

CareerTech Information Management System (CTIMS)

Technology Center Business Master
Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

June 2023

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, contact:

Mika Hickman

Administrative Assistant

Office: (405) 743-5124

Email: Mika.Hickman@careertech.ok.gov

Elizabeth Richardson

Technical Support Specialist

Office: (405) 743-5134

Email: Elizabeth.Richardson@careertech.ok.gov

Brandy Elliott

Data Quality Coordinator

Office: (405) 743-5403

Email: Brandy.Elliott@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 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.

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

Elizabeth Richardson

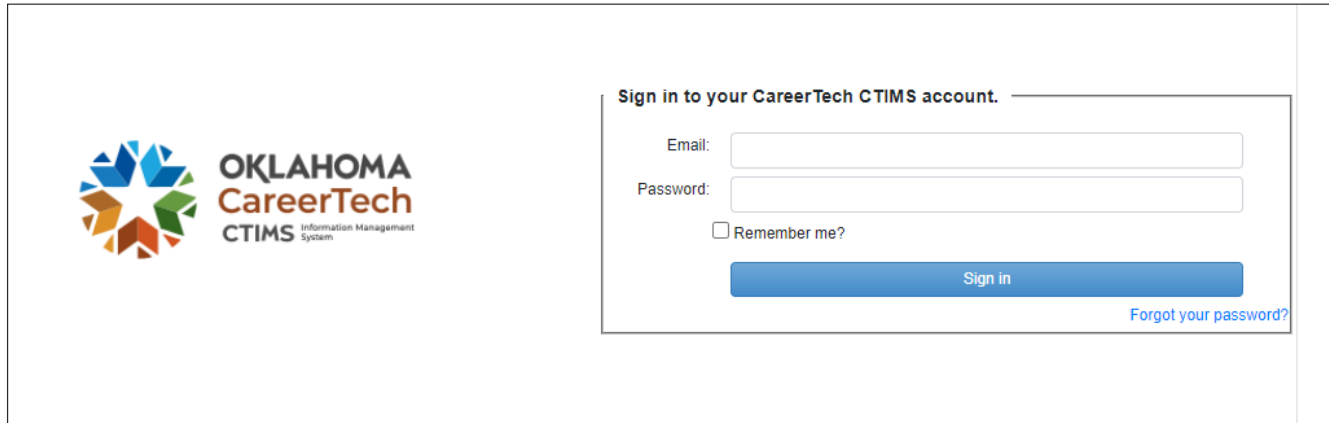
Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

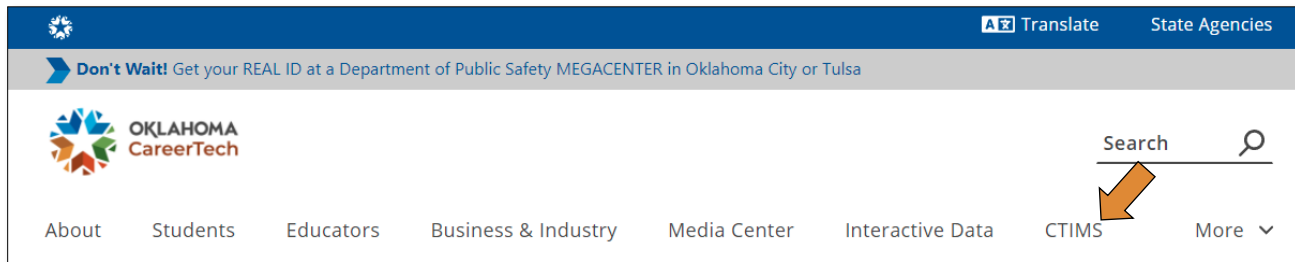
Objective: This guidebook will take you through the steps to search for business names & codes and to request new business codes in CTIMS.

[Logging into CTIMS](#)

Sign in using your school email and CTIMS password at [Contact — CareerTech \(CT\) - okcareertech.org](#)



Or go to [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](#) and select the CTIMS tab.



