CAREERTECH INFORMATION MANAGEMENT SYSTEM (CTIMS)

SETTING UP AND MANAGING YOUR CTIMS ACCOUNT GUIDEBOOK

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December 9, 2017

Setting Up and Managing Your CTIMS Account

This user manual will take you through the steps to create and manage your CTIMS account.

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

Setting up your Account

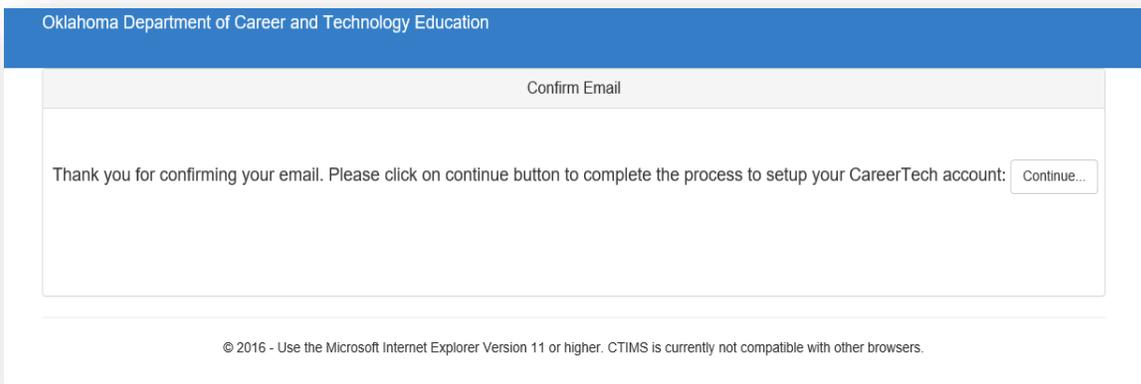There are two important things to remember when setting up your account:
1. Use Internet Explorer, version 11 or higher as your browser.
2. Set aside 5 minutes to completely create the account, without interruptions. Otherwise, you will need to contact us to reset the account setup.

