

CareerTech Information Management System (CTIMS)

Technology Center Business Master
Guidebook



OKLAHOMA
CareerTech

IMD Information Management Division

August 2024

Table of Contents




Help and Troubleshooting.....	1
Logging into CTIMS.....	2
Accessing the Business Master Module.....	3
Requesting a New Business Code	5
Entering Information for New Business.....	6
Change Request	10
View Requests.....	13

[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

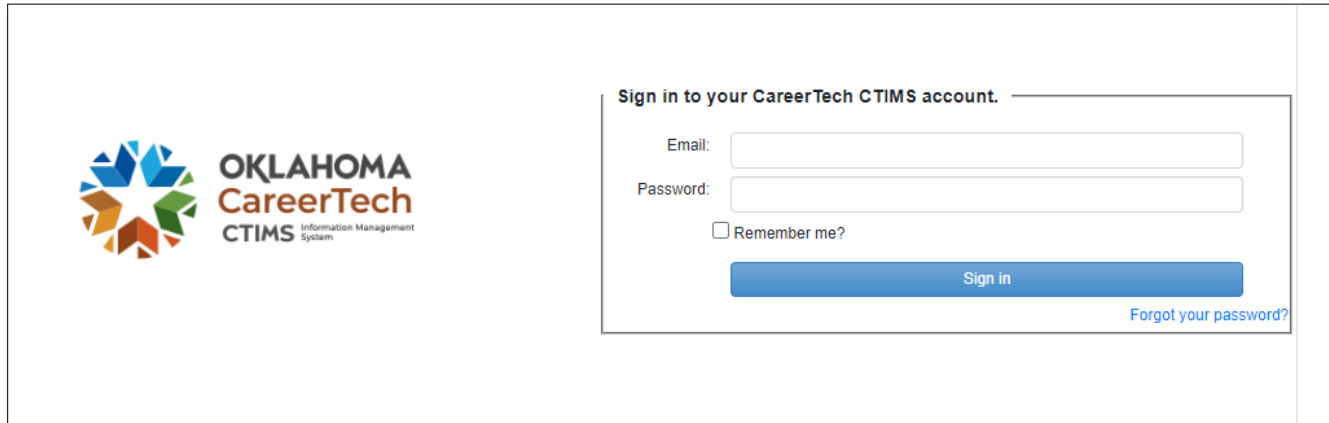
Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

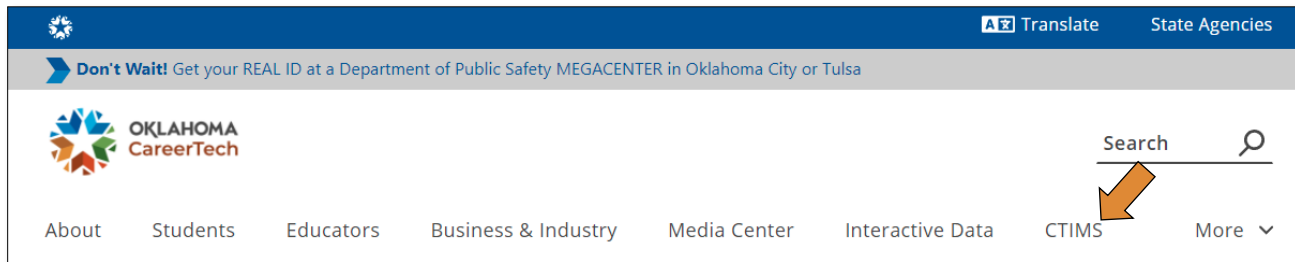
Objective: This guidebook will take you through the steps to search for business names & codes and to request new business codes in CTIMS.

