

# CTEIS Training

*CEPD Administrator/ Level 5 Fiscal Agent  
Fall 2025 Virtual Training Session*

September 2025  
9:00 a.m.– 12:00 p.m.







# Introduction

**PLEASE ENTER YOUR NAME IN CHAT.**

Please include:

- Name
- CTEIS Role
- How many years have you been in that role?

**Thank you. We will begin shortly.**





The background of the slide is a photograph of an office environment. It shows several people working at their desks. On the left, a woman with curly hair is sitting at a desk with a laptop and a tablet. In the center, a man in a light blue shirt is sitting at a desk with a laptop. On the right, a woman with long hair is sitting at a desk with a laptop and a water bottle. The desks are white, and the office has a modern, open-plan feel with grey cubicle walls.

# Questions?

- Today, we will cover New User topics
- \*Please put questions in the chat
- If we are unable to assist you, please contact the CTEIS helpdesk at:  
[cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com)





You will need MILogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.

A screenshot of the MiLogin for Business login page. The page has a dark blue header with the Michigan state logo and "MiLogin for Business" text. The main content area is split into two columns. The left column has a dark blue background with white text: "Michigan's one-stop login solution for business" followed by a right-pointing arrow. Below this is a paragraph of small text explaining the service. The right column has a white background with a "Welcome to MiLogin for Business" heading. It contains two input fields for "User ID" and "Password", each with a "Forgot your user ID" and "Forgot your password?" link respectively. Below the fields is a checkbox for agreeing to terms and conditions, and two buttons: "Log In" and "Create an Account".

MiLogin for Business

Help Contact Us

Welcome to  
**MiLogin**  
for Business

User ID

Password

☐ I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

Log In

Create an Account

Michigan's one-stop login  
solution for business →

MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services.



## Level 5 Fiscal Agency Authorized Official Fall Tasks:

- Manage New Users– Add new users or edit existing users.
- Begin coordinating Expenditure personnel. The Expenditure report is due in November.
- Begin coordinating Follow-Up personnel. The follow-up report process begins in October. Follow-up packets will be distributed soon.
- Begin coordinating Enrollment personnel and assisting with the proper instructional design of classes.
- Work Based Learning and Post-Secondary credential collection.







# Level 5 Fiscal Agency Authorized Official Tasks:

## Timeline

CTEIS TIMELINE- FISCAL AGENT	
September	<ul style="list-style-type: none"><li>• Manage new users.</li><li>• Begin coordinating Expenditure personnel.</li><li>• Begin coordinating Follow-Up personnel.</li><li>• Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li></ul>
November	<ul style="list-style-type: none"><li>• Expenditures report submission first week in November</li><li>• Oversee Work-Based Learning and post-secondary credential collection.</li></ul>
January	<ul style="list-style-type: none"><li>• Follow-Up report submission due the second week in January</li></ul>
May	<ul style="list-style-type: none"><li>• Oversee UIC/MSDS data review and maintenance.</li><li>• Student enrollment data deadline is the second week in May.</li></ul>
June	Enrollment report submission is due the third week in June.

## Reporting Due Dates

Important Dates

Districts

Fall Course and Staff Collection

No longer required.

Expenditures (4033)

Due to CEPD: Nov. 7, 2024

Due to OCTE: Nov. 14, 2024

Follow-Up

Due to CEPD: Jan. 16, 2025

Due to OCTE: Jan. 23, 2025

Announcements

January 2024

CTEIS 2024-2025

Happy Winter!

New Updates...

New Updates...

