



# CTEIS New User Training

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, looking at 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)





# Building Reporter Timelines

CTEIS TIMELINE- BUILDING REPORTER	
September	• Fall Data Entry in preparation for Spring Enrollment reporting.
November	• Expenditures report submission due in the first week of November.
January	• Follow-Up report submission at the beginning of January.
May	• EMC and Dual Enrollment data entry. (must include correct UICs). Student enrollment data deadline is mid-May.
June	Enrollment report submission mid-June.

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CTEIS

Career and Technical Education Information System

Announcements

January 2024

CTEIS 2024-2025

Happy Winter!

New Updates...

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

\*Reporting dates can be found on the OCTE 2025-26 calendar or on the side panel of the CTEIS application.





# CTEIS Program Overview:

- CTEIS is a web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan.
- You will need MILogin For Business credentials.
- The average Building Reporter will focus on completing three reports throughout the year. Enrollments, Expenditures, and Follow-Up.
- **Primary Goal:** To gather Career and Technical Education (CTE) enrollment data for the purpose of determining the distribution of 61a(1) and 61b funds, fulfilling federal Perkins reporting requirements, calculating Perkins Core Performance Indicators (CPIs), and completing the Consolidated Annual Report (CAR).







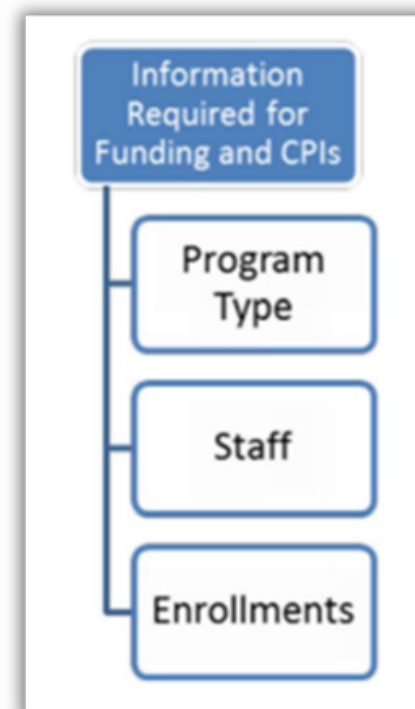
You will need MILogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.

A screenshot of the MiLogin for Business login page. The page is split into two main sections. The left section has a dark blue background and contains the text "Michigan's one-stop login solution for business" with a right-pointing arrow. Below this, in smaller white text, it says: "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." The right section has a white background and contains the login form. At the top right of the white section are links for "Help" and "Contact Us". The form includes a "Welcome to MiLogin for Business" heading, followed by "User ID" and "Password" labels with corresponding input fields. Below the password field are links for "Lookup your user ID" and "Forgot your password?". A checkbox with the text "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." is present. At the bottom of the form are two buttons: a dark teal "Log In" button and a white "Create an Account" button with a teal border.



# CTEIS Program Overview:

- **Secondary Goal:** Link CTE data to information housed within the MSDS and monitor the effectiveness of CTE programs.





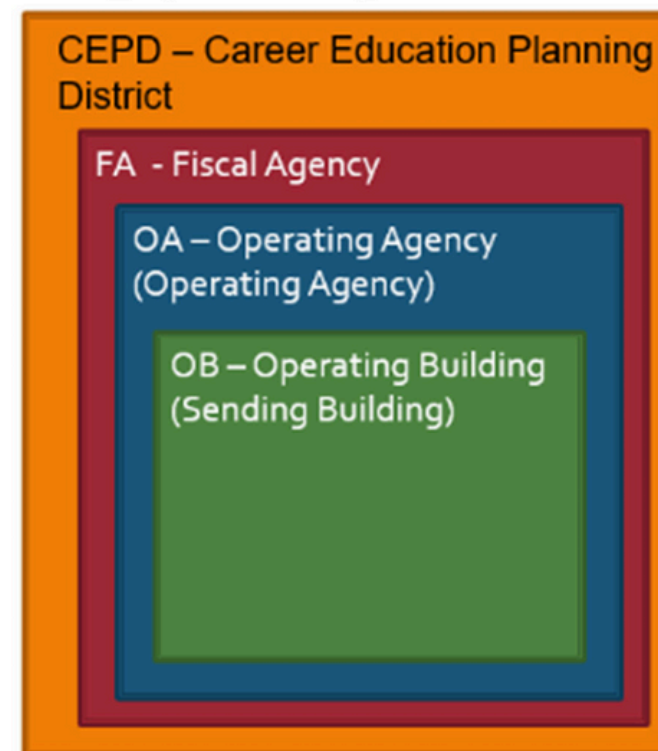
# Roles and Access:

## Roles

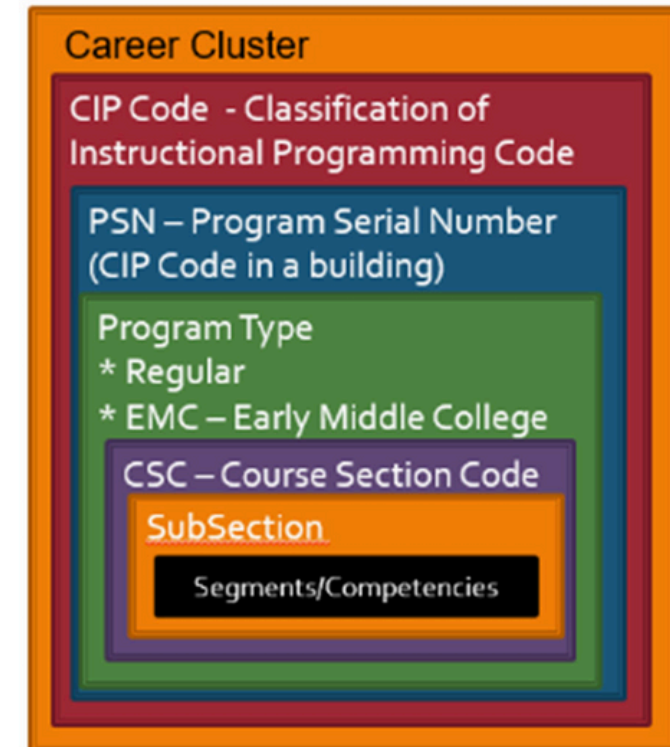


## Terminology

### Geographic/Building



### Programming





# Roles and Access:

Completing a report requires many dedicated reporters, all are assigned to different roles and levels of access within CTEIS.

- Level 5 Fiscal Agency Authorized Official- Has the highest level of access within CTEIS. They grant reporters access to the application and define user roles.

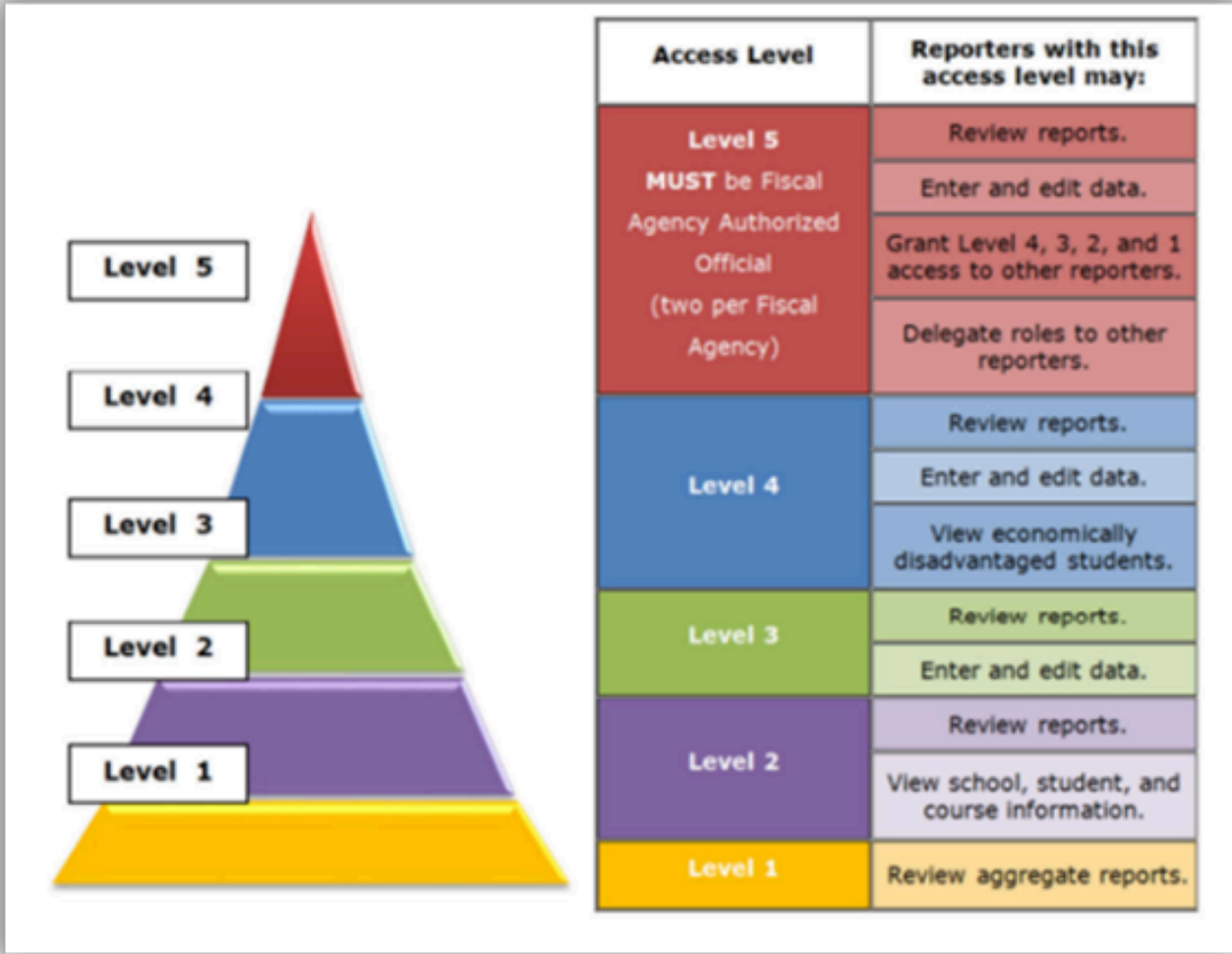
A CTEIS user may be granted one or several of the following roles:

- CEPD Administrator
- Fiscal Agent
- Building Reporter
- Expenditures Data Entry
- Follow-Up Data Entry



# Objectives

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



Building Reporters are granted access to individual buildings by each building's respective Level 5 Authorized Official. When access is granted, reporters may view and enter information regarding programs, courses, and students specific to each building.



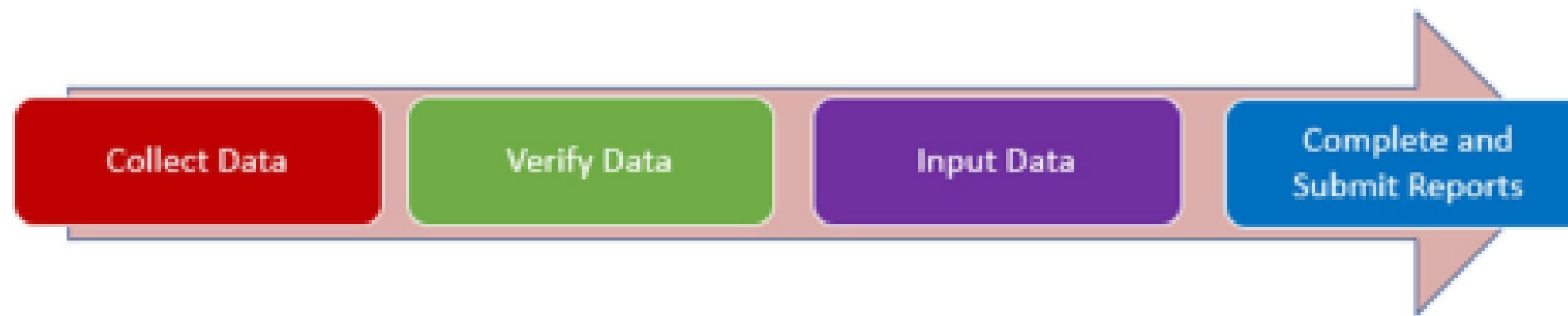


# CTEIS Data Collection Overview:

**The CTEIS Process:** The average building-level reporter is tasked with entering data related to students, courses, and teachers into CTEIS.

The CTEIS reporting process consists of four main steps:

- **Collect Data**– Each requires a specific set of data depending on the collection period. Enrollments, Expenditures, and Follow-Up.
- **Verify Data**– Due to the importance of the data you collect, it is important that you verify your data before you submit it. Remember: Accurate, Reliable, and Timely.
- **Input Data**– Data entry methods vary for each seasonal report; specific instructions for completing can be found in the various online modules and guides. Please see the CTEIS Knowledge Base for all documentation.
- **Complete and Submit Reports**– When all data has been entered, Building Reporters may then complete their reports by clicking on the “completion” buttons within the individual report menus.





# CTEIS Data Submission and Review Procedures:

The following documents can be found on the CTEIS Knowledge Base at [support.cteis.com](https://support.cteis.com).

- Fall Enrollment Task Overview (Instructional Designs and Imports).
- Expenditures Task Overview
- Follow-Up Task Overview
- Spring Collection Overview (\*includes Work-Based Learning and Credentials).
- CTEIS Reports





# 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.



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# 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)

