

MICHIGAN



# CTEIS Training

## Completing CTEIS Enrollment

April 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.



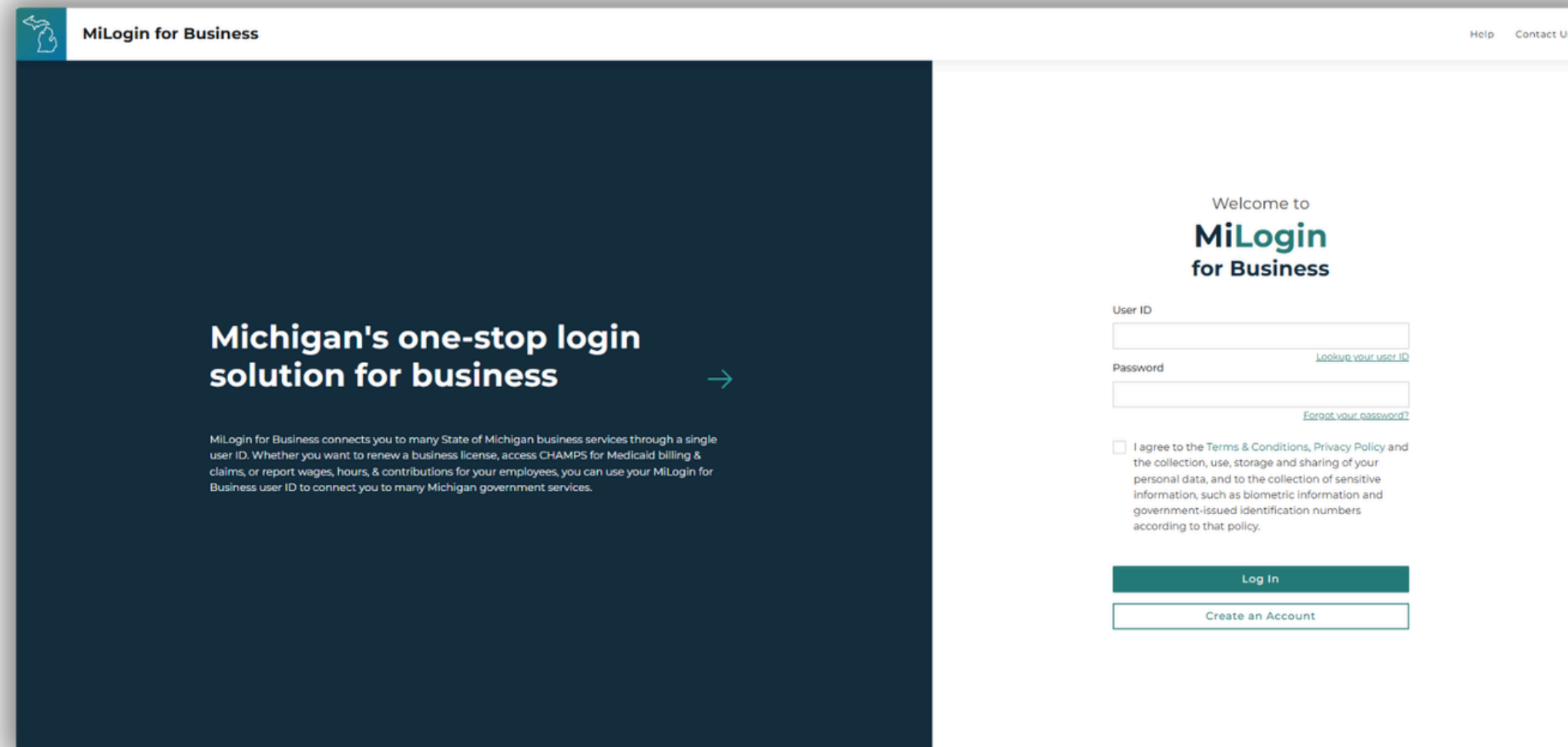
# Tasks for the coming weeks:

- 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.





## Enrollment Demo:

Log in to [Train.cteis.com](https://train.cteis.com) to practice demonstrations.

