

CareerTech Skills Centers Student Information System (SMS)

Technical Guidebook

Attendance



OKLAHOMA
CareerTech

CTSC

CareerTech Skills Centers

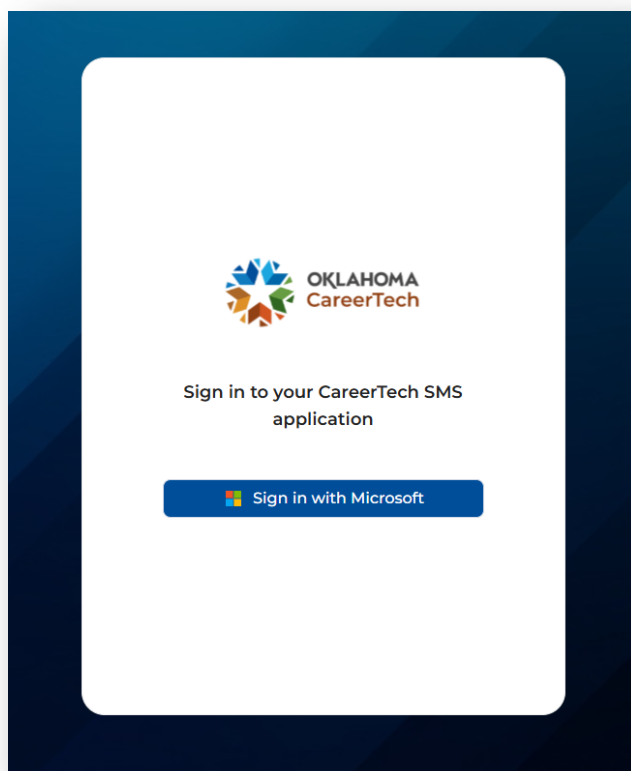
March 2026

Help and Troubleshooting

If you are having trouble with navigation or software, contact Rebecca Sagehorn at Rebecca.Sagehorn@careertech.ok.gov or 405-743-5194

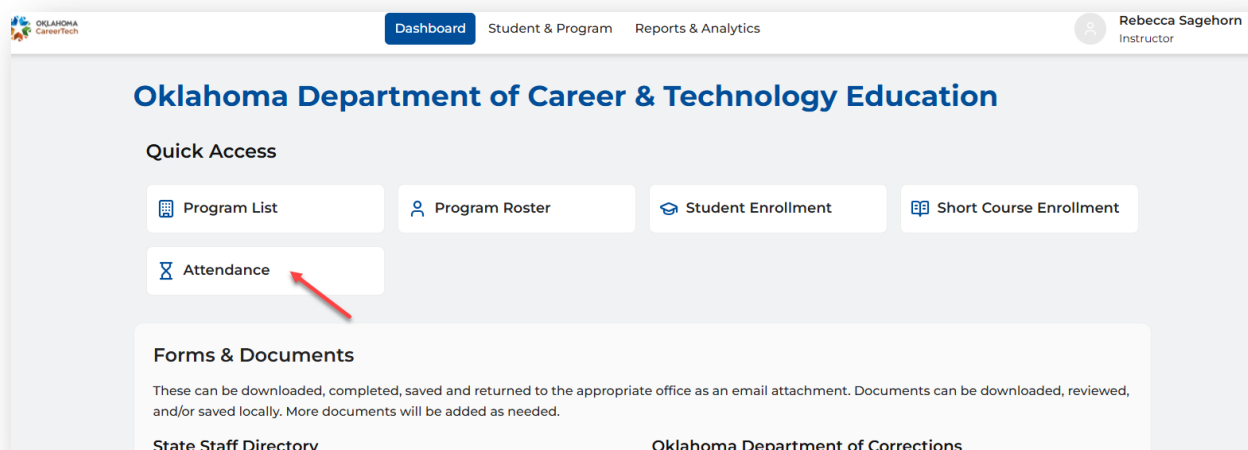
Logging into the Skills Centers Student Information System (SMS)

Go to <https://scsms.careertech.ok.gov/login> and click the **Sign in with Microsoft** button. This sign-in is linked to your Outlook email account and will automatically sign you in without adding your username or password.

