



CTEIS New User Training

Fall 2026

9:00 a.m.– 12:00 p.m.



Introduction

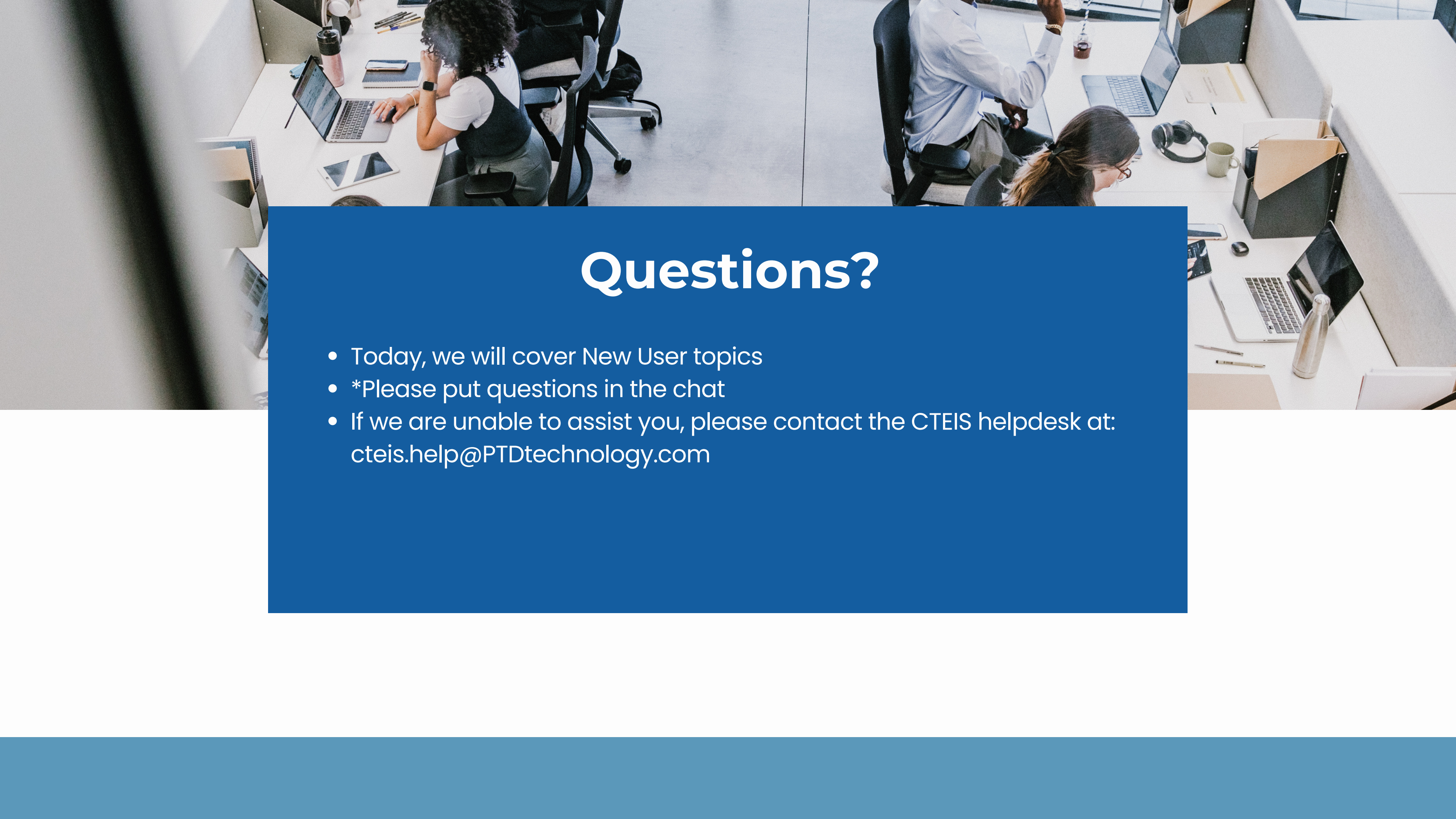
PLEASE ENTER YOUR NAME IN CHAT.

Please include:

- Name
- CTEIS Role
- How many years have you been in that role?

