MICHIGAN
CTEIS

CTEIS Training
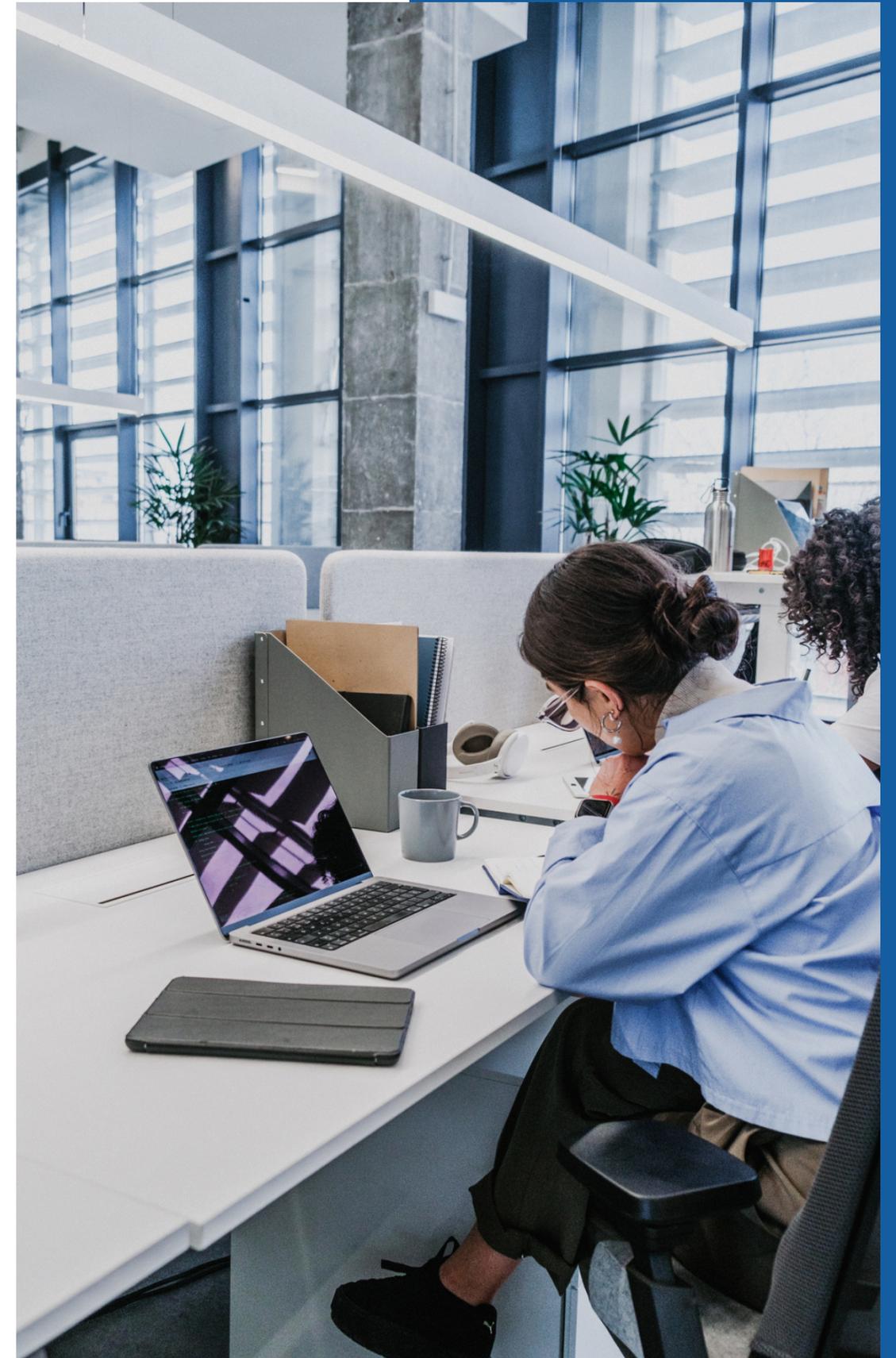## Spring Tasks

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.

Questions?

- Today, we will cover Spring Enrollment 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.

Tasks for the coming weeks:

- Verify that CTE course sections are entered accurately.
- Make sure teachers are properly assigned to classes.
- Students have valid UICs. Keep in mind the data entry deadline of May 8, 2026.
- Students are enrolled in the correct courses, and segments and competencies are verified.

