

**Attachment:**

**How to Enter Credentials into CIS**

**Records Manager Actions:** The following instructions should be used to enter attained credentials into CIS prior to a student's separation.

- Reference the Certifications Earned section on the front of the student TAR(s), and the Certification Record at the end of the TAR(s).
- Open the CIS Main Menu page, and click on the Training module button.
- Under the Career Technical Training section, click on the CTT credentials button.
- Go to the student look-up button, and enter the student's name who has earned the credential.
- In space provided, enter date credential was obtained.
- Click on drop down menu for Credential Title and select appropriate title.
- Select version as appropriate.
- Select level as appropriate.
- Select Sponsor, Administrator, and manner of validating the credential "obtained by".
- The credential drop-down box will show all credential options available for this trade. Select appropriate title. Sponsors and administrators may be automatic in the drop down menus, or if "other," they will need to be typed in as appropriate. "Obtained by" data is determined by the means of validating each specific credential.
- Click on Save each time to ensure that your entered data is not lost.
- If you have multiple credentials to enter, you may continue to enter them all by clicking insert, and then going through this process for each one.
- Click on Save when finished to retain your data.