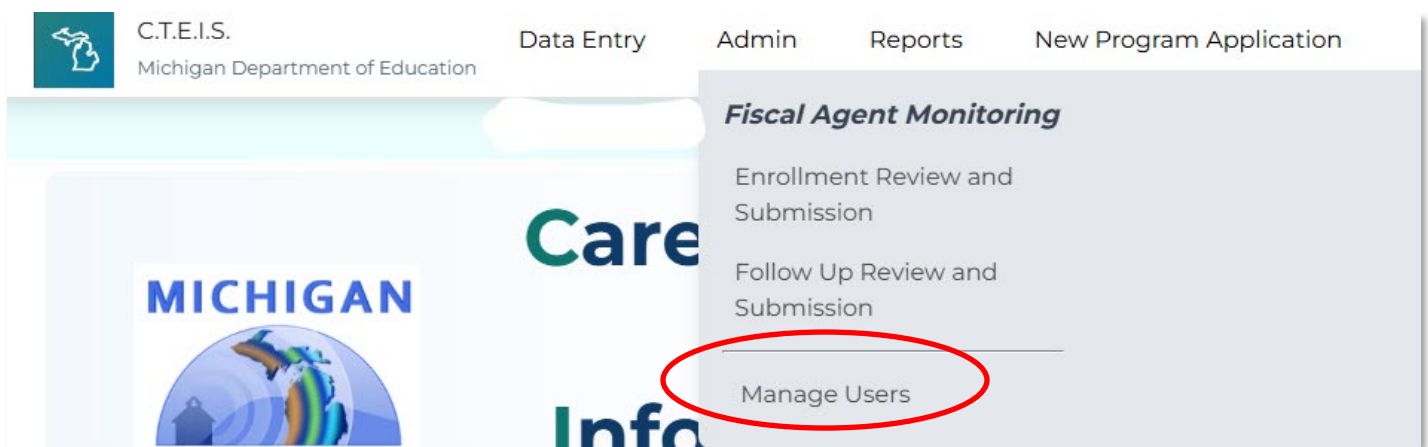


CTEIS Manage Users Guide

This document provides FA Authorized Officials with instructions concerning CTEIS User Management. Included are detailed instructions on how to use the Manage Users screens.

Access Manage Users



1. As the FA Authorized Official, you must log in to CTEIS milogintp.michigan.gov using your MILogin username and password.
2. Select the **Admin** option from the navigation menu.
3. Under the Fiscal Agent Monitoring column, select → **OCTE Manage Users** from the menu. The Manage Users screen appears.

District Manage Users

Select District

(63000) Oakland Schools

Search by role

Search by role

User Management

☐ Search

Select	Name	Title	Phone	MLogin	CEPD Admin	FA L5	Building Assignments	Status
	t3, t3			t33333			Oakland Schools Technical Campus--NW (63000/08813/403), Oakland Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403)	Active
	tt1, tt1			tt1111			Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403), Oakland Schools-- Oakland Schools Technical Campus--SE (63000/08756/401) Oakland Schools-Contracted	Active
Student								

The Manage Users screen allows you to:

- Search for users
- Create new users

Search for Users

The top section of the Manage Users screen allows you to search for existing users by their role within a Fiscal Agency. You may then review and edit the selected user's information. Recently added is the ability to add Middle School Data Entry Users.

Search by Role

Select All Users or another specific role from the Select Role drop-down list to search for a user by role. The results are displayed in the grid based on your menu selection. You may sort this grid by clicking on its various column headers, which can help when you need to arrange your users alphabetically by name.

Select Role

All Users ▾

Please Select

All Users

Funding

Expenditures

New Programs

Review or Edit User Details

District Manage Users

Select District: (63000) Oakland Schools ▾

Search by role: Search by role ▾

User Management

☐ Search

Select	Name	Title	Phone	MLogin	CEPD Admin	FA LS	Building Assignments	Status
	t3, t3			t33333			Oakland Schools Technical Campus--NW (63000/08813/403), Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403)	Active
	tt1, tt1			tt1111			Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403), Oakland Schools-Oakland Schools Technical Campus--SE (63000/08756/401)	Active

Student

Select a user by clicking the **icon** within that user's row. **User Information** panels appear, allowing you to review or edit the information associated with an individual, including basic account information, CTEIS module control, and building access.

