

# Accessing the CTE Portal

There are two methods for accessing the Career and Technical Education (CTE) Portal.

The first is from the Office of Career and Technical Education's (OCTE) CTE Teacher resource page - <https://www.michigan.gov/mde/services/octe/educators/cte-teachers>

The CTE Resource page provides a wealth of tools to help a CTE teacher be successful.

Included within these resources is a step-by-step guide to the CIP Self-Review.

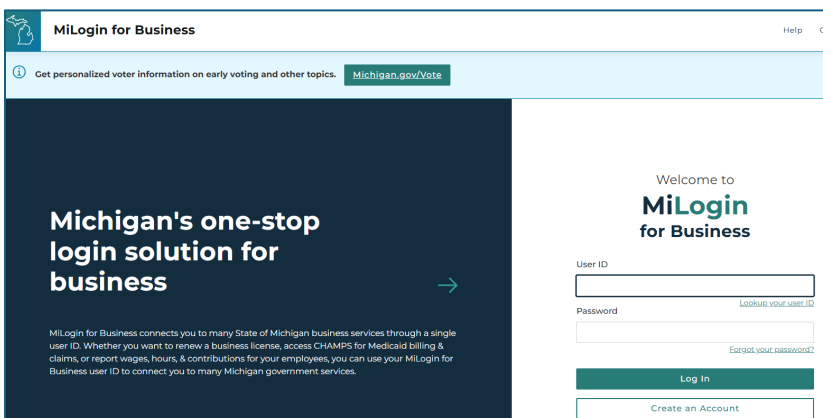


From this page the teacher/administrator will click on the [MDE-CTE Portal](#).

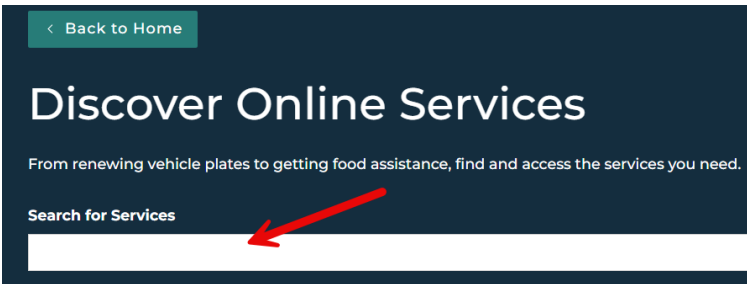
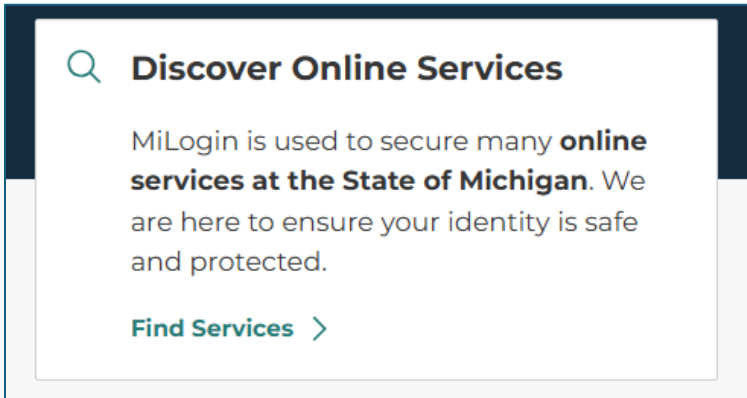
The second is a quick link ([www.michigan.gov/mde-cteportal](http://www.michigan.gov/mde-cteportal)) for when the user does not need the resources.

Best practice is to have one browser window open to the resources page while working on the CIP Self-Review in another window.

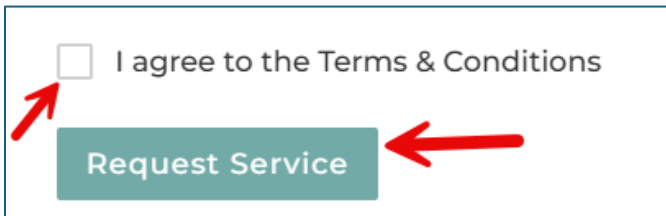
No matter what the access method, the user will need to have a MiLogin for Business account.



