CareerTech Information Management System (CTIMS)

Technology Centers Certification Collection Guidebook

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, 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. Send a message describing your problem - include your school name and your telephone number, we will contact you. Someone is <u>always</u> 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.

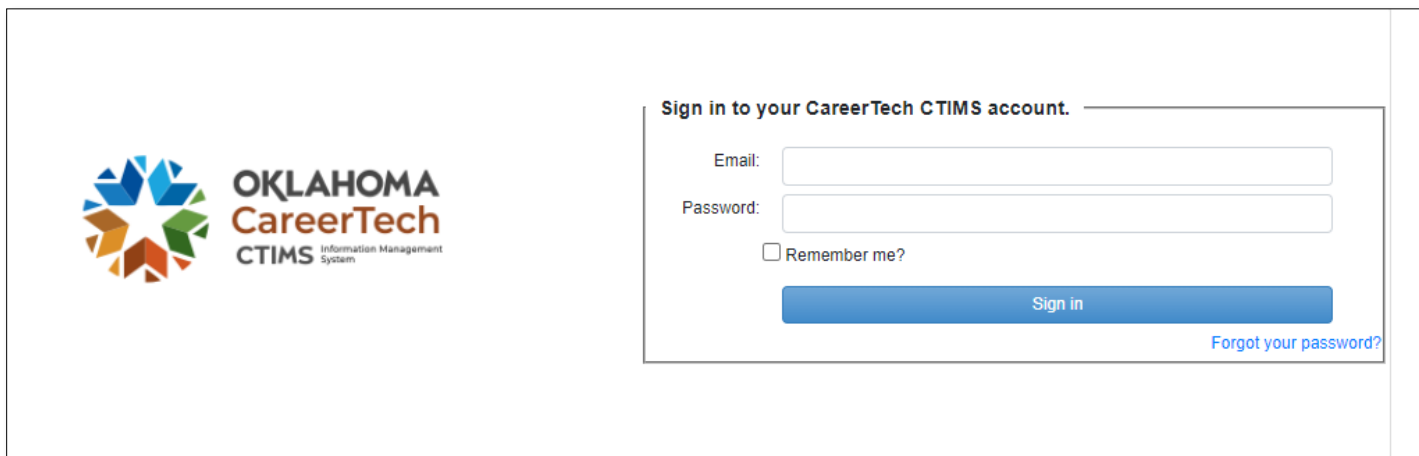
CTIMS Customer Support Contact
Elizabeth Richardson
Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

Logging into CTIMS

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

Or go to CTIMS (CareerTech Information Management System) (oklahoma.gov) and select the green **CTIMS Login** button.

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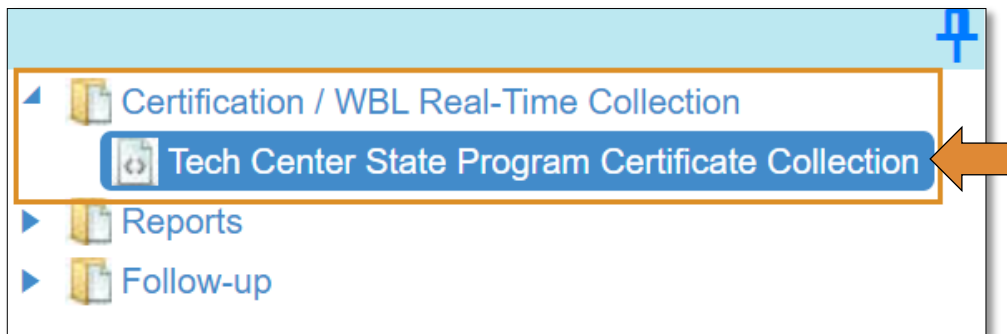
Complete the Course **State Program Teacher Summary for Certification – Fulltime** screen. The tagged numbers in the screen shot below corresponds to the instruction steps. The asterisks represent required fields.

- **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**.

This will bring up a list of your students. You do <u>not</u> 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**.
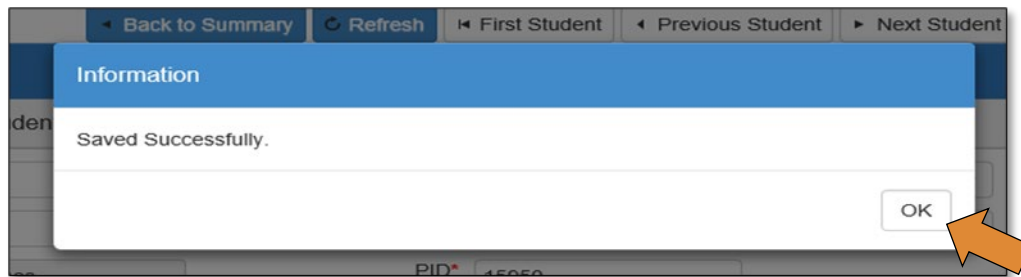
You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to **Return to Student List**, or go to the **first, previous, next, or last student.**

- **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.
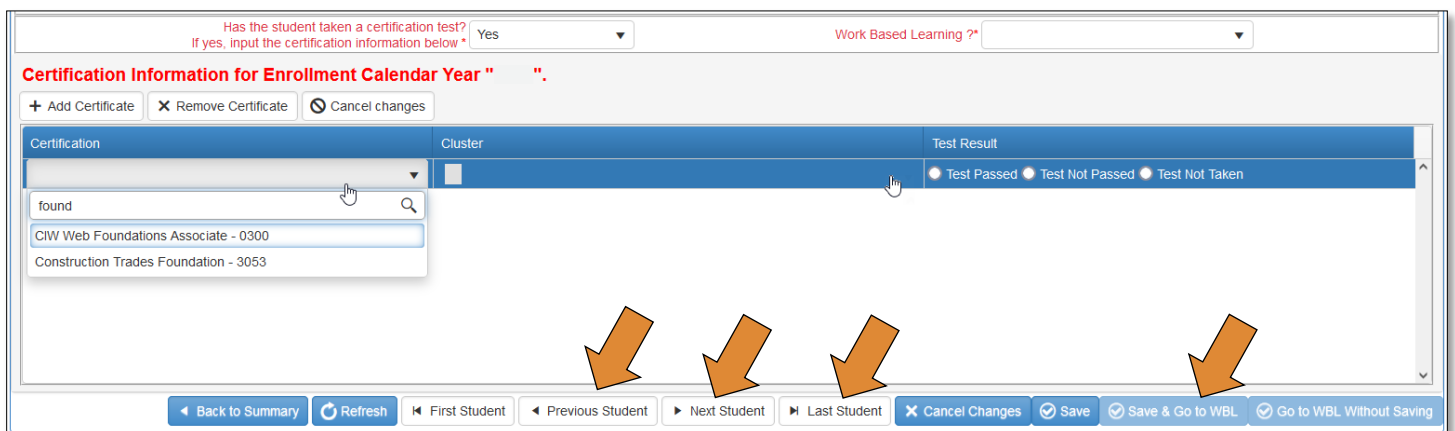
Checking Student's Certification Status

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**.
  - o Verify that you are sure you want to close the student record tab by clicking **OK**.

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

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.

- 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.