

MICHIGAN



# CTEIS Training Spring Tasks

March 2026

9:00 a.m.- 12:00 p.m.



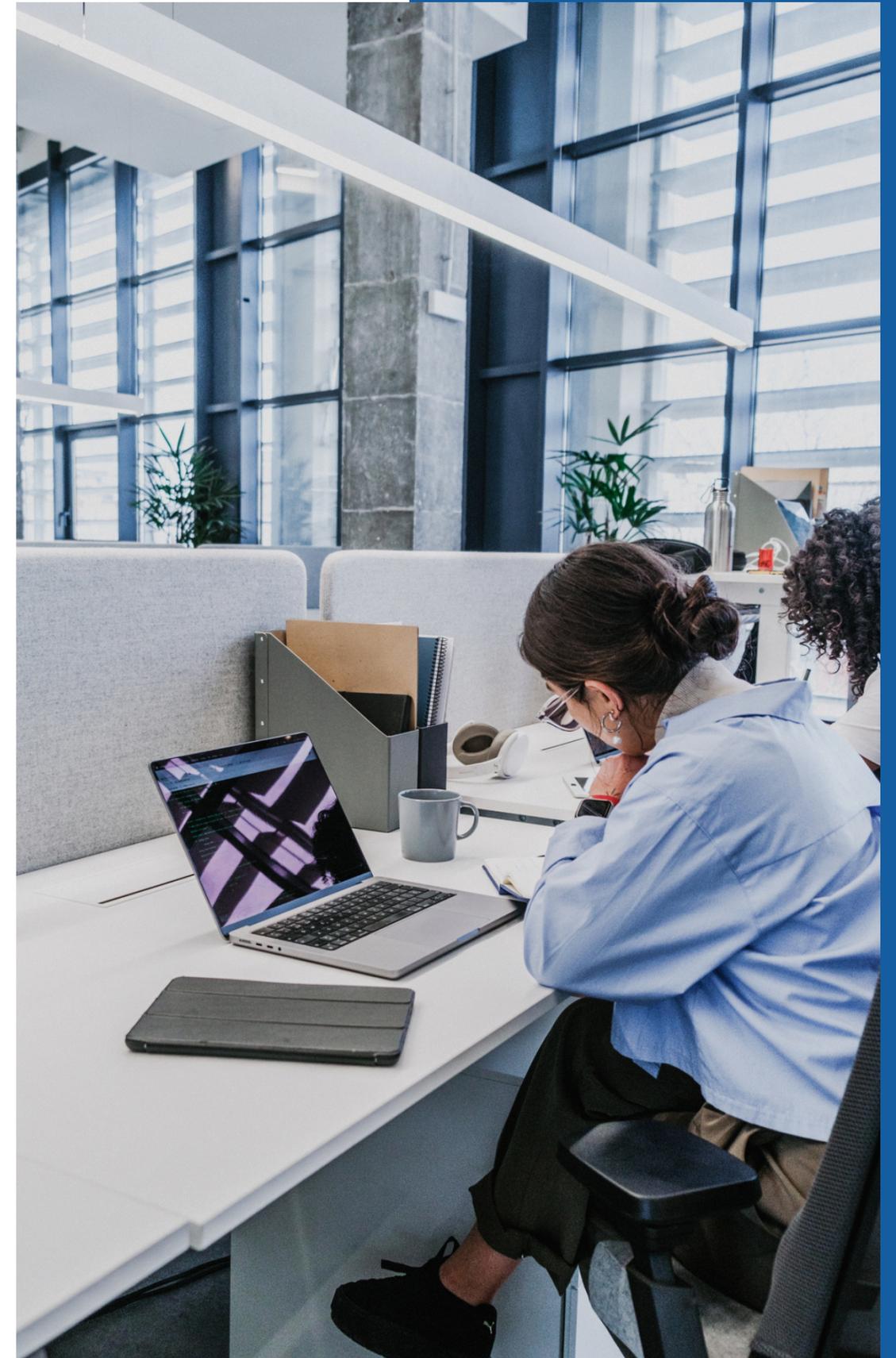
# Introduction

**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.**



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 water bottles, headphones, and papers. The lighting is bright, suggesting a modern, open-plan office space.