To establish a new account, contact the Information Management Division at ctimssupport@careertech.ok.gov or 405-743-5134.
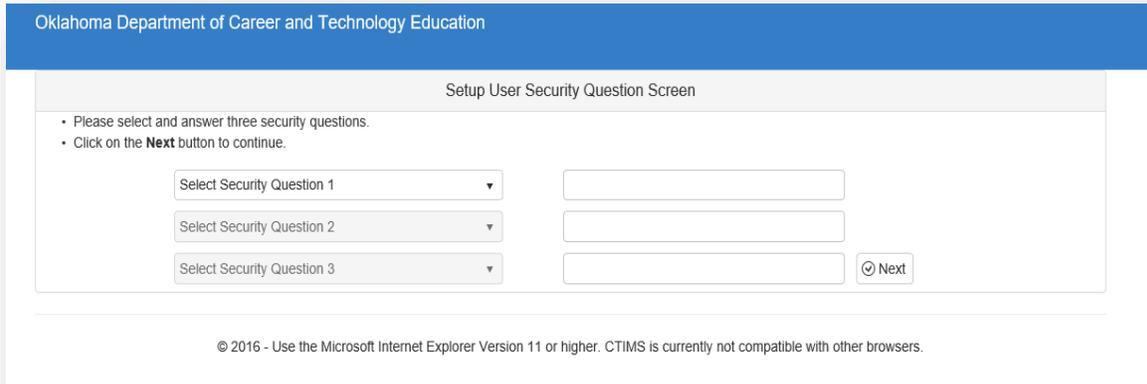
Step 1: You will receive an email from ctims@careertech.ok.gov. Confirm your account by clicking on the highlighted **here**.
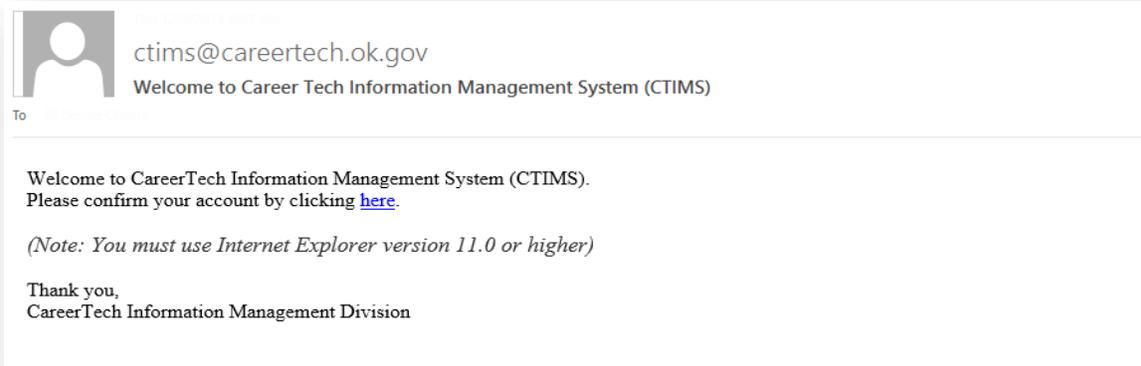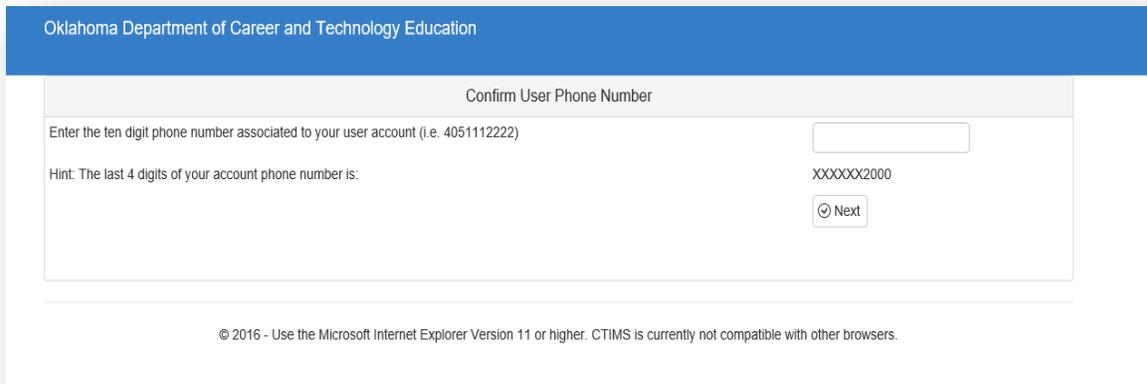

Step 2: You will be redirected to the screen shown below. Click on the Continue button.

Step 3: Select and answer three security questions. Click the **Next** button.

Oklahoma Department of Career and Technology Education

Setup User Security Question Screen

- Please select and answer three security questions.
- Click on the **Next** button to continue.

Select Security Question 1 ▼

Select Security Question 2 ▼

Select Security Question 3 ▼ ⊘ Next

© 2016 - Use the Microsoft Internet Explorer Version 11 or higher. CTIMS is currently not compatible with other browsers.
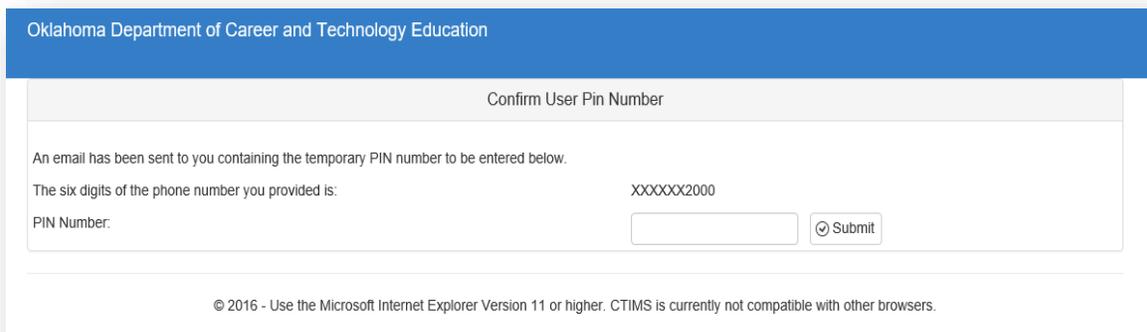
Step 4: Type your school's primary 10 digit phone number then click the **Next** button. After this step, you will receive another email that contains your temporary pin/verification code. Do not close this screen. Go to your email to get your Pin/Verification Code, then come back to this screen.

