

CareerTech Information Management System (CTIMS)

Technology Centers Certification Collection Guidebook



September 2022

Table of Contents

CTIMS Support	3
Help and Troubleshooting.....	4
Logging into CTIMS.....	5
Entering Student Certifications.....	6
Checking Student’s Certification Status.....	10
CTIMS Helpful Hints	11

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

Dennis Griffith

Performance Data / Analysis Coordinator

Office: (405) 743-6882

Email: Dennis.Griffith@CareerTech.ok.gov

Carol Hall

Manager, Information Management Division

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, we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

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 the latest version of Microsoft Edge , Google Chrome  or Mozilla Firefox . CTIMS is currently not compatible with other browsers.

CTIMS Customer Support Contact

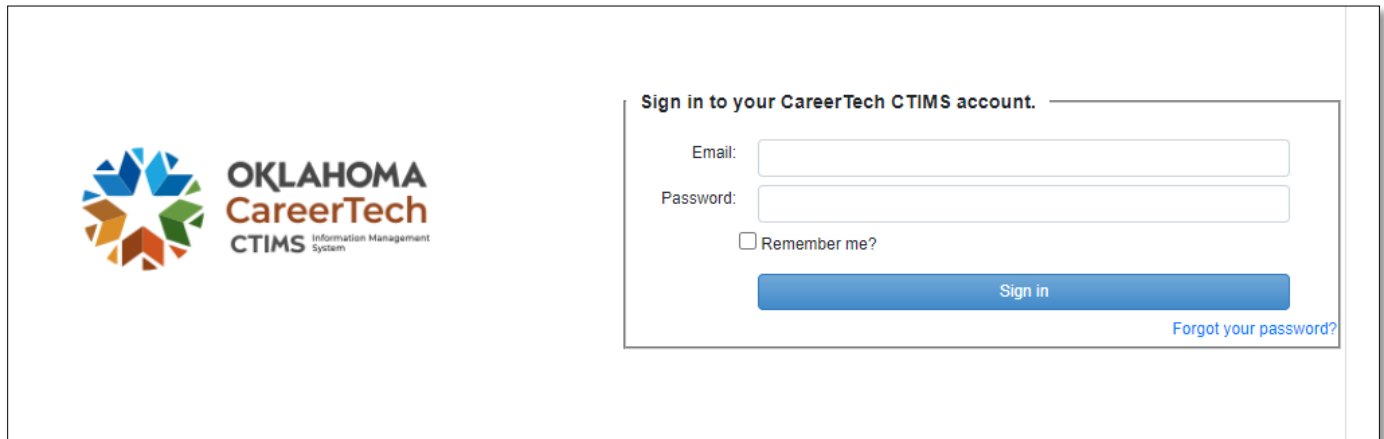
Rebecca Thacker

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

[Logging into CTIMS](#)

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



Sign in to your CareerTech CTIMS account.

Email:

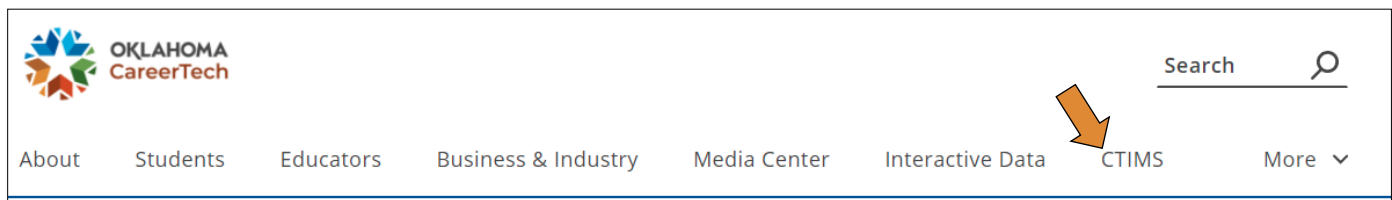
Password:

Remember me?