# 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](mailto: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.



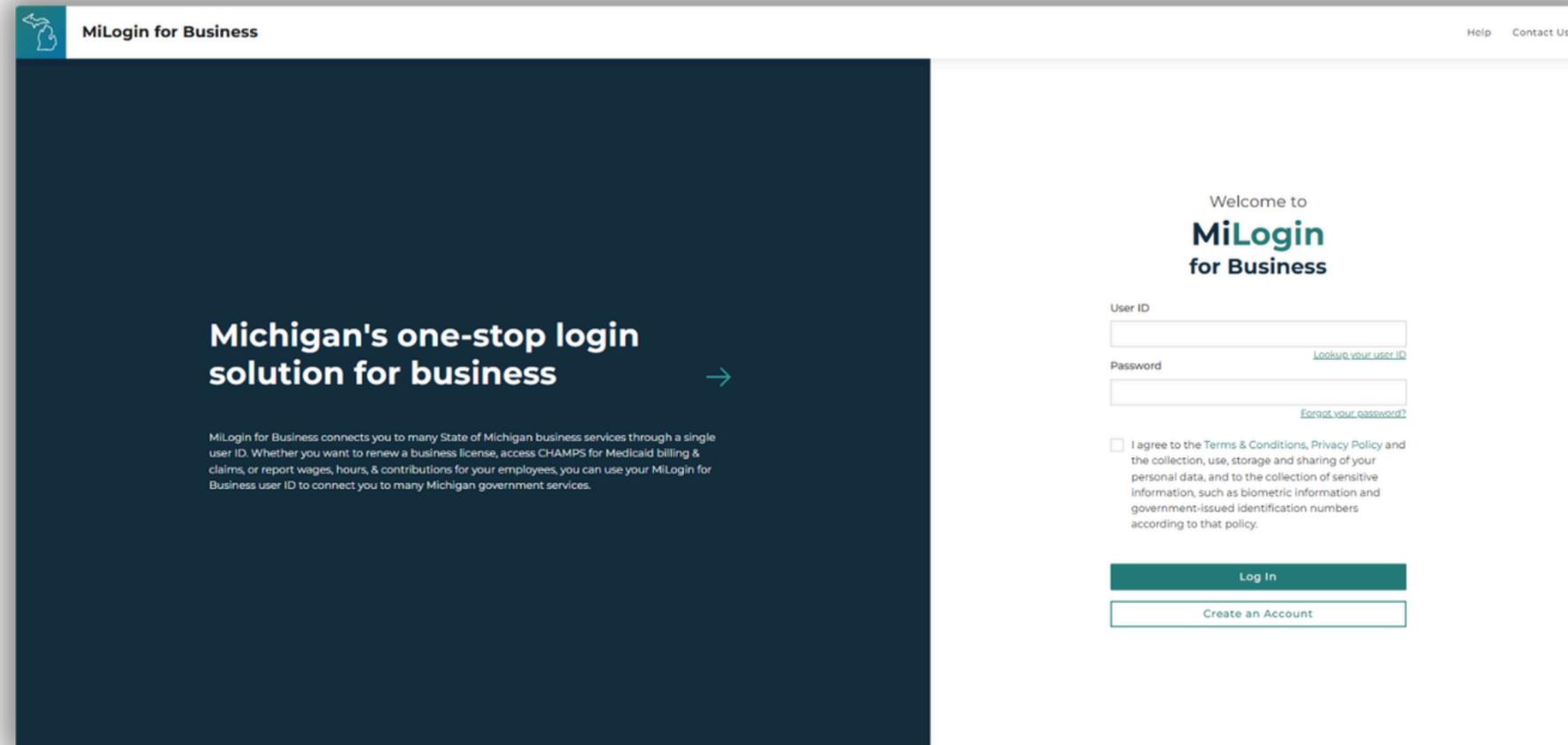
# Tasks for the coming weeks:

