

# CareerTech Information Management System (CTIMS)

K-12 Certification Collection  
Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD** Information Management Division

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## Table of Contents

CTIMS Support .....	1
Help and Troubleshooting.....	2
Logging into CTIMS.....	3
Entering Student Certifications.....	4
Checking the Student’s Certification Status.....	8
CTIMS Helpful Hints .....	9

## CTIMS Support

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

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## [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](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your school name and your telephone number and 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.

**CTIMS Customer Support Contact**

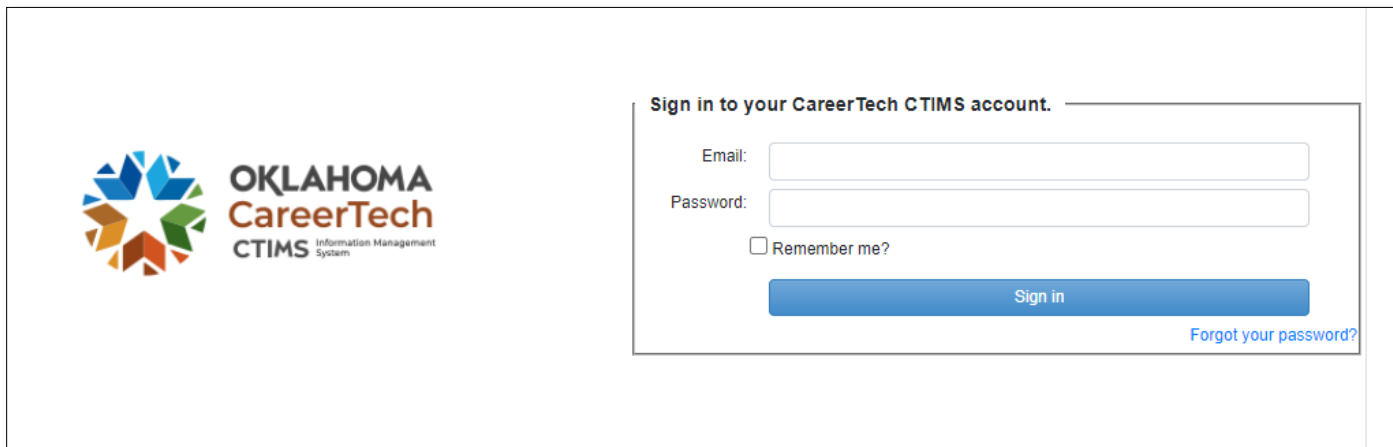
*Elizabeth Richardson*

Office: (405) 743-5134

Email: [CTIMSSupport@careertech.ok.gov](mailto: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?

[Sign in](#)

[Forgot your password?](#)




Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](http://oklahoma.gov) and select the green CTIMS Login button.

## CTIMS (CareerTech Information Management System)

### CTIMS Login and Assistance

Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00

For help with CTIMS, contact the Information Management Division via email:  
[CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

Microsoft Edge , Mozilla Firefox , or Google Chrome  are currently the only browsers compatible with CTIMS.

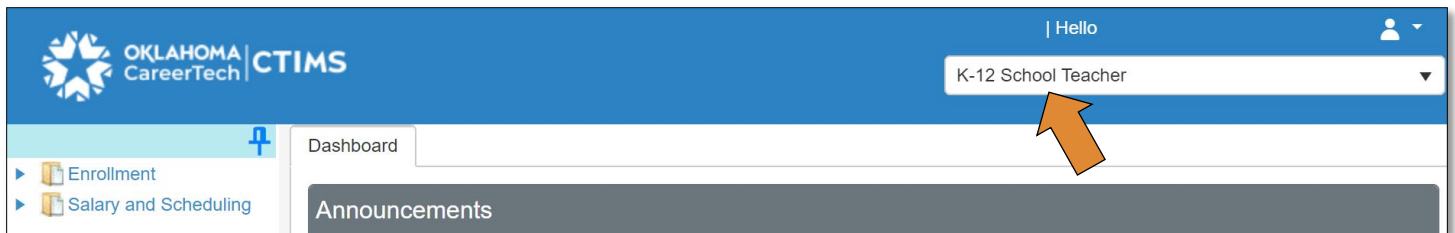
Click here to login to CTIMS



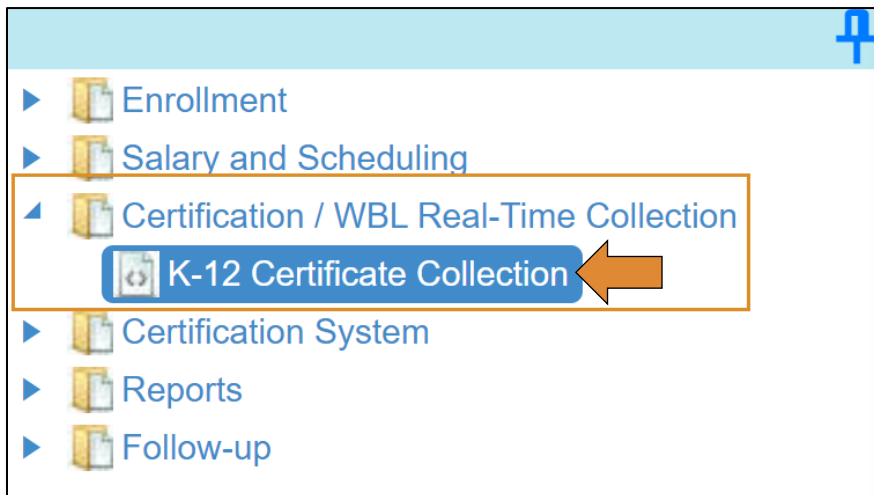
## Entering Student Certifications

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 **K-12 School 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 **K-12 Certificate Collection** link.



