

ROLES AND ACCESS

Completing a report requires many dedicated reporters, all of whom are assigned to different roles and levels of access within CTEIS. The Fiscal Agency Authorized Official, who has the highest level of access within CTEIS (Level 5), grants reporters' access to the application and defines user roles. A CTEIS user may be granted one or several of the following roles:

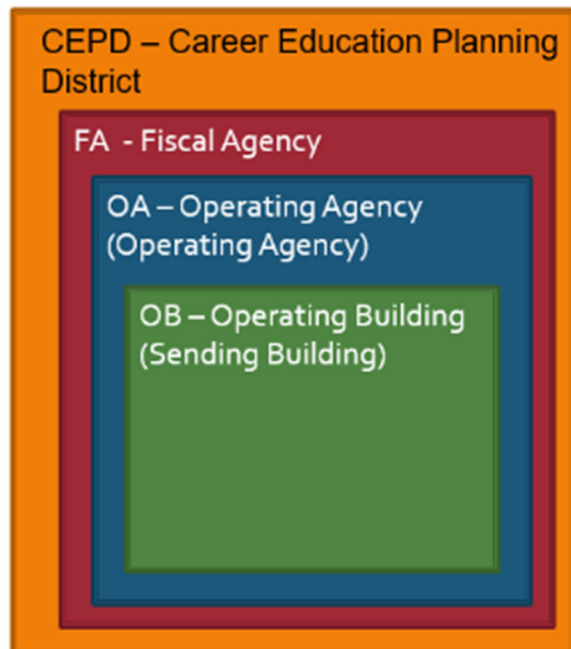
- **CEPD Administrator-** This role is assigned by OCTE and grants a user access to CEPD Administrator tasks. These include submitting new program requests, reviewing submitted reports, and prioritizing CEPD options for submission.
- **Fiscal Agent-** Each fiscal agency appoints two Fiscal Agency (FA) Authorized Officials who manage all building-level reporters within the fiscal agency. FA Authorized Officials are granted Level 5 access to CTEIS and are responsible for delegating access to the buildings under their control. Level 5 Authorized Officials are also responsible for the review and approval of all CTEIS reports submitted by building-level staff.
- **Building Reporter-** This role allows the user to access all data entry activities related to the funding of CTE programs. Entry activities include inserting, updating, and editing data related to classes, students, teachers, enrollments, and grades. Reporters may also upload and export enrollment data, and they may access the Enrollment and Completion Collection report. The building reporter is responsible for verifying all data entered with the source of the information (teachers, counselors, WBL coordinators, etc., depending on the data). Obtaining a sign-off from the information source is highly suggested. For example, it is recommended that teachers sign off on verification reports indicating that the course content (standards or competencies), students, college credit, credentials, and work-based learning are correct for each course section.
- **Expenditures Data Entry-** This role allows the user to access the Expenditures section of CTEIS. It also allows the individual to enter expenditure data, run the data validation process, and view various expenditure reports within CTEIS.
- **Follow-Up Data Entry-** This role allows the user to enter the Follow-Up section of CTEIS and to complete Follow-Up surveys.

Roles

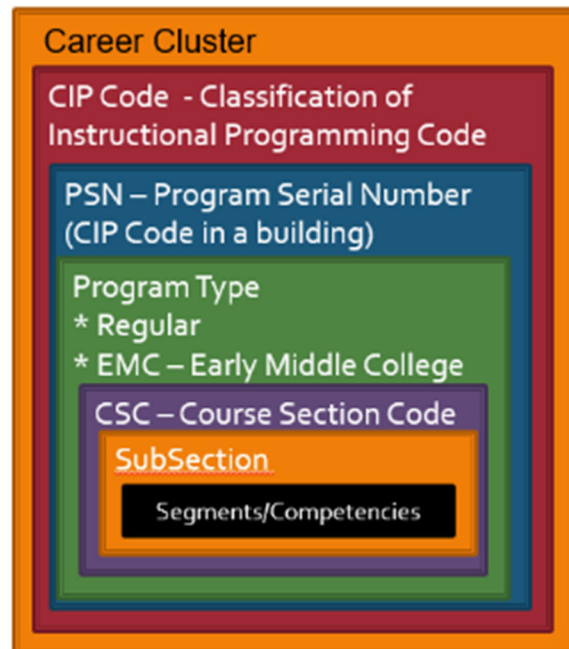


Terminology

Geographic/Building

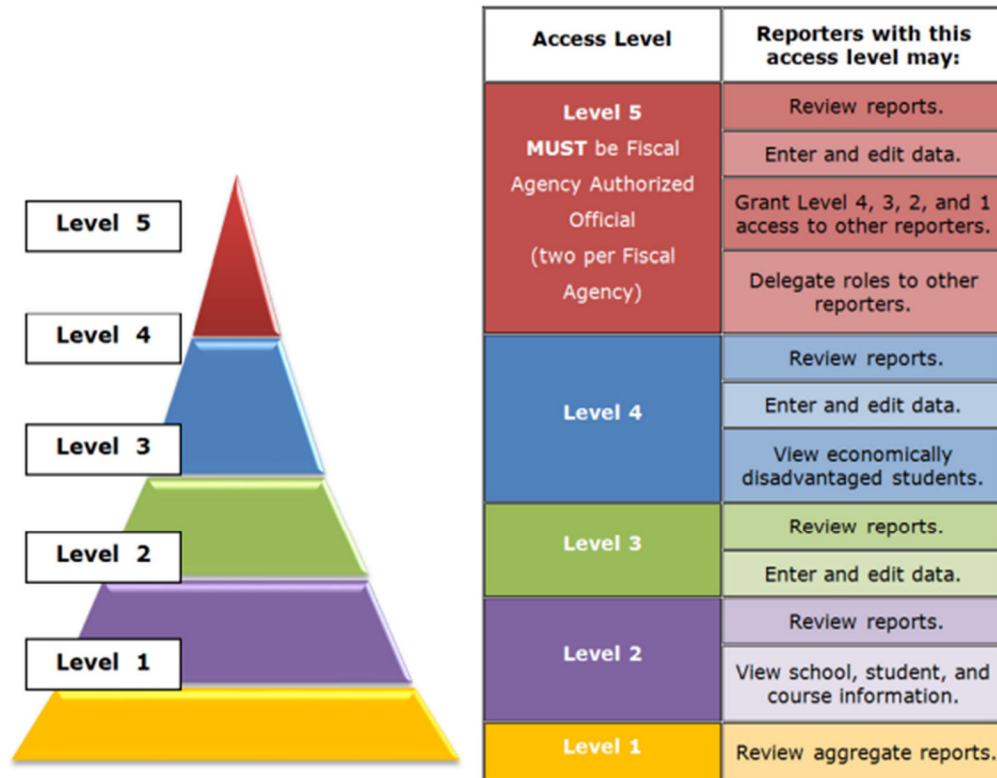


Programming



ACCESS LEVEL INFORMATION

Each level of CTEIS access is allotted different rights and privileges within the application. The permissions granted to each of the five different access levels are as follows:



CTEIS Building reporters are granted access to individual buildings by each building's respective FA Authorized Official. Upon receiving proper access, reporters may view and enter information regarding the programs, courses, and students specific to each building.