

CTEIS Manage Users Guide

This document provides FA Authorized Officials instructions concerning CTEIS User Management. Included are detailed instructions on how to use the Manage Users screens.

Access Manage Users



The screenshot shows the C.T.E.I.S. Michigan Department of Education navigation menu. The 'Admin' dropdown is open, displaying three columns of options. The 'MANAGE USERS' column is highlighted, and the 'Manage Users' option is circled in red.

FISCAL AGENT MONITORING	CEPD ADMIN	MANAGE USERS
Enrollment Collection Submission	Enrollment Collection Review	Manage Users
Expenditure Fiscal Agency Review	CEPD Expenditures Review	
Expenditures Review by Building	CEPD Expenditures Review by Building	
District Follow Up Review	CEPD Follow Up Review	
District Course Review	CEPD Course Review	
View Programs	CEPD Options	

1. As the FA Authorized Official, you must log into CTEIS milogintp.michigan.gov using your MILogin username and password.
2. Select the **Admin** option from the navigation menu.
3. Under the Manage Users column Select → **Manage Users** from the menu. The Manage Users screen appears.

Manage Users (Review, Add and Edit District Users)

Select District:
Gwinn Area Community Schools - S2040 - (S2040)

Select Role:
Please select...

Name	Title	Phone Number	MLogin	Active
No data available				

User Information

First Name: *

Last Name: *

MIlogin Id: *

Title:

Email: *

Phone Number:

CLEAR FORM

Level *

Level (1) Reports Only

Level (2) Read Only

Level (3) Data Entry

Level (4) Data Entry/Economically Disadvantaged

(Level (5) Go To Fiscal Agent)

Modules

Enrollments/Funding

Expenditures

Follow-Up

Programs

Available Buildings

Buildings for (no district selected)

Assigned Buildings

Gwinn Area Community Schools - Gwinn Middle/High School (S2040/01527/948)

→

Add User

The Manage Users screen allows you to:

- Search for users
- Create new users

CLEAR FORM

User Information

First Name: *

Title:

Last Name: *

Email: *

MiLogin Id: *

Phone Number:

Level *

Level (1) Reports Only

Level (2) Read Only

Level (3) Data Entry

Level (4) Data Entry/Economically Disadvantaged

Level (5) Go To Fiscal Agent

Modules

Enrollment/Funding

Expenditures

Follow-Up

Programs

Available Buildings

Buildings for (no district selected)

Assigned Buildings

← Gwinn Area Community Schools - Gwinn Middle/High School (52040/01527/348)

Update User

Deactivate

Within the information panels, make the necessary changes to the displayed data fields, then click **Update User**, to save those changes. Please refer to the **User Detail Fields** below for information related to each data entry field.

The **(Clear Form)** button will remove any prefilled data.

Click the **Deactivate** button to deactivate the selected user. Once a user has been deactivated, that user will no longer have an active account in CTEIS and will no longer be able to log in or access any CTEIS functions. An option to reactivate that user will become available, however.

Create a User

If a user does not currently exist within CTEIS, you will need to create a new user. To create a new user in the CTEIS database:

The screenshot shows a web form for creating a user. It is titled "Create a User" and is divided into several sections. The top section, "User Information", contains six text input fields: "First Name:", "Last Name:", "MiLogin Id:", "Title:", "Email:", and "Phone Number:". Below this is a "Level" section with radio button options: "Level (1) Reports Only", "Level (2) Read Only", "Level (3) Data Entry", "Level (4) Data Entry/Economically Disadvantaged", and "(Level 5) Go To Fiscal Agent". To the right of the level options is a "Modules" section with checkboxes for "Enrollment/Funding", "Expenditures", "Follow-Up", and "Programs". Below these sections are three horizontal bars representing "Available Buildings", "Buildings for (no district selected)", and "Assigned Buildings". At the bottom left of the form is a green "Add User" button.

1. Open the **Manage Users** screen. Please refer to Access Manage Users above for additional information.
2. Beneath the grid, enter user information for the new user into the available text fields. Please refer to the **User Detail Fields** below for information related to each data entry field.

Note: You are unable to create another user with Level 5 FA Authorized Official permissions—Level 5 FA Authorized Officials are only created by OCTE.

3. Click the **Add User** button to save the user information.

User Detail Fields

User details are divided into three panels:

1. User Information fields
2. Access Control fields
3. Building List fields

User Information Fields

First Name/ Last Name – Enter the first and last name of the user.