- 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

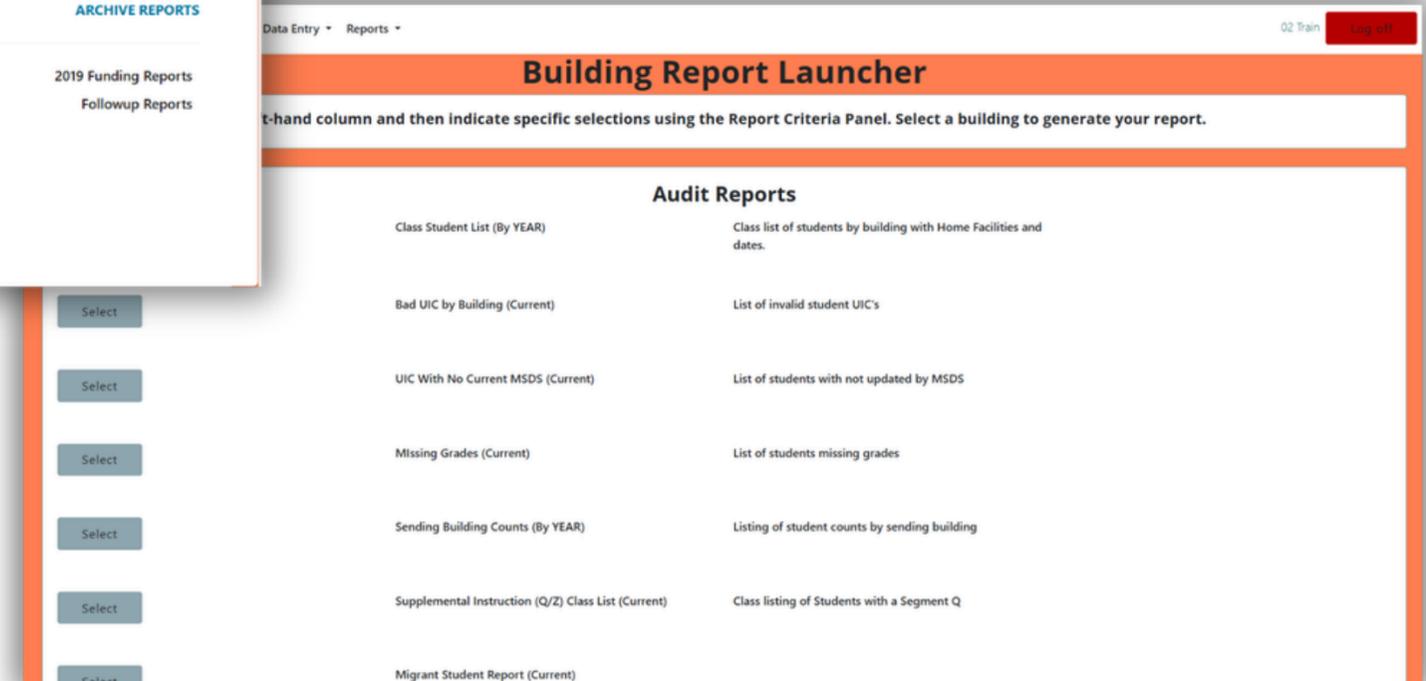
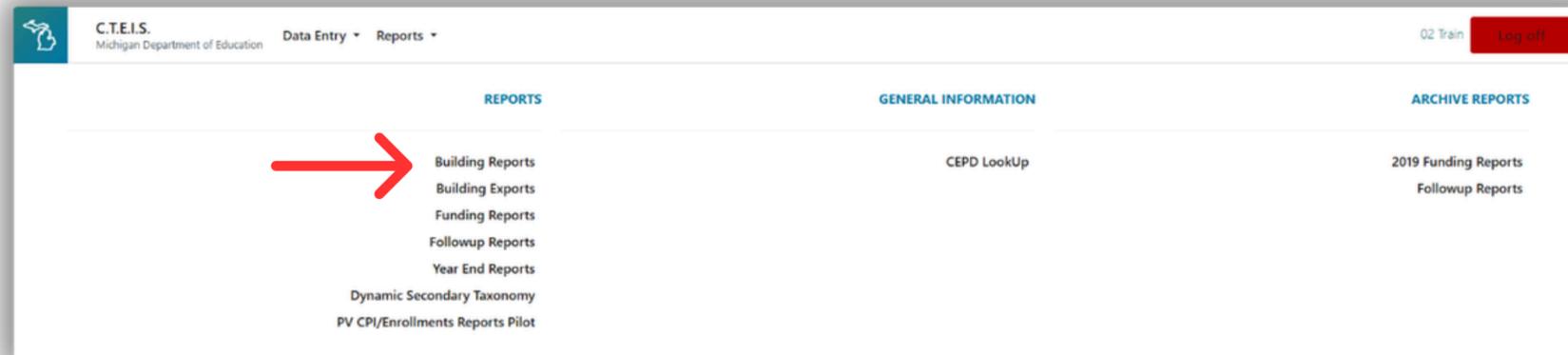
The screenshot shows the 'Manage Work Based Learning' page. At the top, it says 'C.T.E.I.S. Michigan Department of Education' with 'Data Entry' and 'Reports' dropdown menus. A '02 Train' button and a 'Log off' button are in the top right. The main heading is 'Manage Work Based Learning'. Below it, there's a dropdown for 'Select districts...' with 'Breckenridge Community Schools' selected. A blue button says 'DISTRICT WIDE RECEIVED WBL'. To the right, it says '- Export of student WBL Events for the selected district for past 4 years.' Below this is a table with columns: Select, CIP Code, Program Name, PSN, Program Type, Building, and Agency. A green 'SELECT' button is in the 'Select' column. The table contains one row: '01.0000', 'Agriculture, Agricultural Operations and Related Sciences', '15901', 'REG', 'Breckenridge Middle/High School (00388)', and 'Breckenridge Community Schools (29040)'.