Upcoming Important Dates

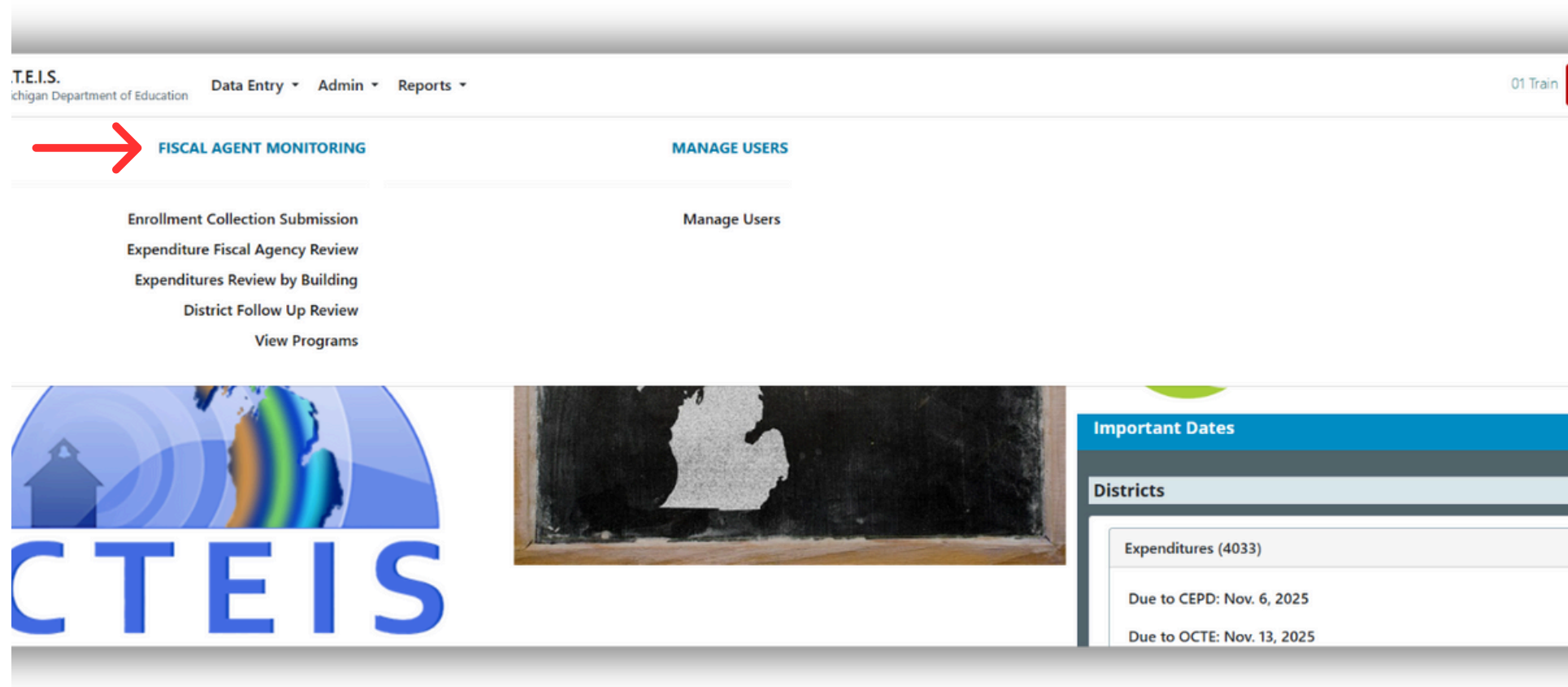
EOY Enrollment Completion Entry (4483): Due to CEPD Jun. 12, 2025; Due to OCTE: Jun. 22, 2025