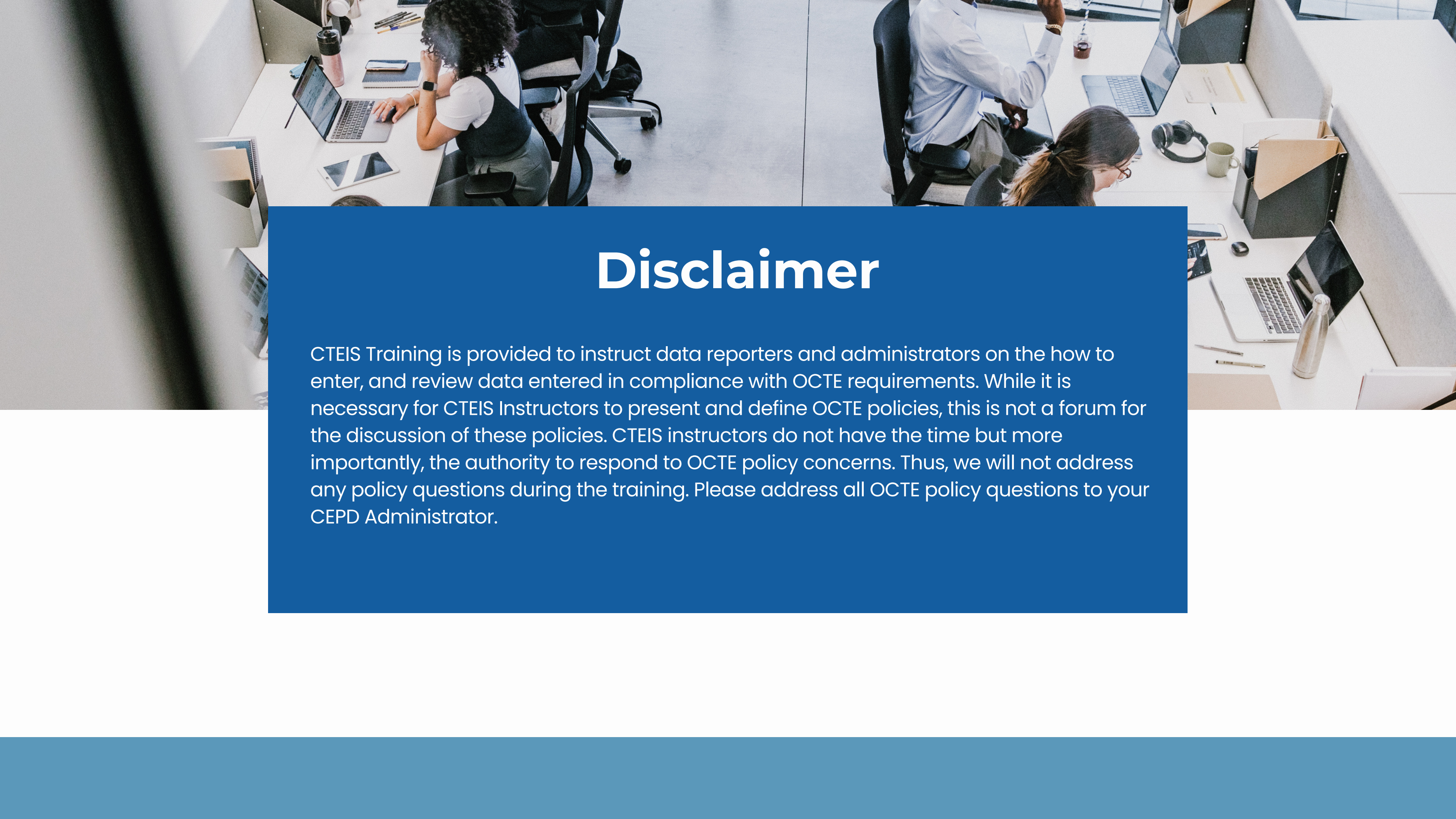
Thank you. We will begin shortly.



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 seen from the back, 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 towards the right. On the right, a woman with long brown hair is sitting at a desk, looking down at her work. The desks are equipped with various office supplies like pens, paper, and water bottles. The overall atmosphere is professional and busy.

Questions?

- Today, we will cover New User topics
- *Please put questions in the chat
- If we are unable to assist you, please contact the CTEIS helpdesk at: cteis.help@PTDtechnology.com

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 seen from behind, sitting at a desk with a laptop and a water bottle. To her right, another person is partially visible. On the right side of the image, a man in a light blue shirt is sitting at a desk, looking at a laptop. Next to him, a woman with long dark hair is also working. The desks are cluttered with various office supplies like pens, paper, and water bottles. The overall atmosphere is professional and busy.

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.



Building Reporter Timelines

CTEIS TIMELINE- BUILDING REPORTER	
September	• Fall Data Entry in preparation for Spring Enrollment reporting.
November	• Expenditures report submission due in the first week of November.
January	• Follow-Up report submission at the beginning of January.
May	• EMC and Dual Enrollment data entry. (must include correct UICs). Student enrollment data deadline is mid-May.
June	Enrollment report submission mid-June.