- Start making sure Credentials are linked to students correctly.
- Work Based Learning experiences are recorded.
- Follow-up preparation- make sure student contact information is up to date. Be sure to inform completing students that they will be contacted for a Follow-Up study this fall.

Please note: Users must have the Enrollment Data Entry role to complete reports.

You will need MILogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.
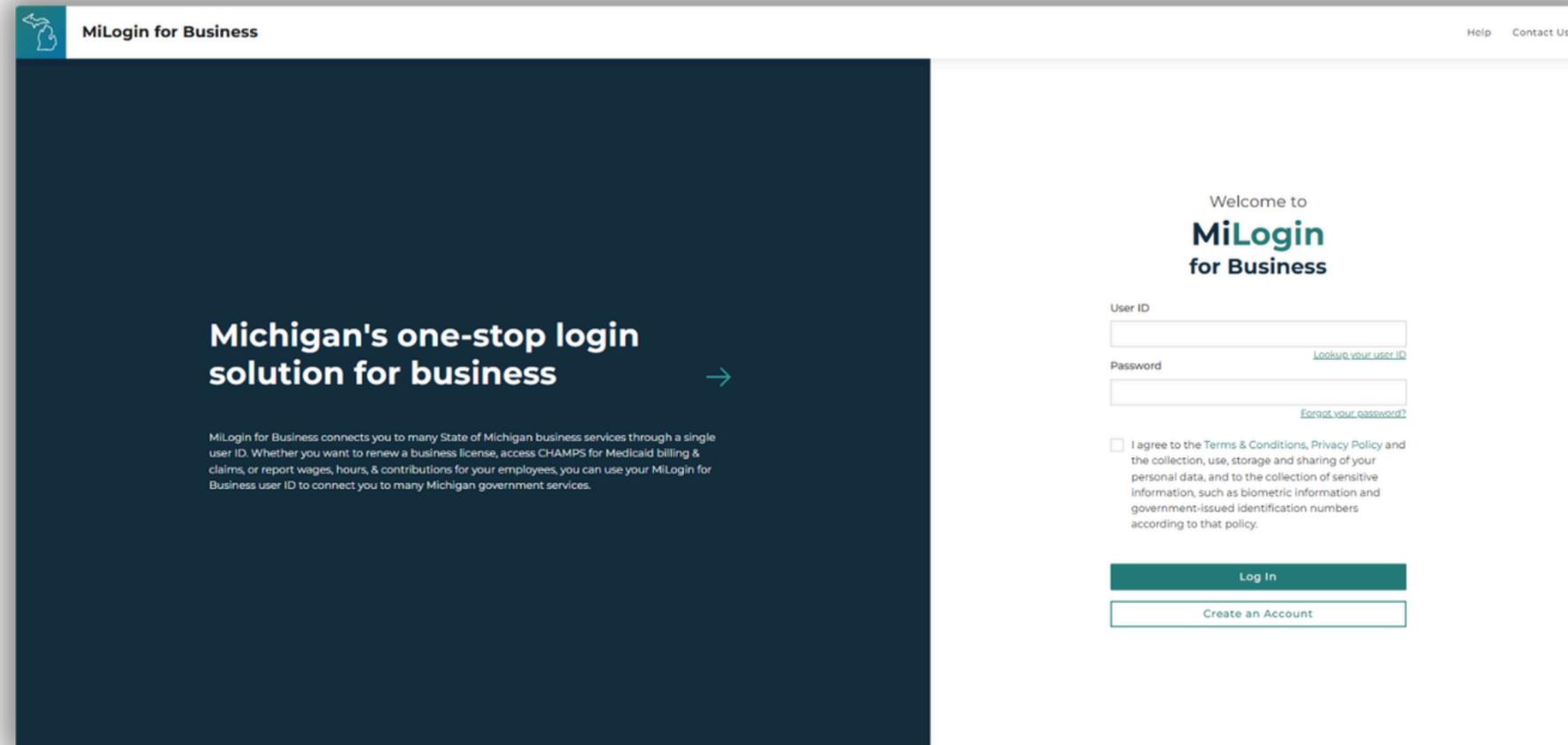
Fall Data Entry Recap:

The following topics were not required during the
Fall data entry period, but are due for End of Year
Completion Collection:

- Credentials
- Work Based Learning
- Manage Enrollments

Add Credentials and Work Based Learning when applicable.

