

Manage Credentials

Last Updated: March 2025

A Credential is a qualification of a specific set of competencies related to a particular industry or occupation. Credentials can signal that an individual has acquired the knowledge, skills, and abilities required in a specific occupation or industry.

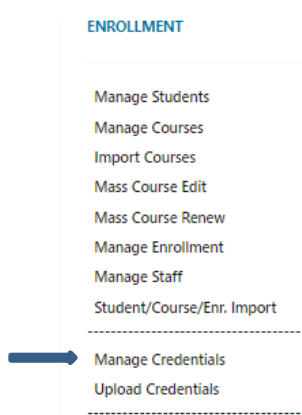
The Manage Credentials screen allows you to view, add, edit, and import student certifications. Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students each year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator. Each of your programs must either:

- List the students who receive credentials in the current year
- State that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen.

1 OPEN THE MANAGE CREDENTIALS SCREEN IN CTEIS

To open the Manage Credentials screen:



1. Log into CTEIS at [MILogin -](#) using your MILogin username and password.
2. Click Data Entry, under the Enrollment header select Manage Credentials from the navigation bar.
3. In the Manage Credentials screen, use the Select District... field to choose a district. The grid is populated with active programs within that district. You may sort this grid by clicking on the various column headers.

Manage Credentials

Select districts...

Avondale School District

DISTRICT WIDE RECIEVED CREDENTIALS

- Export of student credentials for the selected district for past 4 years.

Select	CIP Code	Program Name	PSN	Program Type	Building	Agency
SELECT	10.0202	Radio & TV Broadcasting Tech	21223	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	26.0102	Biotechnology Medical Sciences	21120	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	51.0000	Therapeutic Services	21119	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	15.0000	Engineering Technology	20956	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	11.1003	Computer and Information Systems Security/Information Assurance	20801	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	11.0901	Computer Syst Networking & Telecommunications	20800	REG	Avondale High School (05976)	Avondale School District (63070)

Business Admin Mgt & Operations

52.0299 (PSN:16627) REG

Indicate Program will have no credentials this year.

☐ Business Admin Mgt & Operations will not have any Credentials

- For an Excel export of all students in the district's program who have received a credential and are still in school, click the **District Wide Received Credentials** button at the top of the grid. The Excel export will display students' credentials for the selected district for the past four years. Please note: This will only display students with credentials.
- Click the **Select** button of the program to manage credentials within a single program.

Radio & TV Broadcasting Tech

10.0202 (PSN:21223) REG

Avondale School District (63070)/Avondale High School (05976)

Indicate Program will have no credentials this year.

☐ Radio & TV Broadcasting Tech will not have any Credentials

Select Student Groupings

- ☐ () - All Currently Enrolled
- ☐ (HSMI109-1) - Radio Production 3 S2
- ☐ (HSMI108-1) - Radio Production 3 S1
- ☐ (HSMI105-1) - Radio Production 2 S2
- ☐ (HSMI104-1) - Radio Production 2 S1
- ☐ () - In school but not enrolled

Load Students

Search for Student

Search

The **Program Details** panel displays information regarding these selected PSNs. Often, credentials are associated with certain coursework, and you can select students based on the courses they are currently enrolled in using the radio buttons outlined below:

- **All Currently Enrolled** — Display all students enrolled in any class operating as part of the indicated program.
- **Enrolled in Course X** — Display all students enrolled in the selected class.
- **In School but Not Enrolled** — Display all students who are currently in school and enrolled in the program, but not currently enrolled in a class operating within the indicated program. For example, this includes students who took classes in the program last year, but not this year.
- **Search for Student**- You can use the text box to type in a specific student by using their first and last name or UIC in the field.

6. If the selected program does not offer certifications — Mark, the **(Selected program) will not have any credentials** checkbox to indicate this program will not provide a credential at this time. You cannot check this box if the program currently lists students earning credentials.



Indicate Program will have no credentials this year.

☐ **Radio & TV Broadcasting Tech will not have any Credentials**

7. Click the **Load Students** button to generate a list of students according to course selection.
*Please note you may also export the selection of the students and their credentials received into an Excel file by clicking the Export button near the student selection list.

Student List and Credentials

Export

<input type="checkbox"/>	UIC	Student	Credentials
<input type="checkbox"/>	A025736286	Pname,Jfname	<ul style="list-style-type: none"> Communication Skills for Business - Professional Communication Remove
<input type="checkbox"/>	A069297285	Vname,Tfname	

Select One Credential to Add

Select Approved Credential...

