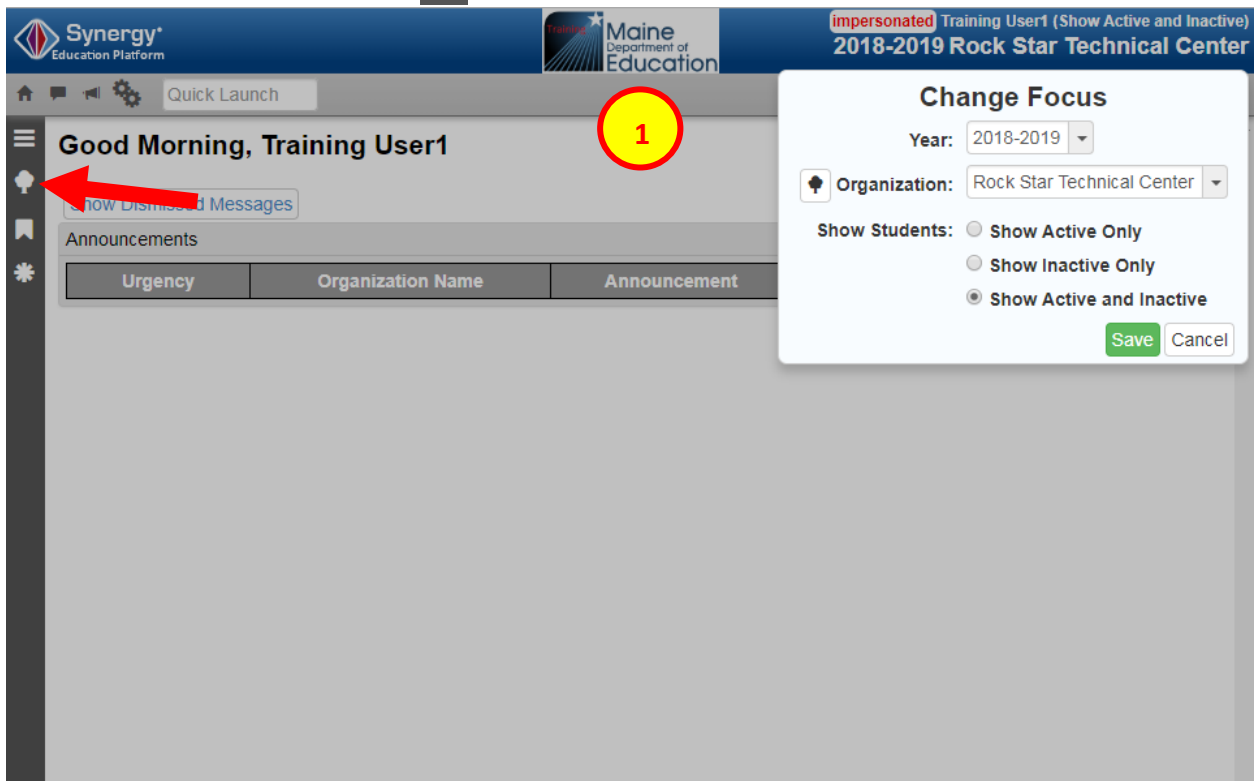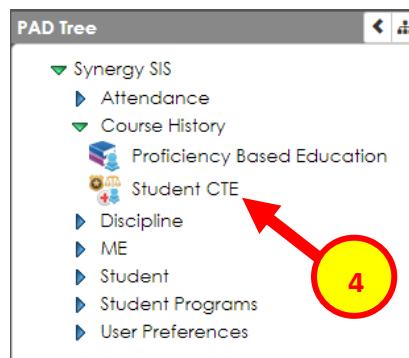# Synergy – CTE Program Manual Entry Guide

- This guide explains how to manually enter CTE program data into Synergy. The data is entered on the Student CTE screen and users must first have their focus at the school level (see below)
- Students must have a concurrent enrollment at a CTE school before the CTE program data can be entered. The enrollment can either be created manually or through the Student Enrollment upload.

