

MICHIGAN



# Fall Building Course Review and Submission



*For  
Fiscal Agency  
Authorized Officials*

## **REVIEW AND SUBMISSION OF FALL BUILDING COURSES FOR FISCAL AGENCY AUTHORIZED OFFICIALS**

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In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

In order to ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Of course, districts may choose to enter all of the course sections to be offered for this collection. Furthermore, you may continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline.

This booklet contains instructions for the review and submission of Enrollment data reports for Fiscal Agency authorized officials.

## To begin reviewing your report:

Navigate to [www.cteis.com](http://www.cteis.com) and click the "**Login using MILogin**" link at the top right side of the screen. You will be navigated to the MILogin for Third Party homepage. Enter your MILogin username and password to login to CTEIS.

Using the navigation bar, select **Admin → Fiscal Agent Monitoring → District Course Review** to go to the Fall Course Collection Completion screen. Choose a district from the **Select District...** drop-down menu to display your building grid, which lists all buildings within your Fiscal Agency as well as the report status of each building.

**FISCAL AGENT**

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**FISCAL AGENT MONITORING**

- Enrollment Collection Submission
- Expenditure Fiscal Agency Review
- Expenditures Review by Building
- District Follow Up Review
- District Course Review
- View Programs

**MANAGE USERS**

- Manage Users

Fall Course Collection Completion							
My District Schools							
BuildingStatus	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
<a href="#">VIEW</a>	<a href="#">EXPORT</a>	99999	My District Schools	00001	Building A	X	X
<a href="#">VIEW</a>	<a href="#">EXPORT</a>	99999	My District Schools	00002	Building B	X	X
<a href="#">VIEW</a>	<a href="#">EXPORT</a>	99999	My District Schools	00003	Building C	RETURN	COMPLETE
<a href="#">VIEW</a>	<a href="#">EXPORT</a>	99999	My District Schools	00004	Building D	X	X

Buildings with an "X" in the **Building Status** column have been marked as complete by your building level reporters. When the Fiscal Agency review is complete, an "X" will appear under the column labeled **Fiscal Status**.

## Viewing your reports:

You will need to review the courses of each building within your building grid. Click the **VIEW** button beside a building to view course details, which are displayed beneath your building grid. Courses that are missing a primary instructor are highlighted in red. If course staff are currently unknown, building reporters may leave them blank, but are encouraged to enter all staff to the best of their ability. Click the **EXPORT** button to export your raw building data into a Microsoft Excel workbook for printing.

CSC	Course Name	PSN	Program Name	CIP Code	Primary Staff	Semester Type	Crs Beg Date	HS Cred	Col Cred	Virt Type	Building Name
12345-1	Computer Programming	13579	Computer Programming/Programmer	11.0201	MARIA GARCIA	First Semester	9/3	0.00	0.00	NV	Building C
12345-2	Computer Programming II	13579	Computer Programming/Programmer	11.0201		First Semester	8/28			NV	Building C
98765-1	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
98765-2	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
12345-3	Computer Programming III	13579	Computer Programming/Programmer	11.0201		First Semester	9/3	0.00	0.00	NV	Building C

If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

## Submitting your reports:

On the Fall Course Collection Completion screen, an “X” appearing under the **Building Status** column indicates a building that has submitted report data for review. During the course of your review, if any report requires revision, you may click the **RETURN** button to request that a building's course information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	
<b>RETURN</b>	<b>COMPLETE</b>	
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **COMPLETE** button. An “X” appears under the **Fiscal Status** column to indicate that the report can now be reviewed and approved by your CEPD administrator.

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, may be directed to Joan Church, Department Specialist at [ChurchJ@michigan.gov](mailto:ChurchJ@michigan.gov) or (517) 335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com), (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.