CAREERTECH INFORMATION MANAGEMENT SYSTEM (CTIMS)

COMPREHENSIVE SCHOOLS FOLLOW-UP AND CERTIFICATION UPDATE GUIDEBOOK

Information Management Division
career tech
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FOLLOW-UP SUBMISSION FOR COMPREHENSIVE SCHOOLS

Objective: This guidebook will take you through the steps to submit Comprehensive School Follow-Up information into CTIMS.

Logging in to CTIMS

To access CTIMS, go to https://www.okcareertech.org and select CTIMS in the red bar at the top of the page.

This will direct you to the CTIMS main web page. Here you will find the various applications in CTIMS with links to guidebooks, rules and regulations, contacts and due dates. Select the green CTIMS Login button to be directed to the login screen.

Sign in using your school email and CTIMS password.

Note: You must use Microsoft Internet Explorer, version 11 or higher. CTIMS is currently not compatible with other browsers.
Help and Troubleshooting

If you do not have an account in CTIMS or having trouble with the navigation or software, send an e-mail to CTIMSSupport@careertech.ok.gov describing your problem. Be sure to include your name, school name and a telephone number in the event we need to call you.

If you have forgotten your password, click the Forgot your password? link at the login screen to reset your password. You will be asked to enter in your email address and receive an email to start the password reset process.

You have 5 attempts to enter a password. After the last attempt, you will be locked out of CTIMS and will have to contact CTIMSSupport@careertech.ok.gov to reset your account.

CTIMS Customer Support Contact
Andra Beyer
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
If you have more than one role in CTIMS make sure you are in the correct role. The Follow-Up role is **Comprehensive School Teacher**. **Follow-Up** should show in the left navigation panel. If you do not see **Follow-up**, select the correct role in the top right box. If you still do not see **Follow-up**, contact CTIMSSupport@careertech.ok.gov

To start your follow-up, click on the + (plus) sign in front of **Follow-Up** in the left navigation panel.

Click on the + (plus) sign in front of **Follow-Up Process** in the left navigation panel.

Click on **Comprehensive Follow Up Collection** to begin the Follow-up process.
On this screen, the Follow Up Calendar Year should be last year. You will be entering data for the students you had last year. The School Calendar Year is the current year. Your school name, submitter name and PID should automatically come up when you sign in. The programs and student data for last year are already in the system. Click on the **Load Data** to load your student list.

This will bring up a listing of your 12th grade students from last year. For the first student, click on your school name to highlight the row. Click **Select & Continue**
This page will bring up the student details. In the middle of the screen is the Follow Up Information section. This is where you will be answering questions about the student. The “This Student is Deceased?” question is a mandatory question but is defaulted to No. Change to Yes if the student is deceased.

If the student is deceased, you must also answer the question, “Did the student take any certification test?” by selecting Yes or No from the drop down menu. Click the Save button and you are finished with this student.

Return to Student List to select another student or go to the first, previous, next, or last student from the navigation at the top and bottom of the screen.
For all other students:

- Answer the question, “This Student is Deceased?” by selecting No from the drop down menu.
- Select from the drop down menu an Education Status (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop down menu an Employment Status (See Appendix A).
- Answer the question, “If employed civilian, is the Job related to the coursework in which they were enrolled?”, by selecting Yes or No from the drop down menu.
- Answer the question, “Is this student self-employed?”, by selecting Yes or No from the drop down menu.
- Answer the question, “Did the student take any certification test? by selecting Yes or No from the drop down menu. If the answer to this question is No, you are finished with this student. Click on the Save button.

You can navigate to the next student by returning to the Student List, or selecting Next Student.
If you answer Yes on the certification test question, select the certification by clicking on the down arrow to the left of the Cluster name. The certifications available will populate the drop down menu. If you already know the number or name of the certification(s), you can click the filter button by entering the information in the filter menu.

Hint: If the filter menu drop down says contains you only have to provide part of the search information.
Mark each certification test the student took as **Test Passed** or **Test Not Passed**.

