

CareerTech Skills Centers Student Information System (SMS)

Technical Guidebook

Exit Interview/Follow-up



OKLAHOMA
CareerTech

CTSC

CareerTech Skills Centers

July 2026

Help and Troubleshooting

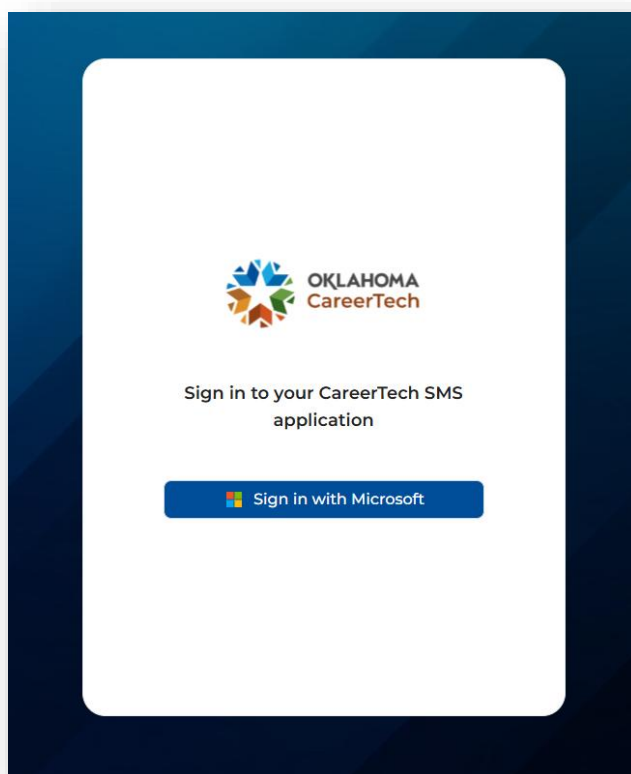
If you are having trouble with navigation or software, contact Rebecca Sagehorn at Rebecca.Sagehorn@careertech.ok.gov or 405-743-5194

Contents

Help and Troubleshooting.....	2
Logging into the Skills Centers Student Information System (SMS)	3
Exit Interview	4
Follow-up	7

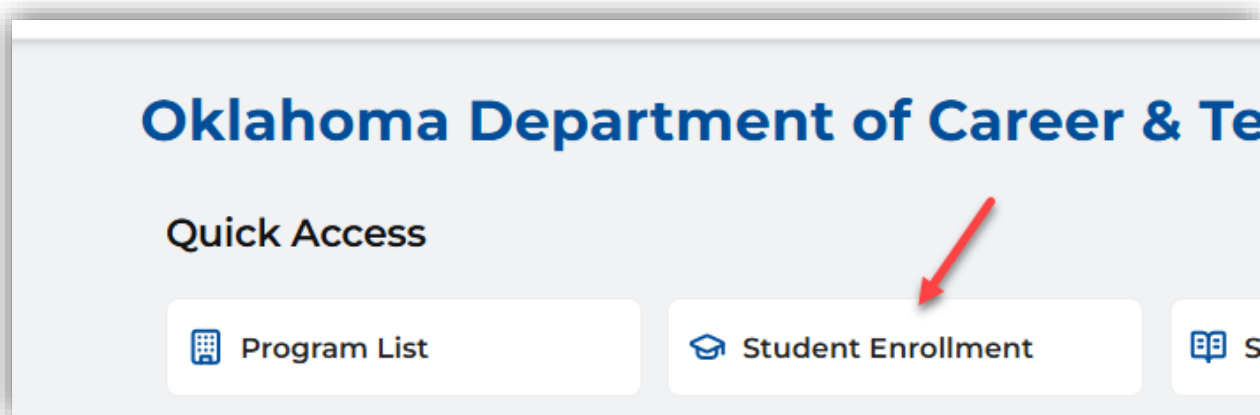
Logging into the Skills Centers Student Information System (SMS)

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.