Create a User

If a user does not currently exist within CTEIS, you will need to create a new user. To create a new user in the CTEIS database:

User Information CLEAR FORM

First Name: t3
Last Name: t3
Email: t3@bob.com
Title:
Phone Number:
MiLogin: t33333

Level *

- ☐ Level (1) Reports Only
- ☐ Level (2) Read Only
- ☐ Level (3) Data Entry
- ☒ Level (4) Data Entry w/ Econ Disadvan.
- (Level (5) assignments in District Admin.)

HIGH SCHOOL

High School User Roles and Assignments

Data Entry Modules

- ☒ Enrollment/Funding
- ☐ Expenditures
- ☐ Follow-up

High School New Programs Application

- ☐ New Programs Application data entry

Building Assignments

Available Buildings

OA Name-OB Name (OA number/OB number/ Entity Id)

- Oakland Schools - Contracted Programs(63000/00000/400)
- Oakland Schools - Oakland Schools Technical Campus--NE(63000/08812/402)

Assigned Buildings Operating Agency-Operating Building (OA number/O...)

Operating Agency-Operating Building (OA number/OB number/ Entity Id)

- Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403)

1. Open the **Manage Users** screen.
2. Beneath the grid, enter user information for the new user into the available text fields. Please refer to the **User Detail Fields** below for information related to each data entry field.

Note: You are unable to create another user with Level 5 FA Authorized Official permissions—Level 5 FA Authorized Officials are only created by OCTE.

3. Click the **Add User** button to save the user information.

User Detail Fields

User details are divided into three panels:

1. User Information fields
2. Access Control fields
3. Building List fields

User Information Fields

First Name/ Last Name – Enter the first and last name of the user.

Title – Enter the job title of the user.

MILogin ID – Enter the user’s account number. The account number is a seven-digit number preceded by a capitalized “A.” *Example: A1234567.*

Note: Before a user can be entered into CTEIS, the user will need to obtain a MILogin for third-party account. If the user does not have one, they can create a MILogin by visiting milogintp.michigan.gov.

Title (Optional) – You may enter a user’s title in this field.

Email– Enter the email address of the user so the CTEIS system may send confirmation notices to the correct location. The email address must be unique - two people cannot share the same email address.

Phone Number (Optional) – You may enter a user’s phone number in this field, beginning with the area code. *Example: (517) 987-6543.*

The screenshot shows a web form titled "User Information" with a "CLEAR FORM" button in the top right. The form contains several input fields: "First Name" (with "t3" entered), "Last Name" (with "t3" entered), "MILogin" (with "t33333" entered), "Email" (with "t3@bob.com" entered), "Title", and "Phone Number". To the right of these fields is a "Level" section with five radio button options: "Level (1) Reports Only", "Level (2) Read Only", "Level (3) Data Entry", "Level (4) Data Entry w/ Econ Disadvan." (which is selected), and "(Level (5) assignments in District Admin.)". Below the form is a dark blue bar with the text "HIGH SCHOOL". Underneath this bar is a section titled "High School User Roles and Assignments". This section contains three sub-sections: "Data EntryModules" with checkboxes for "Enrollment/Funding" (checked), "Expenditures", and "Follow-up"; "High School New Programs Application" with a checkbox for "New Programs Application data entry"; and "Building Assignments" which is further divided into "Available Buildings" and "Assigned Buildings". The "Available Buildings" list includes "Oakland Schools - Contracted Programs(63000/00000/400)" and "Oakland Schools - Oakland Schools Technical Campus--NE(63000/08812/402)". The "Assigned Buildings" section shows "Operating Agency-Operating Building (OA number/OB number/ Entity Id)" with a dropdown menu currently displaying "Oakland Schools-Oakland Schools Technical Campus--NW (63000/08813/403)".

Access Control Fields

Data viewing and entry are restricted within CTEIS based on permissions you grant to its various modules and by access level.

High School or Middle School User Roles and assignments: Select either High School or Middle School by clicking the corresponding tab in the panel.

