

MANAGE CREDENTIALS

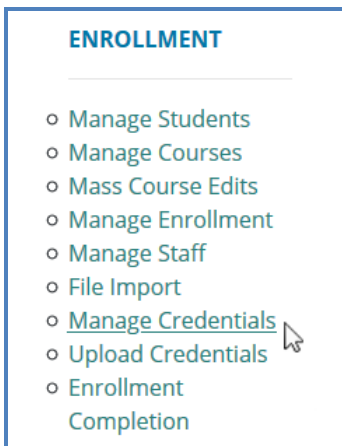
Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students in a given year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator. Each of your programs must either:

1. List the students who receive credentials in the current year
2. **OR** state that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen. The **Manage Credentials** feature allows you to view, edit, and import student certifications.

OPEN THE MANAGE CREDENTIALS SCREEN

To open the Manage Credentials screen:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Credentials**.
3. If necessary, use the **Select District...** field to choose a district. The grid is populated with active programs within that district. You may sort this grid by clicking on the various column headers.

View Programs and Credentials

My District ▼

Programs Found: 81

ALL PROGRAMS CREDENTIALS EXPORTS

| Psn | Cip Code | Program Name | Psn | Program Type | Building Name | Operating Building... | Operating Agency... | Operating Agency |
|------------------------|----------|-------------------------|-------|--------------|---------------|-----------------------|---------------------|------------------|
| SELECT | 01.0000 | Agr, Agr Oper & Rel Sci | 11111 | Reg | My School | 99999 | Oakland Schools | 63000 |
| SELECT | 01.0000 | Agr, Agr Oper & Rel Sci | 11112 | Reg | My School | 99999 | Oakland Schools | 63000 |
| SELECT | 47.0604 | Automotive Technician | 11113 | Reg | My School | 99999 | Oakland Schools | 63000 |
| SELECT | 47.0604 | Automotive Technician | 11114 | Reg | My School | 99999 | Oakland Schools | 63000 |
| SELECT | 47.0604 | Automotive Technician | 11115 | Reg | My School | 99999 | Oakland Schools | 63000 |
| SELECT | 47.0604 | Automotive Technician | 11116 | Reg | My School | 99999 | Oakland Schools | 63000 |

4. Click the **All Programs Credentials Exports** button at the top of the grid if you wish to view any credentials currently linked to your students as an Excel workbook.
5. Click the **Select** button of a program to display **program details** and a list of classes operating within that program.

Program Details

PSN: 11113 **Type:** Reg **CipCode:** 47.0604 **Automotive Technician**

My District (00001) My School (99999)

Select Students

() - All Currently Enrolled Automotive Technician will not have any Credentials
 (00001-1) - Automotive Technology
 (00001-2) - Automotive Technology
 (00001-3) - Automotive Technology
 (00001-4) - Automotive Technology
 () - In school but not enrolled

Get Students

The **Program Details** panel displays valuable information regarding the selected PSN and allows you to group students according to various radio button selections:

- **All Currently Enrolled** – Display all students enrolled in any class **currently** operating as part of the indicated program.
- **Enrolled in Course X** – Display all students **currently** enrolled in the selected class.
- **In School but Not Enrolled** – Display all students who are currently in school and enrolled in the program, but not currently enrolled in a class operating within the indicated program. For example, this includes students who took classes in the program last year, but not this year.

6. If the selected program does not offer certifications – Mark the **(Selected program)** will not have any credentials checkbox to indicate this program will not provide a credential at this time. You cannot check this box if the program currently lists students earning credentials.

Business Admin Mgt & Operations will not have any Credentials

7. Click the **Get Students** button to generate a list of students according to the selection you made.

| Student Count: 56 | | EXPORT | |
|--------------------------|------------|--------------|----------------|
| UIC | Name | Segments | Credentials |
| <input type="checkbox"/> | Select All | | |
| <input type="checkbox"/> | 0000000001 | ZFirst XLast | _____ none |
| <input type="checkbox"/> | 0000000002 | BFirst CLast | _____ none |
| <input type="checkbox"/> | 0000000003 | EFirst ULast | _____ none |
| <input type="checkbox"/> | 0000000004 | EFirst TLast | _____ none |
| <input type="checkbox"/> | 0000000005 | HFirst ELast | __2345__Z none |
| <input type="checkbox"/> | 0000000006 | MFirst RLast | _____ none |
| <input type="checkbox"/> | 0000000007 | AFirst YLast | _____ none |
| <input type="checkbox"/> | 0000000008 | NFirst LLast | __2345__Z none |
| <input type="checkbox"/> | 0000000009 | NFirst DLast | _____ none |
| <input type="checkbox"/> | 0000000010 | XFirst RLast | _____ none |

8. Within the **Student Selection List**, select students by marking their checkboxes.
9. Assign certifications to the marked students by selecting a certification from the drop-down menus below the grid and clicking the **Add Credential** button.
- **Select Authorized Credentials** – This is a State-Approved Certification, filtered by CIP Code. It applies to the Post-Secondary Credential indicator.
 - **Select Supplemental Credentials** – This is a certification that is not currently approved. It may apply to the Post-Secondary Credential indicator in the future.
 - **Suggested Credential** – This is a text submission field that allows you to suggest a credential for future consideration.