Title – Enter the job title of the user.

MILogin id – Enter the user’s MEIS account number. The MEIS account number is a seven-digit number preceded by a capitalized “A.” *Example: A1234567.*

Note: *Before a user can be entered into CTEIS, the user will need to obtain a MILogin for third-party account. If the user does not have one, they can create a MILogin by visiting milogintp.michigan.gov.*

Title (Optional) – You may enter a user’s title in this field.

Email– Enter the email address of the user so the CTEIS system may send confirmation notices to the correct location. The email address must be unique - two people cannot share the same email address.

Phone Number (Optional) – You may enter a user’s phone number in this field, beginning with the area code. *Example: (517) 987-6543.*

The screenshot shows a web form titled "USER INFORMATION" with a "CLOSE FORM" button in the top right corner. The form is divided into several sections:

- User Information Fields:** A grid of six input fields with labels: "First Name: *", "Last Name: *", "MiLogin id: *", "Title:", "Email: *", and "Phone Number:". The "First Name", "Last Name", and "MiLogin id" fields have red asterisks indicating they are required.
- Level:** A section with a "Level: *" label and five radio button options: "Level (1) Reports Only", "Level (2) Read Only", "Level (3) Data Entry", "Level (4) Data Entry/Economically Disadvantaged", and "(Level 5) Go To Fiscal Agent".
- Modules:** A section with a "Modules" label and four checkbox options: "Enrollment/Funding", "Expenditures", "Follow-Up", and "Programs".
- Buildings:** A section with three labels: "Available Buildings", "Buildings for (no district selected)", and "Assigned Buildings". Below each label is a long, thin horizontal input field.
- Buttons:** A green "Add User" button is located at the bottom left of the form.

Access Control Fields

Data viewing and entry are restricted within CTEIS based on permissions you grant to its various modules and by access level.

Level *

- Level (1) Reports Only
- Level (2) Read Only
- Level (3) Data Entry
- Level (4) Data Entry/Economically Disadvantaged
- (Level (5) Go To Fiscal Agent)

Modules

- Enrollment/Funding
- Expenditures
- Follow-Up
- Programs

Buildings for (no district selected)

Available Buildings	Assigned Buildings

Level

The Level section determines the type of access granted to a user for viewing district or building-level data. Each level is associated with permission to access data for viewing or reporting purposes. Only **one** level can be selected for each user, and it applies across all selected modules. Select the appropriate level of access for the user as defined below:

Level (1) Reports Only – The user can only view summary reports. No individual student access is possible.

Level (2) Read Only – The user can review all data entries per granted module(s) but cannot modify any data.

Level (3) Data Entry – The user can view, add, edit, update, and delete student data for all granted module(s).

Level (4) Data Entry/Econ Dis – Includes the same permissions as Level 3, but the user can view Economically Disadvantaged Student data as well.

Level (5) Fiscal Agent – Identifies the Level 5 FA Authorized Official, which must be approved and implemented by OCTE.

Modules

The modules you may grant to CTEIS users are:

Enrollment/Funding – (Students, Courses, Enrollments, 4483 prep, 4301 prep)

Expenditures – (4033 prep)

Follow-Up – (Follow-Up prep)

Programs – (New Program application submission)

You can select a single module, multiple modules, or all modules for a user. For example, a Level 3 user can have data entry access to the Expenditures and Follow-Up modules. This will allow the user to review and edit data reported for the Expenditures and Follow-Up submissions.

Building List Fields

The role of the FA Authorized Official is to grant all users, including themselves, CEPD administrators, and building reporters, access to buildings within their fiscal agency. You assign access on a building-by-building basis. For example, in a fiscal agency with 3 buildings, you may grant a user access to one, two, or all three of those buildings.

Available Buildings	Buildings for (no district selected)	Assigned Buildings
Gwinn Area Community Schools - Gwinn Middle/High School (52040/01527/348) →		

Add User

Available Operating Buildings List – Lists the available operating buildings for the Fiscal Agency being represented.

Assigned Buildings List: Lists the operating buildings that have been assigned to a particular CTEIS user.

You may add and remove selected buildings by clicking the arrow buttons between the Available and Selected Operating Buildings Lists.

Users with Data Entry in Other Fiscal Agencies

If you have a user that will be entering CTEIS data in another fiscal agency district, that agency's FA Authorized Official will need to add the user and assign the correct buildings. Please direct the FA Authorized Official to the **Create a User** instructions listed above.