Career and Technical Education Information System

Michigan Department of Education
Office of Career and Technical Education

Announcements

Summer 2026

CTEIS 2026-2027

Happy Summer 2026!

New Updates...

Welcome to the updated CTEIS 2027 system. CTEIS 2027 is now live for summer activities.

- The system has been updated to include new features and improvements for the 2026-2027 academic year.
- Manage Credentials is now available for you to add credentials to your student records.
- CTEIS Enrollment and Expenditure functions will be available in the beginning of September 2026.

Continue to look for weekly updates.

V 2027.1.0

Helpful Links

Key Reporting Dates

Count Days

Fall Count Date: October 7, 2026

Spring Count Date: February 10, 2027

4033 (2025-26) Expenditure Report

1st and 2nd Thursday in November

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

CTEIS/MSDS Match Dates

Students enrolled in CTEIS course sections by these dates will be matched against the MSDS data file using student UICs. Demographics from MSDS or

*Reporting dates can be found on the OCTE 2026-27 calendar or on the side panel of the CTEIS application.



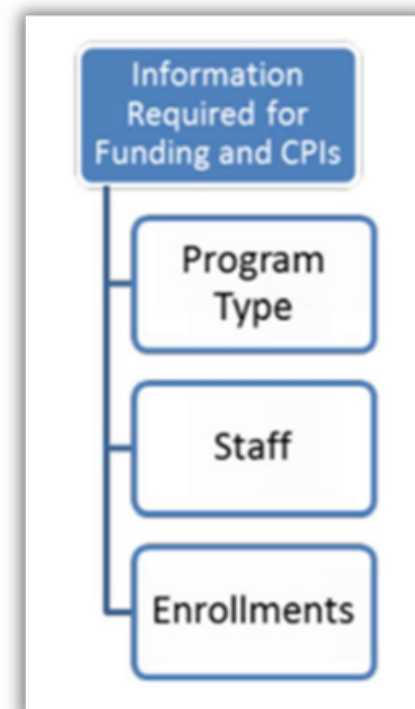
CTEIS Program Overview:

- CTEIS is a web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan.
- You will need MILogin For Business credentials.
- The average Building Reporter will focus on completing three reports throughout the year. Enrollments, Expenditures, and Follow-Up.
- **Primary Goal:** To gather Career and Technical Education (CTE) enrollment data for the purpose of determining the distribution of 61a(1) and 61b funds, fulfilling federal Perkins reporting requirements, calculating Perkins Core Performance Indicators (CPIs), and completing the Consolidated Annual Report (CAR).



CTEIS Program Overview:

- **Secondary Goal:** Link CTE data to information housed within the MSDS and monitor the effectiveness of CTE programs.





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 has a dark blue header with the "MiLogin for Business" logo and "Help" and "Contact Us" links. The main content area is split into two columns. The left column has a dark blue background with the text "Michigan's one-stop login solution for business" and a right-pointing arrow. Below this is a paragraph of text explaining the service. The right column has a white background with the text "Welcome to MiLogin for Business". It contains two input fields for "User ID" and "Password", each with a "Forgot your user ID" and "Forgot your password?" link respectively. Below the input fields is a checkbox for agreeing to terms and conditions, and two buttons: "Log In" and "Create an Account".

MILogin for Business

Help Contact Us

Welcome to
MILogin
for Business

User ID

Password

☐ 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.

Log In

Create an Account

Michigan's one-stop login
solution for business →

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.

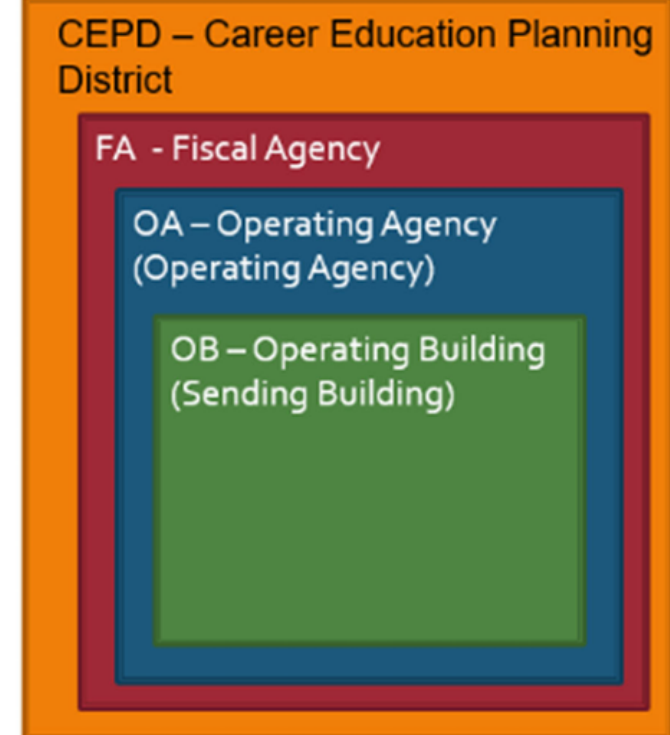
Roles and Access:

Roles

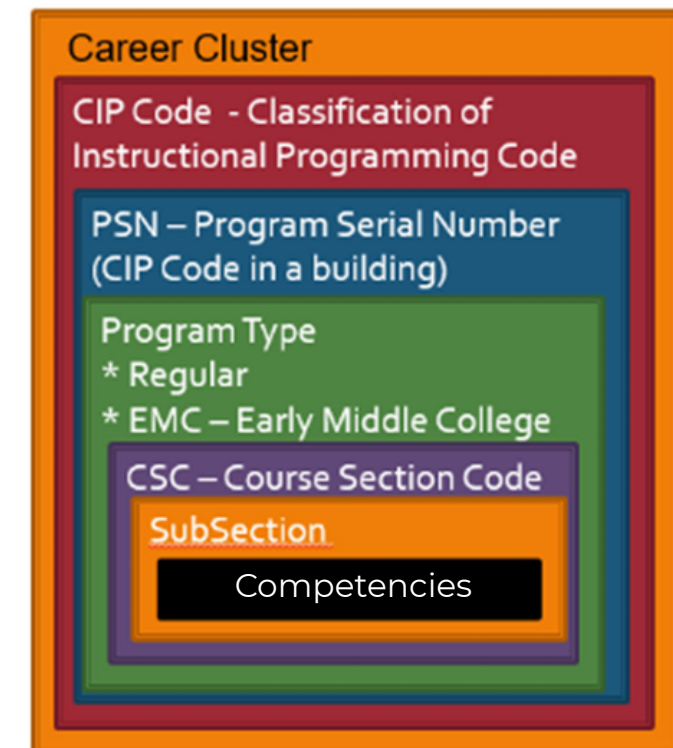


Terminology

Geographic/Building



Programming



Roles and Access:

Completing a report requires many dedicated reporters, all are assigned to different roles and levels of access within CTEIS.

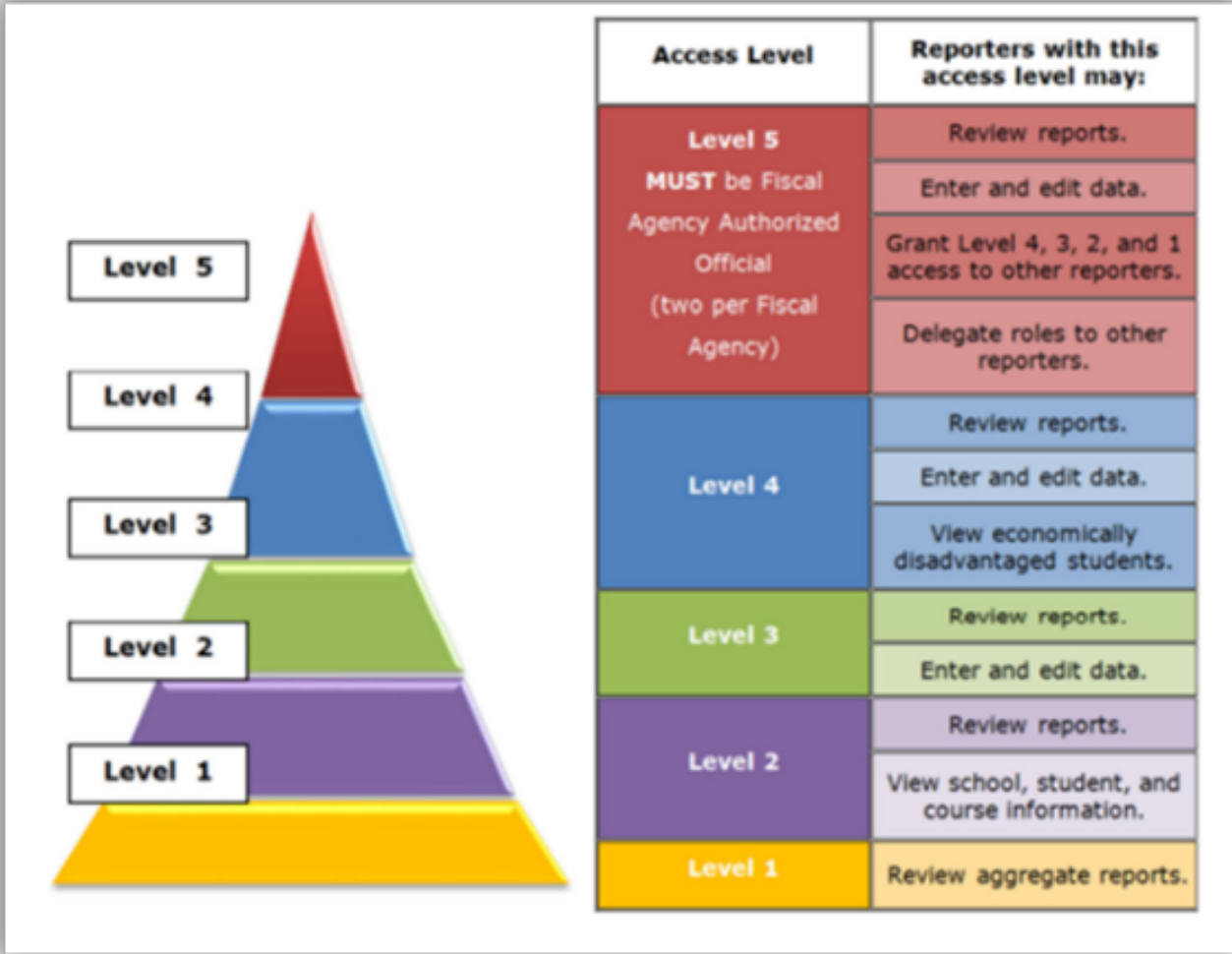
- Level 5 Fiscal Agency Authorized Official- Has the highest level of access within CTEIS. They grant reporters access to the application and define user roles.