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

CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

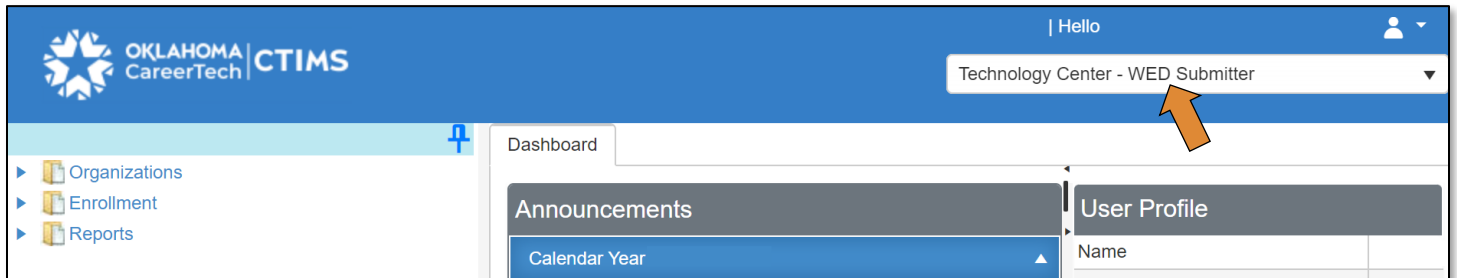
 • Click here to login to CTIMS:

- 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

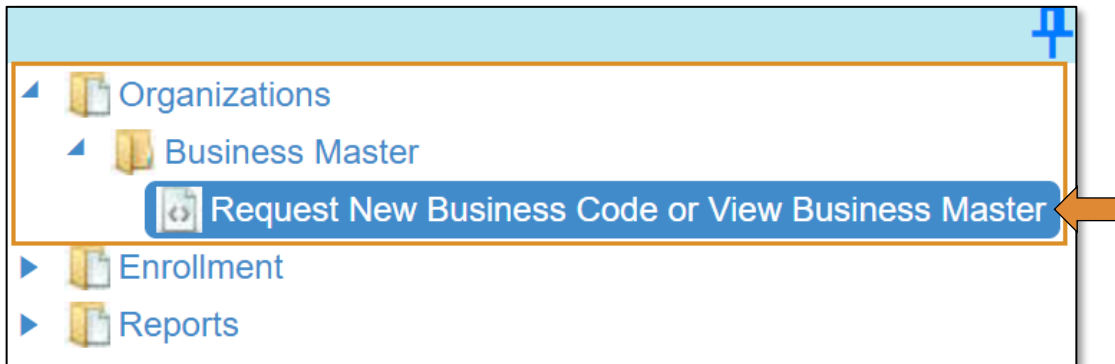
Accessing the Business Master Module

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – Full-time Submitter**, **Technology Center – WED Submitter** or **EDI – Local Coordinator** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – Full-time Submitter**, **Technology Center – WED Submitter** or **EDI – Local Coordinator**, contact CTIMSSupport@careertech.ok.gov.



- Click the arrows next to **Organizations & Business Master**.
- Click on the **Request New Business Code or View Business Master** link.