Exit Interview

From the Dashboard, go to the **Student Enrollment**

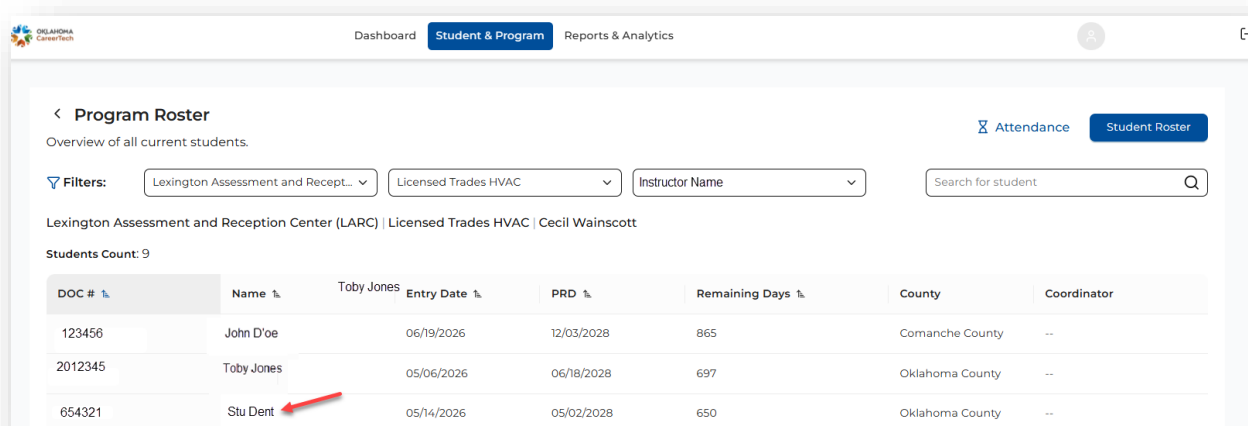


And search by the student's DOC#

The screenshot shows the "Search for Students" section. The title is "Search for Students". Below it, the instruction reads: "Find existing students with DOC or add as new if not present." There is a search form with a label "DOC *" and a text input field containing "468197". A red arrow labeled "1" points to the "DOC *" label. Another red arrow labeled "2" points to the search button (a magnifying glass icon) at the end of the input field. Below the input field, the search results are displayed: "Brandon Hunt | Lexington Assessment and Reception Center (LARC)". At the bottom, there are two buttons: "Go To Student Profile" (a dark blue button) and "Add Student" (a light gray button). A red arrow labeled "3" points to the "Go To Student Profile" button.

Or

You can pull up your **Program Roster** and click into student's record.



Program Roster
Overview of all current students.

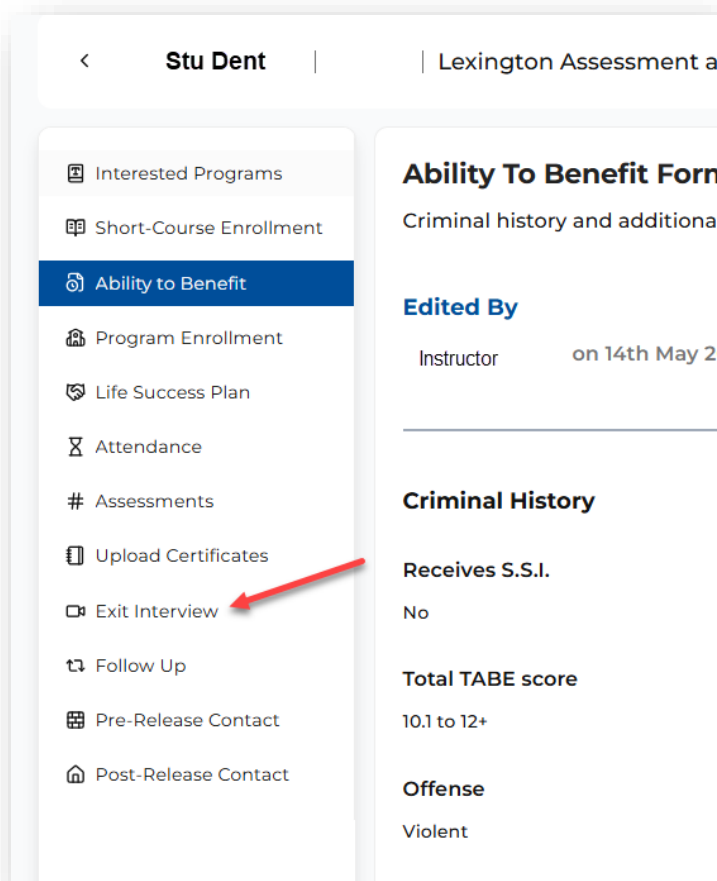
Filters: Lexington Assessment and Recept... | Licensed Trades HVAC | Instructor Name | Search for student

