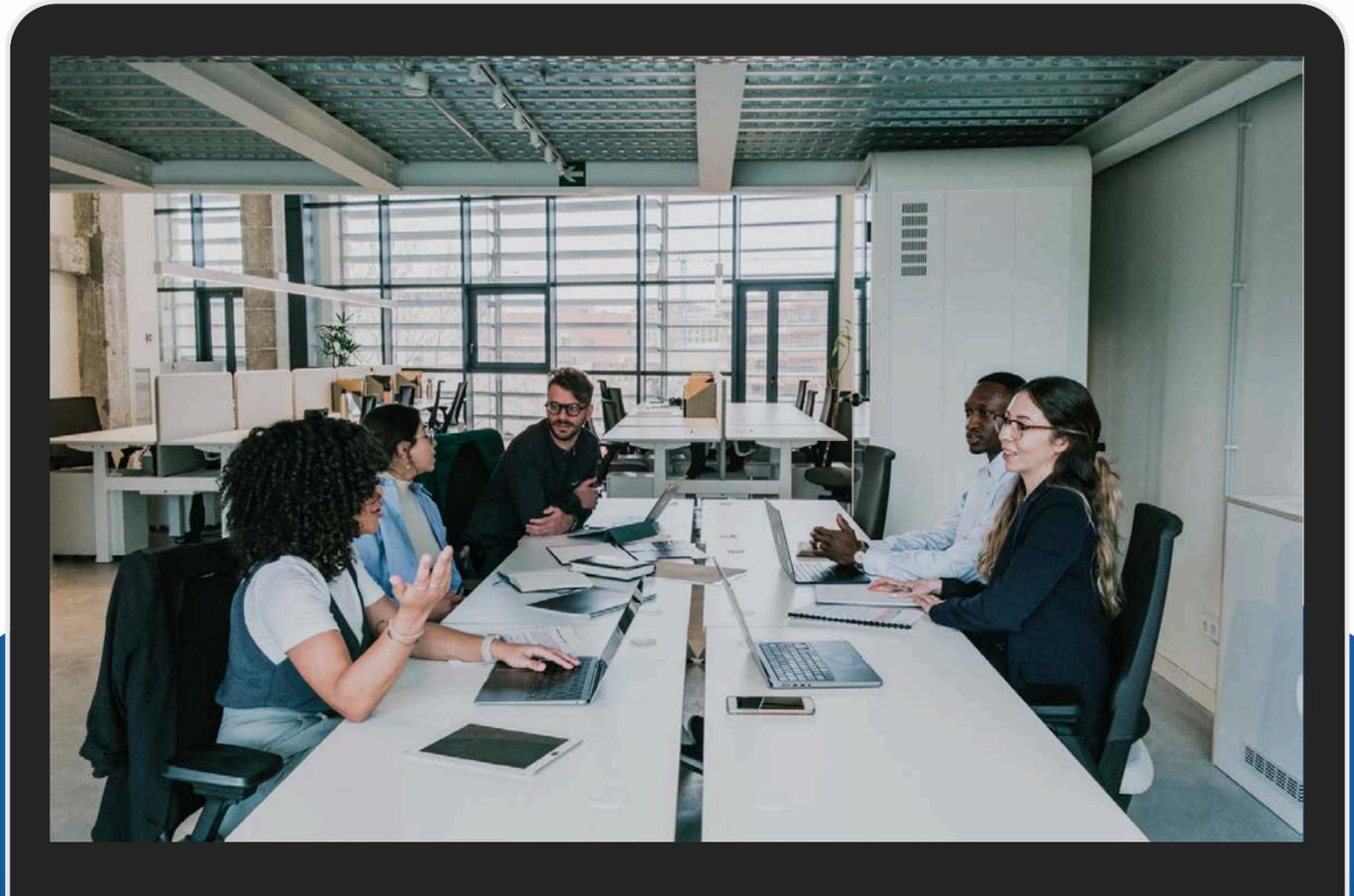




CTEIS New User Training

March 2026

9:00 a.m.– 12:00 p.m.