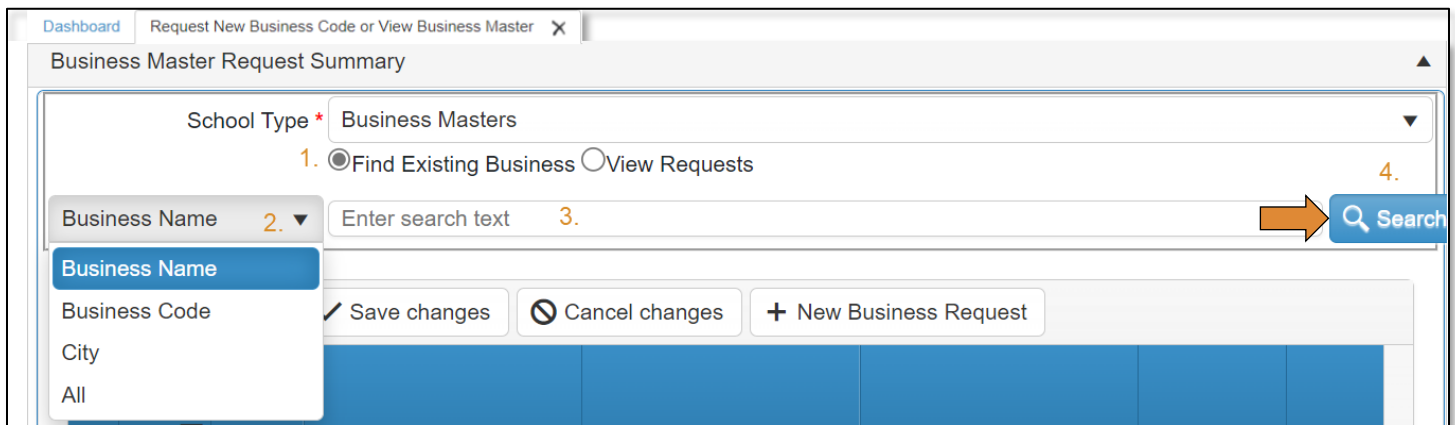


NOTE: Search the Business Master before requesting a new business code to verify that the business does not already have a code in CTIMS. If you find a business code that is inactive, please email CTIMSSupport@careertech.ok.gov, we will make it active for you.

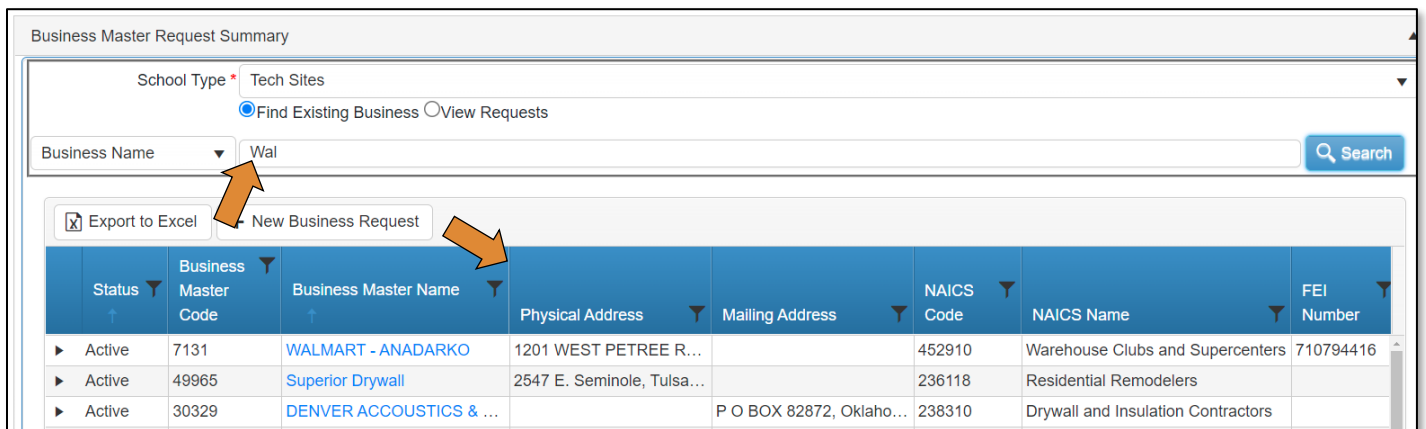
The tagged numbers in the screenshot correspond to the instruction steps below.

NOTE: The red asterisks* represents a required field.

1. To search for an existing business record, select **Find Existing Business**.
2. Click on the down arrow on the **Business Name** box to select different search options.
 - You can search by **Business Name, Business Code, City** or **All**.
3. If you choose **Business Name, Business Code** or **City**, type at least one character in the **Enter Search Text** box, then select the **Search** button.
 - If you select **ALL** and do not enter in any criteria, all records will be displayed.
4. Click **Search**.