Complete the Course **Comprehensive School Certification Collection** 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 K-12 Schools.
- **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.

This will bring up a list of your seniors from last year. You do not have to enter data for all your students, only those you want to input certifications. Search by the student using the filter button by student name.

- Find the student you need.
  - Highlight the row by clicking on the line with your school name and program name.
- Click on **Select & Continue**.

Comprehensive School Certification Collection

Enrollment Calendar Year\*  Current Calendar Year\*

Organization Type\* K-12 Schools Organization\*

PID\* 53507 Submitter Name\* Andra Beyer

Element Type\* Elementary Schools

Help Note:

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collected?
High School						12		None	

- Fill in students **Email Address**.

Dashboard K-12 Certificate Collection Comprehensive Student Certification Collection

Comprehensive School Student Certification Collection

Enrollment Calendar Year\*  Current Calendar Year

Organization Type K-12 Schools School Name\* High School

Student Information

Student Name  Student Follow Up Process No.

STN  Grade 12

Gender  Date of Birth

Email Address\*

Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **+Add Certification** button.
- Select the certification by clicking in the field under the Certification column. Type the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

**NOTE:** Certifications are auto populated from the Approved Assessment List. If your certification is not available, please refer to the [Approved Assessment List](#) on our website.

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.

Has the student taken a certification test?  If yes, input the certification information below \*

Work Based Learning ?\*

**Certification Information for Enrollment Calendar Year " ".**

+ Add Certificate   X Remove Certificate   Refresh Cancel changes

Certification	Cluster	Test Result
<input type="text" value="found"/> <ul style="list-style-type: none"> <li>CIW Web Foundations Associate - 0300</li> <li>Construction Trades Foundation - 3053</li> </ul>	<ul style="list-style-type: none"> <li>Architecture &amp; Construction - AC</li> <li>Agriculture, Food &amp; Natural Resources - AG</li> <li>Arts, Audio/Video Technology &amp; Communications - AR</li> <li>Business, Management &amp; Administration - BA</li> <li>Education &amp; Training - ED</li> <li>Energy &amp; Power - EP</li> <li>Finance - FN</li> <li>Government &amp; Public Administration - GP</li> <li>Health Science - HI</li> </ul>	<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken

Back to Summary   Refresh   Cancel Changes   Save   Save & Go to WBL   Go to WBL Without Saving

- Click the **Save** button.
- Then click **Next Student** and complete the process for each student.

**IMPORTANT:** Make sure you **Save** each student's information before navigating to another student.

- You can navigate to the next student by clicking on **Next Student**.

Has the student taken a certification test?  If yes, input the certification information below \*

Work Based Learning ?\*

Certification	Cluster	Test Result

Return To Student List   Refresh   First Student   Previous Student   Next Student   Last Student   Cancel Changes   Save   Save & Go to WBL   Go to WBL Without Saving

You will see a confirmation that student data was **Saved Successfully**.





## Checking the Student's Certification Status

After you have updated all the certifications for your students that have taken certification tests, you can navigate back to the summary screen by clicking on **Return to Student List**. Hit the **Refresh** button. The students you have completed the certifications for will say **Yes** in the Certificate Complete Column.



This screenshot shows the 'Comprehensive School Certification Collection' interface. It includes a form for filtering data by 'Enrollment Calendar Year', 'Current Calendar Year', 'Organization Type', 'Organization', 'PID', 'Element Type', and 'Submitter Name'. Below the form is a 'Help Note' section and a row of action buttons: 'Refresh' (highlighted with an orange arrow), 'Export to Excel', and 'Select & Continue'. Below the buttons is a table with the following columns: School Name, PID, Teacher Name, Student Name, Student STN, Birth Date, Grade, Gender, Student Participated WBL?, WBL Collection Completed?, Certificate Completed?, and Division Name. The 'Certificate Completed?' column is highlighted with an orange box and an orange arrow. The table contains two rows of data:

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Certificate Completed?	Division Name
High School						12		Yes	Completed	Yes	Family & ...
High School						11		None		No	Agricultur...

## 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 top navigation bar with three tabs: "Dashboard", "K-12 Certificate Collection" (with a close button), and "Report Generation" (with a close button). Below the tabs is a blue header for "Report Manager". Underneath, there is a "Select Report" section with four dropdown menus: "Module: \* -- Please Select --", "Sub Module: \* -- Please Select --", "Report Title: \* -- Please Select --", and "Report Type/School Type: \* -- Please Select --". Below the form is a table with a scroll bar. The table has a header row and one visible row with the value "11". To the right of the table are two buttons: "View Report" and "View Report WBL". Below the table is a pagination control showing "100 items per page" and "1 - 34 of 34 items". At the bottom right are four buttons: "Back to Summary", "Refresh", "Select & Continue", and "Continue Without Saving".

- 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 similar to the one above, but with an orange arrow pointing to the close button (an 'X' icon) on the right side of the "Report Generation" tab in the navigation bar.