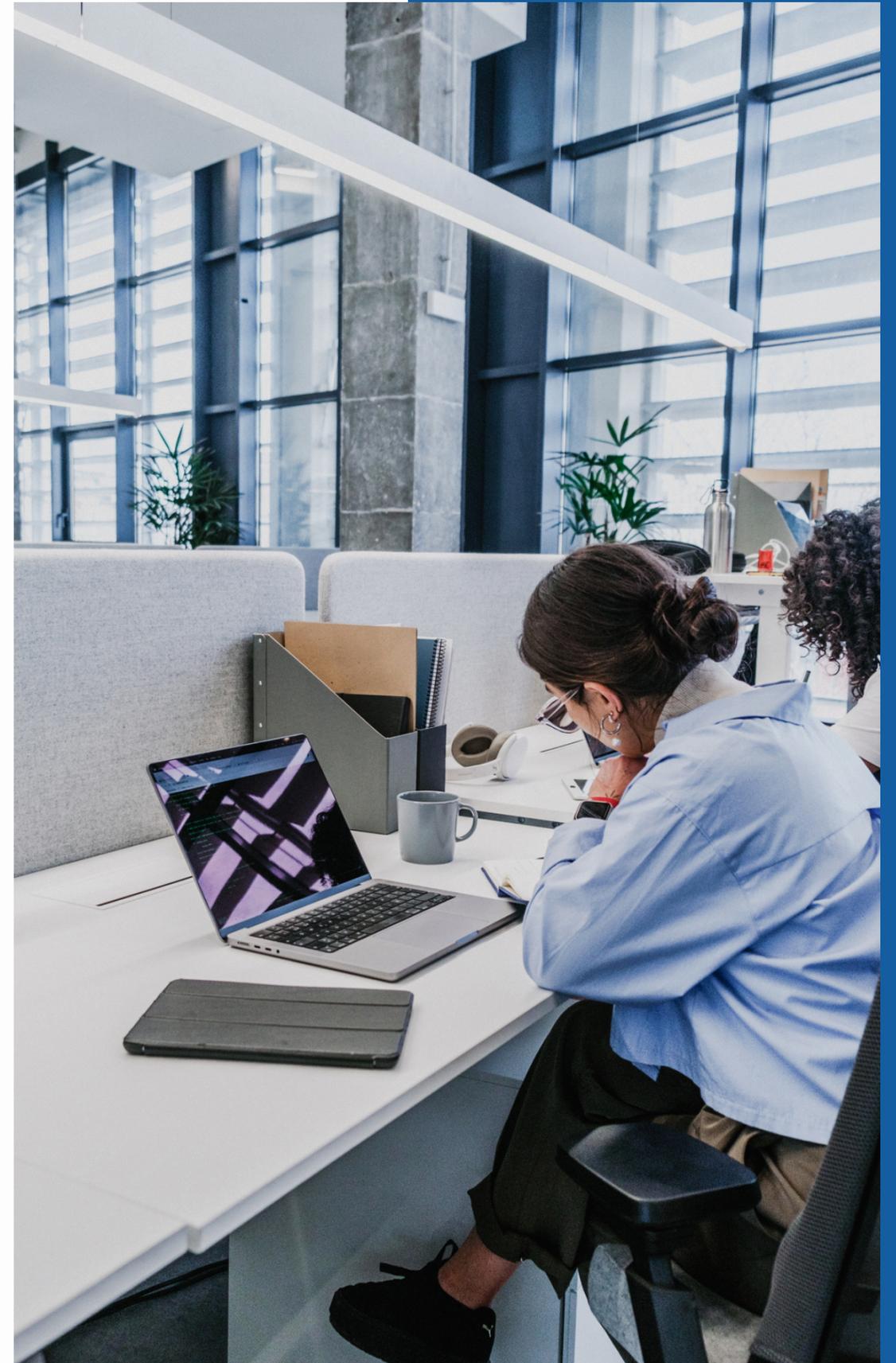
Introduction

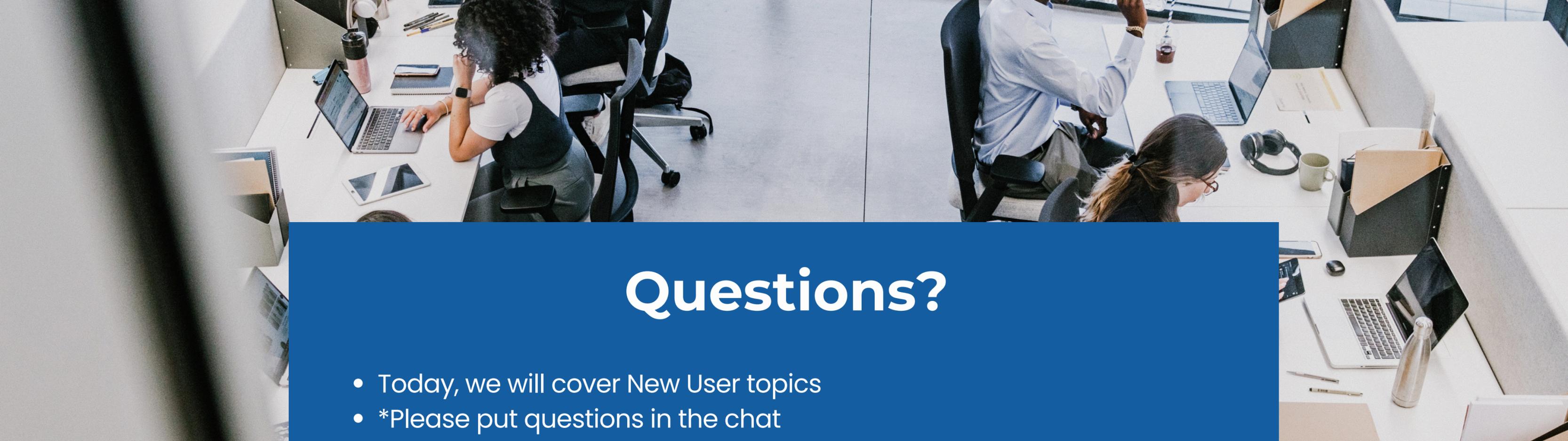
PLEASE ENTER YOUR NAME IN CHAT.

Please include:

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

Thank you. We will begin shortly.



A high-angle photograph of an office environment. Several people are seated at white desks, working on laptops. The desks are equipped with various office supplies like pens, paper, and water bottles. The office has a modern, open-plan feel with large windows in the background.

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



Disclaimer

CTEIS Training is provided to instruct data reporters and administrators on the how to enter, and review data entered in compliance with OCTE requirements. While it is necessary for CTEIS Instructors to present and define OCTE policies, this is not a forum for the discussion of these policies. CTEIS instructors do not have the time but more importantly, the authority to