[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

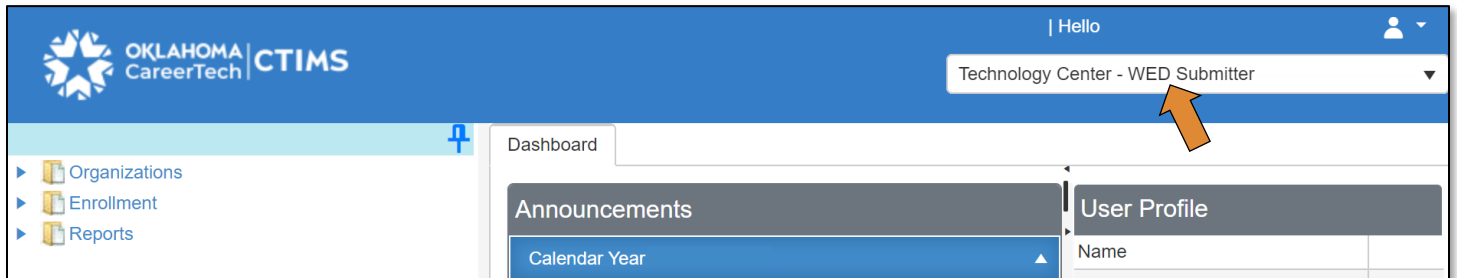
 • Click here to login to CTIMS:

- 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

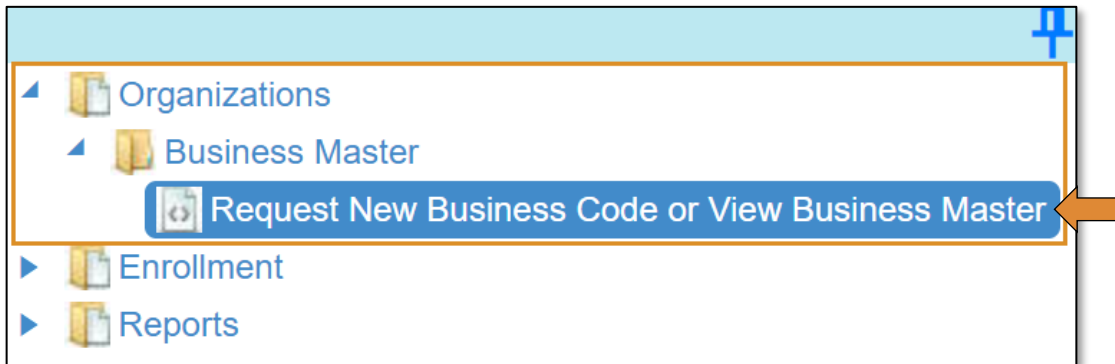
Accessing the Business Master Module

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**, **AEFL-Local Initiative Coordinator**, 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 the correct role needed, contact CTIMSSupport@careertech.ok.gov.



- Click the arrows next to **Organizations** then **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 an inactive business code, please email CTIMSSupport@careertech.ok.gov, and we will make it active for you.

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

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 any criteria, all records will be displayed.
4. Click **Search**.

The screenshot shows the 'Business Master Request Summary' form. At the top, there is a 'School Type' dropdown menu set to 'Business Masters'. Below it are two radio buttons: 'Find Existing Business' (selected) and 'View Requests'. A 'Business Name' dropdown menu is open, showing options: 'Business Name', 'Business Code', 'City', and 'All'. The 'Business Name' option is selected. To the right of the dropdown is a text input field labeled 'Enter search text'. A blue 'Search' button with a magnifying glass icon is to the right of the input field. An orange arrow points to the 'Search' button. The number '1.' is next to the 'Find Existing Business' radio button, '2.' is next to the 'Business Name' dropdown, '3.' is next to the search text input, and '4.' is next to the 'Search' button. Below the search area are buttons for 'Save changes', 'Cancel changes', and '+ New Business Request'.

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.

The screenshot shows the 'Business Master Request Summary' table. The 'School Type' dropdown is set to 'Tech Sites'. The 'Find Existing Business' radio button is selected. The 'Business Name' dropdown is set to 'Wal'. The search text input contains 'Wal'. The 'Search' button is to the right of the input field. Below the search area are buttons for 'Export to Excel' and '+ New Business Request'. The table has the following columns: Status, Business Master Code, Business Master Name, Physical Address, Mailing Address, NAICS Code, NAICS Name, and FEI Number. The table contains three rows of data.