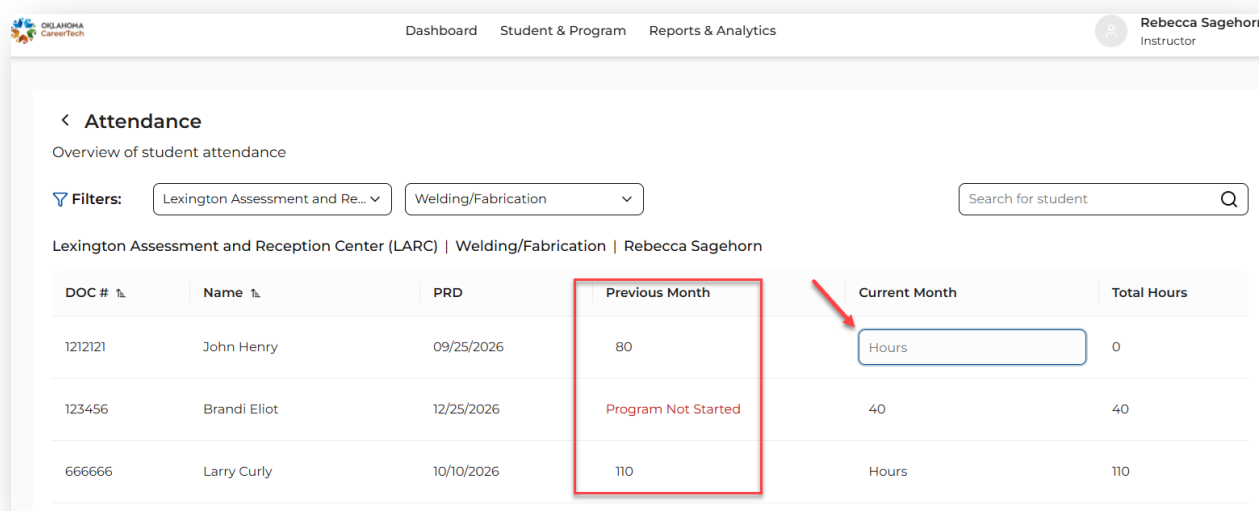


Attendance

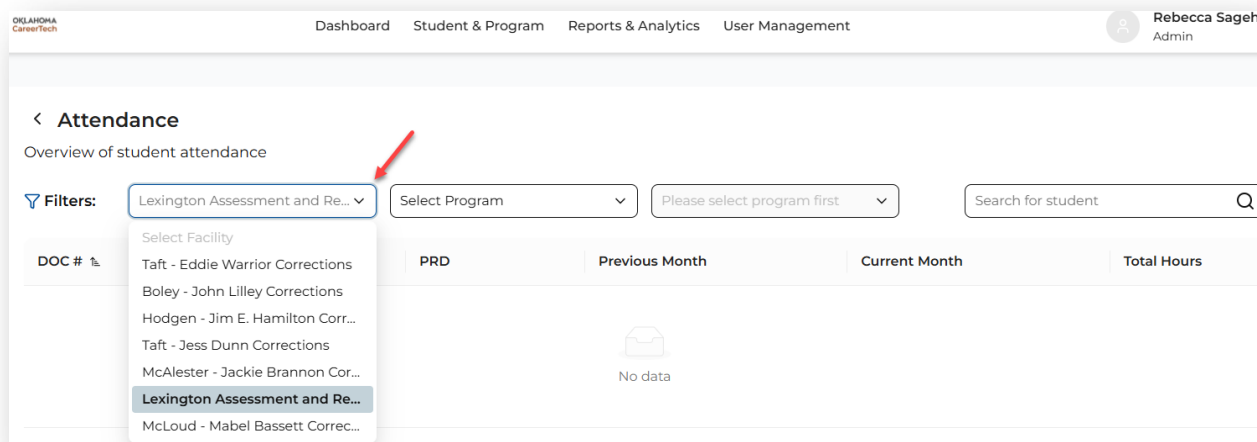
There are a couple of ways you can put in your monthly hours. The quickest way is to go to your Dashboard and click the attendance button.



This will pull up your student list. Just click the “Hours” under the current month and type in your monthly hours. On this screen you can enter the current month and the previous month. If your student(s) were not enrolled in the previous month, you will see a note in red under that heading.

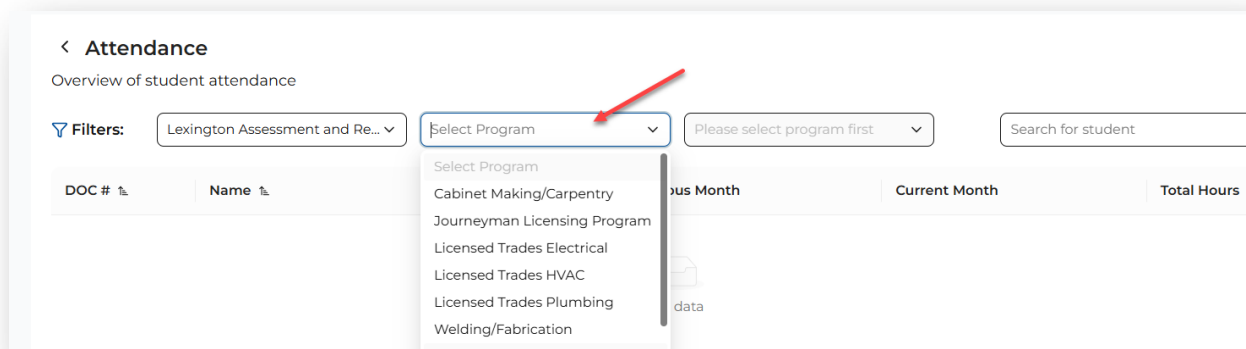


If you teach at multiple facilities, select the facility from the dropdown menu.