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

Students Count: 9

DOC #	Name	Toby Jones	Entry Date	PRD	Remaining Days	County	Coordinator
123456	John D'oe		06/19/2026	12/03/2028	865	Comanche County	--
2012345	Toby Jones		05/06/2026	06/18/2028	697	Oklahoma County	--
654321	Stu Dent		05/14/2026	05/02/2028	650	Oklahoma County	--

Go down to the **Exit Interview** tab,



Stu Dent | Lexington Assessment a

- 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

Ability To Benefit Form
Criminal history and additional

Edited By
Instructor on 14th May 2

Criminal History
Receives S.S.I.
No

Total TABE score
10.1 to 12+

Offense
Violent

Fill out the form and hit the **Save** button at the bottom right corner of the page.

ested Programs

t-Course Enrollment

y to Benefit

ram Enrollment

uccess Plan

idance

ssments

ad Certificates

Interview

w Up

elease Contact

.Release Contact

Exit Interview

Assess student's requirements and support they need before release.

Documentation

Is the photo ID issued? *

☐ Yes ☐ No

Does the student have a portfolio? *

☐ Yes ☐ No

Location and Stay

City after release *

OKC

Which county will the student be residing in after release? *

☒ Within Oklahoma ☐ Outside Oklahoma

County *

Oklahoma County

Does the student require transition housing? *

☒ Yes ☐ No

[+ Add lead](#)

Does the student need transportation for work?

☐ Yes ☐ No

Did the student have job experience before being incarcerated?

☒ Yes ☐ No

Job title *

Farm Hand

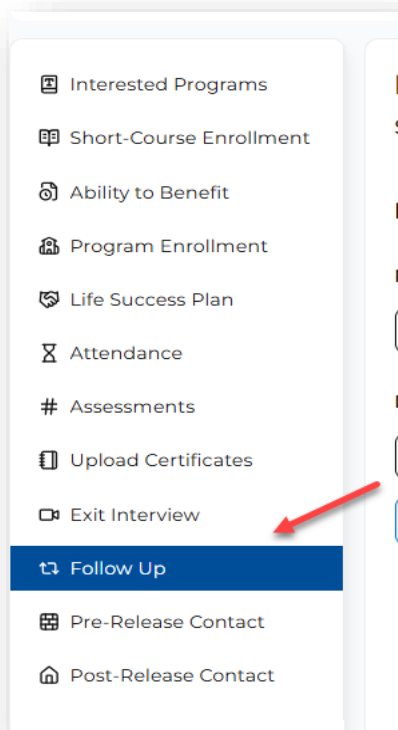
Company Name *

OSI

[Save](#)

Follow-up

Click on the **Follow-up** tab



Fill out the top section with the student's current information and click the + **Add Follow-up** button.

A screenshot of the 'Follow Up' form. The title 'Follow Up' is at the top, followed by the subtitle 'Student's current status and location.' Below this is a section titled 'Personal Information'. A red rectangular box highlights the input fields for 'Phone Number *', 'Email', 'Last Attended Date *', 'Discharge Date *', and 'Where To *'. The 'Phone Number' field contains '405-555-1234', 'Email' contains 'Stu-D-Ent@gmail.com', 'Last Attended Date' contains '07/06/2026', 'Discharge Date' contains '07/08/2026', and 'Where To' is a dropdown menu with 'Discharge' selected. Below the red box is a button labeled '+ Add follow up' with a red arrow pointing to it. In the bottom right corner, there is a blue 'Save' button with a checkmark icon.

