

CTEIS

Follow-Up CEPD Admin Review Instructions



PTD Technology
CEPD Administrators

Instructions



REVIEW AND SUBMISSION OF THE FOLLOW-UP REPORT CEPD ADMINISTRATORS INSTRUCTIONS

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 review of the reports by CEPD Administrators.

CEPD Administrators Review

When the authorized official for each Fiscal Agency in your CEPD submits a report, CTEIS will automatically generate an email to you notifying you that the report for that building has been submitted and is ready for your review.

To complete the CEPD Administrator review

Login to www.cteis.com using your MEIS login and password.

To review the reports that have been submitted for your CEPD, click the **CEPD Admin.** button on the main top menu, then click on the **CEPD Admin. Follow Up Review** option.



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

[Link to Public Reports](#)

The screenshot shows the CTEIS District Portal interface. At the top left is the CTEIS logo. The main header reads "Career and Technical Education Information System District Portal". Below this, it shows the current user information: "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". Below the menu, there is a "TEST" section with a "Change Fiscal Agency" link. The "CTEIS Links" section is titled "Click Heading to View Links" and contains three items: "General Info & Training" with a smiley face icon and "4482 Links", "4033 Links" with a blue checkmark icon, and "4301 Links" with a blue checkmark icon and a document icon.

This will take you to the CEPD Administrator Review page. The section titled “List of Buildings for Report” lists all buildings in your CEPD and the report status of each building. By choosing “All” in the Fiscal Agency drop-down, you will be able to see every building listed. Please see example below:

Indicate Range of Authority

CEPD Number: 24

Fiscal Agency: All

CEPD Administrator REPORT SUBMISSION Follow Up

List of Buildings for Report

View Report	CEPD	fano	Fiscal Agency Name	oano	BLDGNo	Building	BlStat	FST	CST	
View Report	24	79000	Tuscola ISD	79000	00000	Contracted Programs	X	X	X	Mark Complete
View Report	24	79000	Tuscola ISD	79000	06148	Tuscola Technology Center	X	X	X	Mark Complete
View Report	24	79010	Akron-Fairgrove Schools	79010	00034	Akron-Fairgrove Jr/Sr High School	X	X	X	Mark Complete
View Report	24	79090	Mayville Community School District	79090	02452	Mayville High School	X	X	X	Mark Complete
View Report	24	79145	Unionville-Sebewaing Area S.D.	79145	04255	Unionville-Sebewaing High School	X	X	X	Mark Complete

This list also shows the Fiscal Agency and Building name and number. An “X” under the **BlStat** (Building Status) column indicates buildings with completed reports. An “X” must also appear under the **FST** (Fiscal Agency Status) column to signify that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD Administrator. After the CEPD administrator review is complete, an “X” will appear under the column marked **CST**.

If you would like to look at your buildings separated by Fiscal Agency, you must choose an Agency from the drop-down menu.

Indicate Range of Authority

CEPD Number: 24

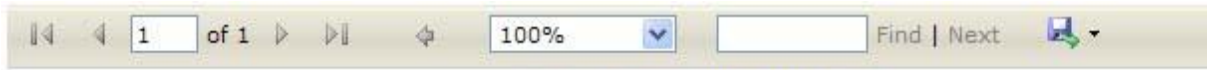
Fiscal Agency: 79000: Tuscola ISD

Buildings for Report

View Report	CEPD	oano	BLDGNo	Building	BlStat	FST	CST	
View Report	24	00000		Contracted Programs	X	X	X	Mark Complete
View Report	24	06148		Tuscola Technology Center	X	X	X	Mark Complete

To review reports, you must click the link to the left of the building name that says View Report.

You can print out a copy for your records by exporting the report. To save the report or to print, select an export format from the upper right corner of the report window. Your export format options are Excel, PDF or Word. You will be asked if you want to Open or Save the document. Either choice will allow you to print from the result.



Michigan Department of Education

Office of Career and Technical Education - CTEIS Report

X0603 - Survey Results for Follow-up

CIP Program Name

District:99/1100 -ISD

010- Area Schools

Facility:0086-High School

	PSN	2009 12th	2008 11th	Total	Comp Surv.	Non- Contact	Surv. %
12.9999 Personal & Culinary Services	403	11	0	11	2	1	18
10.0202 Radio & TV Broadcasting Tech	15696	6	0	6	1	1	17
52.0800 Finance & Financial Mgt Services	18209	1	0	1	0	0	0
11.0901 Computer Syst Networking & Telecommunications	19150	35	0	35	0	0	0
19.0700 Child & Custodial Care Services	19151	16	0	16	0	0	0
47.0101 Electrical/Electronics Repair	19153	12	0	12	0	0	0
51.0000 Therapeutic Services	19154	54	0	54	0	0	0
52.0299 Business Admin Mgt & Operations	19155	4	0	4	0	0	0
Totals for High School		139	0	139	3	2	2

Career and Technical Education Information System District Portal

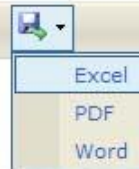
Current User:A1043066 Your Domain is - CEPD:49 FA:11000 OA:9999 OB:9999 [Logout](#)

[CTEIS Home](#) [Data Entry](#) [New Programs](#) [State Reports](#) [Imports](#) [Expenditure](#) [Fiscal Agent](#) [CEPD Admin.](#) [Follow Up](#) [Reports](#) [Add Users](#)



Michigan Department of Education

Office of Career and Technical Education - CTEIS Report



If the report requires revision, contact the Fiscal Agency and request that the report be revised as required. When you are satisfied that the report is complete and accurate, indicate that your review is complete by clicking the [Mark Complete](#) link. When you do, you will note that the building list will now show an "X" under the **CST** (CEPD Status) column on the Follow Up Report Submission page, indicating that the CEPD Administrator has completed the review of the report for this building. The "X" under the **BIStat** (Building Status) column indicates buildings that have completed their reports, but that the reports have not been

completed by the Fiscal Agency authorized official. The “X” under the FA (Fiscal Agency Status) column indicates that the Fiscal Agency has completed the report.



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](#) [State Reports](#) [Imports](#) [Expenditure](#) [Fiscal Agent](#) [CEPD Admin.](#) [Follow Up](#) [Reports](#) [Add Users](#)

Indicate Range of Authority

CEPD Number 24

Fiscal Agency

CEPD Administrator REPORT SUBMISSION Follow Up

List of Buildings for Report

View Report	CEPD	fano	Fiscal Agency Name	oano	BLDGNo	Building	BIStat	FST	CST	
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View Report	24	79090	Mayville Community School District	79090	02452	Mayville High School	X	X	X	Mark Complete
View Report	24	79145	Unionville-Sebewaing Area S.D.	79145	04255	Unionville-Sebewaing High School	X	X	X	Mark Complete

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 or (517) 335-0382.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128 or 1-800-203-0614, ext. 128.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at (517) 373-8776.