The screenshot shows the 'Attendance' page with the 'Overview of student attendance' section. A red arrow points to the 'Filters' dropdown menu, which is currently set to 'Lexington Assessment and Re...'. The dropdown menu is open, showing a list of facilities: 'Select Facility', 'Taft - Eddie Warrior Corrections', 'Boley - John Lilley Corrections', 'Hodgen - Jim E. Hamilton Corr...', 'Taft - Jess Dunn Corrections', 'McAlester - Jackie Brannon Cor...', 'Lexington Assessment and Re...' (highlighted), and 'McLoud - Mabel Bassett Correc...'. The main table area shows columns for 'DOC #', 'PRD', 'Previous Month', 'Current Month', and 'Total Hours'. The table is currently empty, displaying 'No data'.

If you teach multiple Programs, select the program from the dropdown.



The screenshot shows the 'Attendance' page with the 'Overview of student attendance' section. A red arrow points to the 'Select Program' dropdown menu, which is currently set to 'Please select program first'. The dropdown menu is open, showing a list of programs: 'Select Program', 'Cabinet Making/Carpentry', 'Journeyman Licensing Program', 'Licensed Trades Electrical', 'Licensed Trades HVAC', 'Licensed Trades Plumbing', 'Welding/Fabrication', and 'Career Readiness'. The main table area shows columns for 'DOC #', 'Name', 'Previous Month', 'Current Month', and 'Total Hours'. The table is currently empty, displaying 'No data'.

After you select your name from the instructor dropdown, that class will populate and you can enter your monthly hours.

< **Attendance**

Overview of student attendance

Filters: Lexington Assessment and Re... Licensed Trades HVAC Cecil Waincott Search for student

Lexington Assessment and Reception Center (LARC) | Licensed Trades HVAC | Cecil Waincott

DOC #	Name	PRD	Previous Month	Current Month	Total Hours
	Gregory	03/05/2027	150	0	50
	John	05/01/2027	150	0	220
	Frank	06/12/2026	150	0	710
	Chester	01/01/2036	150	0	285
	Jimmy	10/01/2027	150	0	225
	Jarad	10/01/2027	150	0	245
	Jesse Petties	03/28/2028	50	0	50

If you discover you have hours missing from past months, or if you need to look at all a student's hours, go back to the Program Roster screen and click the student.

< **Program Roster**

Overview of all current students.

Attendance Student Roster

Filters: Lexington Assessment and Re... Licensed Trades HVAC Cecil Waincott Search for student

Lexington Assessment and Reception Center (LARC) | Licensed Trades HVAC | Cecil Waincott

Students Count: 7

DOC #	Name	Entry Date	PRD	Remaining Days	County	Coordinator
	Gregory	12/18/2025	03/05/2027	351	--	--
	John	11/17/2025	05/01/2027	408	--	--
	Frank	08/06/2025	06/12/2026	85	--	--
	Chester	11/03/2025	01/01/2036	3575	--	--
	Jimmy	01/13/2026	10/01/2027	561	--	--
	Jarad	11/04/2025	10/01/2027	561	--	--
	Jesse	02/18/2026	03/28/2028	740	--	--

Go to the Attendance tab and you can see every month the student has been enrolled. Click the Edit button on the bottom right of the screen.

- Interested Programs
- Short-Course Enrollment
- Ability to Benefit
- Program Enrollment
- Life Success Plan
- Attendance**
- Assessments
- Upload Certificates
- Exit Interview
- Follow Up
- Pre-Release Contact
- Post-Release Contact

Attendance

Mark attendance for the student.

Edited By
Cecil Wainscott on 14th March 2026 at 08:22 AM

Program Name
Licensed Trades HVAC

Student Status
Enrolled

Program Start Date
08/06/2025

Projected Release Date
06/12/2026

Month & Year	Hours	Cumulative Hours
August 2025	110	110
September 2025	150	260
October 2025	150	410
November 2025	150	560
December 2025	150	710
January 2026	150	860
February 2026	150	1,010
March 2026	0	1,010

[Edit](#)

Make your changes and hit Save.

Student Status
Enrolled

Program Start Date
08/06/2025

Program Name
Licensed Trades HVAC

Projected Release Date
06/12/2026

Month & Year	Hours	Cumulative Hours
August 2025	120	120
September 2025	150	270
October 2025	150	420
November 2025	150	570
December 2025	150	720
January 2026	150	870
February 2026	150	1,020
March 2026	0	1,020

[Cancel](#) [Save](#)