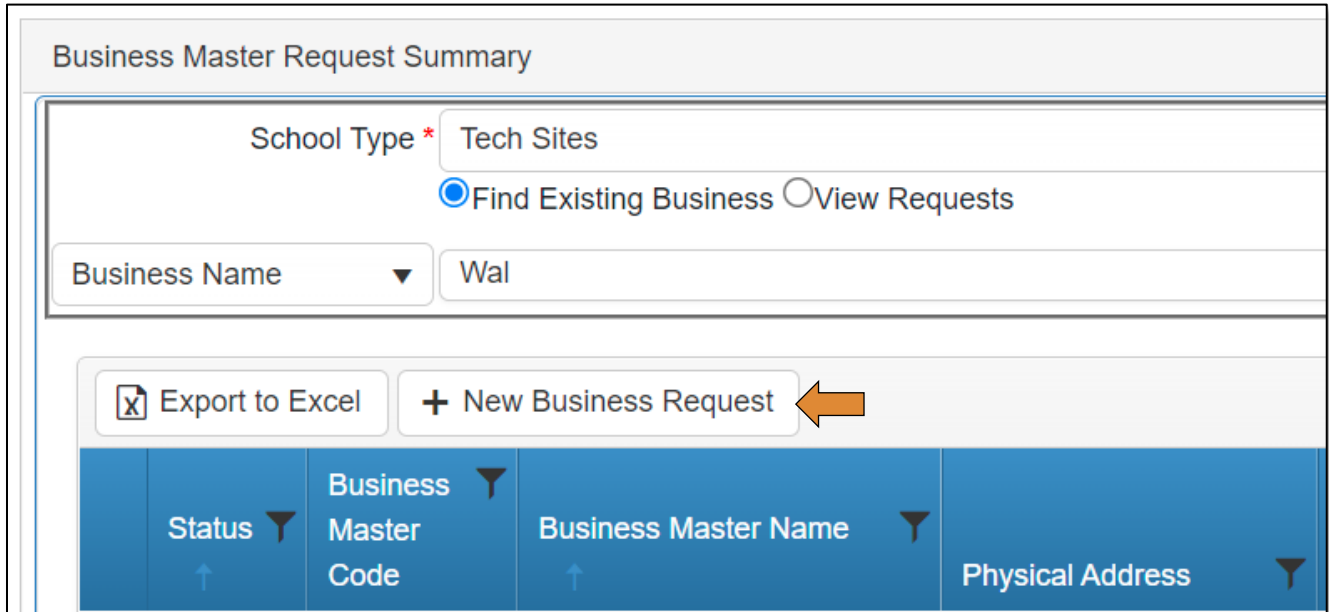
There may be more than one business with the same name. Match your business name with the address. Also, the same business name could have hyphens or be one word. If a business name has hyphens, try searching with and without the hyphens. **NOTE:** You can expand columns by hovering over the line between the columns, the pointer changes to a double arrow, move the arrow right or left to change the size of the column.



Requesting a New Business Code

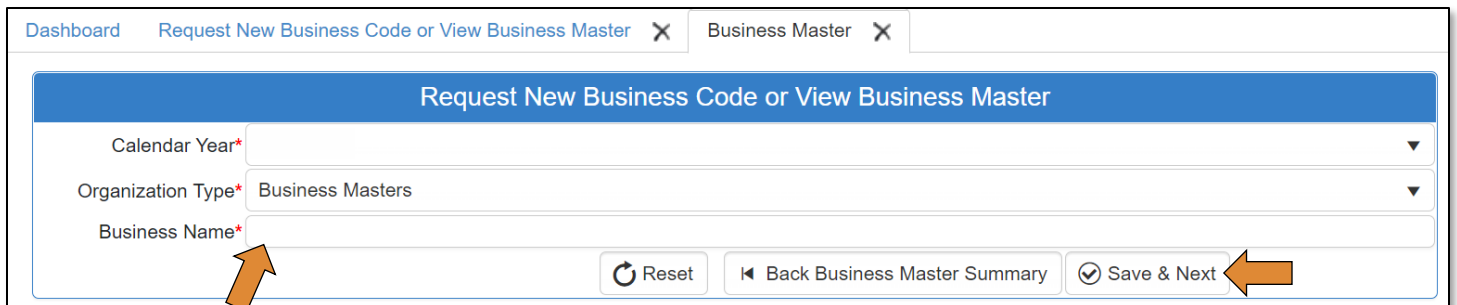
If a business is not found:

- Request a new business code by clicking on the **+ New Business Request** button.
 - You will be directed to a new screen.



