CareerTech Information Management System (CTIMS)

Technology Center Secondary Course Schedule Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

October 2025

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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's 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.
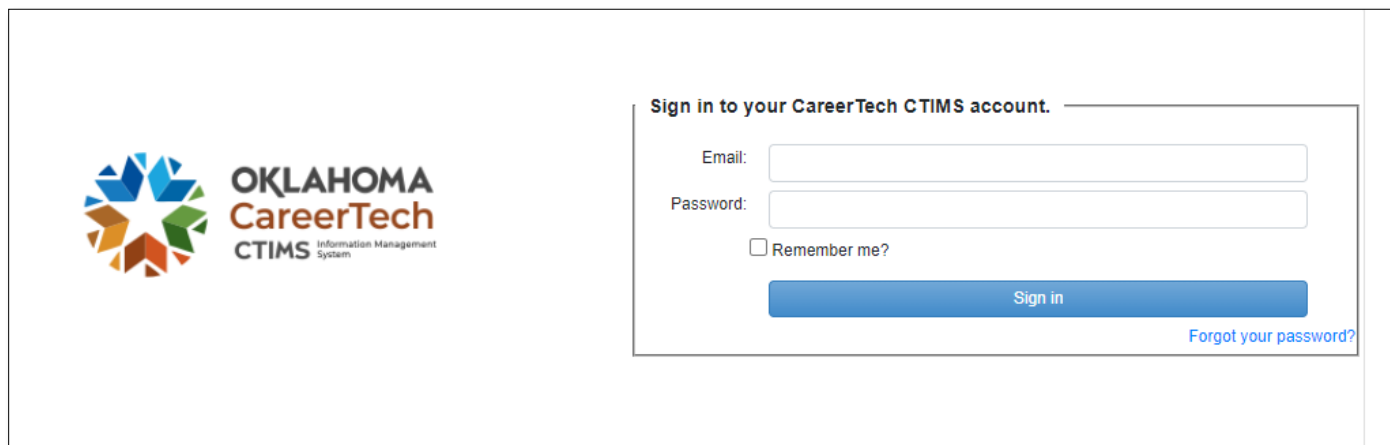

CTIMS Customer Support Contact
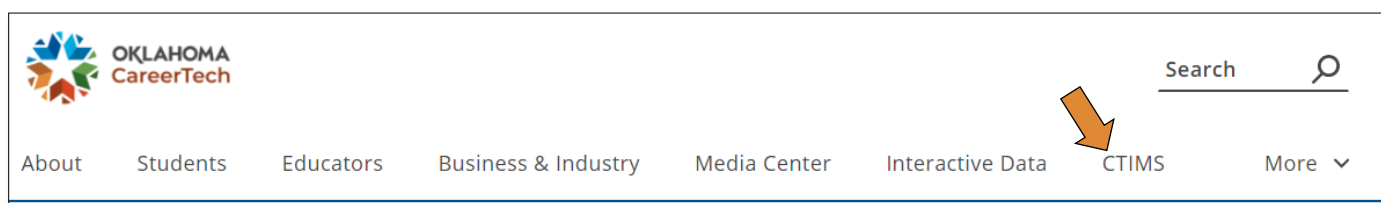Office: (405) 743-5134
Email: CTIMSSupport@careertech.ok.gov

