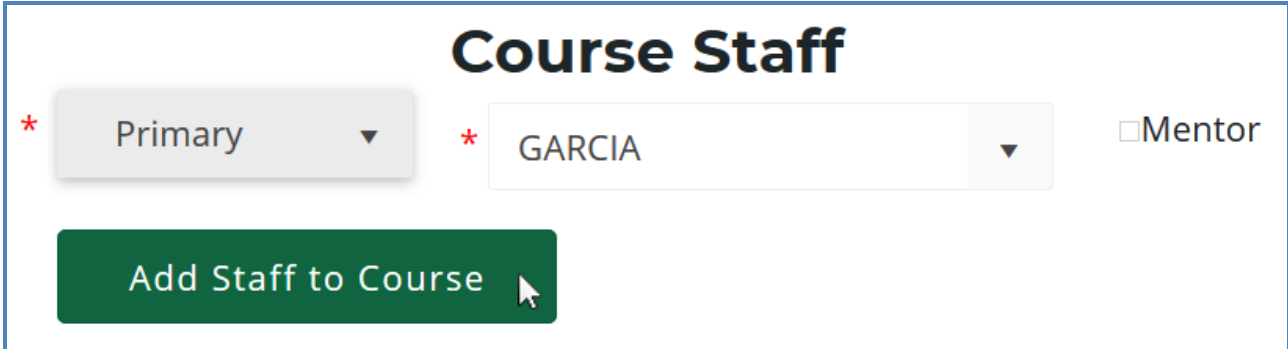
4. In the **Course Staff** panel, find the **Search Staff** field and enter the first several digits or letters of the staff member's PIC number or last name. CTEIS displays any instructor in Michigan who matches your entry in a drop-down list.
5. Select the desired staff member from the drop-down list. If the instructor is a mentor to students within a virtual classroom, check the **Mentor** box.

A mentor is a professional employee of the district who monitors a pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

If a staff member does not appear in your list, you may add that instructor through the "Create New Staff Member" button or the **Manage Staff** page.

CTEIS only recognizes one primary teacher per course section. Other on-site staff should be identified as **additional** or **secondary** instructors.

6. Click the **Add Staff to Course** button.



The screenshot shows a form titled "Course Staff". It features a dropdown menu with "Primary" selected, a search field containing "GARCIA", and a checkbox labeled "Mentor". Below these fields is a green button labeled "Add Staff to Course".

To remove a staff record from a course section, click the **Remove** button (x) next to that instructor's name within the **Course Section Staff List** grid.