CTEIS INTRODUCTION

Welcome to CTEIS, the Career and Technical Education Information System!

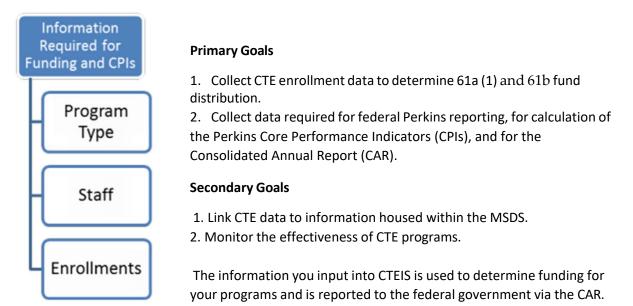
"What is CTEIS and how do I use it?" CTEIS is a web based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan. To access it, you may log into the system at: <u>milogintp.michigan.gov</u> using your MI Login username and password. The average building level reporter will focus on completing three reports throughout the course of the year. Enrollments, Expenditures, and Follow Up. When collecting data for CTEIS reporting:

- Receive class instructional design from staff, enter instructional design into CTEIS, and verify effective design structure by obtaining teacher verification.
- Enter all available courses and student information into CTEIS, print student class lists, and obtain teacher signatures.
- Run Enrollment Validation to check for errors.
- Address all student UIC and MSDS data issues.
- Verify all entries by printing student class lists and obtaining teacher signatures.
- Enter and validate all CTEIS expenditures.
- Conduct the Follow-Up survey.

| ENROLLMENT | Expenditures | FOLLOW-UP |
|---|----------------------|---------------------|
| Begin in September | Begin in September | Begin in October |
| <i>Fall Course Collection:</i> Complete in October | Complete in November | Complete in January |
| Spring Collection (Including Credentials and WBL) | | |

Complete in June

PRIMARY GOALS AND ROLE FUNCTIONS OF CTEIS



CTEIS ON THE WEB

CTEIS is a Web-based application. This means that when using CTEIS:

- You do not need to install any software or updates.
- You can access CTEIS anywhere via a computer with an Internet connection.
- All information to be reported to the state is housed centrally.
- You do not need to back up your files.

CTEIS is designed to work with the most recent version of several popular web browsers, including **Microsoft Edge, Mozilla Firefox,** and **Google Chrome**. By logging in with your username and password you may view all data to which your Fiscal Agency Authorized Official has provided you access.