- Update Grades–You can manually enter grades or use a minimal import (that allows you to update grades only).
- Enter/Update Work Based Learning (manually or import)
- Enter/Update Credentials (manually or import)

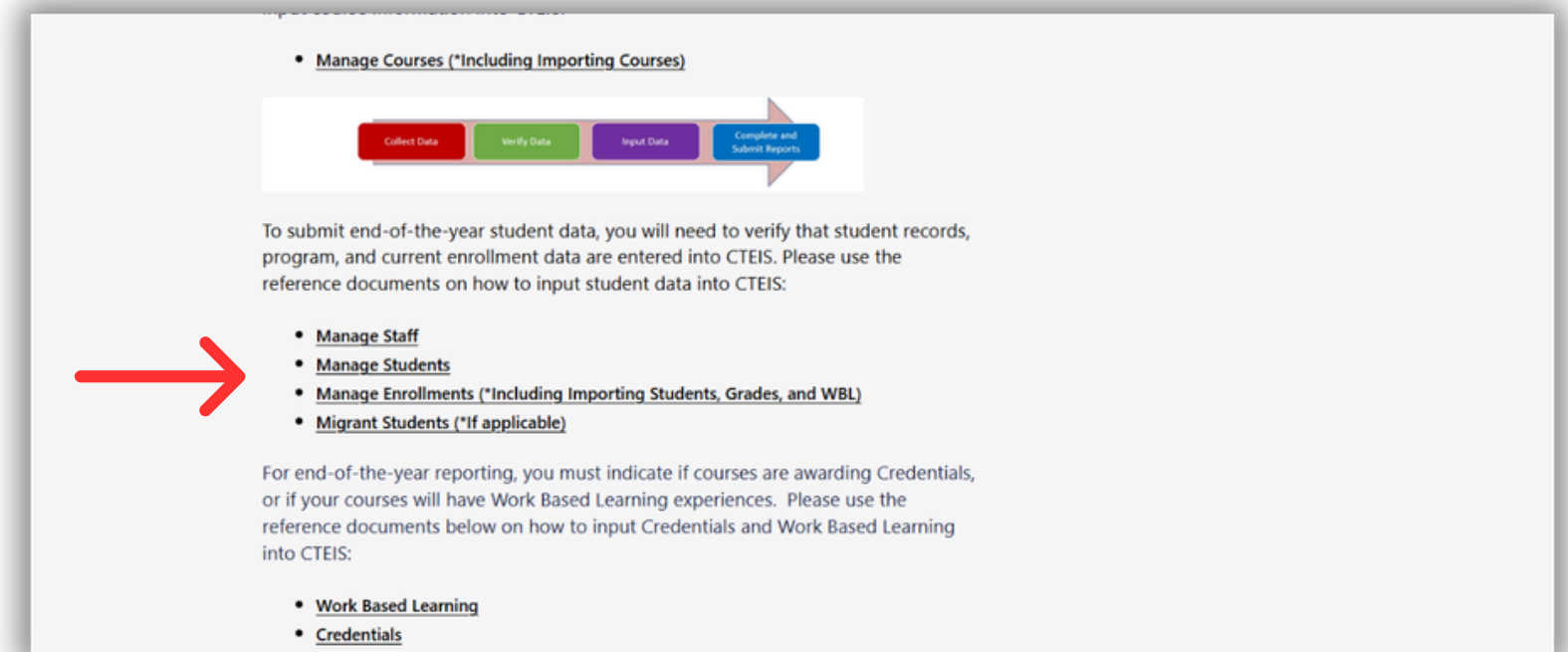
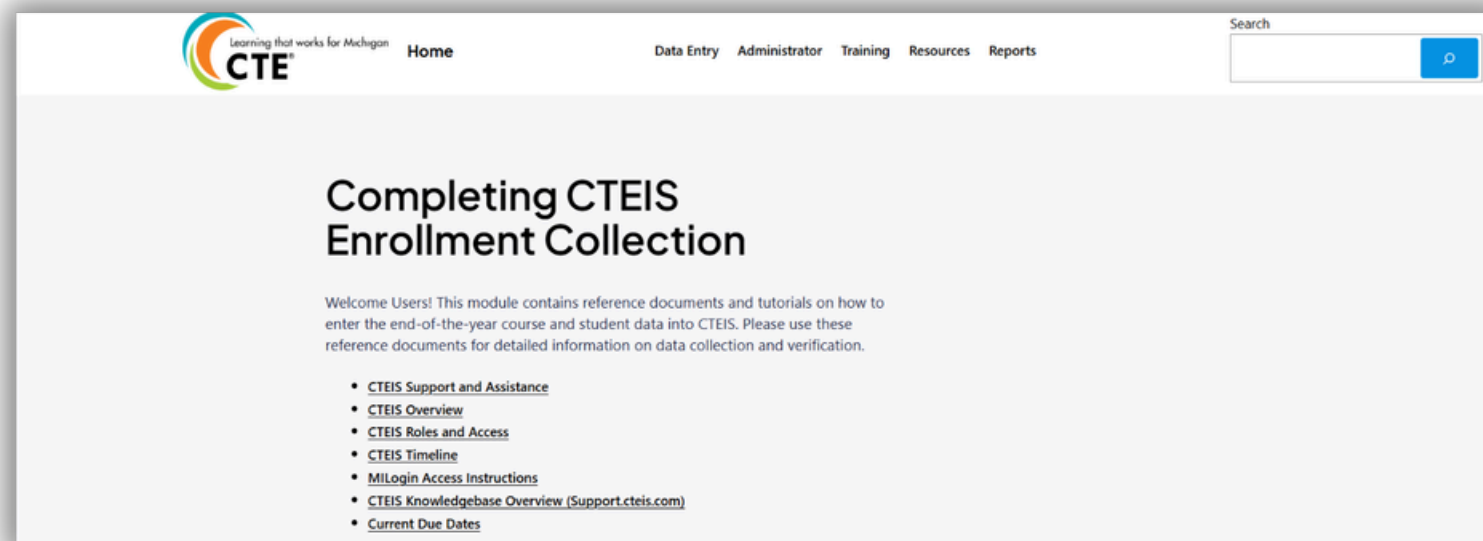