- You will need to indicate whether courses/programs will award credentials or provide work-based learning experiences. Please be aware that you may not have this information right away; however, it is encouraged to input credentials and work based learning experiences as soon as you can.
- You can input manually or use importing tools
- Work based learning guide
- Credentials guide

Get a head start and use CTEIS data review tools.

- To prepare for the enrollment report due in June, you may want to start reviewing your data early to avoid errors in your report.
- CTEIS offers reports and export tools to review the data you have entered. These tools can help verify course and student data.
- A helpful guide to review data can be found on the knowledgebase: Data Review
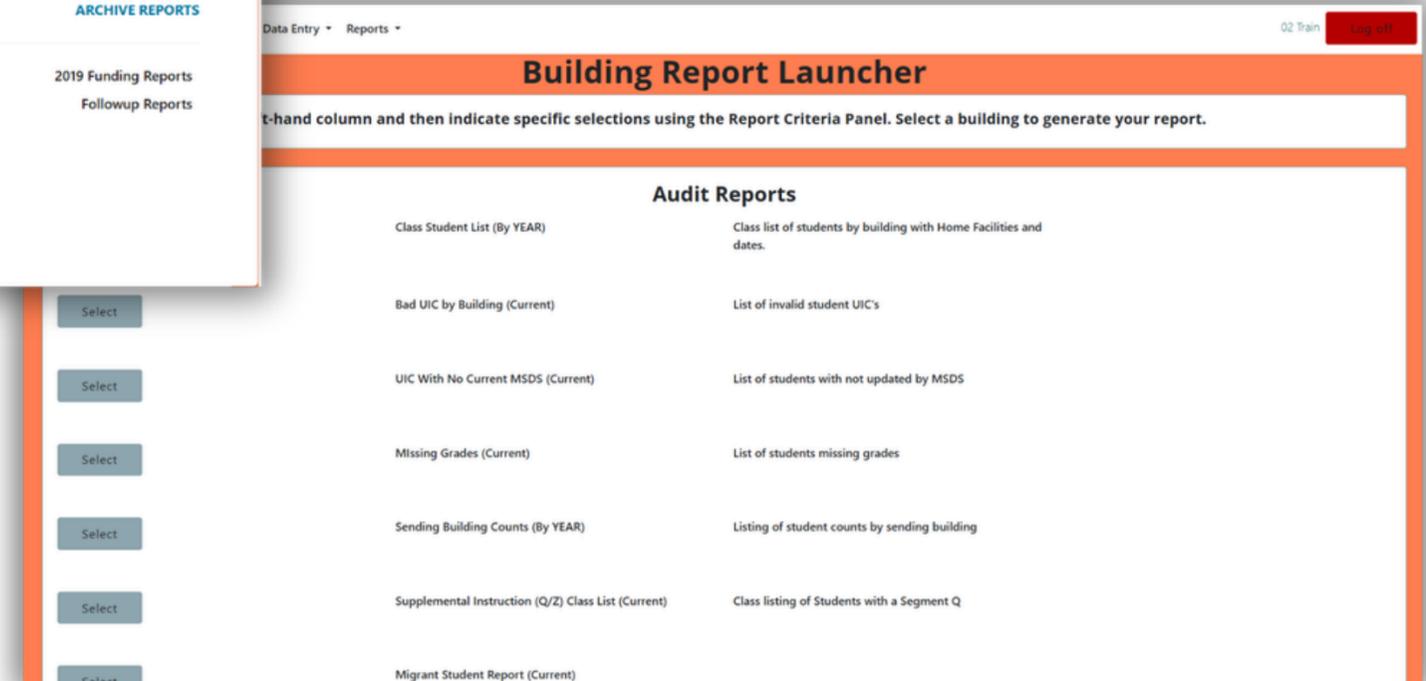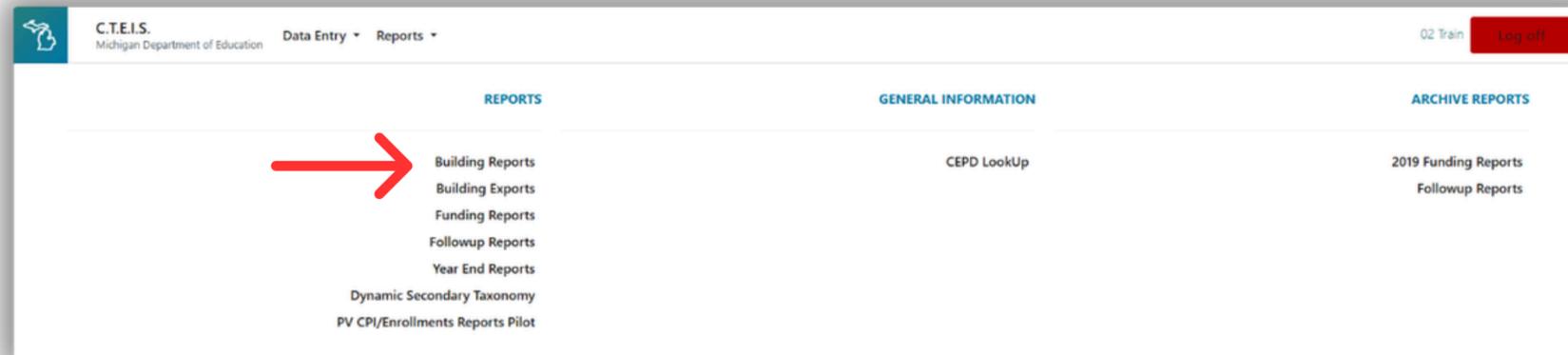
