

CareerTech Skills Centers Student Information System (SMS)

Technical Guidebook

Enrolling a Student



OKLAHOMA
CareerTech

CTSC

CareerTech Skills Centers

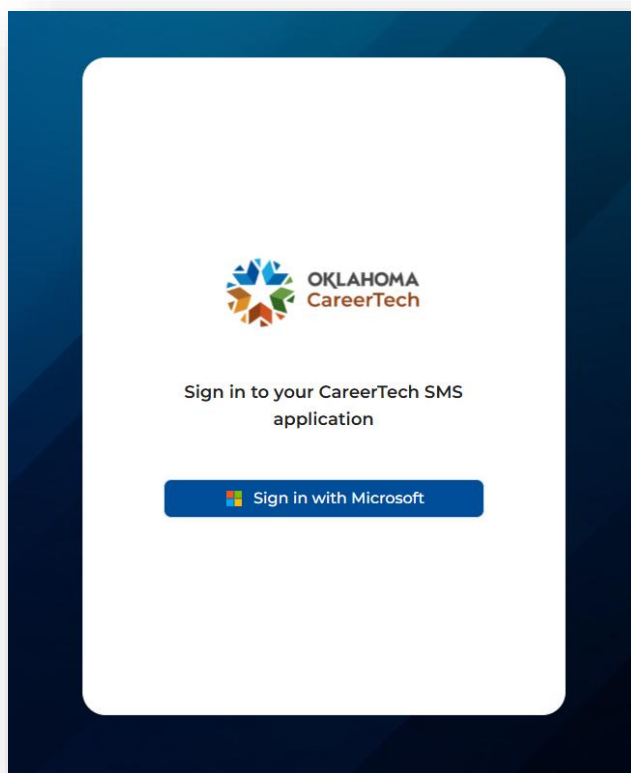
March 2026

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

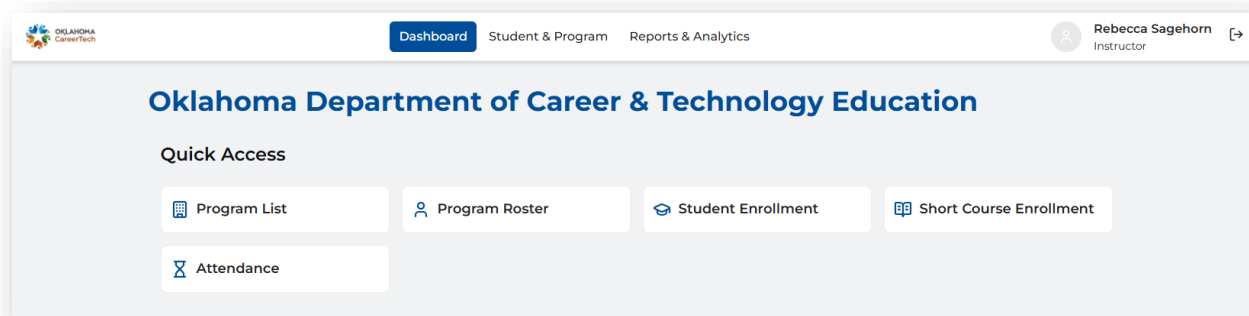
Logging into the Skills Centers Student Information System (SMS)

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.

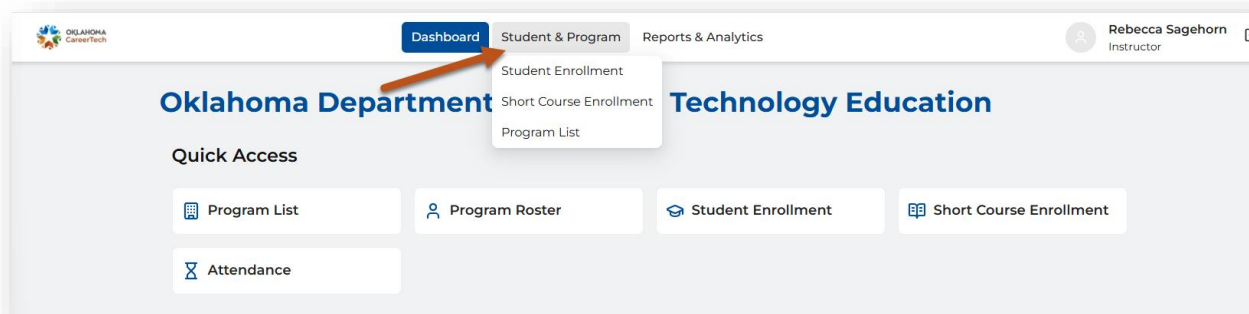
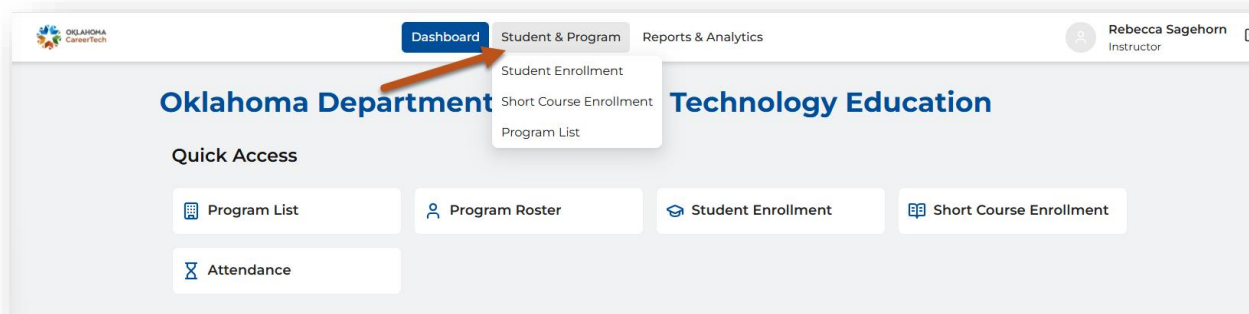