The screenshot shows the 'Business Master Request Summary' form. At the top, there is a 'School Type *' dropdown menu set to 'Tech Sites'. Below it are two radio buttons: 'Find Existing Business' (selected) and 'View Requests'. A 'Business Name' dropdown menu is set to 'Wal'. At the bottom of the form, there is a table with columns: 'Status', 'Business Master Code', 'Business Master Name', and 'Physical Address'. Above the table, there are two buttons: 'Export to Excel' and '+ New Business Request', with an orange arrow pointing to the latter.

- In the box next to **Business Name**, enter the name of the business. The business name must be unique. If the business is a chain or the name already exists, you will need to add a unique identifier, such as a town name or store number to define it.
- Click **Save & Next**.
 - You will be directed to a new screen.



The screenshot shows the 'Request New Business Code or View Business Master' form. It has a blue header with the title. Below the header are three dropdown menus: 'Calendar Year*', 'Organization Type*' (set to 'Business Masters'), and 'Business Name*'. At the bottom, there are four buttons: 'Reset', 'Back Business Master Summary', 'Save & Next' (with a checkmark icon), and an orange arrow pointing to the 'Save & Next' button.

Entering Information for New Business

- Click the drop-down to choose the **Primary NAICS Code**, start typing in the NAICS number or a title keyword, the selection will filter down the more you type in.
- Enter the **FEI Number** and **DUNS Number**, if applicable.
- If the NAICS code begins with a **92**, you must select the **Business Type** (City Business, County Business, State Business, or Federal Business.)
- Complete the **Physical** and **Mailing** addresses. The Physical address is mandatory. Enter the mailing address if it is different than the physical address. **NOTE:** When information is entered in the address fields, a red triangle will appear in the upper left corner of the box; this does not mean there is an error, only that data has been entered in the field.
- Click on the **Refresh** button if you would like to clear the form and start over.
- Click **Submit for Approval**.
 - If you are missing any data elements, you will get an error message when you try to submit. Correct the errors and resubmit.

Request New Business Code or View Business Master

Business Code *****

Business Name* Andra's Flower Shop

Primary NAICS Code*

DUNS Number

Federal Business

Type	Street*	City*	State*	Zip*
Physical*				
Mailing				

Request New Business Code or View Business Master

Business Code *****

Business Name* Andra's Flower Shop

Primary NAICS Code* (424930) Flower, Nursery Stock, and Florists' Supplies Merchant W...
(Note: Enter Number or Name)

DUNS Number

Business Type Required for NAISC code starting with 92*

City Business County Business State Business Federal Business


Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076-____
Mailing				

- Click the **OK** button.
 - Your request has now been successfully submitted for review.



Feel free to email CTIMSSupport@careertech.ok.gov to let us know you have submitted a business code request.



You will receive an email from CTIMS@careertech.ok.gov indicating that your request was successfully submitted.

No additional action is required from you at this point.



CareerTech <ctims@careertech.ok.gov>
New Business Master - Action Required - Fully Approved

To  Andra Beyer
Cc  Andra Beyer

Business Code: 50142 
Business Name: Andra's Flower Shop
Approval Stage: Fully Approved Stage
Approver School Name: Oklahoma Department of Career and Technology Education
Approver Name: Beyer Andra
Approval Status: Submitted successfully 

Approval Process Note:

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

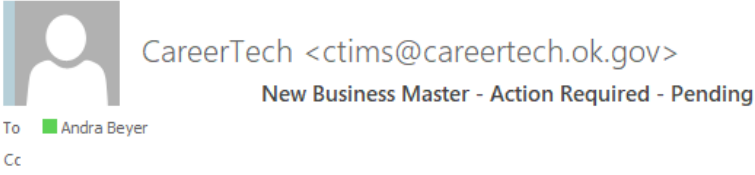
****Note:**


The following browsers are recommended:
Microsoft Edge ,Google Chrome ,Mozilla Firefox
CTIMS is not recommended with other browsers.


