



CTEIS Spring Tasks Training

Agenda

- Introduction
- What's new for CTEIS Spring 2024
- Tasks for the coming weeks
- Demos
- Recap/Overview of Fall Data Entry topics
- 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.



What's New for CTEIS 2024?

Manage Credentials Update: The Manage credentials functions have been updated to be more efficient, faster, and easier to use. [Manage credentials guide](#)

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.

Fall Data Entry Topics Recap:



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

- Credentials
- Work Based Learning
- Manage Courses
- Manage Students

Enrollment Entry Demo:



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

- Manage Enrollment (including grades.)
- Importing Data (including courses, students, and grades). A minimal Import tool is available.
- Migrant Student Data. Make sure all migrant students are identified and data collected.
- Completing your report overview. (The full demo will be in Enrollment Completion training.)

Looking Ahead:

- Completing Spring Enrollment Collection training begins on April 16, 2024.
- 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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