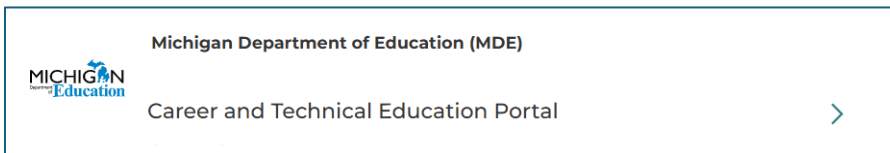
After creating the MiLogin for Business account, the user will add the Career and Technical Education Portal using "Discover Online Services".



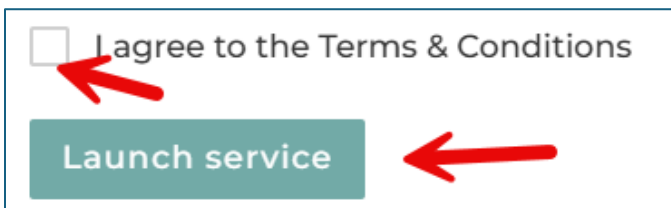
The user will work through adding the portal by agreeing to the terms and conditions then clicking "Request Service".



The user will proceed through the screens until they are back at their Home Screen.



The user will then click the link, agree to the Terms and Conditions, and then click the Launch Service button to access the CTE Portal.



With MiLogin for Business portion complete, the user will now need to have their administrator grant them access to their building and/or Program Serial Number (PSN).

**Please Note:** CIP Self-Review permissions are reset annually. If an existing user accesses the CIP and their PSN is not displayed, they should reach out to their administrator to grant them permissions. **Do NOT create a second MiLogin account.**

New users will click on the CIP Self-Review Access Request. They will need to know their **CEPD number, building, and program** before they can proceed. **Note:** The user can consult the [CEPD Map](#) if they are unsure of their CEPD.

Existing users should skip to the [Access Granted Section](#).

The screenshot shows the SSO Landing Page with three main sections: Introduction, Required Submissions, and Access. In the 'Required Submissions' section, there is a button labeled 'CIP Self-Review' with a red arrow pointing to it from the right, and the text 'Existing Users' below it. In the 'Access' section, there is a button labeled 'CIP Self-Review Access Request' with a red arrow pointing to it from the right, and the text 'New Users' below it.

The new user will then select their role or type, their CEPD number, and then which PSN(s) in that building to which they need access. **Note:** The user can consult the [CEPD Map](#) if they are unsure of their CEPD number.

The screenshot shows the 'User Access Request Information' form. It has three main fields with numbered steps and red arrows indicating the user's path:

- Step 1: 'What type of user are you?' with a dropdown menu showing 'Teacher' and a red arrow pointing to it.
- Step 2: 'Select a CEPD?' with a dropdown menu showing 'CEPD 40' and a red arrow pointing to it.
- Step 3: 'Select building(s) or PSN(s)?' with a list of options: 'Adlai Stevenson High School' (checked), '48.0508 - Welding, Brazing/Soldering (15568)', '52.0299 - Business Administration Management and Operations (16108)', and '52.1999 - Marketing Sales and Services (16698)'. A red arrow points to the 'Adlai Stevenson High School' option.

Once the PSN(s) are selected, scroll to the bottom of the page and select your building administrator to request access and then click Submit. This will send an email to the selected administrator to grant access. The user should then close all browsers and wait for the approval email from the administrator.

Who would you like to send your request to for approval ?

CEPD Administrator(s) ?

Building Administrator(s) ?

- Shannon Williams - swilliams@misd.net
- Geoffrey Clark - geoffrey.clark@uticak12.org (Adlai Stevenson High School)

## Access Granted:

Once the user has been granted access, they will click on the CIP Self-Review and click Search.

Search

CEPD: CEPD 40

School: Adlai Stevenson High School

Program Type:

PSN: 16698

Status:

Year: 2025

The user will click edit to begin their work on their PSN.

CEPD 40

CIP	Program Type	Name	PSN	School	Started	Completed	Download	View/Edit	Current Status
52.1999	REG	Marketing Sales and Services	16698	Adlai Stevenson High School	10/11/2024		<input type="button" value="Download"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>	In Progress

The user should review/update each tab.

Manage Contacts

CO1 CO2 CO3 CO4 CO5 CO6 CO7 CO8 Submission/Approval

When complete the teacher should "Validate" on the Submission/Approval tab then change the status to "Submitted" prior to the annual deadline.

Validate to ensure that all fields have been completed and/or evidence has been uploaded.

← 1.

Once validation has been checked, please use the drop down to change the status.

Change Status to:  GO ← 3.

← 2.