For assistance, contact us at ctimssupport@careertech.ok.gov

Thank you,
CareerTech Information Management Division

If your Business Code request is rejected, you will get an email stating that your Approval Status is **Rejected**. The reason for the rejection will be listed in the **Approval Process Note** in the rejection email. See instructions for the **Change Request** process to make corrections and resubmit your request.



 CareerTech <ctims@careertech.ok.gov>
New Business Master - Action Required - Pending

To  Andra Beyer
Cc

Business Name: Hobby Lobby Distribution- S OKC
Approval Stage: Fully Approved Stage
Approver School Name: Oklahoma Department of Career and Technology Education
Approver Name: Beyer Andra
Approval Status: **Rejected** ←

Approval Process Note: Please add physical address. ←

Action Required Details
Next Stage: Business Submitter
Next Stage User: kumarendra.mishra@omes.ok.gov
Approval Status: Pending

If action is required by your role, click the URL to access the CTIMS application: <https://ctims.okcareertech.org/CTBDSWeb>

****Note:**

The following browsers are recommended:
Microsoft Edge ,Google Chrome ,Mozilla Firefox
CTIMS is not recommended with other browsers.

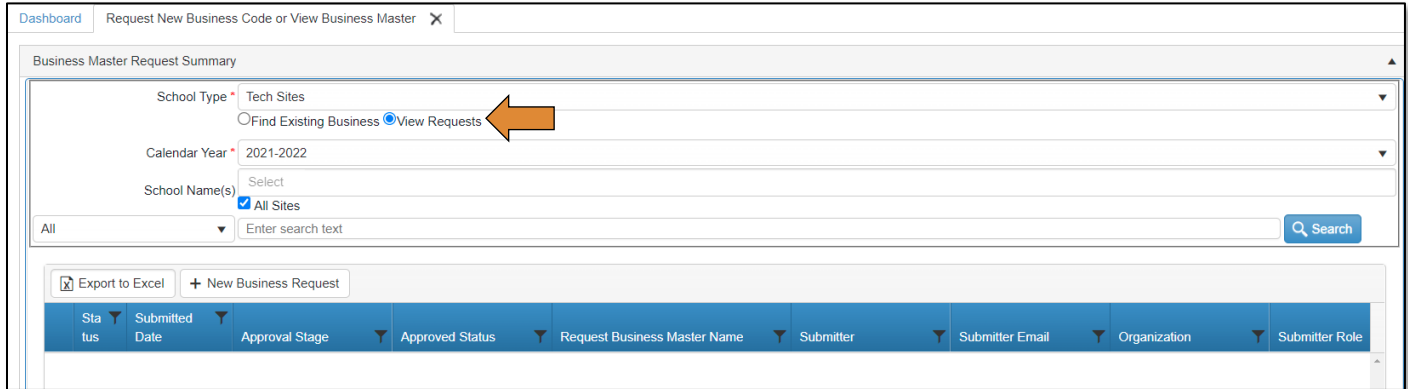
For assistance, contact us at ctimssupport@careertech.ok.gov