respond to OCTE policy concerns. Thus, we will not address any policy questions during the training. Please address all OCTE policy questions to your CEPD Administrator.

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.



The screenshot shows the Michigan CTEIS application interface. At the top left is the Michigan CTEIS logo. In the center is a chalkboard with 'MICHIGAN' written on it. To the right is the CTE logo with the tagline 'Learning that works for Michigan'. Below the chalkboard is a red arrow pointing to the right. At the bottom left, there is an 'Announcements' section with the text 'January 2024', 'CTEIS 2024-2025', 'Happy Winter!', and 'New Updates...'. At the bottom right, there is an 'Important Dates' section with the following information:

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.



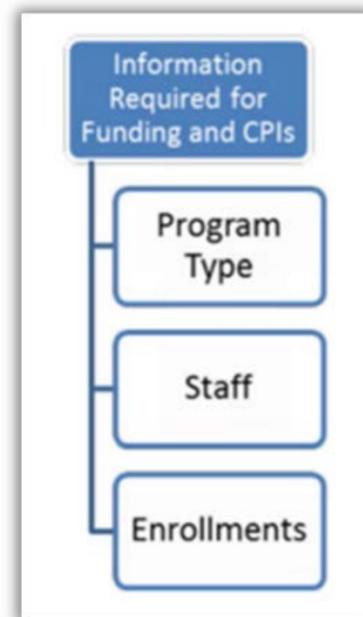
CTEIS Program Overview:

- 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).