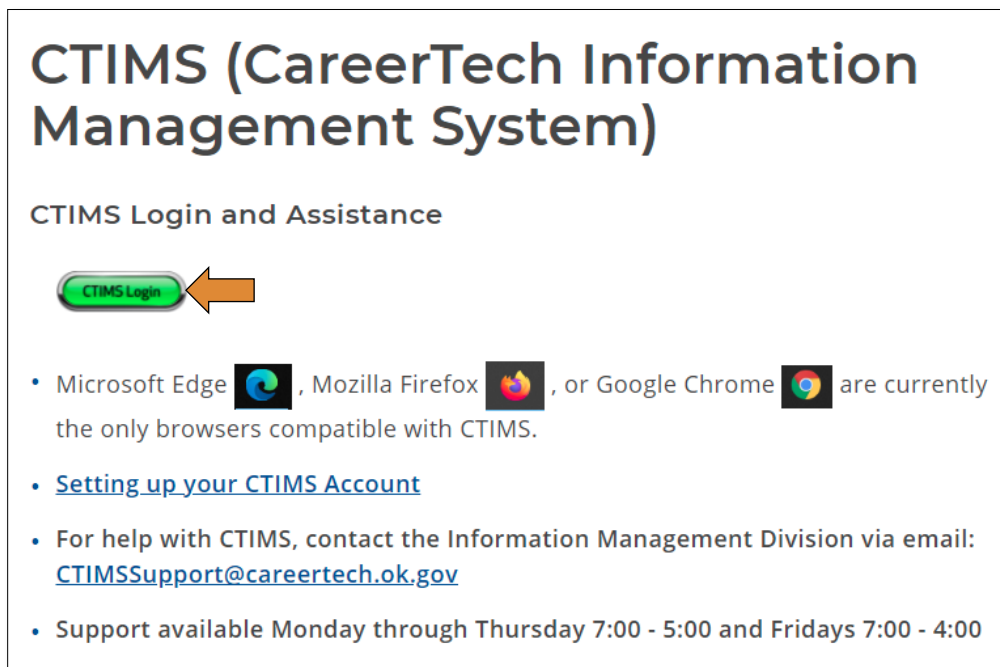
[Forgot your password?](#)

Or,

Go to <http://www.okcareertech.org/> and select the **CTIMS** tab.






On the CTIMS website, select the green **CTIMS Login** button.



CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

- Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.
- [Setting up your CTIMS Account](#)
- For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov
- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

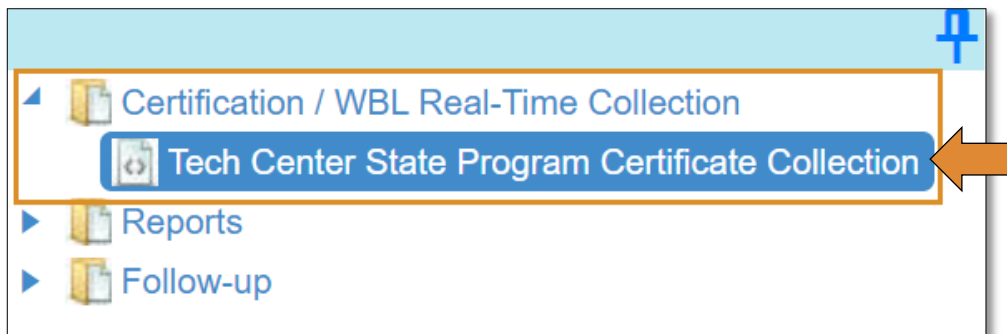
Entering Student Certifications

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.

Verify that you are signed in with the role of **Technology Center – Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.



- Click the arrows next to **Certification / WBL Real-Time Collection**.
- Click on the **Tech Center State Program Certificate Collection** link.



Complete the Course **State Program Teacher Summary for Certification – Fulltime** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

- **Enrollment Calendar Year*** – should default to last year.
- **Current Calendar Year*** – should default to the current year.
- **Organization Type*** – should default to your school.
- **Organization*** – should default to your school, if not, type the first 3 characters of your school and choose the correct option from the drop-down menu.
- **PID*** – should default to your PID.
- **Submitter Name*** – should default to your name.
- Click on the **Load Data** to load your student list.
- Highlight the program by clicking on the line with your school name and program name.
 - **Do not click on the View Report button until after you input your data. This report gives a summary by teacher.*
- Click on **Select & Continue**.

