

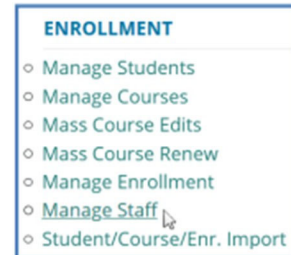
# MANAGE STAFF

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

From the CTEIS homepage navigation bar, click Data Entry, then Manage Staff. Here, you can view, add, or edit teacher records

## 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 the Manage Courses module.



The screenshot shows the "Manage Staff (Add, Edit and Review records)" interface. On the left is a table with columns: PIC, Last Name, First Name, Middle..., Gender, Date of Birth, and Most Recent Course. The table contains 20 rows of staff records. On the right is a form titled "Manage Staff" with fields for PIC, First Name, Last Name, Middle Initial, Date of Birth, Gender, Expiration Date, and Certifications/Notes. The form includes a search bar at the top and "Update Staff" and "Cancel" buttons at the bottom.

PIC	Last Name	First Name	Middle...	Gender	Date of Birth	Most Recent Course
341947	LEBYKWM	LEVHE	J	F		ACCOUNTING I
3781	PLZOZL	JQPNWQ	B	F		CYBERSECURITY 1B
111485	OGRS	WSQRG	L	F		CYBERSECURITY
55747	RJDW	PZLVL	A	M		ADV WOODS 1B
17205	MUREW	UQHYSLW	E	F		MARKETING I
395718	QBWQFF	LWYMYDMH	R	M		CONSTRUCTION 1YB
46935	DBKNSG	JMII T	C	F		Not Assigned
71736	YGKCB	UHPDNBZ	D	F		Not Assigned
36015	HTPWV	MTUFOX		F		MECH DESIGN 1A/+ TE.
326274	EKHP	JXOFLA	D	F		Not Assigned
69671	NATOG	GAWWCFFX (PN...		F		ANATOMY/HEALTH 2B
33862	VLZOVSF	XZFPME	A	F		Not Assigned
46773	EDAON	BYYQDE	E	M		ENGINEER DESIGN 1B
33778	SOEI	GQUIFT	D	M		MARKETING 2
54212	HWMUP	PFHEJ		F		BUSINESS MGMT & TE.

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 or REP which includes instructions on how to search for an existing PIC number.

If you do not have REP login credentials, the Michigan Online Educator Certification System (MOECS) is an Online public credential system that does not require a REP login. visit: MOECS to search/verify employee information.

**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.

## [How To 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.

**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:

Update Staff      Cancel

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 in the Manage Courses module.

**Manage Staff**

\*Indicates a required core field

**Pic Valid:**      **Date:**

**\*PIC:**  
000016

**\*First Name:**  
Mario

**\*Last Name:**  
Gonzales

**Middle Initial:**  
L

**Date of Birth:**  
01/12/1967

**Gender:**  
 Male  
 Female

**Expiration Date:**

**Certifications/Notes:**

**Update Staff**      **Cancel**

## How To 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.
2. Click the apple 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.

37875	S Y	GTYQWXP (SU...	F	ANATOMY/HEALTH 2B	Chippewa Valley Schools	Dakota High School	
18426	gzzgdawfdgrfgv	WDVTZTI	A	F	ANATOMY/HEALTH 1B	Chippewa Valley Schools	Dakota High School
51288	DWGYX	TOTPAIEW	E	M	RESEARCH DEV 1 YB 1...	Chippewa Valley Schools	Dakota High School
54665	LQYU	WC V D	D	M	MARKETING 2	Chippewa Valley Schools	Dakota High School
407	DN	IQYXVO	F	BUSINESS MGMT & TE...	Chippewa Valley Schools	Dakota High School	

1 - 30 of 7222 items

**Expiration Date:**

**Certifications/Notes:**

**Update Staff**      **Cancel**