CareerTech Information Management System (CTIMS)

Certification Collection Guidebook for Technology Centers

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

**Mika Hickman**
Administrative Assistant
Office: (405) 743-5124
Email: Mika.hickman@careertech.ok.gov

**Rebecca Thacker**
Technical Support Specialist
Office: (405) 743-5134
Email: Rebecca.Thacker@careertech.ok.gov

**Andra Beyer**
Data Quality Coordinator
Office: (405) 743-5403
Email: Andra.Beyer@careertech.ok.gov

**Kerri Watkins**
Manager, Information Management Division
Office: (405) 743-6882
Email: Kerri.Watkins@careertech.ok.gov

**Carol Hall**
Performance Data/Analysis Coordinator
Office: (405) 743-5125
Email: Carol.Hall@careertech.ok.gov
Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset.

For helpful tips, see the CTIMS Helpful Hints section of this document.

- **IMPORTANT:** Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge.
- Internet Explorer is currently not compatible with CTIMS.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
Logging into CTIMS

Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to http://www.okcareertech.org/ and select CTIMS in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. This is not the CTIMS login.

On the CTIMS website, select the green CTIMS Login button.
Entering Certifications for All Students

If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and document whether they passed or did not pass.

Log in using your email and password at https://ctims.okcareertech.org/CTBDSWeb.

Verify that you are using the role of a Tech Center Teacher or FT Submitter. If not, use the drop down arrow to select the appropriate role.

- Click the arrow ▶ next to Certification System in the left navigation.

- Click the arrow ▶ next to Tech Center State Program Certificate Collection in the left navigation.

- Enter the Calendar Year (this field will auto populate the current school year).
- Your Organization. Begin typing in the first 3 letters of your school, then choose your campus from the drop-down menu.
- Submitter Name and PID should auto populate.
- Click on the Load Data to load your student list.
- Be mindful of the Enrollment Calendar Year and the Current Calendar Year. You may go back and add certificates and WBL to past years.

This will bring up a list of your programs/courses.
- Click on a field in that row to highlight the row.
- Click Select & Continue.
This will bring up a list of your students. You do not have to enter data for all students, only those you want to input certifications. You can search by the student using the filter button in the student name column header.

- When you find the student, click on a field in that row to highlight the row.
- Click Save & Continue.

NOTE: Students will not populate until enrollments have been submitted.

On the student's record, answer the question, “Has the student taken a certification test?”

- Select Yes from the drop-down menu.
Select the certification.

- Click Add Certification.
- In the Certification column, type in the first 3 letters of the certification name, or the certification number and choose the certification from the drop-down.

Select the cluster.
• In the Cluster column, choose the cluster from the drop-down menu.

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 Work Based Learning option and select yes or no. Click on the Save & Go to WBL button.
• You will receive a message that the certification has saved successfully. Click OK.
Work Based Learning

1. Select the Work Based Learning Category from the drop-down menu.
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no.
5. If Work Based Learning was paid, yes or no. If yes, how much per hour.
6. Did it turn into fulltime employment?
7. If yes, fill out the Company’s information and any comments.

Click Save & Submit.

A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

Click the Back to Summary and select the next student.

*Note - clicking No, update only this student! is for doing Follow-up or when you are add information for individual students. The Yes, Update to all students! is for entering information for a class or group of students that
have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, etc.)
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.
Checking the Student's Certification Status

After you have updated all of the certifications for your students that have taken certification tests:

- Navigate back to the summary screen by clicking on Back to Summary. Verify that you are sure you want to close the student record tab by clicking OK.

- Click the Refresh button. The students you have completed the certifications for will have the certification names displayed in the Certificates (Display Only) column.
CTIMS Helpful Hints

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.
- You can flip between screens or tabs in CTIMS. Click on any tab at the top of your screen to toggle between them.

- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tab, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.