Dashboard | Tech Center State Program Certificate Collection

State Program Teacher Summary for Certification – Fulltime

Enrollment Calendar Year* Current Calendar Year*

Organization Type* Technology Sites Organization*

PID* 53507 Submitter Name* Andra Beyer

Element Type* Tech Center Full-time

Help Note:

School Name	Teacher	Teacher Name	State	Program	Program Name	Total Student Enrolled	Division Name	View Report
Technology Center			HM001...	Early Care and Education Teacher Assi...		34	Family & Consum...	View Report

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 on. You can search by the student using the black filter button in the student name column.

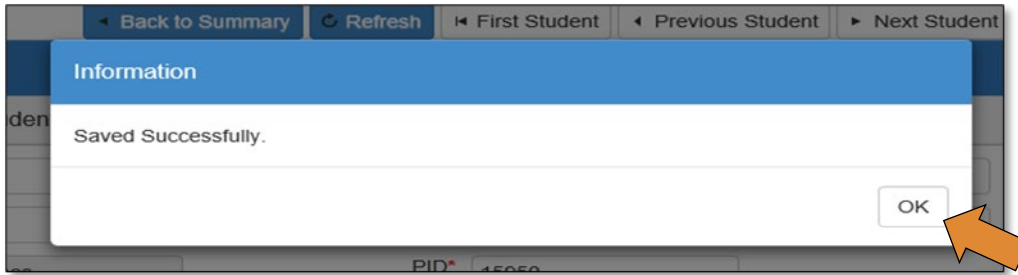
- When you find the student, click on a field in that row to highlight the row blue.
- Click **Select & Continue**.

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?**”

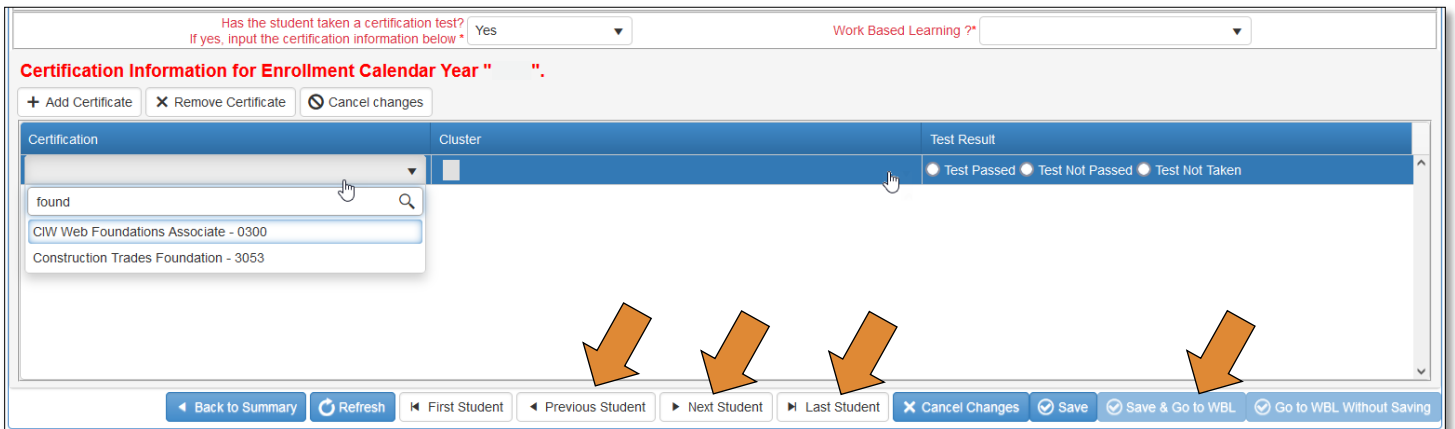
- Select **Yes** from the drop-down menu.
- Click **+ Add Certificate**. Then select the certification by typing the first three letters of the certificate in the blank dropdown box under Certification.
- Click on the down arrow to the left of the Cluster name. The certifications available will populate the drop-down menu. If you already know the number or name of the certification(s), you can click the filter button by entering the information in the filter menu.
- Mark each certification(s) test(s) 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** button.