1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
   Year: Select the current school year (the example picture shows 2018-2019)
   Organization: Choose your CTE school (the example picture shows Rock Star Technical Center)
   Show Students: Show Active and Inactive
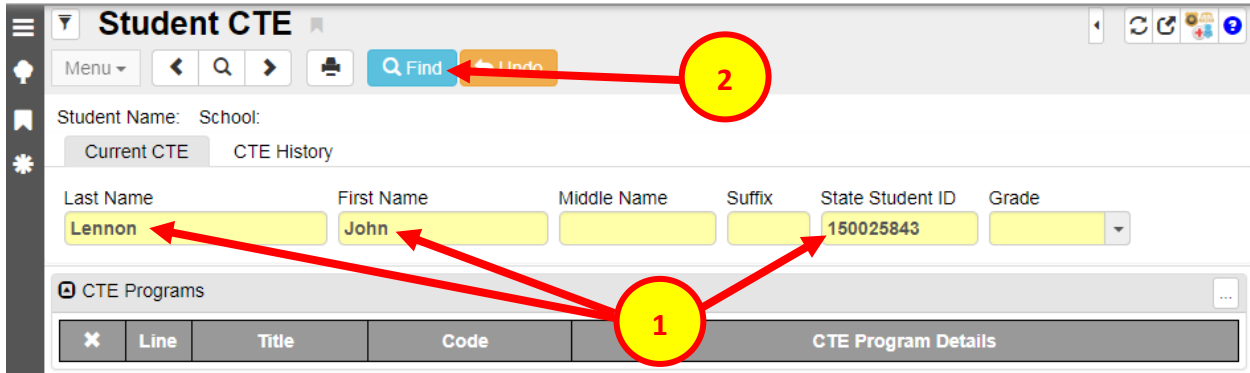3. Click on the PAD Tree icon.

4. In the PAD Tree, Click **Student CTE** to navigate to the Student CTE screen.
   (You may need to click the arrows next to Synergy SIS and Course History to expand).
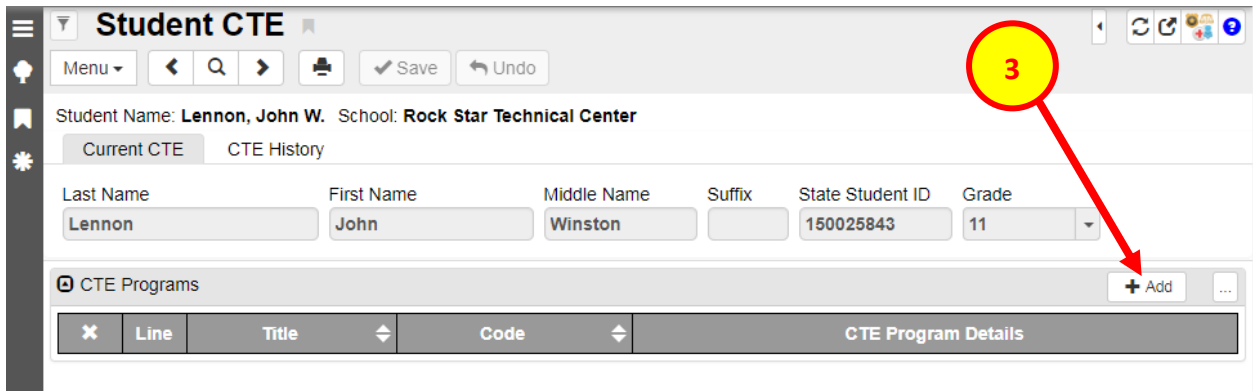
Entering CTE Program data:

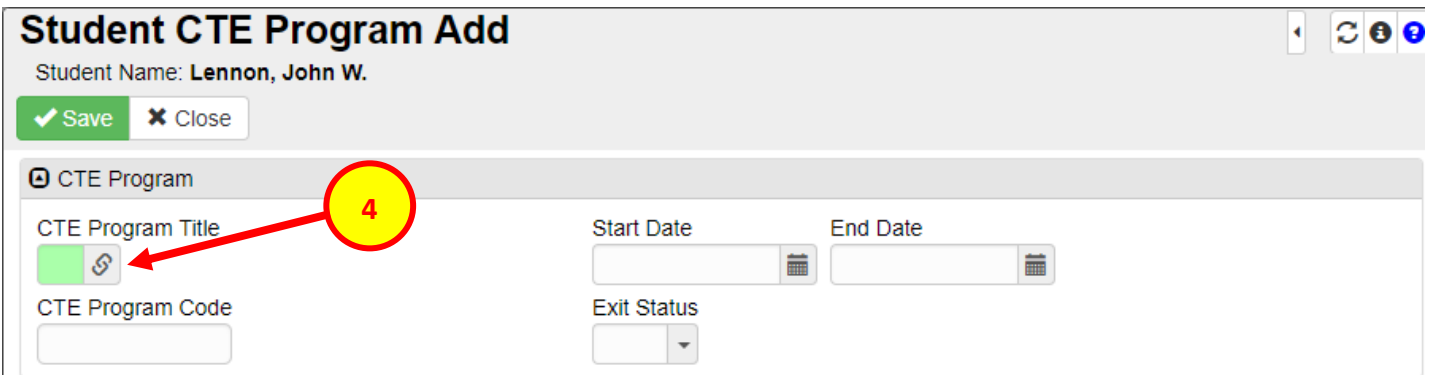1. Type in the student's Last Name and First Name or State ID.
2. Click **Find**.

3. Click **Add** which will open the Student CTE Program Add screen.

4. Click on the 🔗 icon under CTE Program Title to open the Find: CTE Program screen.

5. To search for the CTE Program, type in the program code into the Code field.
6. Click **Find**.
7. In the Find Result section, click on the row with the program to select the program.
8. Click **Select**.
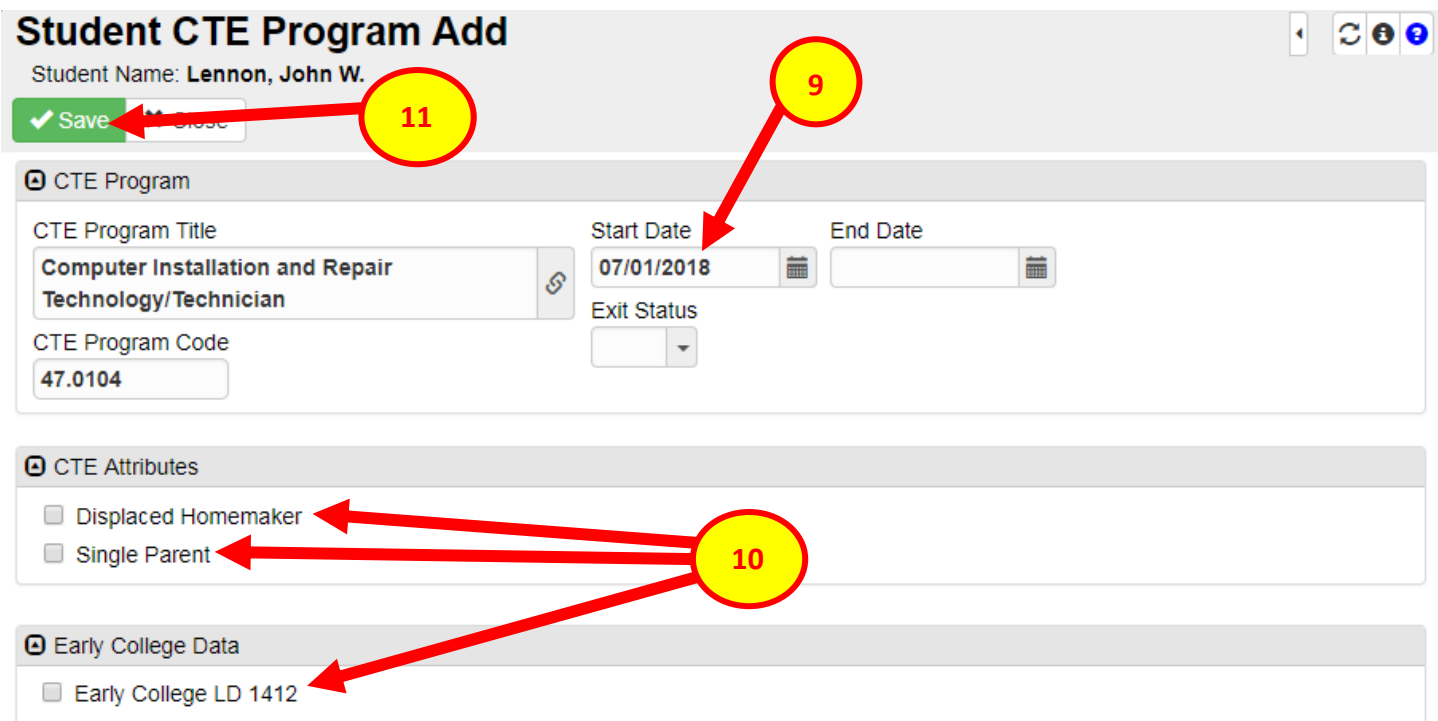
9. Type in the Start Date.
10. Click the Displaced Homemaker, Single Parent, and/or Early College LD 1412 boxes, if applicable.
11. Click **Save**.