The screenshot shows a web interface for managing user roles and assignments for high schools. At the top, there are two tabs: 'HIGH SCHOOL' (selected) and 'MIDDLE SCHOOL'. Below the tabs, the title 'High School User Roles and Assignments' is displayed. The interface is divided into several sections:

- Data Entry Modules:** This section contains three checkboxes, all of which are checked: 'Enrollment/Funding', 'Expenditures', and 'Follow-up'.
- High School New Programs Application:** This section contains one checkbox, 'New Programs Application data entry', which is unchecked.
- Building Assignments:** This section is divided into two columns:
 - Available Buildings:** This column lists buildings that are available for assignment. It includes 'Avondale School District - Diploma and Careers Institute(63070/63070/03399/1542)' and 'Avondale School District - Lutheran High School'.
 - Assigned Buildings Operating Agency-Operatin...:** This column lists buildings that are already assigned. It includes 'Avondale School District-Avondale Academy (63070/63070/00161/1025)' and 'Avondale School District-Avondale High School'.

Modules

The modules you may grant to CTEIS users are:

Enrollment/Funding – (Students, Courses, Enrollments, 4483 prep, 4301 prep)

Expenditures – (4033 prep)

Follow-Up – (Follow-Up prep)

Programs – (New Program application submission)

You can select a single module, multiple modules, or all modules for a user. For example, a Level 3 user can have data entry access to the Expenditures and Follow-Up modules. This will allow the user to review and edit data reported for the Expenditures and Follow-Up submissions.

Level

The Level section determines the type of access granted to a user for viewing district- or building-level data. Each level is associated with permission to access data for viewing or reporting purposes. Only **one** level can be selected for each user, and it applies across all selected modules. Select the appropriate level of access for the user as defined below:

Level (1) Reports Only – The user can only view summary reports. No individual student access is possible.

Level (2) Read Only – The user can review all data entries per granted module(s) but cannot modify any data.

Level (3) Data Entry – The user can view, add, edit, update, and delete student data for all granted module(s).

Level (4) Data Entry/Econ Dis – Includes the same permissions as Level 3, but the user can view Economically Disadvantaged Student data as well.

Level (5) Fiscal Agent – Identifies the Level 5 FA Authorized Official, which must be approved and implemented by OCTE.

Building List Fields

The role of the FA Authorized Official is to grant all users, including themselves, CEPD administrators, and building reporters, access to buildings within their fiscal agency. You assign access on a building-by-building basis. For example, in a fiscal agency with 3 buildings, you may grant user access to one, two, or all three of those buildings.

The screenshot displays a user interface for managing building access. It is divided into two main panels. The left panel, titled 'Available Buildings', lists five building entries, each with a right-pointing arrow button. The right panel, titled 'Assigned Buildings', shows one building entry with a left-pointing arrow button. Both panels include a header row with the text 'OA Name-OB Name (OA number/OB number/ Entity Id)'.

OA Name-OB Name (OA number/OB number/ Entity Id)
Oakland Schools - Contracted Programs(63000/00000/400)
Oakland Schools - Oakland Schools Technical Campus--NE(63000/08812/402)
Oakland Schools - Oakland Schools Technical Campus--SE(63000/08756/401)
Oakland Schools - Oakland Schools Technical Campus--SW(63000/08814/404)
Oakland Schools - Virtual Learning Academy Consortium(63000/01515/1543)

Operating Agency-Operating Building (OA number/OB number/ Enti...
Oakland Schools-Oakland Schools Technical Campus--NW(63000/08813/403)

Available Operating Buildings List – Lists the available operating buildings for the Fiscal Agency being represented.

Assigned Buildings List: Lists of the operating buildings that have been assigned to a particular CTEIS user.

You may add and remove selected buildings by clicking the arrow buttons between the Available and Selected Operating Buildings Lists.

Users with Data Entry in Other Fiscal Agencies

If you have a user who will be entering CTEIS data in another fiscal agency district, that agency's FA Authorized Official will need to add the user and assign the correct buildings. Please direct the FA Authorized Official to the **Create a User** instructions listed above.

Last updated: August 2026