Dashboard

The dashboard gives you two ways to access your SMS data. You can click on the Quick access tabs,

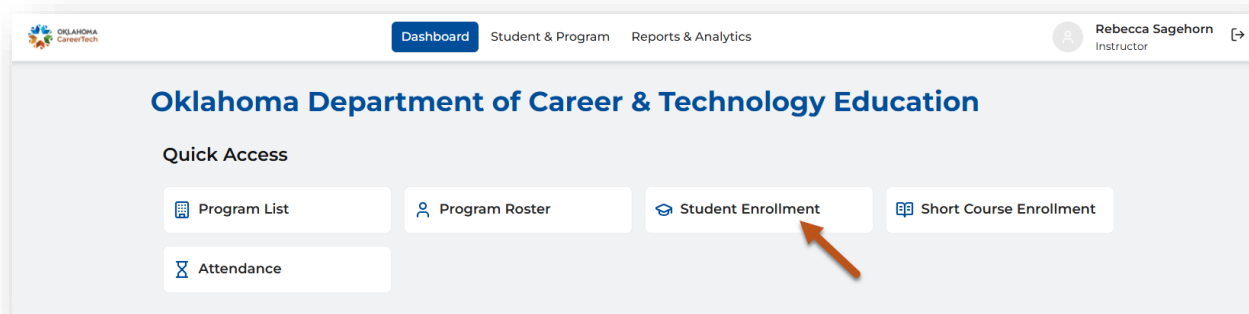


Or hover your mouse over the dropdown options at the top of your screen.



Enrolling a New Student

Click on the **Student Enrollment** tab



Enter the DOC number and hit search

Look Up Enrolled Students

Search for an already enrolled students or add new.

Search for Students

Find existing students with DOC or add as new if not present.

DOC *

2121212

You will get the prompt to **Add Student**

Search for Students

Find existing students with DOC or add as new if not present.

DOC *

!Q

Student not found. Please add as new.

[Go To Student Profile](#)[Add Student](#)

Add the student's Basic Information and Save

Basic Information

Name and DOC of student.

First Name *

Jon

Middle Name

Bon

Last Name *

Jovi

Confirm DOC *

2121212

Current Facility *

Taft - Eddie Warrior Corrections

Cancel

Save

Complete the Ability to Benefit Form and save.

< **Jon Bon Jovi** | 2121212 | Taft - Eddie Warrior Corrections Edit Details Comments

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

Ability To Benefit Form

Criminal history and additional information.

Criminal History * 250

Receives S.S.I.	☐ Yes -30	☐ No -0	0		
High school diploma or GED	☐ Don't have -10	☐ Received -0	0		
Total TABE score	☐ 3.2 to 5 -10	☐ 5.1 to 7 -4	☐ 7.1 to 10 -2	☐ 10.1 to 12+ -0	0
Active write-ups	☐ Multiple -10	☐ One -5	☐ None -0	0	
Offense	☐ Violent -10	☐ Non-violent -0	0		
Sex offender	☐ Yes -30	☐ With verifiable housing and job offer -0	☐ No -0	0	
Sex offender registration	☐ Failed to register? Yes -20	☐ Failed to register? No -0	0		

At the top of the screen, it will show the last date and the person who edited this form, the history of any and all edits, and give you

Ability To Benefit Form

Criminal history and additional information.

Edited By
Rebecca Sagehorn on 14th January 2026 at 11:49 AM

Version History

Criminal History

Receives S.S.I.	No	High school diploma or GED	Received
Total TABE score	7.1 to 10	Active write-ups	One

Next, go to the Program Enrollment tab, complete the student's enrollment, and hit Save.

If the student is already in the system you will get a prompt to Go to Student Profile and follow the direction above, starting on page 7.

Search for Students

Find existing students with DOC or add as new if not present.

DOC *



Steve Rogers | Helena - James Crabtree Corrections



[Go To Student Profile](#)

[Add Student](#)