A certification linked to a student appears within the **Credentials** column. To delete a credential, click the **Remove** link.

Student Count: 3 **EXPORT**

| UIC | Name | Segments | Credentials |
|------------------------------------|--------------|--------------|--|
| <input type="checkbox"/> 000000001 | FFirst YLast | 123456789XYZ | none |
| <input type="checkbox"/> 000000002 | KFirst KLast | 123456789XYZ | none |
| <input type="checkbox"/> 000000003 | QFirst PLast | _____ | <div style="border: 1px solid #ccc; padding: 5px;"> Industry Certification Remove </div> |

Select Credentials to Apply

Select Authorized Credentials ... **Add Credential**

Select Supplemental Credentials ...

Suggested:

Please note that you may also export your credentials into an Excel file by clicking the **Export** button above the Student Selection List.

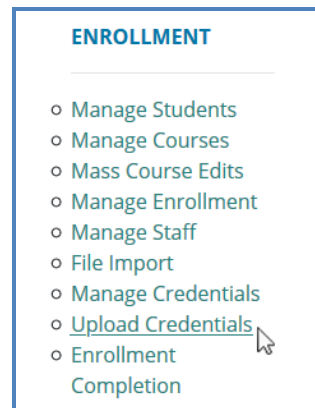
IMPORT CREDENTIALS

CTEIS can import **Excel** files that include the following fields:

| Column Title | Description |
|----------------|--|
| UIC | Student's UIC to receive the credential |
| PSN | Program Serial Number of the program the student is receiving the credential for |
| CredentialCode | The code for the credential. These can be found in the spreadsheet of Approved and Supplemental (non-approved) credentials. For instance, ACOMPTIA will be used to indicate the "COMP TIA A+" credential. |
| CredentialName | The name of the credential. This is especially important for suggested credentials. For authorized and supplemental credentials, this can be left blank and will be looked up. |

To import data, carry out the following steps:

1. From the navigation bar, click **Data Entry**, then **Upload Credentials**.
2. Choose the file you wish to import, then click the **Process Records** button to upload and review your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
3. To correct any errors, modify your file and re-upload it using the steps above.
4. Click the **Import Records** button beneath the grid to import your students.
5. To enter programs that will not have any credentials, add a row to your import file with the correct PSN, a UIC of "9999999999," and CredentialCode of "X." CTEIS will then mark the program as offering no credentials. If the program does offer credentials in the current year, this process will fail with an error.



If your import file includes headers beyond the four in the table above, CTEIS will ignore them. The system also ignores the case of the "CredentialCode" and "CredentialName" labels, allowing your file to include variants of those headers spelled with both capitalized and non-capitalized letters.

| UIC | PSN/CIPCODE | Program Name | Credential Type | Credential Name | Credential Code | Valid |
|------------|---------------|---|-----------------|-----------------|-----------------|---------|
| 7526119675 | 20592 48.0508 | Welding Brazing/Soldering | Authorized | Credential Name | AWSITM | Valid |
| 1523017136 | 19859 11.0201 | Computer Programming/Programmer | Non-Authorized | Credential Name | JAVS3 | Valid |
| 6843042659 | 19001 11.0901 | Computer Syst Networking & Telecommunications | Authorized | Credential Name | MTA-NDP | Valid |
| 0902179586 | 17.15.1301 | Drafting/Design Technology | Non-Authorized | Credential Name | AUTCP | Invalid |

- Student not enrolled in program
- Unauthorized PSN

Import Records

Importing Credentials: Potential Errors and Resolutions

| Error | Meaning and Resolution |
|-----------------------------------|--|
| Missing Fields | Not all the required fields/columns are in the file. |
| PSN marked as no credentials | PSN was marked as having no credential in the current year, thus you cannot add student credentials. To fix, remove the checkmark indicating no credentials. |
| Student not enrolled in program | The UIC was not found to be ever enrolled in a course in that program. Check the student record to ensure it is the correct student. |
| Program not found using PSN | The program provided is not an active program in the indicated building or district. Check the PSN for accuracy. |
| Unauthorized PSN | The user has not been granted access to students in the identified PSN. Check PSN or contact your Level 5 for access. |
| PSN has credentials | PSN lists student credentials in the current year and thus cannot be marked as not having credentials. |
| Credential is invalid for program | Credential code provided is not valid for the CIP code of the indicated PSN. |