# End of the Year Completion Report Guides:

- [Manage Courses](#)
- [Manage Students](#)
- [Migrant Students](#)
- [Manage Enrollment](#)
- [Manage Credentials](#)
- [Manage Work Based Learning](#)

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



# Helpful Reports to Review Your Data:

Before running the validation to ensure there are no errors in your data, it is recommended that you review it. The following reports may be helpful:

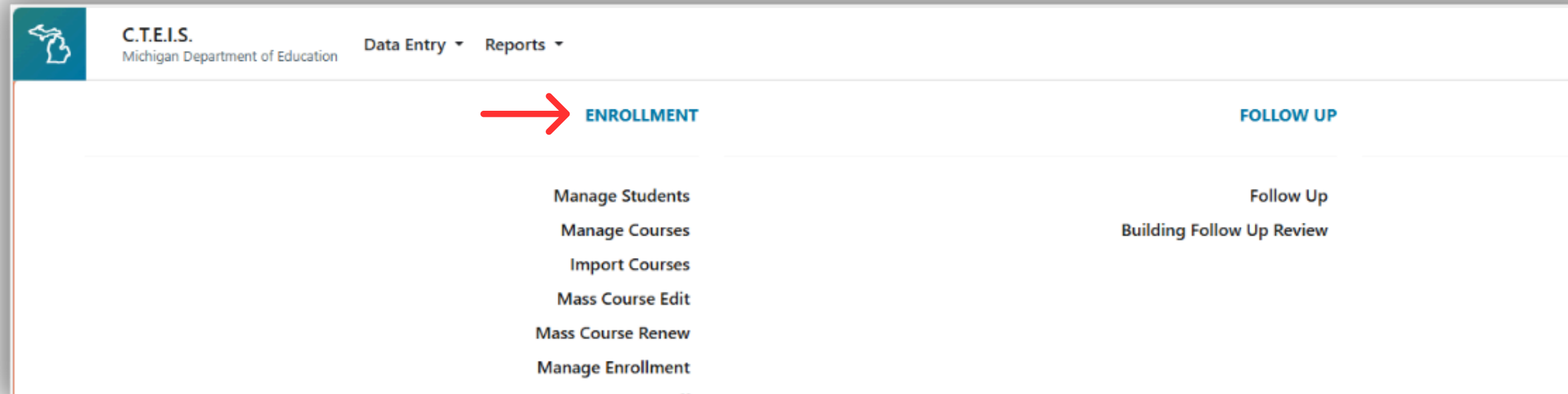
- **Student Advancement Export**—listing of students and segments/competencies by PSN and building.
- **Completer Assessment Summary**—Completion totals for the current school year.
- **Program Enrollment History**—Listing of student program/course history, useful for finding completers.