The screenshot shows the 'Manage Credentials' page. At the top, it says 'C.T.E.I.S. Michigan Department of Education' with 'Data Entry' and 'Reports' dropdown menus. A '02 Train' button and a 'Log off' button are in the top right. The main heading is 'Manage Credentials'. Below it, there's a dropdown for 'Select districts...' with 'Breckenridge Community Schools' selected. A blue button says 'DISTRICT WIDE RECEIVED CREDENTIALS'. To the right, it says '- Export of student credentials for the selected district for past 4 years.' Below this is a table with columns: Select, CIP Code, Program Name, PSN, Program Type, Building, and Agency. A green 'SELECT' button is in the 'Select' column. The table contains one row: '01.0000', 'Agriculture, Agricultural Operations and Related Sciences', '15901', 'REG', 'Breckenridge Middle/High School (00388)', and 'Breckenridge Community Schools (29040)'. Below the table, there's a section for 'Agriculture, Agricultural Operations and Related Sciences' with '01.0000 (PSN:15901) REG' and 'Breckenridge Community Schools (29040)/Breckenridge Middle/High School (00388)'. To the right, there's a checkbox labeled 'Indicate Program will have no credentials this year.' with the text 'Agriculture, Agricultural Operations and Related Sciences will not have any Credentials'.

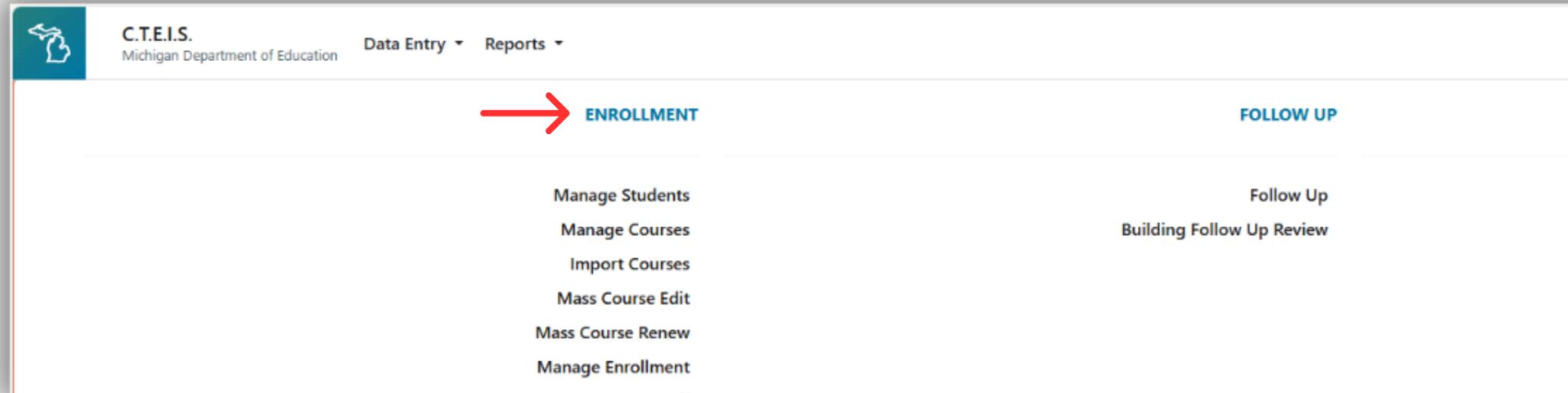


# Get a head start and use CTEIS data review tools.

- 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](https://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

• [Manage Courses \(\\*Including Importing Courses\)](#)

To submit end-of-the-year student data, you will need to verify that student records, program, and current enrollment data are entered into CTEIS. Please use the reference documents on how to input student data into CTEIS:

- [Manage Staff](#)
- [Manage Students](#)
- [Manage Enrollments \(\\*Including Importing Students, Grades, and WBL\)](#)
- [Migrant Students \(\\*If applicable\)](#)

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

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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)

