



CTEIS Training

Fall Data Entry 2026

September 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?

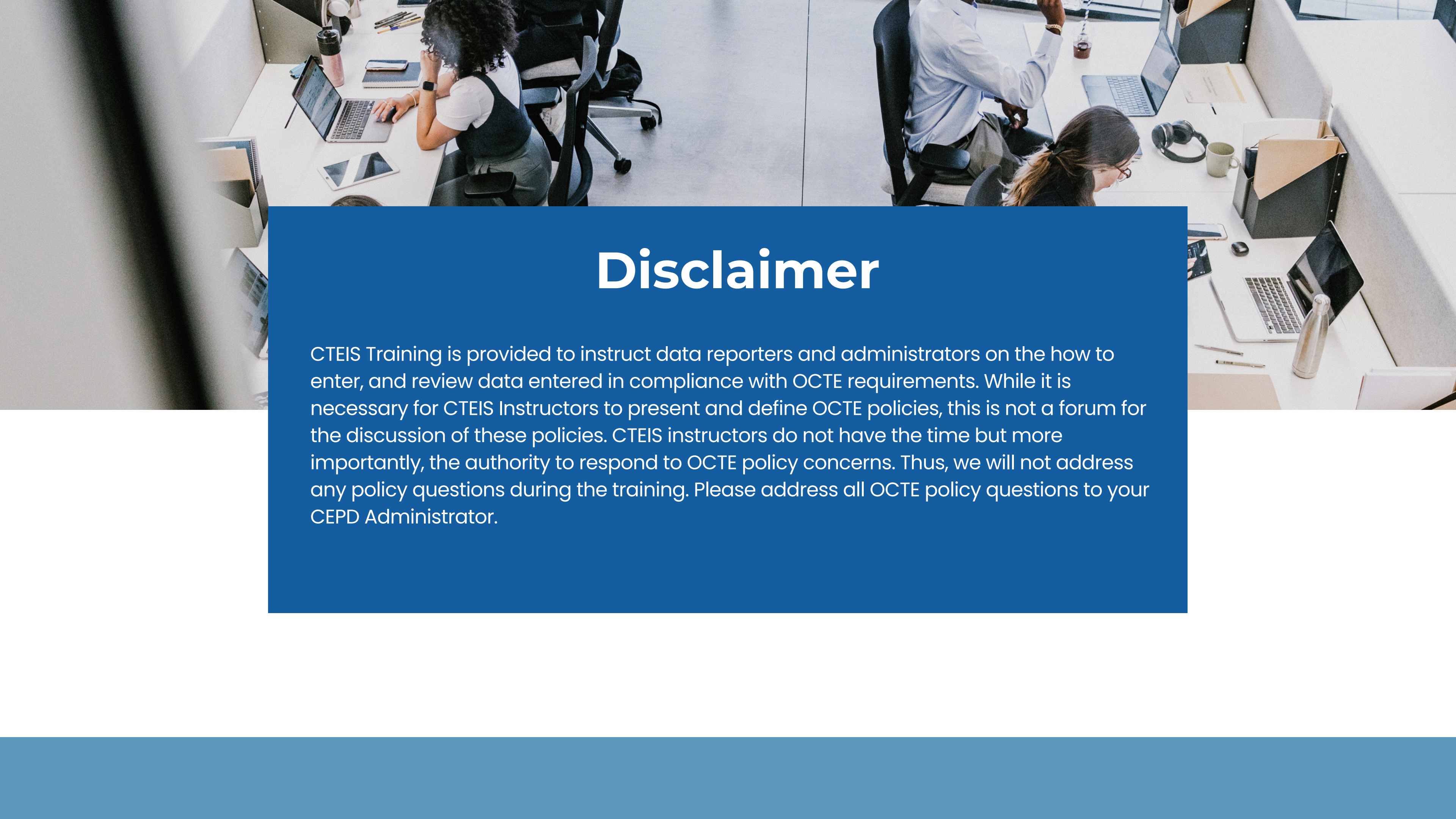
Thank you. We will begin shortly.