Thank you,
CareerTech Information Management Division

Change Request

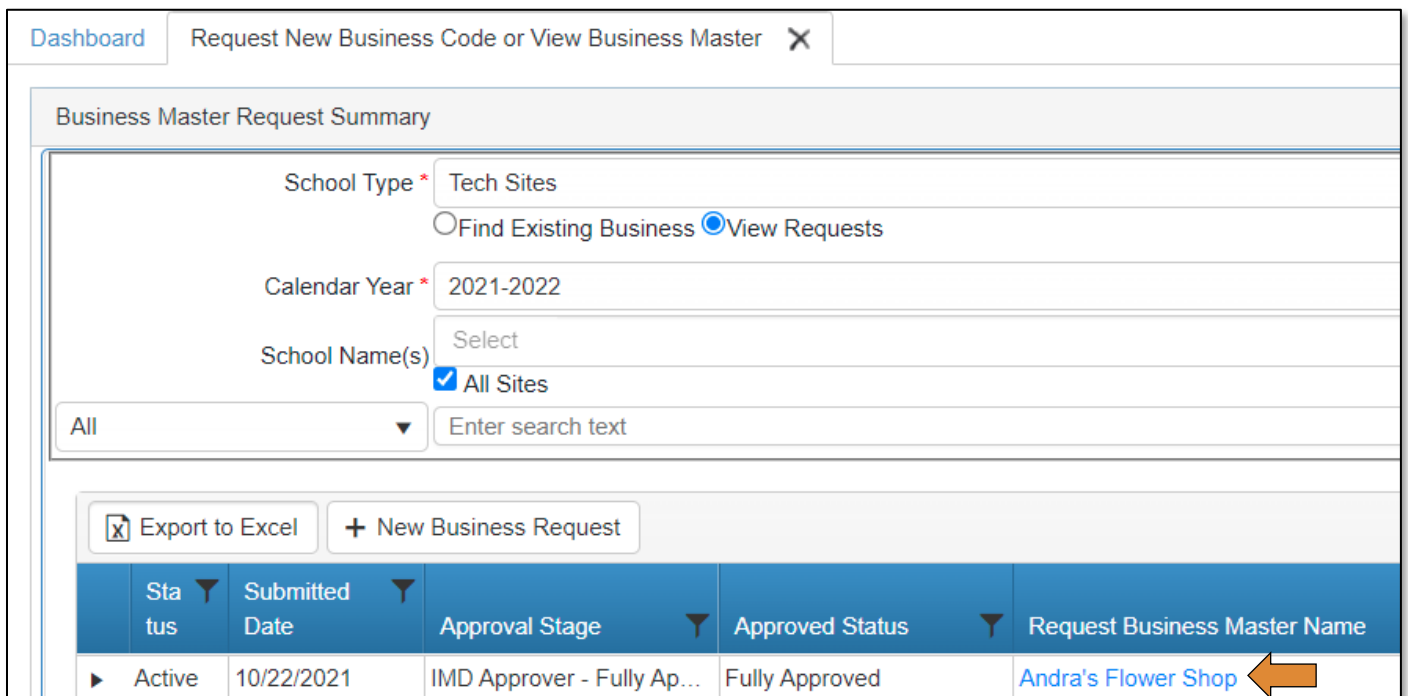
If changes need to be made after submitting a Business Code request, but before it is fully approved, or if your request is rejected, you will need to go through the change request process to make changes.

- Select the **View Requests** radio button.
 - To see only the requests submitted by your site, uncheck the box next to **All Sites**.
- Type the first 3 letters of your school name in the **School Name(s)** box and select your school.
- Click on the **Search** button.



The screenshot shows the 'Business Master Request Summary' form. The 'School Type' is set to 'Tech Sites'. Underneath, there are two radio buttons: 'Find Existing Business' (unselected) and 'View Requests' (selected). An orange arrow points to the 'View Requests' radio button. The 'Calendar Year' is set to '2021-2022'. The 'School Name(s)' dropdown is set to 'All Sites'. There is a search box with 'Enter search text' and a 'Search' button. Below the form are buttons for 'Export to Excel' and '+ New Business Request'. At the bottom, a table header is visible with columns: Status, Submitted Date, Approval Stage, Approved Status, Request Business Master Name, Submitter, Submitter Email, Organization, and Submitter Role.

- Select the request you wish to change by clicking on the blue Business Master Name hyperlink.



The screenshot shows the same 'Business Master Request Summary' form as above. Below the form, a table is displayed with the following data:

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name
▶ Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	Andra's Flower Shop

An orange arrow points to the 'Andra's Flower Shop' hyperlink in the 'Request Business Master Name' column.

- Click the **Change Request** button.