Upcoming Training and Events

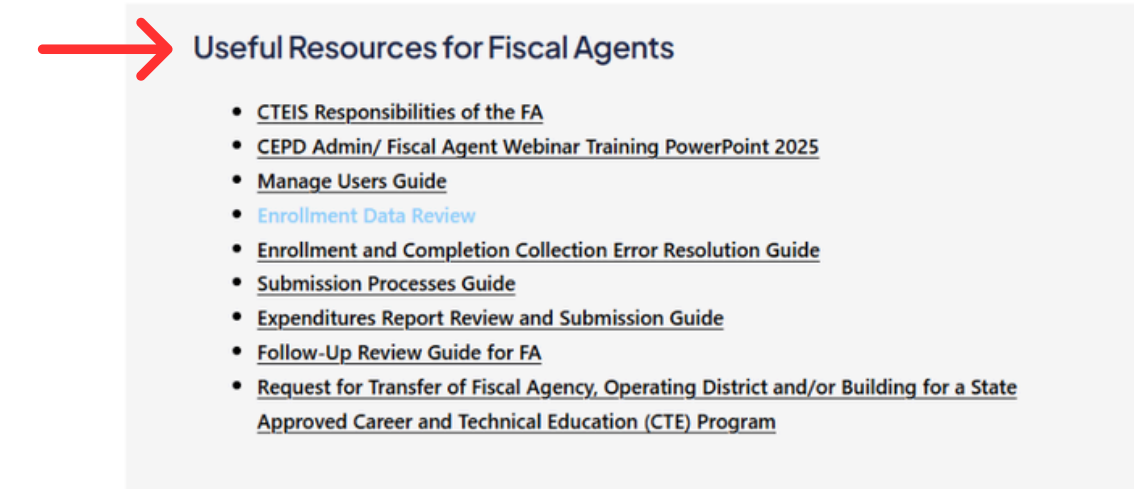




# Level 5 Fiscal Agency Authorized Official CTEIS Demos:



## Manuals on the Knowledgebase



CTEIS Knowledgebase: [support.cteis.com](https://support.cteis.com)

- To practice, log in to [train.cteis.com](https://train.cteis.com) using your MILogin for Business credentials.
- To view the Fiscal Agent Manuals for step-by-step instructions, visit: <https://support.cteis.com/fiscal-agents/>



## CEPD Administrator Fall Tasks:

- Assist with new user entries and permissions.
- Begin coordinating Enrollment and assisting with the proper instructional design of classes.
- Begin coordinating Expenditure personnel. CEPD Administrators submit the Expenditure report to OCTE in November.
- Begin coordinating Follow-Up personnel. The Follow-Up process begins in October. Follow-up packets will be distributed soon.
- Begin Enrollment Collection review for the Enrollment report due in June.
- Oversee Work-Based Learning and post-secondary credential collection.





# CEPD Administrator Fall Tasks:

## Timeline

CTEIS TIMELINE- CEPD ADMINISTRATOR	
<b>September</b>	<ul style="list-style-type: none"> <li>• Assist new users.</li> <li>• Begin coordinating Expenditure personnel.</li> <li>• Begin coordinating Follow-Up personnel.</li> <li>• Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Expenditures report submission first week in November.</li> <li>• Oversee Work-Based Learning and post-secondary credential collection.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Follow-Up report submission second week in January.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Oversee UIC/MSDS data validation and review.</li> <li>• Conduct CEPD Options selection process.</li> <li>• Student enrollment data deadline second week in May.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• CTEIS Options are due in the second week of June.</li> <li>• Enrollment report submission third week of June.</li> </ul>

## Reporting Due Dates



**C.T.E.I.S.**  
Michigan Department of Education

[Login using MiLogin](#)



**MICHIGAN**  
**CTEIS**

Career and Technical Education Information System





**Learning that works for Michigan**  
**CTE®**

**Announcements**

January 2024

**CTEIS 2024-2025**

Happy Winter!

**New Updates...**

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- Upcoming Important Dates
  - EOY Enrollment Completion Entry (4483): Due to CEPD Jun. 12, 2025; Due to OCTE; Jun. 22, 2025



**Upcoming Training and Events**

**Important Dates**

**Districts**

Fall Course and Staff Collection

**No longer required.**

Expenditures (4033)