The background of the slide is a photograph of an office environment. It shows several people working at their desks. On the left, a woman with curly hair is sitting at a desk with a laptop and a tablet. In the center, a man in a light blue shirt is sitting at a desk, looking at a laptop. On the right, a woman with long brown hair is sitting at a desk, also looking at a laptop. The desks are white and have various office supplies like pens, paper, and water bottles on them. The office has a modern feel with large windows in the background.

Questions?

- Today, we will cover Fall 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.



What's New Fall 2026

- Refreshed CTEIS Experience
 - CTEIS now features a cleaner, more modern look and updated appearance.
 - All core functions, tools, and features remain unchanged.
 - Continue using CTEIS as usual with no impact to existing processes or functionality.
- Transition to Competencies
 - Transitioned to Perkins 5.
 - Perkins 4 Course Segments have been eliminated.
 - All programs have successfully transitioned to a competency-based structure.
- Program Update
 - Family and Consumer Sciences (FCS) has been discontinued.

We are excited to bring these updates to CTEIS and remain committed to providing an improved user experience while maintaining the reliable functionality you depend on every day.



CTEIS Fall Enrollment

- ✓ **Begin early:** Start data collection and entry as soon as possible in the school year.
- ✓ **Input Data:** begin entering courses, staff, and students.
- ✓ **Verify data:** Ensure all data is accurate and validated well before the spring deadline.
- ✓ **Stay on schedule:** Keep track of deadlines to avoid last-minute issues.

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.

A screenshot of the MiLogin for Business login page. The page is split into two main sections. The left section has a dark blue background and contains the text "Michigan's one-stop login solution for business" with a right-pointing arrow. Below this, in smaller white text, it says: "MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services." The right section has a white background and contains the login form. At the top right of the white section are links for "Help" and "Contact Us". The form starts with "Welcome to MiLogin for Business". It has two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot your user ID?". Below the "Password" field is a link "Forgot your password?". There is a checkbox with the text "I agree to the Terms & Conditions, Privacy Policy and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy." Below the checkbox are two buttons: a dark blue "Log In" button and a white "Create an Account" button with a dark blue border.

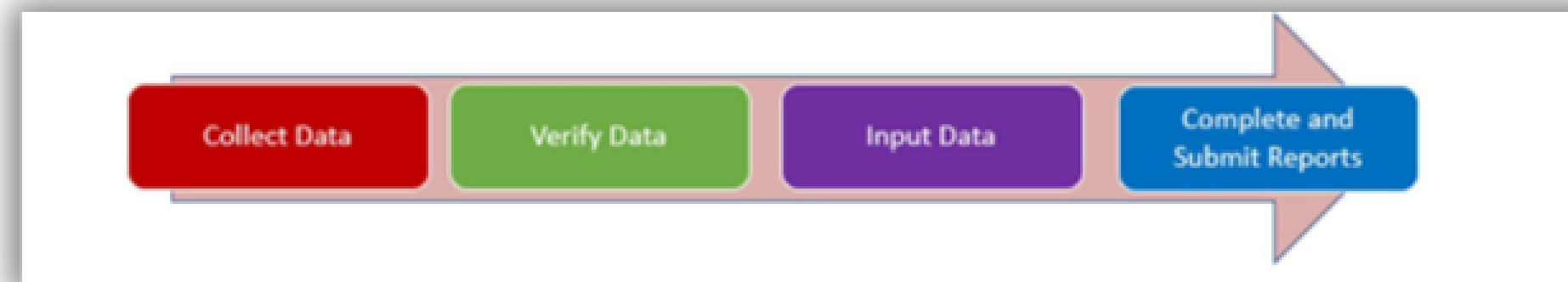


CTEIS Data Collection Overview:

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, you must 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.



Obtain the Instructional Design of courses

- Teachers and CTE Administrators need to finalize the program instructional designs for each program and course.
- Download a Perkins V instructional design template- found at: **support.cteis.com** under Special Collections.
- Effective instructional design is essential to ensure students are progressing as expected. The **course competency table** serves as a helpful guide, providing examples of how student progress is monitored and tracked.

