

# CTEIS

## Follow Up Fiscal Agency Instructions



PTD Technology

Fiscal Agency Authorized Officials

## Instructions



# REVIEW AND SUBMISSION OF THE FOLLOW UP REPORT FISCAL AGENCY AUTHORIZED OFFICIALS INSTRUCTIONS

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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. When a report is submitted by the Fiscal Agency authorized official, the CEPD administrator will be automatically notified by email that the report has been submitted.

The CEPD Administrator must then review the reports and indicate that the CEPD Administrator review is complete for the report to be reviewed and accepted by the Office of Career and Technical Education.

Below are instructions for submission and review of the reports by Fiscal Agency authorized officials.



## Fiscal Agency Authorized Official Review

### To review and submit your report:

Login to [www.CTEIS.com](http://www.CTEIS.com) using your MEIS login and password.

MEIS User Name	<input type="text"/>
MEIS Password	<input type="password"/>
	<input type="button" value="Log In"/>

You will see the following screen:

The screenshot shows the CTEIS District Portal interface. At the top, it says "Career and Technical Education Information System District Portal" with a CTEIS logo. Below that, it displays "Current User: A1033547 Your Domain is - CEPD:24 FA:79000 OA:9999 OB:9999 Logout". A navigation menu includes "CTEIS Home", "Data Entry", "New Programs", "State Reports", "Imports", "Expenditure", "Fiscal Agent", "CEPD Admin.", "Follow Up", "Reports", and "Add Users". A red "TEST" label is present. Below the menu, there is a "Change Fiscal Agency" link and a "CTEIS Links" section with the instruction "Click Heading to View Links". The links section includes "General Info &amp; Training" with 4033 links, "4483 Links", and "4301 Links".

Select the **Fiscal Agent** menu item from the main top menu. Choose the **FA Follow Up Report Submission** option to go to the appropriate page.

Upon arriving at the Report Submission page, you will be able to see the status of each building in your Fiscal Agency. Those buildings with an "x" in the **BlStat** column have been marked as complete by the building level reporter.

**Career and Technical Education Information System District Portal**

Current User: A1033547 Your Domain is - CEPD:24 FA:79000 OA:9999 OB:9999 [Logout](#)

[CTEIS Home](#)
[Data Entry](#)
[New Programs](#)
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[Expenditure](#)
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[Add Users](#)

**TEST**

**Fiscal Agency  
REPORT SUBMISSION  
Follow Up  
2009**

Indicate Range of Authority

CEPD Number: 24  
Fiscal Agency: 79000

List of Buildings for Report

View Report	CEPD	fano	Fiscal Agency Name	oano	BLDGNo	Building	BlStat	FST	CST	
<a href="#">View Report</a>	24	79000	Tuscola ISD	79000	00000	Contracted Programs	X	X	X	Mark Complete
<a href="#">View Report</a>	24	79000	Tuscola ISD	79000	06148	Tuscola Technology Center	X	X	X	Mark Complete

To review the Follow Up 2007 Report for a building, click on the [View Report](#) link to the left of that building name. The exportable/printable report will open.

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Michigan Department of Labor & Economic Growth  
Office of Career and Technical Preparation

**X0603 - Survey Results for Follow-up 2009**

CIP      Program Name

District:24/79000-Tuscola ISD

79000-Tuscola ISD

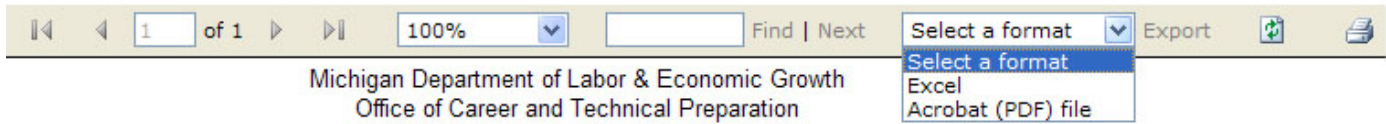
Facility:00000-Contracted Programs

	PSN	2008 12th	2007 11th	Total	Comp Surv.	Non- Contact	Surv. %
13.0000 Education General	18836	1	0	1	1	0	100
<b>Totals for Contracted Programs</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>100</b>

Key: 'Comp Surv.'-Completed with successful Survey. 'Non-Contact' - Specified Reason for Non-Contact. 'Surv %'- % completed with successful survey over total.

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You can print out a copy for your records by exporting the report to PDF format. To save the report as a PDF or to print, select an export format from the upper right corner of the report window. Then select the **“Export”** link to create the PDF file. You can either save this for your records or print it out.



### X0603 - Survey Results for Follow-up 2009

After reviewing the survey percentage totals for each Program, if you are satisfied that the report is complete and accurate, you may mark the building as complete. To do this, click the Mark Complete link to the right of the building name.

List of Buildings for Report										
View Report	CEPD	fano	Fiscal Agency Name	oano	BLDGNo	Building	BLStat	FST	CST	
<a href="#">View Report</a>	24	79000	Tuscola ISD	79000	00000	Contracted Programs	X	X	X	<a href="#">Mark Complete</a>
<a href="#">View Report</a>	24	79000	Tuscola ISD	79000	06148	Tuscola Technology Center	X	X	X	Mark Complete

This will make an **“X”** appear in the FST column, indicating that you have reviewed and approved the report for that building. After marking buildings complete, an email will be automatically sent to the CEPD Administrator indicating those buildings have been submitted. Buildings with completed reports that have not been submitted by the Fiscal Agency will have an **“X”** under the heading **BLStat** (for ‘Building Status’) but will not have an **“X”** under the **FA** column.

Once a report has been completed for a building, submitted by the Fiscal Agency authorized official and the CEPD Administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

If you have questions regarding the Follow Up report, please contact Brenda Mazuca, Office of Career and Technical Education at [mazucab@michigan.gov](mailto:mazucab@michigan.gov) or 517-335-0382.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com) or 1-800-203-0614 x 128.