Status	Business Master Code	Business Master Name	Physical Address	Mailing Address	NAICS Code	NAICS Name	FEI Number
▶ Active	7131	WALMART - ANADARKO	1201 WEST PETREE R...		452910	Warehouse Clubs and Supercenters	710794416
▶ Active	49965	Superior Drywall	2547 E. Seminole, Tulsa...		236118	Residential Remodelers	
▶ Active	30329	DENVER ACCOUSTICS & ...		P O BOX 82872, Oklaho...	238310	Drywall and Insulation Contractors	

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 a web form titled "Business Master Request Summary". 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". Underneath is a "Business Name" dropdown menu with "Wal" selected. A toolbar contains an "Export to Excel" button and a "+ New Business Request" button, with an orange arrow pointing to the latter. Below the toolbar is a table with columns: "Status", "Business Master Code", "Business Master Name", and "Physical Address". Each column has a dropdown arrow and a small upward-pointing arrow below it.

- 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 a web form titled "Request New Business Code or View Business Master". At the top, there are browser tabs for "Dashboard", "Request New Business Code or View Business Master", and "Business Master". The form has three input fields: "Calendar Year*", "Organization Type*" (set to "Business Masters"), and "Business Name*". Below the fields are three buttons: "Reset", "Back Business Master Summary", and "Save & Next" (checked), with orange arrows pointing to the "Business Name*" field and 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.)
- Please add the e-commerce website or social media e-commerce account/site. The description is not.
- 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 Additional Details for Calendar Year: 2024-2025 ***

Business Code: *****

Business Name: flowers

Primary NAICS Code: (424930) Flower, Nursery Stock, and Florists' Supplies Merchant Wholesalers

Vendor Number: flower

DUNS Number: Please enter 2 characters and Select from the List (424120) Petroleum and Petroleum Products Merchant Wholesalers (except bulk stations and Terminals)

e-commerce website or social media e-commerce account/site

Details: Enter the details here.

Business Type Required for NAISC code starting with 92

City Business County Business State Business Federal Business

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

Request New Business Code or View Business Master

*** Business Additional Details for Calendar Year: 2024-2025 ***

Business Code: *****

Business Name: flowers

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

FEI Number: _____

Vendor Number: _____

DUNS Number: _____

UEI Number: _____

e-commerce website or social media e-commerce account/site

Details | **Description**

www.flowers.com | Enter the Description here.

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 CTIMSupport@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.

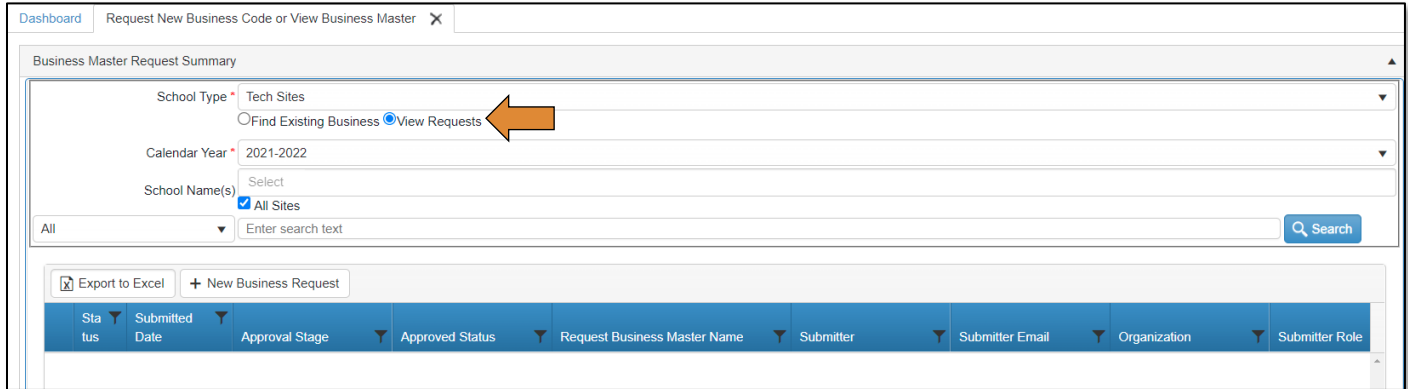
For assistance, contact us at ctimssupport@careertech.ok.gov