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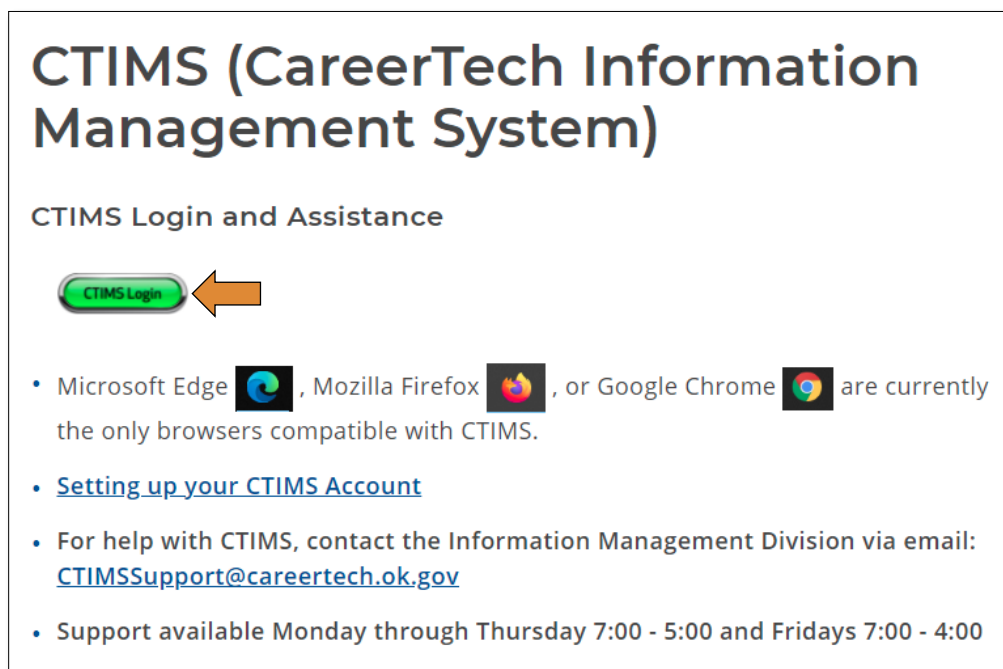
Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to https://oklahoma.gov/careertech.html and select the **CTIMS** tab.

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

Submitting Scheduling Information

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with one of the following roles **Tech Center - Secondary Course Submitter**, or **Tech Center – Secondary Course Teacher** 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, contact CTIMSSupport@careertech.ok.gov
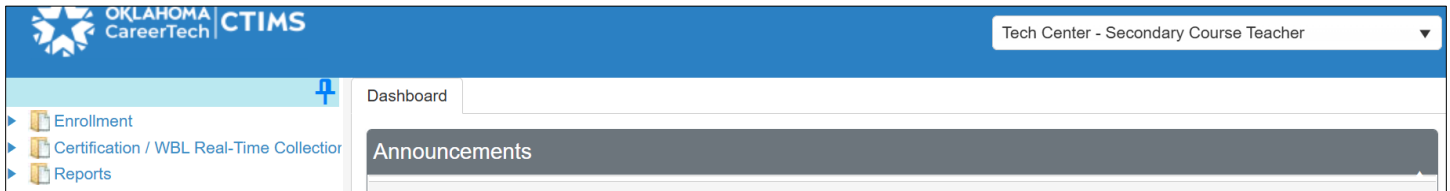
- Click the arrows next to the **Enrollment** & **Tech secondary Course Scheduling.**
- Click on the **Secondary Course Scheduling Request** link.
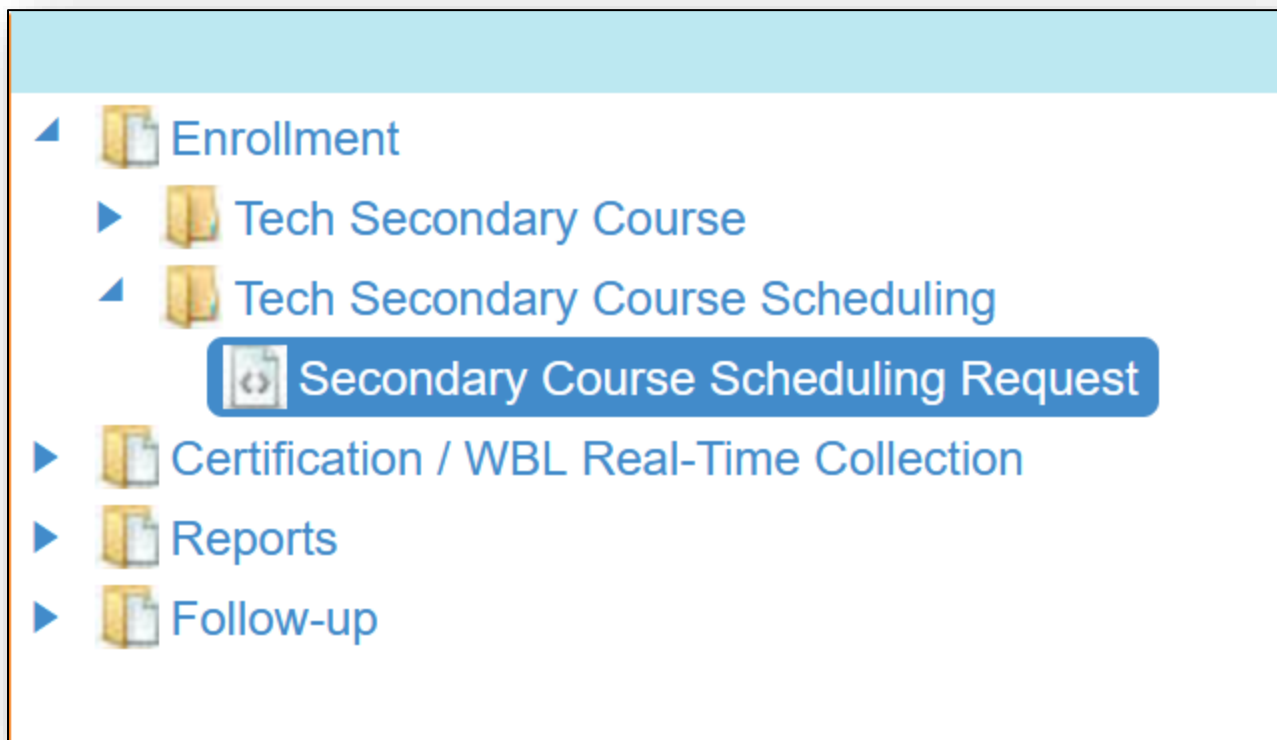
You will see a breadcrumbs bar across the top of the Scheduling page. You may navigate between the screens by clicking on the icon for the page you need/want.

