

# CTEIS Fall Data Entry Training

September 2023

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## Introduction:

- CTEIS Support Resources and PTD contact information found on: [Support.cteis.com](https://support.cteis.com)

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## Verify and Input Data:

- Fall Enrollment Task Overview. Enter or Renew course information. Assign staff to courses.
- Submit Fall Course and Staff data to CEPD Administrator by: October 12, 2023 and to OCTE by: October 19, 2023.

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## Validation and Submission:

- When you have entered your data and are ready to submit, you will need to run the validation.
- After you have verified there are no errors, and addressed warnings if any, submit your data by marking the building complete.

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## CTEIS Data Review tools:

- CTEIS offers reports and export tools to review data entered into the system. Reports/exports are available with CTEIS login credentials.

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## Looking Ahead:

- Fall Course and Staff collection due to CEPD Administrator: October 12, 2023 and to OCTE by: October 19, 2023.
- Expenditures Training begins: October 3, 2023. Make sure to register to attend a webinar.