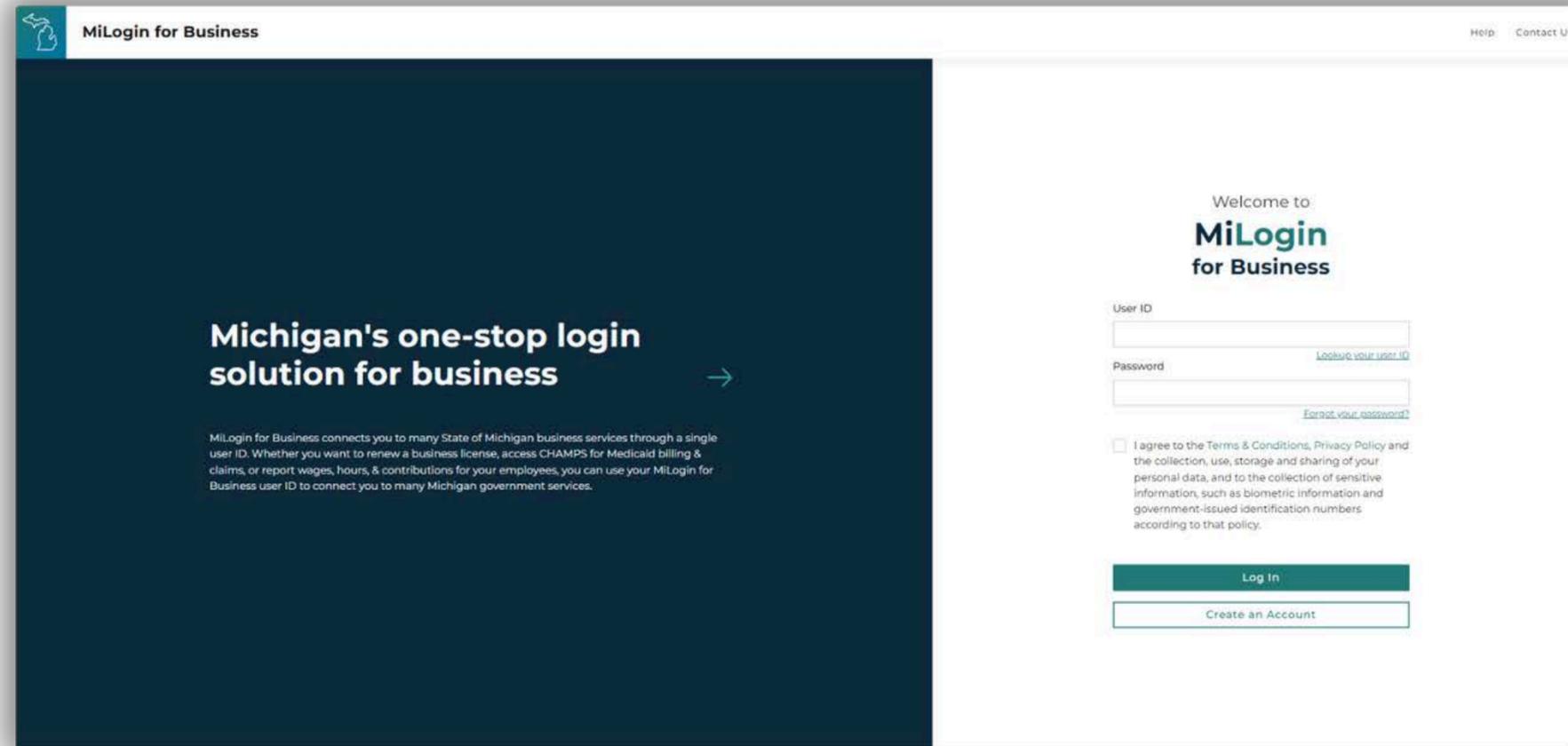
CTEIS Program Overview:

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





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



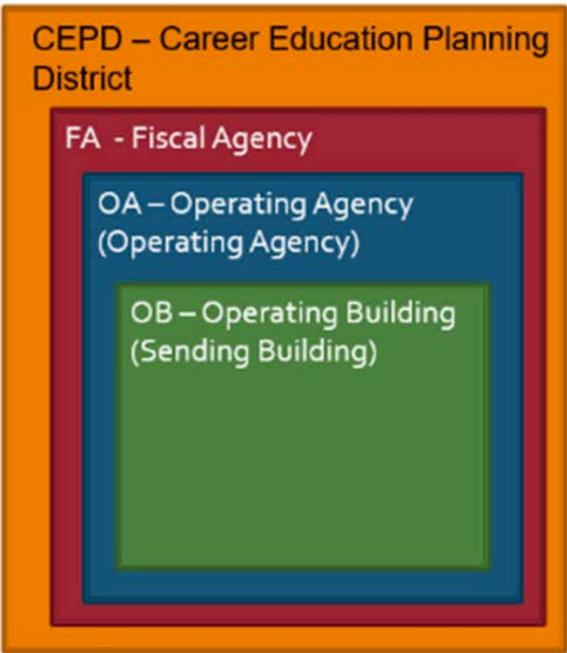
Roles and Access:

Roles

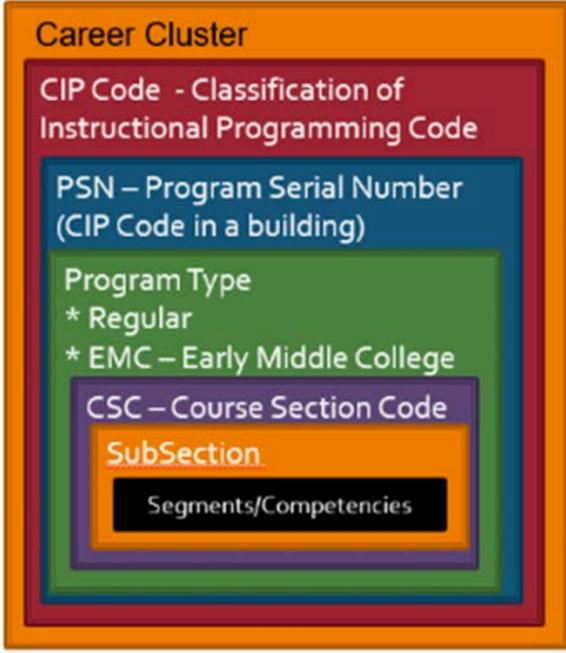


Terminology

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.

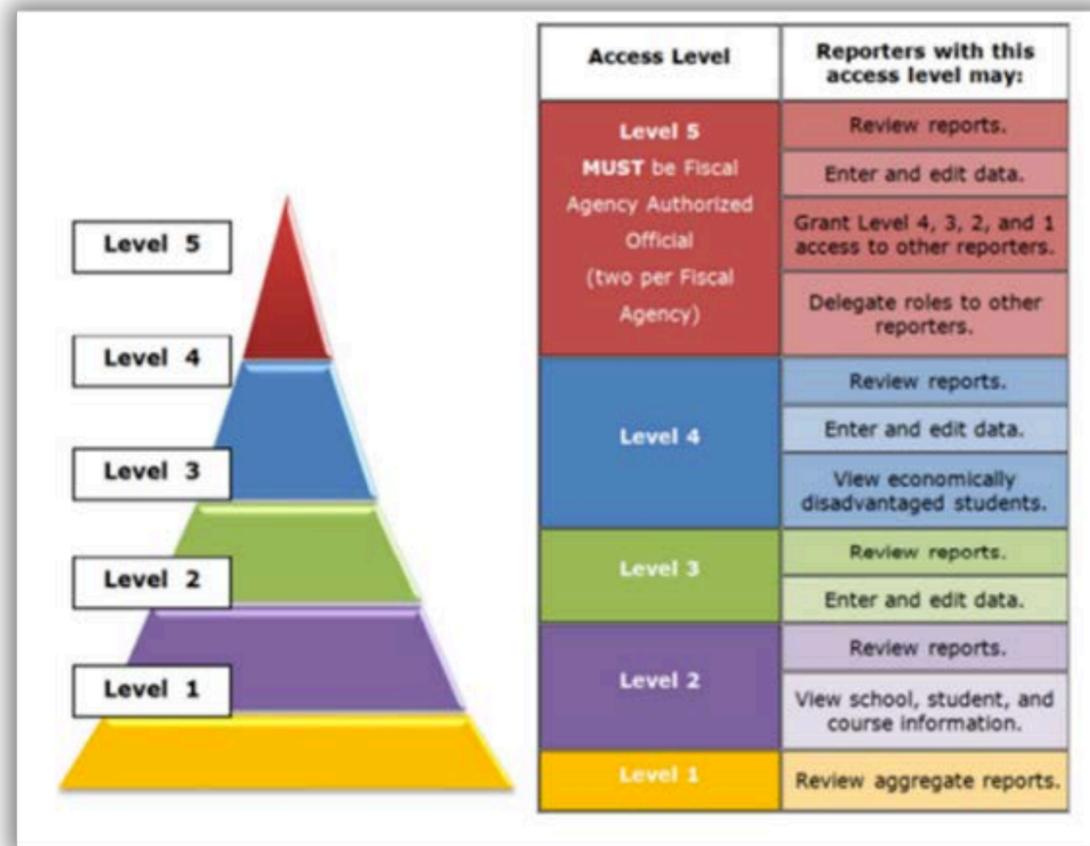
- Level 5 Fiscal Agency Authorized Official- Has the highest level of access within CTEIS. They grant reporters access to the application and define user roles.