![Maine Department of Education logo]
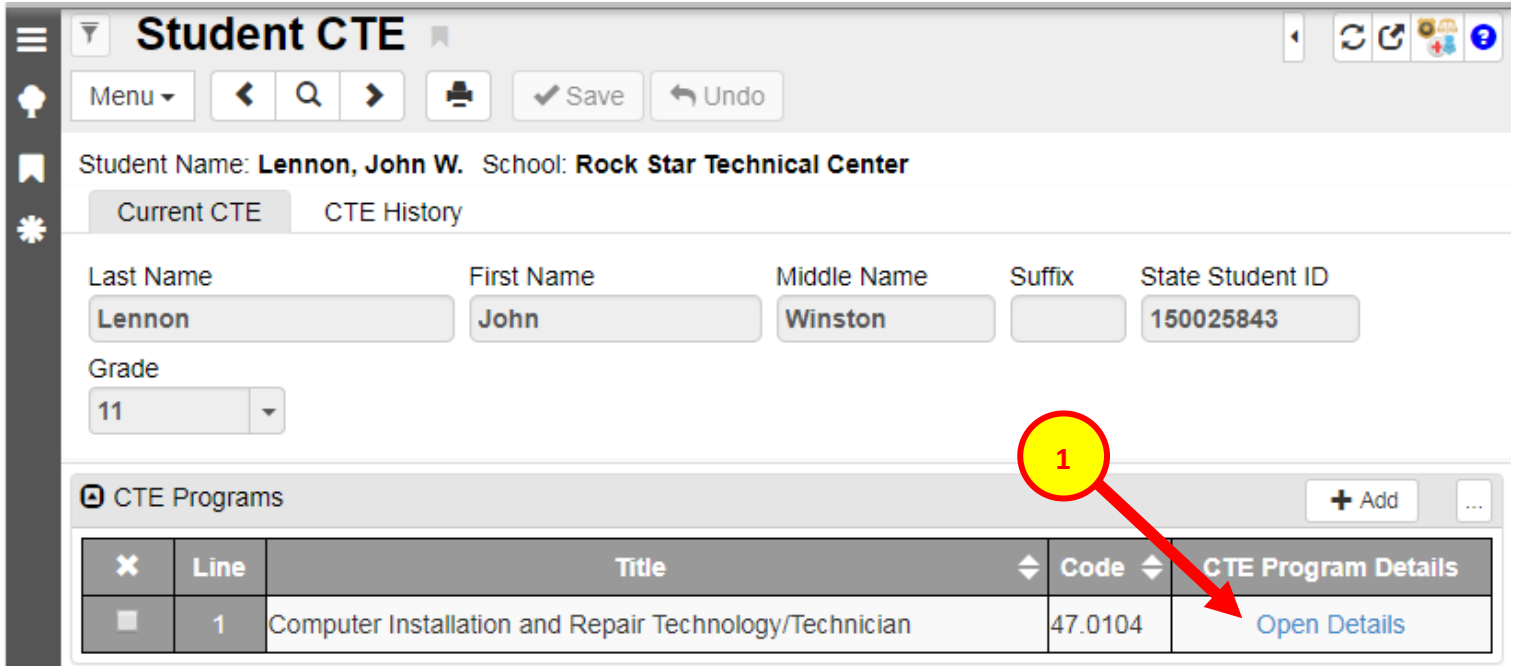
Exiting CTE Program data:

The CTE program data should be exited when the program ends or at the end of the school year.

1. Click **Open Details**.

2. Type in the End Date and select an Exit Status.
3. Click **Save**.