A CTEIS user may be granted one or several of the following roles:

- CEPD Administrator
- Fiscal Agent
- Building Reporter
- Expenditures Data Entry
- Follow-Up Data Entry

Objectives

Each level of CTEIS Access is allotted different rights and privileges within the application. The permissions of the five different access levels are as follows:



Building Reporters are granted access to individual buildings by each building's respective Level 5 Authorized Official. When access is granted, reporters may view and enter information regarding programs, courses, and students specific to each building.

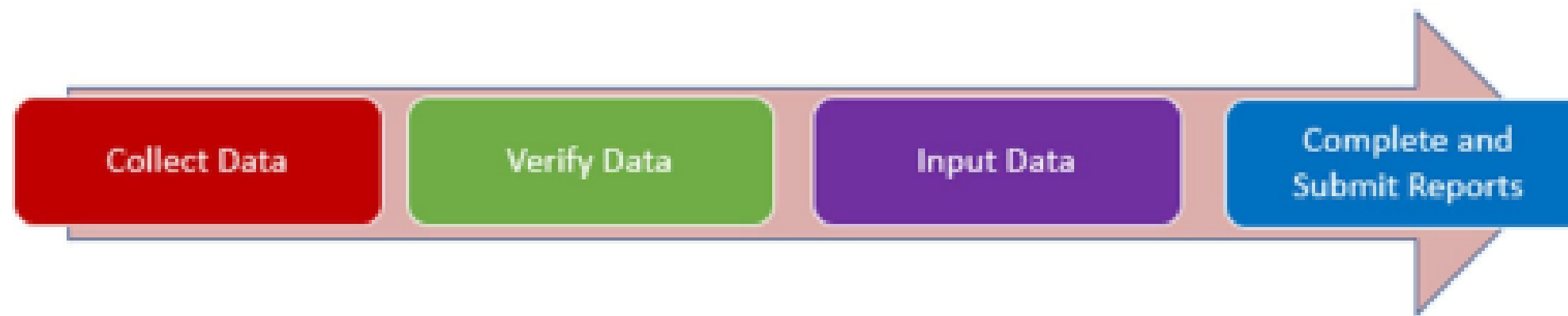


CTEIS Data Collection Overview:

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, it is important that you 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.



CTEIS Data Submission and Review Procedures:

The following documents can be found on the CTEIS Knowledge Base at support.cteis.com.

- Fall Enrollment Task Overview (Instructional Designs and Imports).
- Expenditures Task Overview
- Follow-Up Task Overview
- Spring Collection Overview (*includes Work-Based Learning and Credentials).
- CTEIS Reports



Looking Ahead:

- Fall Data Entry Training begins September 15, 2026. To register, please visit: [Fall Data Entry Training](#)
- 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

