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**TECHNICAL/ONLINE SYSTEM GUIDANCE**

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**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 or follow the directions indicated in the Administrators' Handbook in Section V, Part C17- Contact Information Revision.**

**Districts that are members of a Perkins Consortium must also have one contact person for access to the annual Intent to Participate process. Please contact the CCCS Perkins Director to keep this contact information current.**

**The designated Perkins contact is the only person with a user name and password to access the CTE Online Account per the following directions.**

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 Service Manager. (An e-mail is sent from the CTE Online Account to the new contact when there is a revision. This information is also included in the Intent to Participate announcement e-mail from the CTE Online Account.)

NOTE: CTE Online Account e-mails are machine-generated e-mails. If these are not being received, you will need to advise your IT technician to allow cccs.edu e-mails through your firewall.

- 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.)

**(Please note that if your user name and password do not allow access, try copying the user name and the password directly from the institution's Contact Notification e-mail and pasting them into their respective cells on the log-in page.)**

### Screen Shots

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

Screen # 1: CTE Online Account Log On Page



CTE Online Account

Reports Help



Welcome to the Colorado Community College System's CTE Online Account STAGING BUILD web site.

Please log in here

User name:  (your email address)

Password:

- Do you need an account? Please contact the CCCS [Perkins Director or Office Manager](#).
- Do you need directions on using this website? If so, [click here](#).
- Have you forgotten your password? If so, [click here](#).

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

Note: If you are a district that is a member of a Perkins consortium, your account will not show this page since your district does not have to do the Perkins Local Plan.



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.)

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Return to Local Plan >>

Screen #3: Perkins Intent to Participate page made available in Mid-January

**FY 2012 Intent To Participate Notification**

- Please respond before the deadline specified in the email notification.
- Fields marked with \* are required.
- Press the *Submit* button to send your response to CCCS.
- Press the *Skip* button if you want to respond to the notification later. You will see this page again the next time you log onto the system.

\*FY2012 Intent to Participate Response. Please select ONE:

- Yes, we want to participate as an exempt recipient (We do not expect to qualify for at least \$15,000 basic funds by formula but request approval to participate as exempt instead of with a consortium).
- Yes, we want to participate as a member of the following consortium:
- No, we will NOT participate in the secondary formula for FY2012.

Prior Year (FY2010 - 2011) Participation Status: Exempt Participating :

**Perkins Contact Information**

PLEASE REVIEW THE PERKINS CONTACT INFORMATION. IF INCORRECT, PLEASE UPDATE THE INFORMATION BEFORE YOU SUBMIT. (Future