



CTEIS Enrollment Completion Training

Agenda

- Introduction
- Review of Spring tasks entry topics
- Break
- Validation Demos
- Enrollment Report Submission Demo
- Looking Ahead



Introduction:

- CTEIS Support Resources and PTD Contact information.
- [Support.cteis.com](https://support.cteis.com) for all guides, templates, and resource information.
- For technical support contact: the CTEIS Help Desk at CTEIS.Help@PTDTechnology.com or call (517) 333-9363 ext. 128
- For help with policy questions contact: Joan Church at Churchj@michigan.gov or call (517) 335-0360.

Review of Tasks for the coming weeks:

- Verify that CTE course sections are entered accurately.
- Teachers are properly assigned to classes.
- Students have valid UICs.
- Students are enrolled in the correct courses and segments/competencies are verified.
- Start making sure Credentials are linked to students correctly.
- Work Based Learning experiences are recorded.

Spring Tasks Entry Recap:

The following topics were not required during Fall data entry collection, but are due for End of Year Completion:

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

Review your Data:

Before you run the validation to ensure there are no errors within your data, it is encouraged that you review your data. The following reports may be useful:

- **Student Advancement Export-** listing of students and segments 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.

To Access these reports, log into CTEIS.com using your MILogin credentials. Click on the Reports tab and select Building Reports.

Validation Demo:



Log into: [Train.cteis.com](https://train.cteis.com) using your MILogin for third-party access to practice today's enrollment demonstrations.

- Run validation for all buildings assigned to you. [Validation and Enrollment Submission Guide](#)
- If there are errors, you must correct them before submission. 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 complete the validation process.

Submission Demo:



Log into: [Train.cteis.com](https://train.cteis.com) using your MILogin for third-party access to practice today's enrollment demonstrations.

- After you have cleared all errors and inspected warnings, if necessary, you must submit your building to complete your report.

[Validation and Enrollment Submission](#)

Looking Ahead:

- Enrollment Deadline May 10, 2024, 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 29, 2024
- End of Year Completion date: due to CEPD Administrator: June 13, 2024, the CEPD Administrator submit to OCTE by June 20, 2024.



Thank you

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