Oklahoma Department of Career and Technology Education

Confirm User Phone Number

Enter the ten digit phone number associated to your user account (i.e. 4051112222)

Hint: The last 4 digits of your account phone number is: XXXXXX2000

⊘ Next

© 2016 - Use the Microsoft Internet Explorer Version 11 or higher. CTIMS is currently not compatible with other browsers.

Step 5: Enter the Pin/Verification Code from your email. Click the **Submit** button.

Note: You must complete this step within 5 minutes of receiving the email or the Pin/Verification Code will expire.

Oklahoma Department of Career and Technology Education

Confirm User Pin Number

An email has been sent to you containing the temporary PIN number to be entered below.

The six digits of the phone number you provided is: XXXXXX2000

PIN Number: ⊘ Submit

© 2016 - Use the Microsoft Internet Explorer Version 11 or higher. CTIMS is currently not compatible with other browsers.
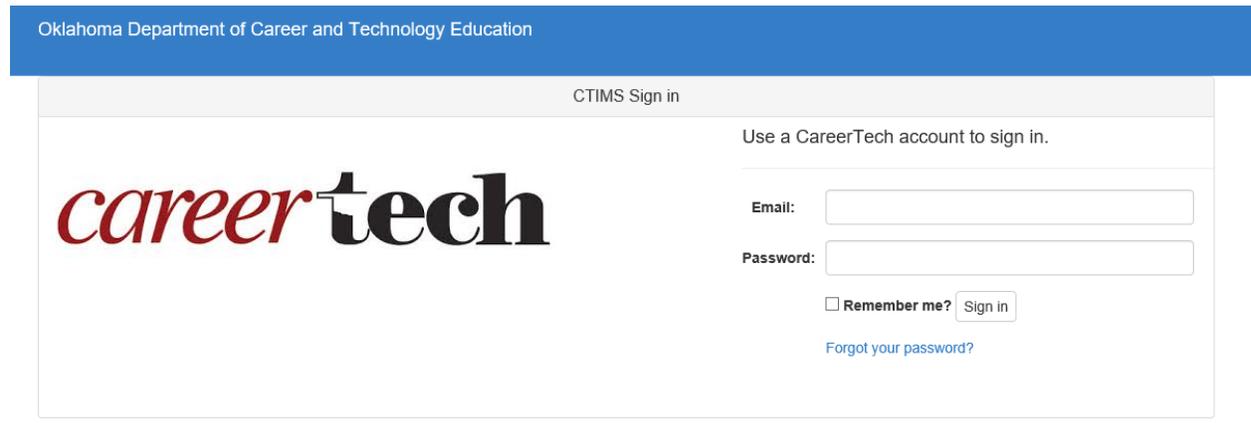
Step 6: Enter a password, confirm the password and click on **Submit**.