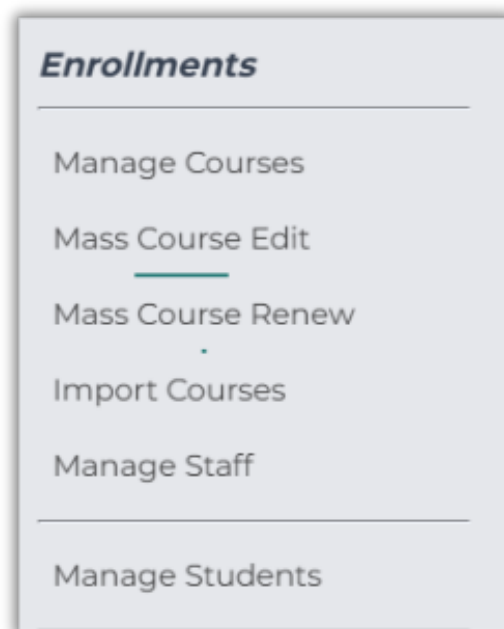




Enter New Courses and staff for the Upcoming School Year

This process consists of:

- Renewing the previous year's courses for the current year
- Adding new courses for the given year
- Deactivate courses that will not be used again
- Can be done manually or by import using course **Import Templates** (support.cteis.com)
- To input data, you will need to access the following CTEIS screens:
 - Manage Courses or by using the import screen.



Manage Courses

Select District...

Avondale School District

☒ View Active Courses
 ☐ Include Previous Year Courses

Create New Course

Course List

CSC	Course Name	PSN	Perkins Type	Program Name	Program Type	CIP Code	Building
HSCT32201	Applied Technology & Robotics S2	20956	P5	Engineering Technology	REG	15.0000	Avondale High School 05976
HSCT32201ss	Applied Technology & Robotics S2	20956	P5	Engineering Technology	REG	15.0000	Avondale High School 05976
DWTest	DW Test Course	20956	P5	Engineering Technology	REG	15.0000	Avondale High School 05976



Add new staff to courses

- Make sure that primary teachers are linked to their respective course sections as you enter new staff records into CTEIS.
- If you need to add/edit staff data, you can use the Manage Staff Screen.

Competency Profile							
A		B		C		D	
A1	☐	A1	☐	A1	☐	A1	☐
A2	☐	A2	☐	A2	☐	A2	☐
A3	☐	A3	☐	A3	☐	A3	☐
A4	☐	A4	☐	A4	☐	A4	☐
A5	☐	A5	☐	A5	☐	A5	☐
A6	☐	A6	☐	A6	☐	A6	☐

Course Staff				
ADD STAFF				
Pic Number	Last Name	First Name	Type	Mentor
511359	BLast	GFirst	Primary	No

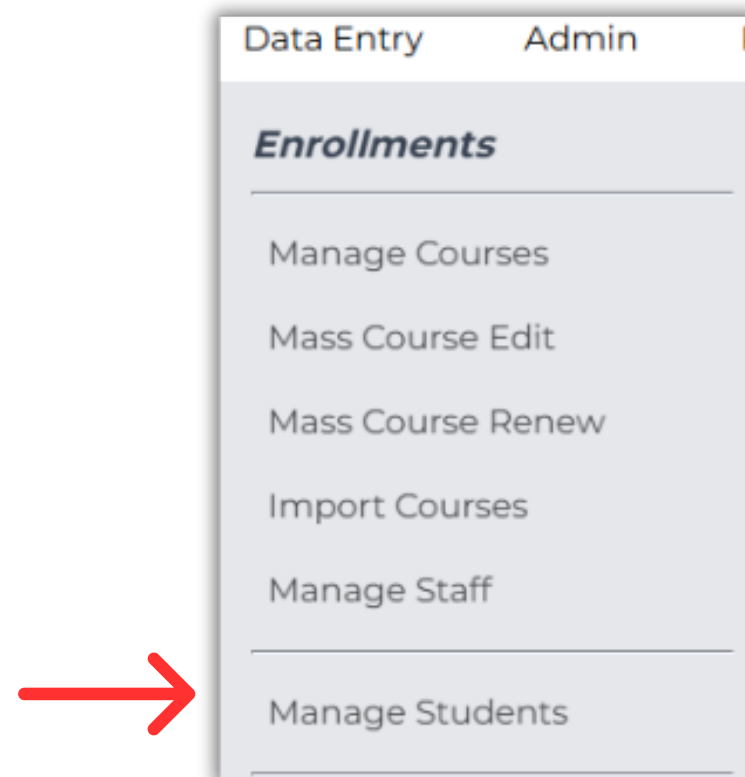
Staff Details	
First Name *	Staff PIC *
Name is required	PIC Number is required
Middle Init	
Last Name *	
Name is required	
Date of Birth	Please select a gender:
Notes	
SAVE CHANGES	CANCEL