As you add information the screen will populate additional options.

Follow Up

Student's current status and location.

Personal Information

Phone Number *

405-555-1234

Email

Stu-D-Ent@gmail.com

Last Attended Date *

07/06/2026

Discharge Date *

07/08/2026

Where To *

Discharge

Follow Up 1

Status

Is the student back in the system? *

☐ Yes
 ☒ No

Current Status *

Select Status

Select Status
 Placed in Training Related Job
 Placed in Non-Training Related Job
 Continuing Education After Discharged
 Unemployed, Seeking
 Unemployed, Not Seeking (Health Problem, etc.)
 Work Release Placement
 Status Unknown

Cancel

Save

Complete the Follow-up form and **Save**.

Follow Up 1

Status

Is the student back in the system? *

☐ Yes
 ☒ No

Current Status *

Placed in Training Related Job

Employment

Job Title *

Journeyman

Employer Name *

ACME

Employer Phone Number

405-555-4321

Employer Address *

123 Generic Street, OKC OK

Employer Supervisor

Boss Man

Hourly Wages *

45.00

Hours Per Week *

40

Does the student get any health benefits?

☒ Yes
 ☐ No

Specify the benefits *

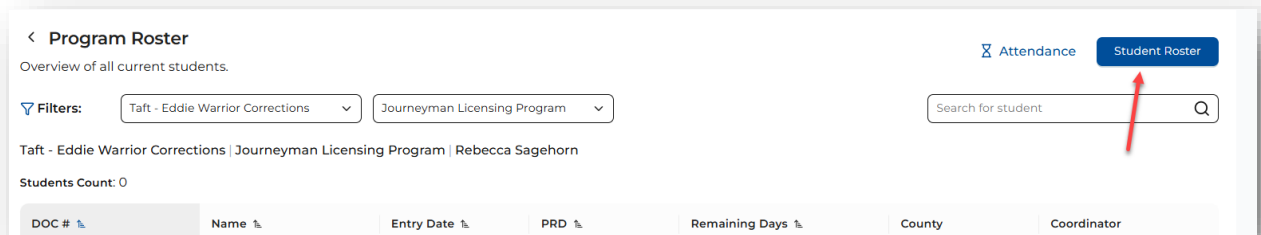
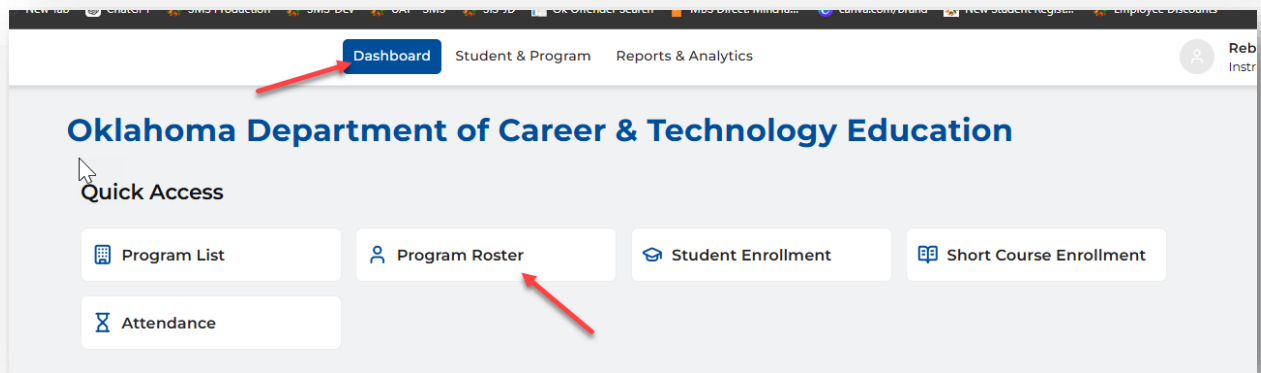
Health Insurance

+ Add follow up

Cancel

Save

When you go back into your **Student Roster**



You can now see the student is in the Graduated column and their name font has turned the color that matches their Follow-up status.

