

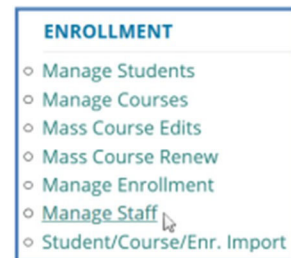
MANAGE STAFF

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.



Manage Staff (Add, Edit and Review records)

Enter Last Name or PIC to search by:

PIC	Last Name	First Name	Middl...	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	JMILT	C	F		Not Assigned
71736	YGKCB	UHPDNBZ	D	F		Not Assigned
36015	HTPWV	MTUFOX		F		MECH DESIGN 1A/+ TE...
326274	EKIHP	JXOFLA	D	F		Not Assigned
69671	NATOG	GAWVCFX (PN...		F		ANATOMY/HEALTH 2B
33862	VLZOVSF	XZFMEE	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...

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:

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:

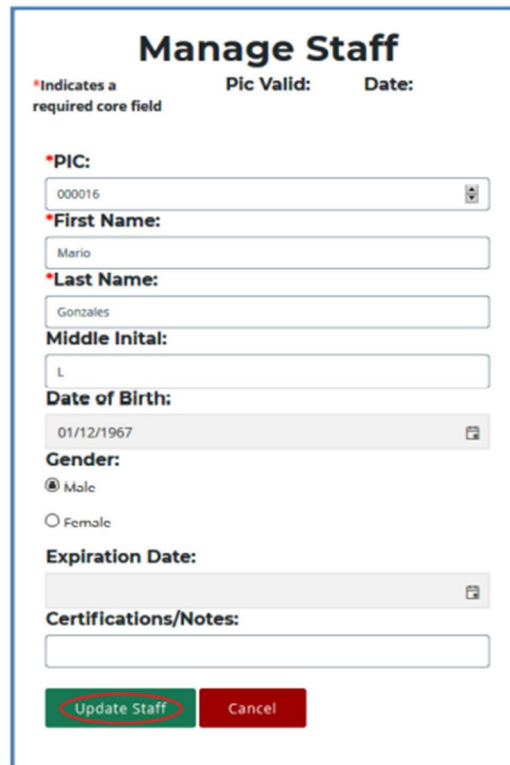
Gender:
☐ Male
☐ Female

Expiration Date:

Certifications/Notes:

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:

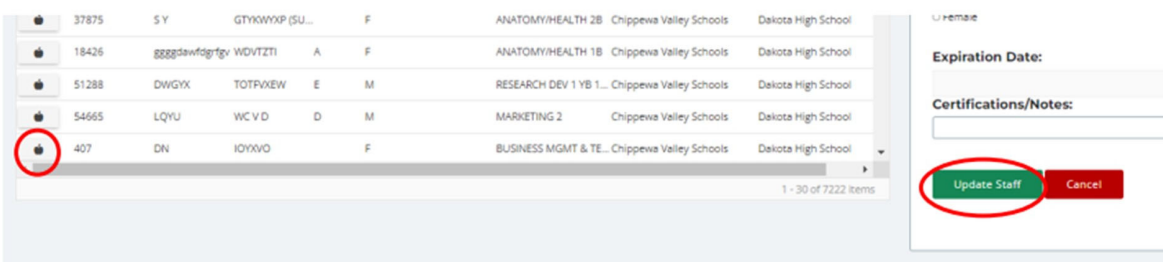
Certifications/Notes:

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.



ID	SY	GTWXP (SU...	F	ANATOMY/HEALTH 2B	Chippewa Valley Schools	Dakota High School
18426	ggggdawfdgrfv	WDVTZTI	A	F	ANATOMY/HEALTH 1B	Chippewa Valley Schools
51288	DWGYX	TOTPAEW	E	M	RESEARCH DEV 1 YB 1...	Chippewa Valley Schools
54665	LQYU	WC V D	D	M	MARKETING 2	Chippewa Valley Schools
407	DN	IOYXVO	F		BUSINESS MGMT & TE...	Chippewa Valley Schools

1 - 30 of 7222 items

Expiration Date:

Certifications/Notes:

Update Staff **Cancel**