Note: Password characteristic requirements are listed at the bottom of the screen.
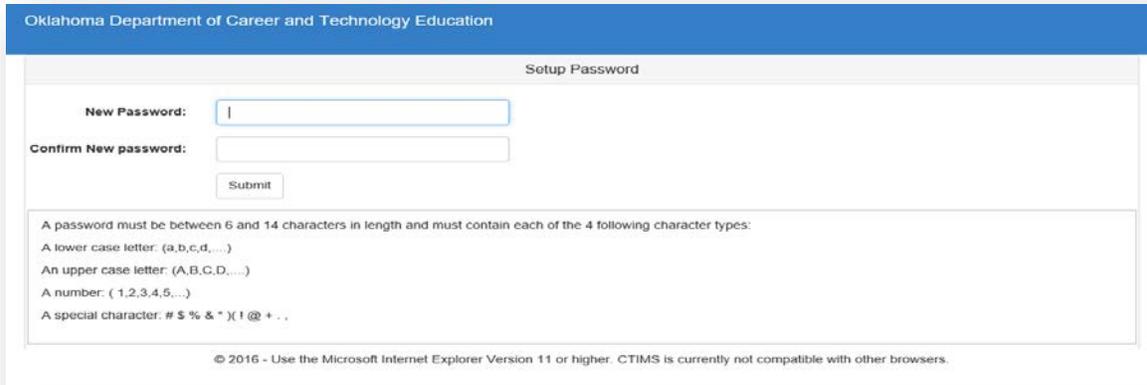
**Step 7:** The CTIMS Sign in Screen appears. Sign in with your school email and the password you created.
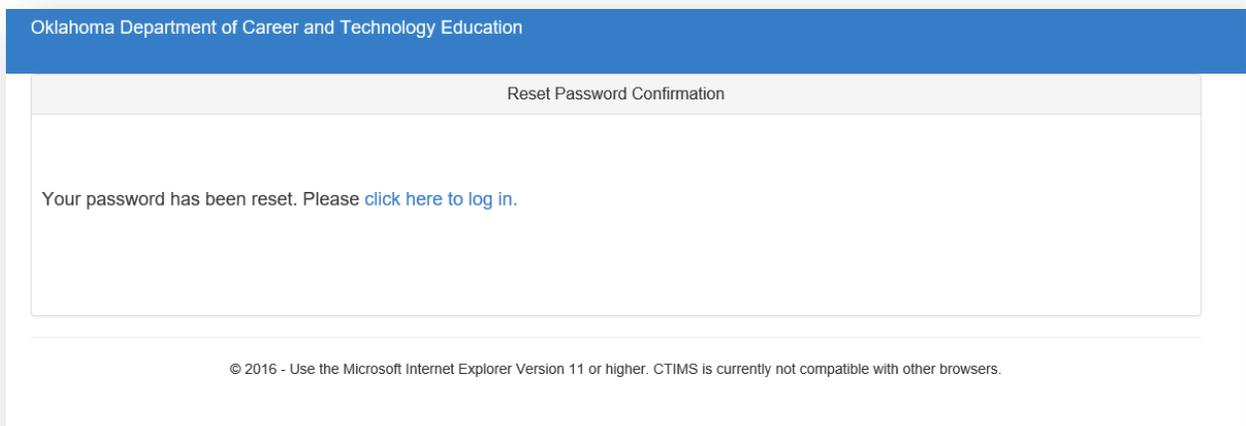
How to Change Your Password

Step 1: If you need to change your password, login to the CTIMS system as usual. Click on your name in the upper right corner. A dropdown menu will appear with the option to Change Password.

