ASE Assessment Data Export

How to do ASE Assessment Data Exports

This document explains how Building Reporters and Fiscal Agents can use CTEIS to export students currently enrolled in ASE programs, for submission to ASE, and for participation in ASE Technical Skill Assessments.

Access ASE Assessment Export

1. Log into CTEIS at www.cteis.com using your MEIS Username and Password.
2. From the Main menu, building reporters can access the buildings they have been given authorization for by selecting **Reports**. Fiscal Agents/Level 5s can access all buildings under their Fiscal Agency by selecting **Fiscal Agent**.
3. Select **ASE Assessment Export** from the pop-out menu. The ASE Assessment Export page appears.

Run the ASE Assessment Export

1. From the ASE Assessment Export page, select a CIP Code.

2. From the drop-down list, select a building.

3. Click the **CSV Export** button. CTEIS generates the CSV file and displays a message asking you to open or save the CSV file. The CSV file name appears in the format: ASE_CipCode_ProgramName_BuildingNo.CSV

   For Example: ASE_47.0613(Med_Heavy_Truck Tech.)*06145.csv*