- You will receive a message that the certification has saved successfully. Click **OK**.



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.
- When you have completed all your students, click the **Save & Go to WBL** button.



Checking Student's Certification Status

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

- 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**.

The screenshot shows the 'Fulltime Certification Student Info' form. At the top, there are navigation buttons: 'Back to Summary', 'Refresh', 'First Student', 'Previous Student', 'Next Student', 'Last Student', 'Cancel Changes', and 'Save'. The form contains several sections: 'Enrollment Calendar Year*', 'Current Calendar Year', 'Organization Type' (Technology Sites), 'School Name*' (Technology Center), 'Teacher Name*', and 'PID*'. Below this is 'Student Information' with fields for 'Student Name', 'STN', 'Gender', 'Email Address*', 'Student Follow Up Process No.', 'Grade', 'Date of Birth', and 'State Program' (HM0016004-Early Care and Education Teacher Assistant). There are also checkboxes for 'Has the student taken a certification test?' and 'Work Based Learning?'. At the bottom, there is a table with columns 'Certification', 'Cluster', and 'Test Result'. The 'Back to Summary' button at the bottom is highlighted with an orange arrow.

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

The screenshot shows the 'Manage Student Certifications - Fulltime' form. It includes fields for 'Enrollment Calendar Year*', 'Current Calendar Year*', 'Organization Type*' (Technology Sites), 'PID*' (53507), 'Element Type*' (Tech Center Full-time), 'Organization*', and 'Submitter Name*' (Andra Beyer). Below the form is a 'Help Note' section and a row of buttons: 'Back to Summary', 'Refresh', 'Export to Excel', 'Select & Continue', and 'Continue Without Saving'. The 'Refresh' button is highlighted with an orange arrow. Below the buttons is a table with the following columns: Program Name, Student Name, Student Participated WBL?, WBL Collection Completed?, School ID, Grade, Gender, Certificates(Display Only), View Report, and View Report WBL. The first row of data shows 'Early Care and...' in the Program Name column, '12' in the Grade column, and 'View Report' and 'View Report WBL' in the last two columns.

CTIMS Helpful Hints

- You can flip between screens or tabs in CTIMS. Click on any tab at the top of your screen to toggle between them.
- 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.

The screenshot shows the 'Manage Student Certifications' screen in CTIMS. At the top, there are two tabs: 'Dashboard' and 'Tech Center State Program Certificate Collection'. The current screen is titled 'HM0016004 - Early Care and Education Teacher Assistant'. Below the tabs is a blue header bar with the text 'Manage Student Certifications - Fulltime'. The main content area contains a form with several fields: 'Enrollment Calendar Year*', 'Current Calendar Year*', 'Organization Type*' (set to 'Technology Sites'), 'Organization*', 'PID*' (set to '53507'), 'Element Type*' (set to 'Tech Center Full-time'), and 'Submitter Name*' (set to 'Andra Beyer'). Below the form is a data table with one row containing the value '11'. At the bottom of the table, there are navigation controls including a scroll bar, 'View Report', 'View Report WBL', and buttons for 'Back to Summary', 'Refresh', 'Select & Continue', and 'Continue Without Saving'. Three orange arrows point to the tabs, the header bar, and the table's navigation controls.

- 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 tabs, 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.

This screenshot is identical to the one above, showing the 'Manage Student Certifications' screen. However, the tab management interface is highlighted. The 'Dashboard' tab is active, and the 'Tech Center State Program Certificate Collection' tab is visible with a close button (X) on its right side. Another orange arrow points to this close button. The rest of the screen content, including the form and table, is the same as in the previous screenshot.