

For end-of-the-year submission, districts are required to submit enrollment reports to OCTE each year. This information contains CTE program details, students, and enrollments for funding. To ensure the timely submission of accurate data, please follow the instructions below to run validation to verify your entries. When your data is error-free you can submit your enrollment data.

## How To Run Validation and Submit Data for Building Reporter

1. Log into CTEIS at: [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov) with MI Login username and password.
2. From the navigation bar, click Data Entry, then Building Course Review.
3. Use the Select District drop-down list to indicate the district for which you are compiling reports. The data grid displays a list of your active buildings.
4. Click the Validate button to the left of a building name to run the building validation. The review process lists all courses you have entered as well as their details.
5. You may also click the 4483 RPT or the 4483 STD to export into an Excel spreadsheet for review offline.

### Enrollment Collection Completion

Select Year:

2022-2023

Buildings: 48

VALIDATE	4483 RPT	4483 STD	39	6...	0...	6...	0...	0...	0...				
VALIDATE	4483 RPT	4483 STD	39	6...	0...	6...	0...	0...	0...				
VALIDATE	4483 RPT	4483 STD	39	6...	0...	6...	0...	0...	0...				
VALIDATE	4483 RPT	4483 STD	39	6...	0...	6...	0...	0...	0...				
VALIDATE	4483 RPT	4483 STD	39	6...	B...	6...	B...	0...	E...				

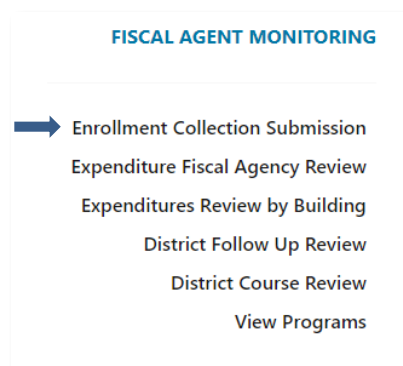
6. If there are errors, you must correct them before submission. You are encouraged to use building reports/ exports to assist in troubleshooting the error.
7. When your courses are error-free, click the Complete button within a building's row to submit data for review.

Building Status	Fiscal Status	Cepd Status
X	X	X
X	X	
X		
COMPLETE		

## How to Review and Submit Fall Collection for Fiscal Agency Authorized Officials

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

1. Log into CTEIS at: [www.milogintp.michigan.gov](http://www.milogintp.michigan.gov) with MILogin username and password.
2. Using the navigation bar, select Admin under the Fiscal Agent Monitoring collection and select Enrollment Collection Submission.
3. Choose a district from the Select District drop-down menu to display your building grid. All buildings within your Fiscal Agency as well as the report status of each building are listed.
4. You may select View Issues to view all data errors within a building. You can select Return if you would like to send the report back to the Building Reporter for edits. If you are ready to submit, click the Complete button to submit the report to the CEPD Administrator. Once you have submitted the report you are unable to make edits and your submission is complete.



Buildings with an "X" in the Building Status column have been marked as complete by your building-level reporters. When the Fiscal Agency review is complete, an "X" will appear under the column labeled Fiscal Status.

Building Status	Fiscal Status	Cepd Status
X	X	X
	RETURN	COMPLETE
X	X	

### Viewing your reports:

You will need to review the courses of each building within your building grid. Click the View Issues button beside a building to view course details, which are displayed beneath your building grid. Click the 4483 RPT or the 4483 STD button to export your raw building data into a Microsoft Excel workbook for printing. If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

### Submitting your reports:

On the Enrollment Collection Completion screen, an “X” appearing under the Building Status column indicates a building that has submitted report data for review. During your review, if any report requires revision, you may click the Return button to request that a building's course information be edited and resubmitted. When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the Complete button. An “X” appears under the Fiscal Status column to indicate that the report can now be reviewed and approved by your CEPD administrator.

Building Status	Fiscal Status	Cepd Status
X	X	
RETURN	COMPLETE	
X	X	

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

For questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, contact Joan Church, at: ChurchJ@michigan.gov or (517) 335-0360. Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.

## How To Review and Submit Fall Building Courses for CEPD Administrators

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

1. Log into CTEIS at: [www.milogintp.michigan.gov](http://www.milogintp.michigan.gov) with MILogin username and password.
2. Select Admin under the CEPD Admin. Monitoring header select CEPD Course Review.
3. Choose a district from the Select District drop-down menu to display your building grid. All buildings within your CEPD as well as the report status of each building are listed.
4. You may select Return if you would like to send the report back to the Building Reporter for edits. If you are ready to submit, click the Complete button to submit the report to OCTE. Once you have submitted the report you are unable to make edits and your submission is complete.



Building Status	Fiscal Status	Cepd Status
X	X	X
	RETURN	COMPLETE
X	X	

Buildings with an “X” in the Building Status column have been marked as complete by your building level reporters. An “X” must also appear under the Fiscal Status column to signify that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD administrator. When the CEPD administrator review is complete, an “X” will appear under the column labeled CEPD Status.

### Viewing your reports:

You will need to review the courses of each building within your building grid. Click the View Issues button beside the building to view course details, which are displayed beneath your building grid. Click the 4483 RPT or the 4483 STD button to export your raw building data into a Microsoft Excel workbook for printing. If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

### Submitting your reports:

On the Enrollment Collection Completion screen, an “X” appearing under the Building Status column indicates a building that has submitted report data for review. During your review, if any report requires revision, you may click the Return button to request that a building’s course information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	X
	RETURN	COMPLETE
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the Complete button. An “X” appears under the CEPD Status column to indicate that the building data has been released to the Office of Career and Technical Education. Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

For questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, contact Joan Church, at: ChurchJ@michigan.gov or (517) 335-0360. Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at: cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.

**Last Updated: March 2025**