Thank you,
CareerTech Information Management Division

Change Request

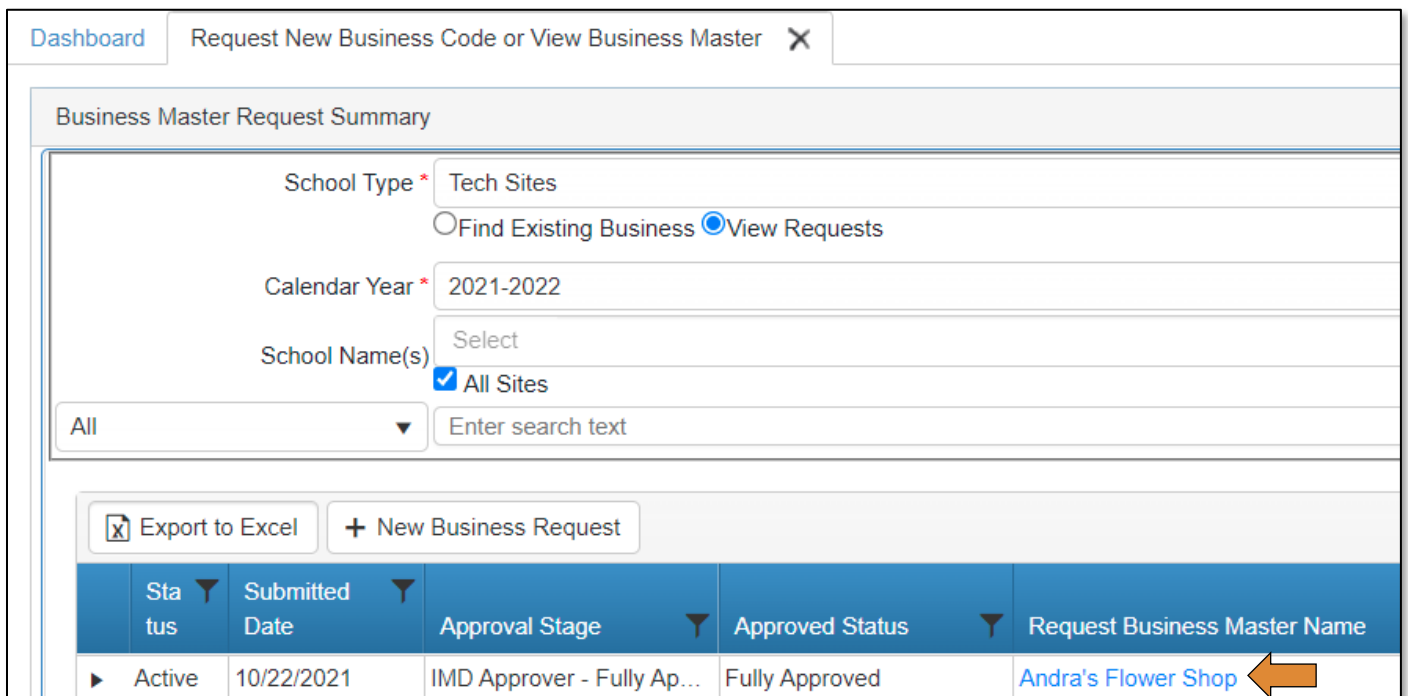
If changes need to be made after submitting a Business Code request, but before it is fully approved, or if your request is rejected, you will need to go through the change request process to make changes.

- 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's 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'. A search box contains 'Enter search text' and a 'Search' button is visible. Below the form are buttons for 'Export to Excel' and '+ New Business Request'. A table header is visible at the bottom 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. 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's 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	