

## CTEIS ASSISTANCE



PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs. The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Various resources are available to assist with the completion of each seasonal report.

**CTEIS HELP DESK** provides technical support and may answer any questions related to the CTEIS application. When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing. [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com) or call toll free: (800) 203-0614 or by calling: (517) 333-9363 ext. 128.

**Questions of a technical nature may include:**

” How do I navigate [www.cteis.com](http://www.cteis.com)? ”

” How do I import student records? ”

” How do I send a completed reports to the Office of Career and Technical Education (OCTE)? ”

**REPORTING POLICY HELP** Please contact OCTE for Policy related inquires. OCTE Representative: Shawn Sweeney at: (517) 897-7698 or email: [Sweeney5@michigan.gov](mailto:Sweeney5@michigan.gov). Additional information can be found on the OCTE website: [www.michigan.gov/octe](http://www.michigan.gov/octe)

**Questions related to standard policy such as:**

” How should I set up my classes for reporting purposes? ”

” Am I allowed to begin my Follow-Up surveys early? ”

**EXPENDITURE AND ENROLLMENT REPORT ASSISTANCE** Technical Help [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com) (517) 333-9363, ext. 128 (800) 203-0614, ext. 128 Policy Help contact: Shawn Sweeney at: (517) 897-7698 or email: [Sweeney5@michigan.gov](mailto:Sweeney5@michigan.gov)

**FOLLOW-UP REPORT ASSISTANCE** Survey Help [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com) (517) 333-9363, ext. 128 (800) 203-0614, ext. 128 Policy Help: Dr. Yincheng Ye at: (517) 281-7229 or email: [YeY@michigan.gov](mailto:YeY@michigan.gov)

**FURTHER ASSISTANCE** Updates, newsletters, due dates, and links to important documentation can be found Online. You may view these items any time on the CTEIS homepage or within the CTEIS Knowledge Base at: [www.support.cteis.com](http://www.support.cteis.com).

**CTEIS YOUTUBE CHANNEL** hosts dozens of helpful tutorial videos for district reporters. To access these, visit [www.youtube.com](http://www.youtube.com) and enter "CTEIS" into the search field at the top of the screen.

**CTEIS LISTSERV INCLUSION AND REMOVAL REQUESTS** The CTEIS listserv is an automated email service that provides news and other relevant information. If you would like to receive electronic updates via the CTEIS listserv or remove yourself from the mailing list, please email a request to:

[MartinezJ9@michigan.gov](mailto:MartinezJ9@michigan.gov).

# CTEIS INTRODUCTION

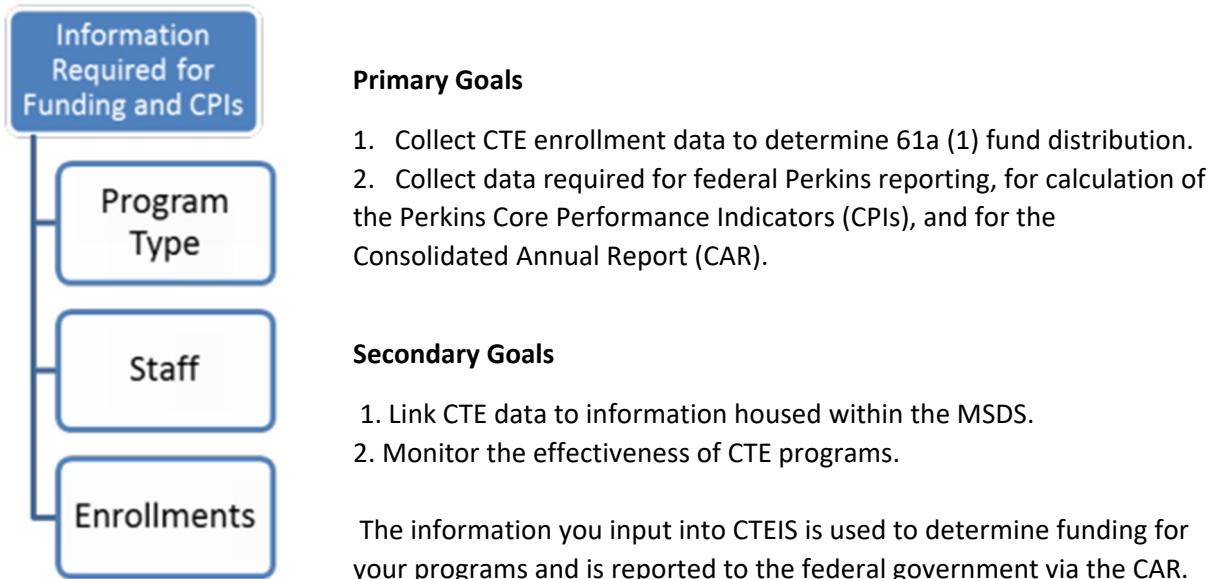
Welcome to CTEIS, the Career and Technical Education Information System!

“What is CTEIS and how do I use it?” CTEIS is a Web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan. To access it, you may log into the system at: milogintp.michigan.gov using your MI Login username and password. The average building-level reporter will focus on completing three reports throughout the course of the year. Enrollments, Expenditures, and Follow-Up. When collecting data for CTEIS Reporting:

- Receive class instructional design from staff, enter instructional design into CTEIS, and verify effective design structure by obtaining signatures from teachers.
- Enter all available courses and student information into CTEIS, print student class lists, and obtain teacher signatures.
- Run Enrollment Validation to check for errors.
- Address all student UIC and MSDS data issues.
- Verify all entries by printing student class lists and obtaining teacher signatures.
- Enter and validate all CTEIS expenditures.
- Conduct the Follow-Up survey.

ENROLLMENT	EXPENDITURES	FOLLOW-UP
Begin in September	Begin in September	Begin in October
<i>Fall Course Collection:</i> Complete in October	Complete in November	Complete in January
<i>Spring Collection</i> <i>(Including credentials and WBL)</i> Complete in June		

## PRIMARY GOALS AND ROLE FUNCTIONS OF CTEIS



## CTEIS ON THE WEB

CTEIS is a Web-based application. This means that when using CTEIS:

- You do not need to install any software or updates.
- You can access CTEIS anywhere via a computer with an Internet connection.
- All information to be reported to the state is housed centrally.
- You do not need to back up your files.

CTEIS is designed to work with the most recent version of several popular Web browsers including **Microsoft Edge**, **Mozilla Firefox**, and **Google Chrome**. By logging in with your username and password you may view all data to which your Fiscal Agency Authorized Official has provided you access.