Step 2: Put in your current password. Next, put in a new password following the password characteristic requirements listed. Input the password again to confirm. Select the Change Password button.
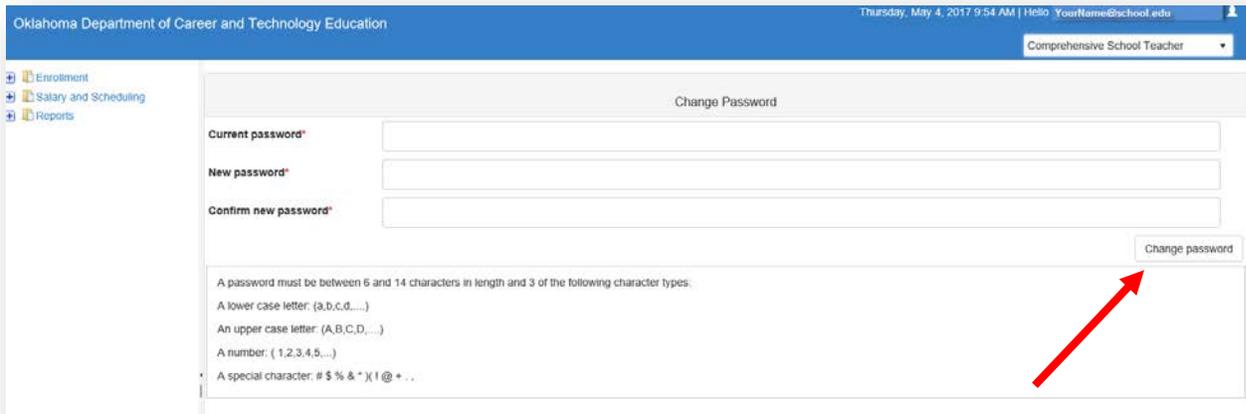
Step 3: You will get this screen that confirms your password was changed. **Click here to log in** will take you back to the Sign in page to sign in with your new password.

How to Sign Out of the System

To sign out of the CTIMS system, click on your name in the upper right corner. A dropdown menu will appear with the option to Sign Out.

Forgot Login Password

If you forgot your password, click on **Forgot your password?** link on the sign in screen. The process will be similar to the set up process in the preceding section.

Note: You have 5 attempts to try your password before your account is locked. If your account becomes locked, email CTIMSSupport@careertech.ok.gov and ask that your account be reset.
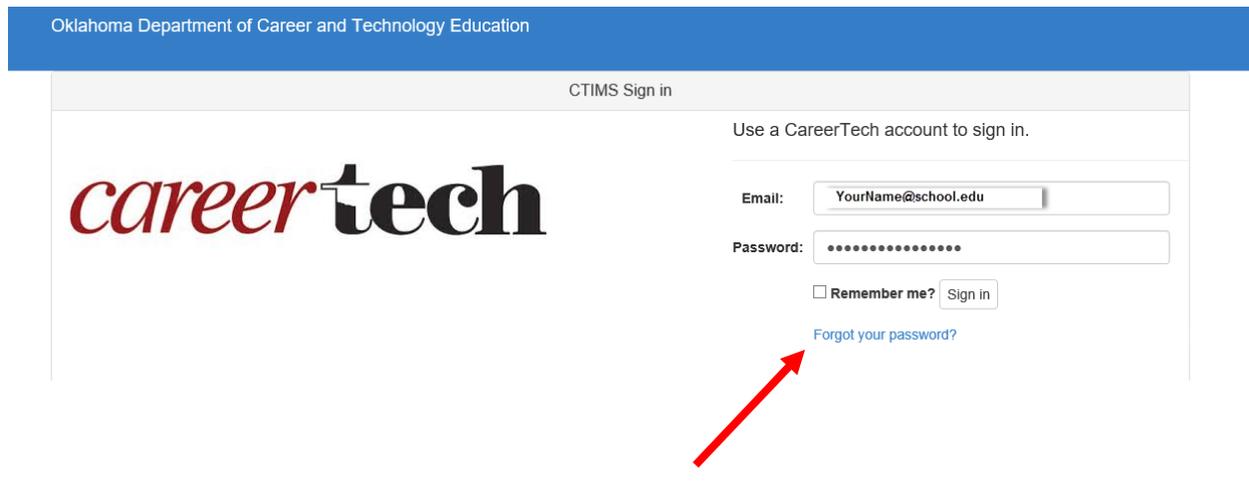
Sign in to CTIMS Application

