

MICHIGAN



Follow-Up Report Review and Submission



*For
Fiscal Agency
Authorized Officials*

January 2024

REVIEW AND SUBMISSION OF THE FOLLOW-UP REPORT FOR FISCAL AGENCY AUTHORIZED OFFICIALS

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency. 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 examine all reports submitted by Fiscal Agency authorized officials and indicate that the CEPD Administrator review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Follow-Up reports for Fiscal Agency authorized officials.

FISCAL AGENT

FISCAL AGENT MONITORING

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

MANAGE USERS

- Manage Users

To begin reviewing your report:

Navigate to <https://www.cteis.com> and click the Login using MILogin for CTEIS. You will be redirected to the MILogin For Third Party site. Enter with your MILogin user name and password. Once your log in process is complete the CTEIS homepage will appear.

Click on the **Admin** menu, then select **Fiscal Agent Monitoring → District Follow Up Review** to go to the CTEIS Follow Up Review screen. If necessary, use the drop-down box at the top of the screen to select your Fiscal Agency, then click the **View** button beside one of your buildings to see a summary of its survey responses. You may also use the **Export** button to quickly export these results into an Excel spreadsheet.