If you make any changes to these pages, you must click the Save & Continue button, or your changes will be lost.
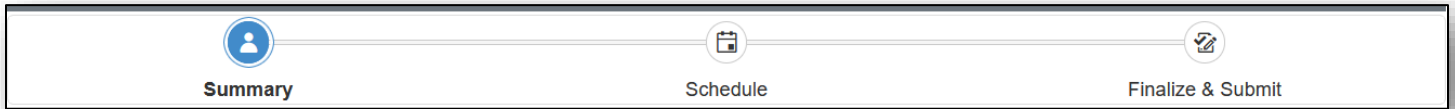

Position Summary:

- Verify that all the information on the position summary page is correct. If any information is not correct, please contact ctimssupport@careertech.ok.gov
- After verifying, click the **Continue Without Saving** button at the bottom of the page.

Schedule Information

- Enter each period you teach.
- Click in the box in the period column and select 1st – First Period. Include lunch periods and planning periods.
  - **To minimize data loss, we suggest you save each line as you enter it.
- You can enter comments in the Comment box underneath the period's section if needed. Use the drop-down in the Period and Course/Activity column to select your periods and courses/activities.
- You can type in your Begin and End Times or use the clock to select. Be sure to select the correct AM and PM for each period.
- Enter the Beginning and Ending Dates or use the calendar to select.
- Select the correct Grade Level for that period by using the drop-down menu. You can select more than one grade level per period.
- Use the scroll bar at the bottom of the section to scroll over to enter the number of Male and Female students.
- If you make a mistake, you can delete this row, or click the Add Period button to put in the next period. Continue the process for all your periods.
- Click **Save & Continue** to go to the next page.