Enrollment Entry Demos:
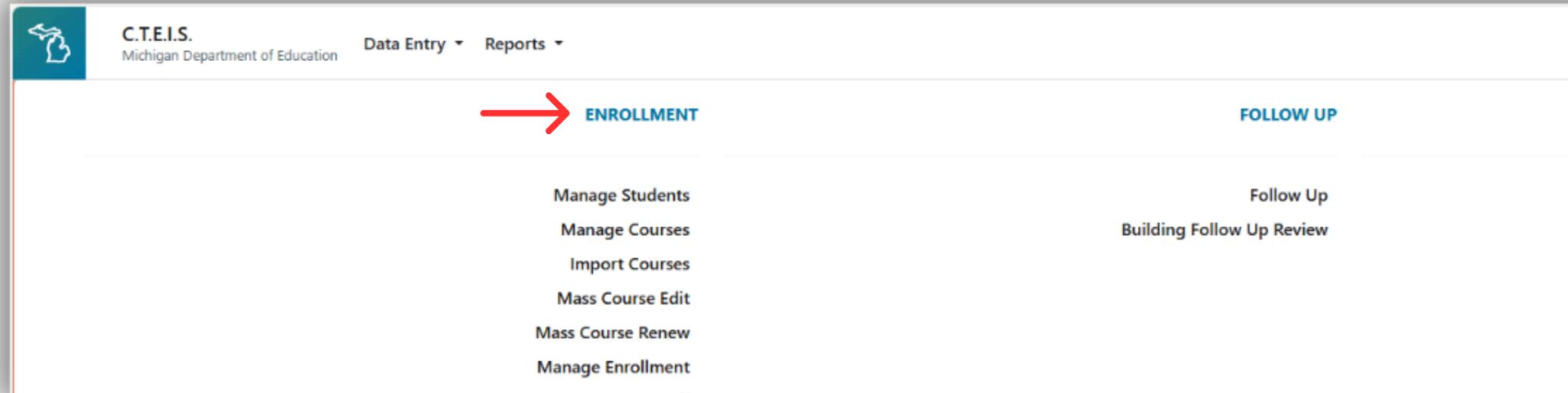
- To practice, log in to train.cteis.com using your MILogin for Business credentials.

- To View Spring Tasks Guides: https://support.cteis.com/spring-enrollment-task/

Manuals on the Knowledgebase

CTEIS Knowledgebase: support.cteis.com

Looking Ahead:

- Completing Spring Enrollment Collection training begins on April 14, 2026.
- Enrollment Deadline: May 8, 2026. All students must be enrolled in at least one CTEIS course section with correct UICs, and MSDS fields must be up to date.
- Fiscal Agent/CEPD Administrator training: May 20, 2026
- CEPD Options: Due to OCTE June 4, 2026.
- End-of-year completion date: due to the CEPD Administrator, June 11, 2026. The CEPD Administrator must submit to OCTE by June 18, 2026.

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