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.
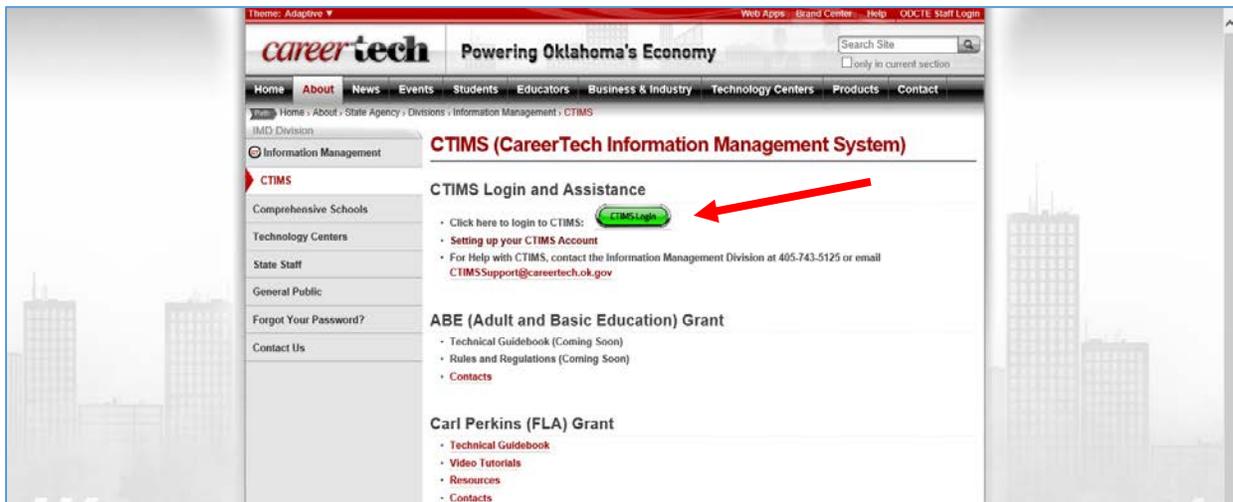
Type in your school email address. Type in your password. Click the **Sign in** button. If you want the system to remember your Sign in credentials, click on the Remember me? button.
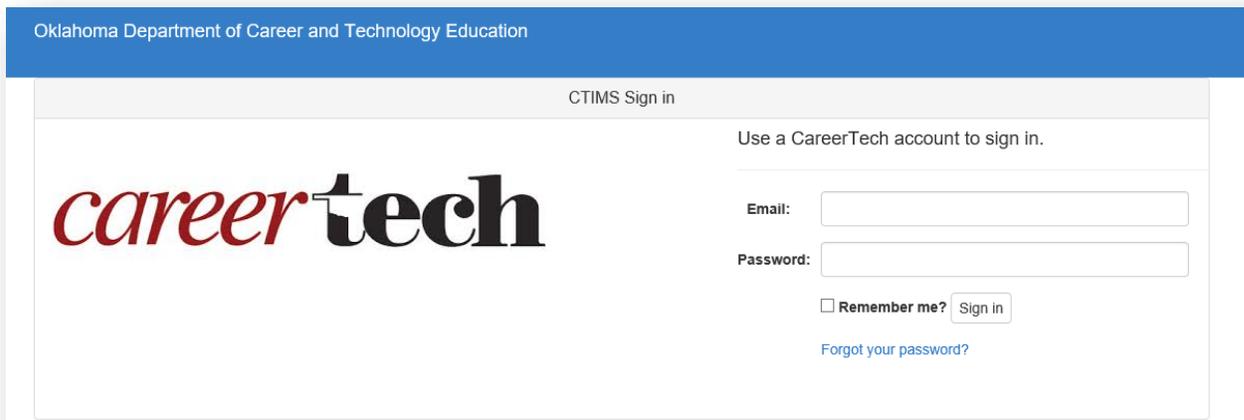
Below is an example of your Landing screen. This page is called the **Dashboard** and displays summary information used to set up your account. The navigation bar is on the left and displays which folders are accessible based on your role. Your role is listed in the top right hand corner of the screen.

If you have multiple roles at your school, you may have more than one role in the system. If you do, you will need to change the role to correspond to the task you are performing.

To access the navigation on the left, click on the **+(plus)** sign to the right of the folder name to access options within that folder.