The image shows two screenshots of the CTEIS web application. The left screenshot displays the 'Reports' dropdown menu with a red arrow pointing to 'Building Reports'. The right screenshot shows the 'Building Report Launcher' interface, which includes a table of report options and a 'Select' button for each.

Audit Reports	
Class Student List (By YEAR)	Class list of students by building with Home Facilities and dates.
Bad UIC by Building (Current)	List of invalid student UIC's
UIC With No Current MSDS (Current)	List of students with not updated by MSDS
Missing Grades (Current)	List of students missing grades
Sending Building Counts (By YEAR)	Listing of student counts by sending building
Supplemental Instruction (Q/Z) Class List (Current)	Class listing of Students with a Segment Q
Migrant Student Report (Current)	

To Access these reports, log into [CTEIS.com](https://cteis.com) using your MIlogin credentials. Click on the Reports tab and select Building Reports.

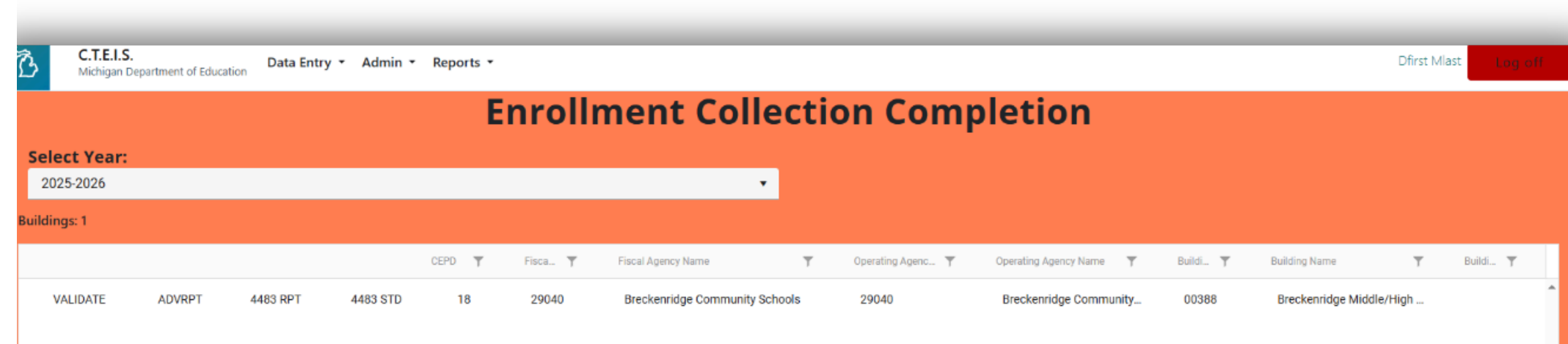
# Validation Demo:



To practice, log in to [train.cteis.com](https://train.cteis.com) using your MILogin for Business credentials.

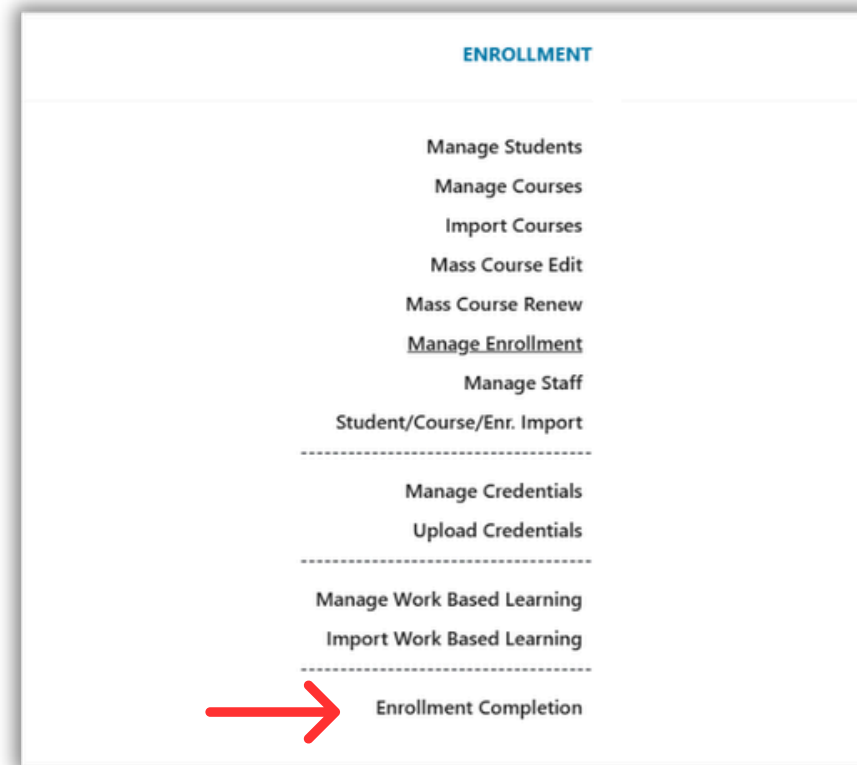
- Run validation for all buildings assigned to you. [Validation and Enrollment Submission Guide](#)
- If there are errors, you must correct them before submitting. You are encouraged to use building reports/ exports to assist in troubleshooting the error. [Enrollment and Completion Error Resolution Guide](#).
- Warnings should be closely inspected to ensure the validation process is complete.