Enter/Edit Students for the Upcoming School Year

This process consists of:

- Enter new student data
- Edit current student data
- Add enrollments
- Can be done manually or by import using course **Import Templates** (support.cteis.com)
- To input data, you will need to access the following CTEIS screens:
 - Manage Students
 - Manage Enrollments (including importing students, grades, and WBL).
 - Migrant Students (*if applicable).

A screenshot of the "Manage Students" form. It features a "Select Building" dropdown menu and an "ADD NEW STUDENT" button. Below the form, there is a table with columns for "UIC", "Name", "Gender", "Grade", "Date Of Birth", and "Sending Facility". The table is currently empty, and a message "No data available" is displayed at the bottom.



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

Manage Credentials

Select Districts

Avondale School District

DISTRICT WIDE RECEIVED CRED.

- Export of student credentials for the selected district for past 4 years.

Select	CIP Code	Program Name	PSN	Program Type	Building	Agency
SELECT	52.0299	Business Administration Management and Operations	16627	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	52.0800	Finance and Financial Management Services	19396	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	15.1301	Drafting & Design Technology/Architectural	19495	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	11.0201	Computer Programming/Programmer	20549	REG	Avondale High School (05976)	Avondale School District (63070)

Manage Work Based Learning

Select Districts

Avondale School District

DISTRICT WIDE RECEIVED WBL.

- Export of student work based learning for the selected district for past 4 years.

Select	CIP Code	Program Name	PSN	Program Type	Building	Agency
SELECT	52.0299	Business Administration Management and Operations	16627	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	52.0800	Finance and Financial Management Services	19396	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	15.1301	Drafting & Design Technology/Architectural	19495	REG	Avondale High School (05976)	Avondale School District (63070)
SELECT	11.0201	Computer Programming/Programmer	20549	REG	Avondale High School (05976)	Avondale School District (63070)
		Digital/Multimedia and Information Resources			Avondale High	Avondale School



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](#)



Building Reports Launcher

Select a report from below.