Select Supplemental Credential...

Suggested credential

Add credential to selected students

8. Select students by marking their checkboxes within the Student Selection List.
9. Assign certifications to the marked students by selecting a certification from the drop-down menus and clicking the **Add Credential** button.

- **Select Authorized Credentials** — This is a State-Approved Certification, filtered by CIPCode. It applies to the Post-Secondary Credential indicator.
- **Select Supplemental Credentials** — This is a certification that is not currently approved. It may apply to the Post-Secondary Credential indicator in the future.
- **Suggested Credential** — This text submission field allows you to suggest a credential for future consideration.

A certification linked to a student appears within the **Credentials** column. To delete a credential, click the **Remove** link.

Student List and Credentials

Export

<input type="checkbox"/>	UIC	Student	Credentials
<input checked="" type="checkbox"/>	A025736286	Pname,Jfname	<ul style="list-style-type: none"> Communication Skills for Business - Professional Communication Remove
<input type="checkbox"/>	A069297285	Vlname,Tfname	

Select One Credential to Add

[Select Approved Credential...](#)

Entrepreneurship and Small Business(undefined), Certi...

[Select Supplemental Credential...](#)

Suggested credential

Add credential to selected students

Please note that you may also export your credentials into an Excel file by clicking the **Export** button above the Student Selection List.

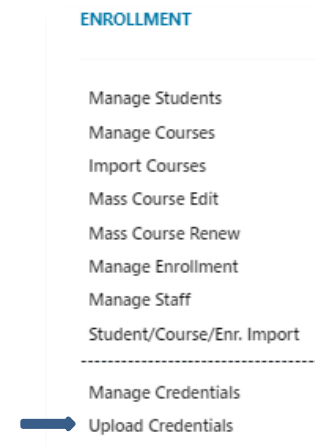
2 IMPORT CREDENTIALS

CTEIS can import **Excel** files that include the following fields:

Column Title	Description
UIC	Student's UIC to receive the credential
PSN	Program Serial Number of the program the student is receiving the credential for
CredentialCode	The code for the credential. These can be found in the Current list of credentials found on the Knowledgebase.
CredentialName	The name of the credential. This is especially important for suggested credentials. For authorized and supplemental credentials, this can be left blank and will be looked up.

To import data, carry out the following steps:

1. From the navigation bar, click **Data Entry**, then **Upload Credentials**.
2. Choose the file you wish to import, then click the **Process Records** button to upload and review your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
3. To correct any errors, modify your file and upload again using the steps above.
4. Click the **Import Records** button beneath the grid to import your students.
5. To enter programs that will not have credentials, add a row to your import file with the correct PSN, a UIC of "9999999999," and a CredentialCode of "X." CTEIS will then mark the program as offering no credentials. If the program does offer credentials in the current year, this process will fail with an error.



Please note: A Credential Import Template can be found on the CTEIS Knowledgebase.

If your import file includes headers beyond the four in the table above, CTEIS will ignore them. The system also ignores the case of the "CredentialCode" and "CredentialName" labels, allowing your file to include variants of those headers spelled with both capitalized and non-capitalized letters.

UIC	PSN/CIPCODE	Program Name	Credential Type	Credential Name	Credential Code	Valid
7526119675	20592 48.0508	Welding, Braze/Soldering	Authorized	Credential Name	AWSIITM	Valid
1523017136	19859 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	PAVSS	Valid
5843042059	19001 11.0501	Computer Syst. Networking & Telecommunications	Authorized	Credential Name	MTA-MDE	Valid
0002779586	17 15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

- Student not enrolled in program
- Unauthorized PSN

Import Records

Importing Credentials: Potential Errors and Resolutions

Error	Meaning and Resolution
Missing Fields	Not all the required fields/columns are in the file.
PSN marked as no credentials	PSN was marked as having no credentials in the current year, thus you cannot add student credentials. To fix this, remove the checkmark indicating no credentials.
Students not enrolled in a program	The UIC was not found to be ever enrolled in a course in that program. Check the student record to ensure it is the correct student.
The program was not found using PSN	The program provided is not active in the indicated building or district. Check the PSN for accuracy.
Unauthorized PSN	The user has not been granted access to students in the identified PSN. Check PSN or contact your Level 5 for access.
PSN has credentials	PSN lists student credentials in the current year and thus cannot be marked as not having credentials.
The credential is invalid for the program	The credential code provided is not valid for the CIP code of the indicated PSN.