To practice log into: [Train.cteis.com](https://train.cteis.com)





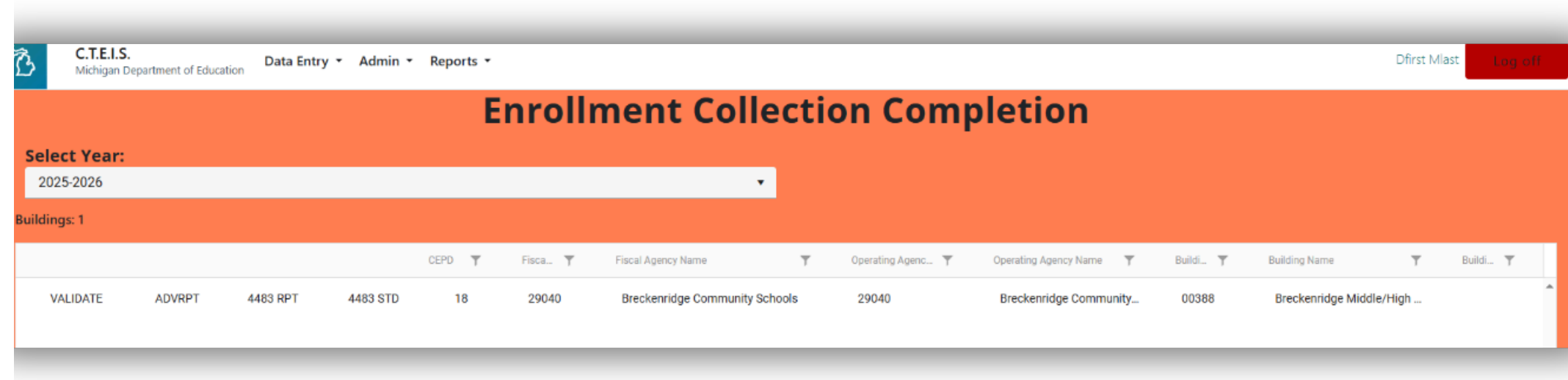
# Submission Demo:



To practice, log in to [train.cteis.com](https://train.cteis.com) using your MILogin for Business credentials.

- After you have cleared all errors and reviewed warnings, if necessary, you must complete your report. Once completed, your report will be reviewed by your Level 5 Fiscal Agent Authorized Official.

To practice log into: [Train.cteis.com](https://train.cteis.com)





# Practice Exercises:

If you would like to practice inputting enrollment data, click this link: [Enrollment Practice Exercises](#).

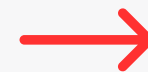
You may use your MILogin credentials or use one of the provided logins to access the enrollment screens. Topics include:

- Create Course
- Create Student
- Create Enrollment

**To practice log into: [Train.cteis.com](http://Train.cteis.com)**

## Completing CTEIS Enrollment Collection

- [Completing CTEIS Enrollment Collection Training Registration](#)
- [Completing CTEIS Enrollment Collection Guides](#)
- [Completing CTEIS Enrollment Training Videos](#)
- [Enrollment Practice Exercises](#)





# Looking Ahead:

- 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.
- Completing Spring Enrollment E-Workshop June 9, 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)

