

# CTEIS

## Follow-Up Fiscal Agency Submission 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.



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

[Link to Public Reports](#)

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.

You will see the following screen:

The screenshot shows the CTEIS District Portal interface. At the top, there is a header with the CTEIS logo and the text "Career and Technical Education Information System District Portal". Below the header, there is a navigation menu with items: CTEIS Home, Data Entry, New Programs, State Reports, Imports, Expenditure, Fiscal Agent, CEPD Admin., Follow Up, Reports, and Add Users. The "Fiscal Agent" menu item is highlighted. Below the navigation menu, there is a "TEST" section with a "Change Fiscal Agency" link. The main content area is titled "CTEIS Links" and includes a "Click Heading to View Links" instruction. There are four link categories displayed: "General Info &amp; Training" with 4033 links, "4483 links" (with a building icon), "4301 links" (with a document icon), and another "4301 links" (with a document icon). Each link category has a blue checkmark icon next to it.

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 **BIStat** 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 | State Reports | Imports | Expenditure | Fiscal Agent | CEPD Admin. | Follow Up | Reports | Add Users

**Fiscal Agency REPORT SUBMISSION Follow Up**

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

1 of 1 | 100% | Find | Next

Michigan Department of Education

Office of Career and Technical Education - CTEIS Report

### X0603 - Survey Results for Follow-up

CIP	Program Name	PSN	2009 12th	2008 11th	Total	Comp Surv.	Non- Contact	Surv. %
District:99/1100 -ISD								
010- Area Schools								
Facility:0086-High School								
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
<b>Totals for High School</b>			<b>139</b>	<b>0</b>	<b>139</b>	<b>3</b>	<b>2</b>	<b>2</b>

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.



If after reviewing the survey percentage totals for each Program you find 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 Krishnan Sudharsan, Office of Career and Technical Education at: [Sudharsank@michigan.gov](mailto:Sudharsank@michigan.gov) or (517) 241-7652.

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