
TECHNICAL/ONLINE SYSTEM GUIDANCE

Note: Local recipients must have one primary contact person for Perkins. This contact person may be changed at any time. If your educational institution needs to change the contact person tied to a Local Plan please contact the CCCS Perkins Director.

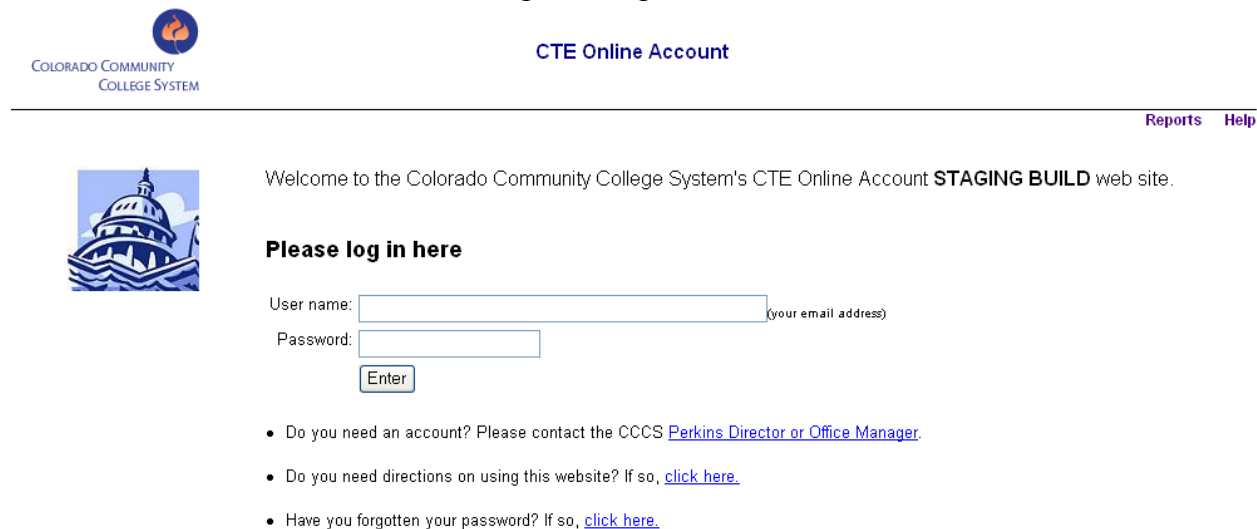
Step by Step Process: Please take these steps to log on to your CTE Online Account.

- 1) Go to the CTE Online Account website: <http://cte.cccs.edu> (see Screen Shot # 1.)
- 2) Type in your User Name – this will be your e-mail address. Type in your Password – this will be assigned by the CCCS Office Manager.
- 3) Click on the *Enter* button to go to the *Perkins Local Plan - Work Areas* page from which you may choose several different paths (see Screen Shot # 2.)

Screen Shots

Please note that this and all other Screen Shots include only example information.

Screen # 1: CTE Online Account Log On Page



The screenshot shows the login page for the CTE Online Account. At the top left is the Colorado Community College System logo. In the center is the text "CTE Online Account". At the top right are links for "Reports" and "Help". Below the header is a welcome message: "Welcome to the Colorado Community College System's CTE Online Account **STAGING BUILD** web site." To the left of the login form is an image of the Colorado State Capitol building. The login form is titled "Please log in here" and contains two input fields: "User name:" with a placeholder "(your email address)" and "Password:". Below the password field is an "Enter" button. At the bottom of the form are three bullet points with links for account creation, directions, and password recovery.

Screen # 2: Perkins Local Plan - Work Areas – Welcome Page



CTE Online Account
Test Account
FY 2009 - 2010

[Log Off](#)

[Reports](#) [Help](#)

Perkins Local Plan - Work Areas - Welcome Test Secondary

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

Please read [Perkins First Installment Grant Award Notification](#).
The [Performance Metrics Report](#) at your institution has been posted.

New Perkins Local Plan in FY 2009 - 2010

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

Your Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)

1182 (FY 09 - 10) ▼

Return to Local Plan >>