After you have marked all the certifications tests the student has completed, click on the **Save** button.

You will get a pop up message that says **Saved Successfully**. Click **OK**. You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to **Return to Student List**, or go to the **first, previous, next, or last** student.

**Important**: Make sure you **Save** each student’s information before navigating to another student.
If you go back to the Student List page, Refresh the page and the students you have completed are indicated as Yes under the Follow-Up Completion? column. Click on the next student to highlight and Select & Continue. Go through the same steps as above to complete the follow-up for each student.

Reports

Check to make sure you have updated all your students by going the Student List page. After all your student data is updated, you can run a teacher summary report by clicking on the View Report link. These are not individual reports for each student, so all the links go to the same teacher report. You can also export your records to an excel file. Since you are saving after each student, you do not have to submit. When you complete all your students, you are finished.
INPUTTING CERTIFICATIONS FOR ALL STUDENTS

You are only required to do follow-up on the seniors you had last year. However, if any of your other students took certification tests last year, you can update their record in CTIMS to indicate that they took the test and whether they passed or did not pass.

To enter certifications information, click on the + (plus) sign in front of Follow-Up in the left navigation panel.

Click on the + (plus) sign in front of Follow-Up Process in the left navigation panel.

Click on Comprehensive Certificate Collection.
On this screen, the Follow Up Calendar Year should be last year. You will be entering data for the students you had last year. The School Calendar Year is the current year. Your school name, submitter name and PID should automatically come up when you sign in. The programs and student data for last year are already in the system. Click on the Load Data to load your student list.

This will bring up a listing of all your students from last year. You do not have to enter data for all your students, just the ones you want to input certifications. Search by the student using the filter button by student name or STN. When you find the student, click on your school name to highlight the row. Click Select & Continue.
This will bring up information about the student.

Answer the question, “Did the student take any certification test?” by selecting Yes or No from the drop down menu. If the answer to this question is No, you are finished with this student. Click on the Save button.

You can navigate to the next student by returning to the Student List and searching for the student, and selecting the student row, or by selecting Next Student. If this student did not take a certification test, just hit the Next Student button until you come to a student you need to update with certification information. Make sure you save the student if you input any certification information before going to the Student List or the Next Student.
If you answer **Yes** on the certification test question, select the certification by clicking on the down arrow to the left of the Cluster name. The certifications available will populate the drop down menu. If you already know the number or name of the certification(s), you can click the filter button by entering the information in the filter menu.

*Hint: If the filter menu drop down says contains you only have to provide part of the search information.*
Mark each certification test the student took as Test Passed or Test Not Passed.

After you have marked all the certifications tests the student has completed, click on the Save button.

It will take a few seconds for the file to save. You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to Return to Student List, or go to the first, previous, next, or last student.

Important: Make sure you Save each student's information before navigating to another student.
After you have updated all the certifications for your students that have taken certification tests, you can navigate back to the summary screen by clicking on **Return to Student List**. Hit the **Refresh** button. The students you have completed the certifications for will say **Yes** in the Certificate Complete Column.
Appendix A

Education and Employment Status

Job Details

Educational Status:
- Not attending school
- Attending high school or technology center as a secondary student
- Attending a technology center as an adult student
- Attending a private school as an adult student
- Attending a public collegiate school as an adult student
- Educational status is unknown.

Employment Status:
- Employed full-time civilian (at least 35 hr/week)
- Employed part-time civilian (less than 35 hr/week)
- Employed full-time Military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown.

Job Details:
For students that are employed, provide the following information:

If employed civilian, is the Job related to the coursework in which they were enrolled? --
Indicate if the student’s current job is related to one or more programs completed last school year. Select Yes or No from the Drop Down menu.

Is this Student Self-Employed? -- Select Yes or No from the Drop Down menu.

Job Title – list the student’s current job title
Job Duties – provide a brief description of the student’s job duties