Request New Business Code or View Business Master

Business Code: *****

Business Name: Andra's Flower Shop

Primary NAICS Code: (424930) Flower, Nursery Stock, and Florists' Supplies Merchant Whole...
Please enter 2 characters and Select from the List
(Note: Enter Number or Name)

DUNS Number: _____

FEI Number: _____

Vendor Number: _____

Business Type Required for NAISC code starting with 92*
 City Business County Business State Business Federal Business

Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076
Mailing				

Save Changes Change Request Submit for Approval Refresh

You will get a popup indicating you are going to cancel the approval process and initiate the change request process.

- Click **OK**.

Change Request

You are going to cancel the approval process and initiating the change request process, Are you sure?

Cancel OK

- Make the necessary changes to your request.
- Click on **Submit for Approval**.

Request New Business Code or View Business Master

Business Code: *****

Business Name: Andra's Flower Shop

Primary NAICS Code: (424930) Flower, Nursery Stock, and Florists' Supplies Merchant Whole...
Please enter 2 characters and Select from the List (Note: Enter Number or Name)

FEI Number: _____

DUNS Number: _____

Vendor Number: _____

Business Type Required for NAISC code starting with 92*
 City Business County Business State Business Federal Business

Type	Street*	City*	State*	Zip*
Physical*	123 Main Street	Stillwater	Oklahoma	74076
Mailing				

Save Changes
 Submit for Approval
 Refresh

- Click OK on the popup screen.
 - You will be directed to another screen.

Business ✕

Successfully submitted.

- Click on the **Approve** button if you are ready to finalize your changes.

Approval Process - New Business Master Approval

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Click on Approval button to finalize your changes and submission to ODCTE.

Request Number: OBM-BI-50142

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
► Business Submitter - 1st Stage	10/22/2021 1:58:04 PM	Tech Center BIS S...	Andra - Beyer	Andra.Beyer@car...	Cancel for Change...	Change Request Process	
IMD Approver - Fully Approved Stage	10/22/2021 1:58:37 PM						

Current Approval Stage Information

Approved By*	Beyer Andra	Approval Stage*	1st Stage
Approver School*	Oklahoma Department of Career and Technology Educa...	Approver Role*	Tech Center BIS Submitter
Approver Email*	Andra.Beyer@careertech.ok.gov	Approval Date*	10/22/2021 <input type="button" value="Calendar"/>

- Click Ok.
- Click Ok, again.

View Requests

View the business requests that you have submitted by returning to the screen with the tab entitled **Request New Business Code or View Business Master**.

- Select the radio button beside **View Requests**.
- To see only the requests submitted by your site, clear the check mark beside **All Sites**.
- Type the first 3 letters of your school name in the **School Name(s)** box and select your school.
- Click on the **Search** button.

Dashboard | Request New Business Code or View Business Master X

Business Master Request Summary

School Type * Tech Sites
 Find Existing Business View Requests

Calendar Year * 2021-2022

School Name(s) Select
 All Sites

All Enter search text Search

This will bring up the list of requests.

- To see the status of the request, click on the black arrow at the beginning of the row, to the left of the Status column.

Business Master Request Summary

School Type * Tech Sites
 Find Existing Business View Requests

Calendar Year * 2021-2022

School Name(s) Select
 All Sites

All Enter search text

Export to Excel + New Business Request

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name
▶ Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	Andra's Flower Shop

You can view the details of the business request as it moves through the approval process.

Export to Excel

+ New Business Request

Status	Submitted Date	Approval Stage	Approved Status	Request Business Master Name
Active	10/22/2021	IMD Approver - Fully Ap...	Fully Approved	Andra's Flower Shop

Approval Stage	Approval Status	Approval/Rejection Note
Business Submitter - 1st Stage	Approved	New Process
Business Submitter - 1st Stage	Cancel for Change ...	Initiated Change request process.
Business Submitter - 1st Stage	Cancel for Change ...	Change Request Process
Business Submitter - 1st Stage	Approved	
IMD Approver - Fully Approved Stage	Approved	