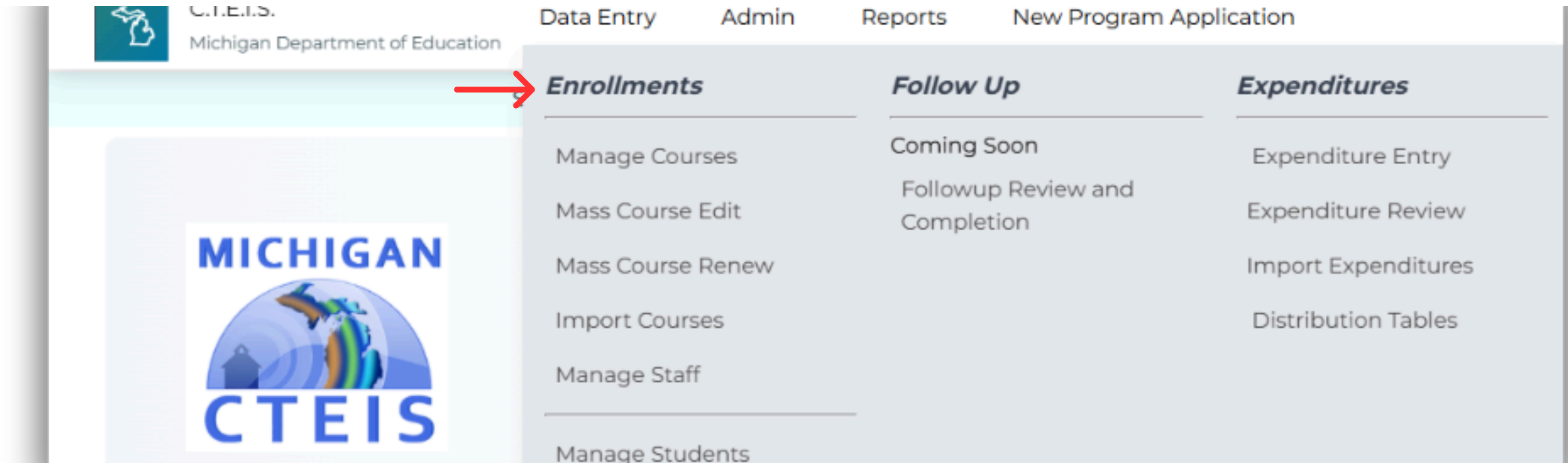
Audit Reports

☐ 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

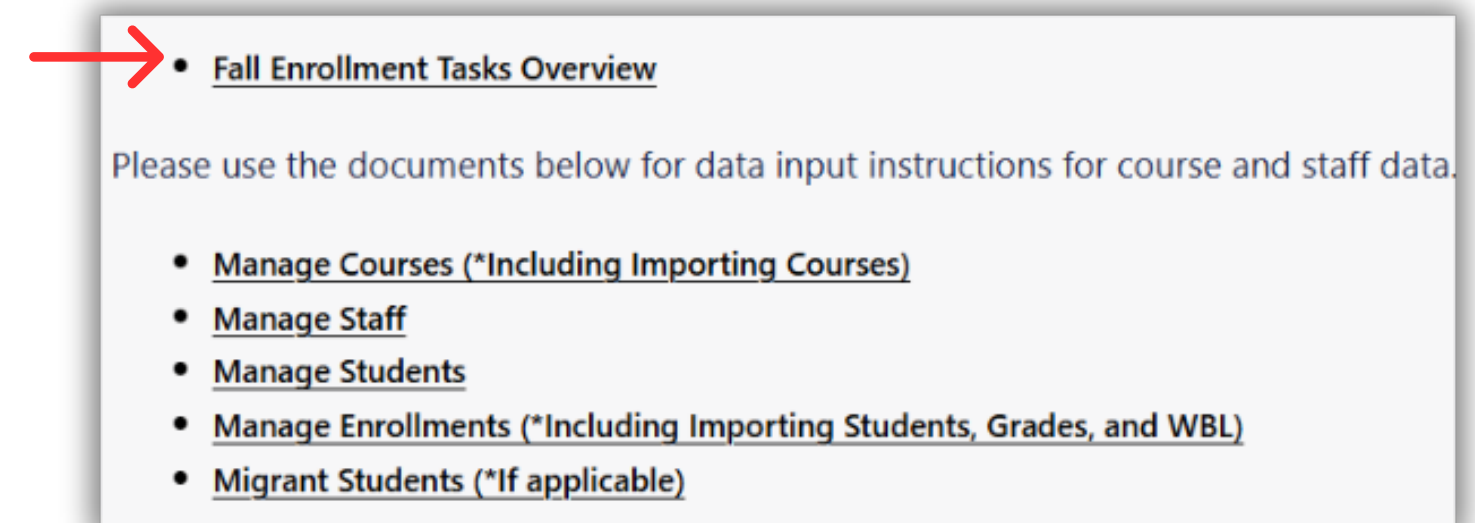
☐ UIC With No Current MSDS (Current)
List of students with not updated by MSDS

CTEIS Fall Data Entry Demos:



- To practice, log in to train.cteis.com using your MILogin for Business credentials.
- To View Fall Enrollment Tasks Guides: <https://support.cteis.com/fall-enrollment-tasks/>

Manuals on the Knowledgebase



CTEIS Knowledgebase: support.cteis.com

Looking Ahead:

- Expenditure training begins September 30, 2026. To register, please visit: [Expenditures Training](#)
- Follow-Up Survey Training begins October 13, 2026. To register, please visit: [Follow- Up Survey Training](#)
- **4033 (2025-26) Expenditure Report** due to CEPD Administrator: November 5, 2026. Due to OCTE: November 12, 2026.
- **Follow-Up Report** due to CEPD Administrator: January 14, 2027. Due to OCTE: January 21, 2027.



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