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.

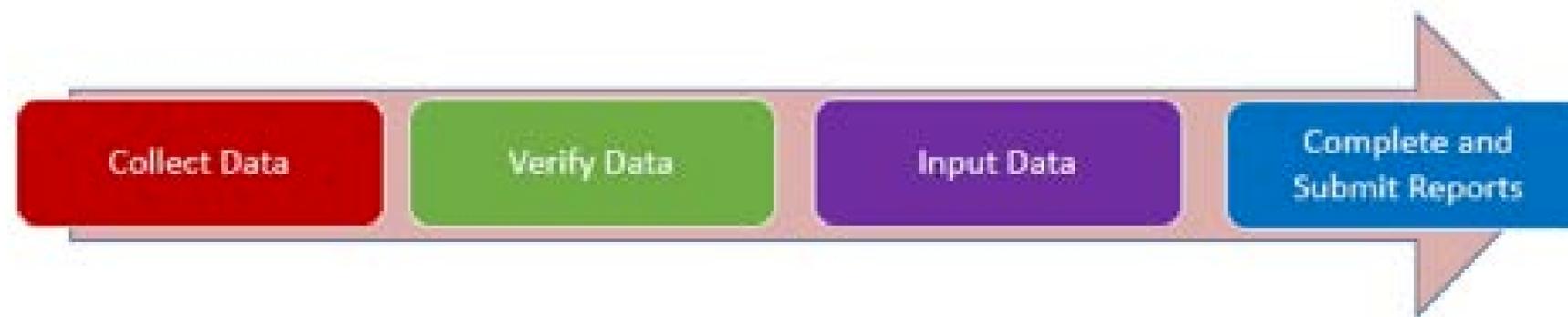


CTEIS Data Collection Overview:

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.

- 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:

- Spring Tasks training begins March 11, 2026. To register, please visit: [Spring Training Registration](#)
- Completing Enrollment Collection training begins April 14, 2026. To register, please visit: [Completing Spring Enrollment Training Registration](#)
- CTEIS/MSDS Match Dates- by May 8, 2026. All students must be enrolled in at least one CTEIS course section with correct UICs.
- CEPD Options (CEPD Administrators) due to OCTE June 4, 2026.
- End of Year Completion Entry: June 11, 2026, and the CEPD submits to OCTE: June 18, 2026.

MICHIGAN



THANK YOU!



Technical Support:

CTEIS Helpdesk:

-  (517)-333-9363 ext. 128 or (800) 203-0614 ext. 128
-  support.cteis.com
-  cteis.help@ptdtechnology.com

Policy Assistance:

-  Shawn Sweeney (517)-897-7698
-  Sweeneys5@michigan.gov