Due to CEPD: Nov. 7, 2024

Due to OCTE: Nov. 14, 2024

**Follow-Up**

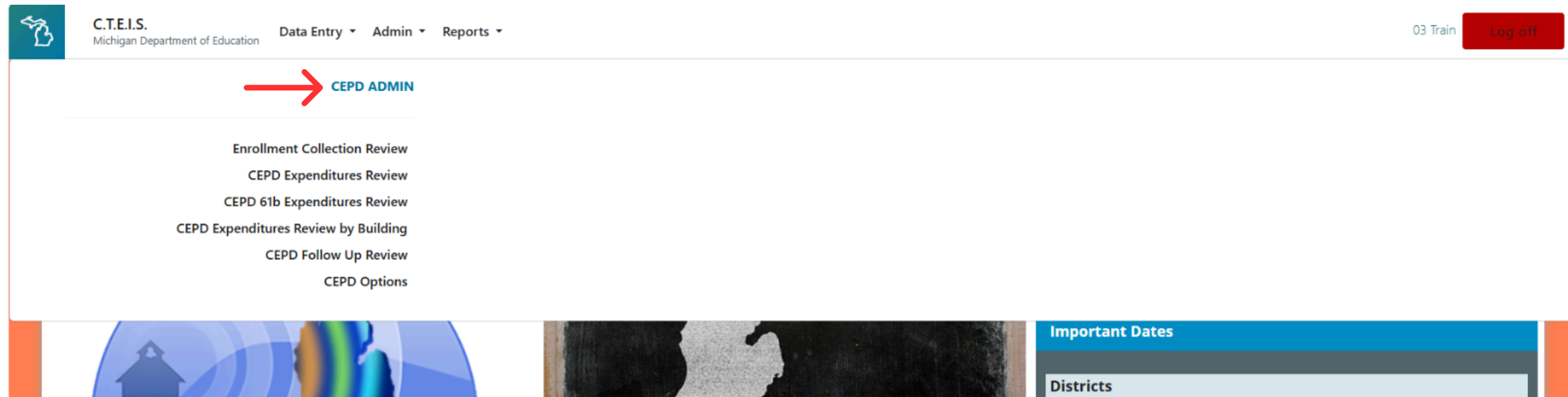
Due to CEPD: Jan. 16, 2025

Due to OCTE: Jan. 23, 2025



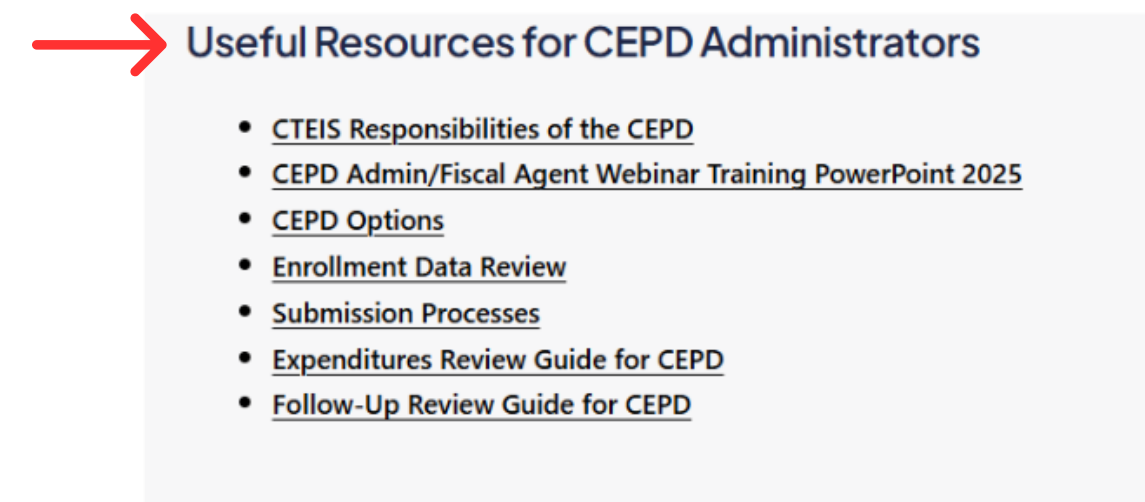


# CEPD Administrator CTEIS Demos:



- To practice, log in to [train.cteis.com](https://train.cteis.com) using your MILogin for Business credentials.
- To view the Fiscal Agent Manuals for step-by-step instructions, visit: <https://support.cteis.com/cepd-administrator/>

## Manuals on the Knowledgebase



CTEIS Knowledgebase: [support.cteis.com](https://support.cteis.com)



# Looking Ahead:

- Expenditure report is due to CEPD: on November 6, 2025, and the CEPD submits it to OCTE: on November 13, 2025.
- Follow-up report is due to CEPD: January 15, 2026, and the CEPD submits to OCTE: January 22, 2026.
- Spring Enrollment Training begins in March 2026.
- CTEIS/MSDS Match Dates- by May 8, 2026.
- End of Year Completion Entry: June 11, 2026, and the CEPD submits to OCTE: June 18, 2026.








# THANK YOU!





## Technical Support:

CTEIS Helpdesk:

-  (517)-333-9363 ext. 128 or (800) 203-0614 ext. 128
-  [support.cteis.com](https://support.cteis.com)
-  [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com)

## Policy Assistance:

-  Shawn Sweeney (517)-897-7698
-  [Sweeneys5@michigan.gov](mailto:Sweeneys5@michigan.gov)