Teaching Information									
NOTE: List courses you are teaching this school year. Include Lunch Period, Planning Period, etc. Enter comments if needed. Hit Save & Continue to move to the next screen.									

Summary — Schedule — Finalize & Submit

+ Add Period

Period	School Name - Location	Course/Activity	Begin Time		End Time		Begin Date	End Date	Grade Level
1st-First Period		HL01021-Phlebotomy (120 hrs.)	08:00	AM	09:00	AM	08/28/2024	12/31/2024	Sixth Grade
2nd-Second Period		HL00637-Phlebotomy (Option 1) (120 hrs.)	09:05	AM	10:00	AM	08/26/2024	12/31/2024	Ninth Grade
3rd-Third Period		HL00856-Phlebotomy Capstone (120 hrs.)	10:05	AM	12:00	PM	09/02/2024	10/31/2024	Tenth Grade

Comments

Format | B I U | ≡ ≡ ≡ | ✄ ✄ | ≣ ≣ ≣ ≣ | ⊙ ◇ ▧ | ▦

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Refresh | ◄ One Step Back | Save | ⊘ Save & Continue | Change Request | ► Continue Without Saving

Finalize & Submit

- An **Acknowledgement Note** is required.
- You can leave a comment or note, or just put your initials in the box to acknowledge.
- **Submit for Approval**

Teacher Scheduling Report

- Click on the Finalize & Submit breadcrumb.
- Click on the **Teacher Info Spread Sheet** Link in the middle of the page.

- Review the information on the report or click the arrow to the right of the diskette symbol to save the file for your records.

Request Number TCSCH-2425-   View Report

|◁ ◁ 1 of 1 ▷ ▷| ↻ [   ] Find | Next 💾 ▾ ↻

Teacher's Info For - 2425

School	PID	Name	Degree	Contract Dates
Technology Center -			Master's Degree	7/1/2024 To 6/30/2025

Certifications Information

Certification Type	Certification	Certificate Number	Awarded Date	Name Of Institution	Certificate Expiration Date
Type of Teaching Certificate	Home Economics			ECU	6/30/2023
Type of Administrative Certificate	None			ECU	6/30/2023
Class of Teaching Certificate	License			ECU	6/30/2023
National Board Certified?					

Teacher's Experience Info

Experience	Years
Years of Experience	17
Total Number of Years in the military	0
Number Of Years of taught , in or outside of Oklahoma, regardless of occupational division	12
District Years	4
Number of Years taught in Oklahoma, in current occupational division	12
Number of Years taught in Oklahoma, regardless of occupational division	12

Teaching Schedule

Period ⬍	Course Desc	Begin Time	End Time	Begin Date	End Date	PID	First Name	Last Name ⬍	Grade Description	Male	Female	Total
1st-First Period	Phlebotomy	08:00 AM	09:00 AM	8/28/2024	12/31/2024			.	Sixth Grade	2	2	4
2nd-Second Period	Phlebotomy (Option 1)	09:05 AM	10:00 AM	8/26/2024	12/31/2024				Ninth Grade	4	4	8
3rd-Third Period	Phlebotomy Capstone	10:05 AM	12:00 PM	9/2/2024	10/31/2024				Tenth Grade	2	2	4

Schedule Comments
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Acknowledgement Comments
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Change Request Process

After your Scheduling report has been submitted for approval, or if it has been submitted but rejected back to you, you can make changes to it by using the **Change Request** button.

- Click the arrows next to the **Enrollment** & **Tech secondary Course Scheduling.**
- Click on the **Secondary Course Scheduling Request** link.

- Click on the **Finalize & Submit** breadcrumb.
- Click on the **Change Request** button.

- You will see a message telling you that you are going to cancel the approval process, are you sure?
  - Click **OK.**
- Click on the breadcrumb that you need to make the correction/change on.
  - Make sure you save your changes.
- Click the **Finalize & Submit** breadcrumb.
- Click **Submit for Approval**.
  - Click the **Approve** button.