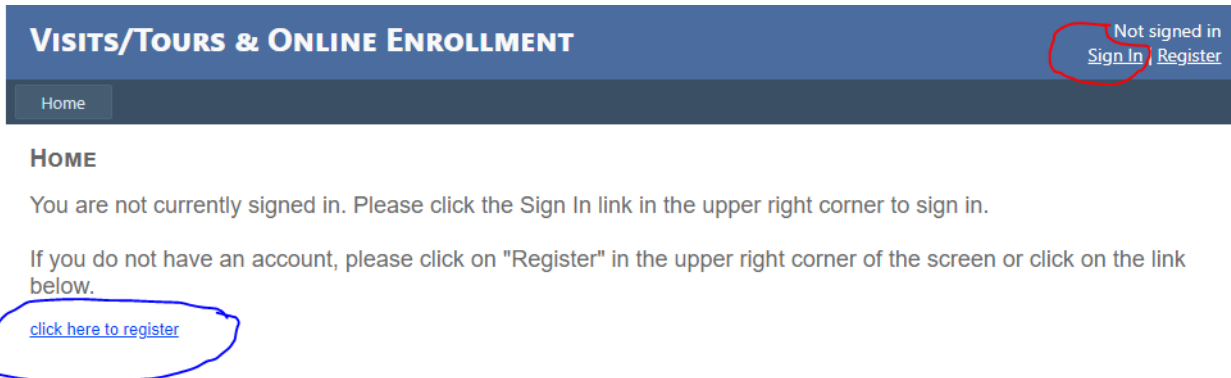


Scheduling a Tour/Visit on the Online (OE) Request System at KCTC

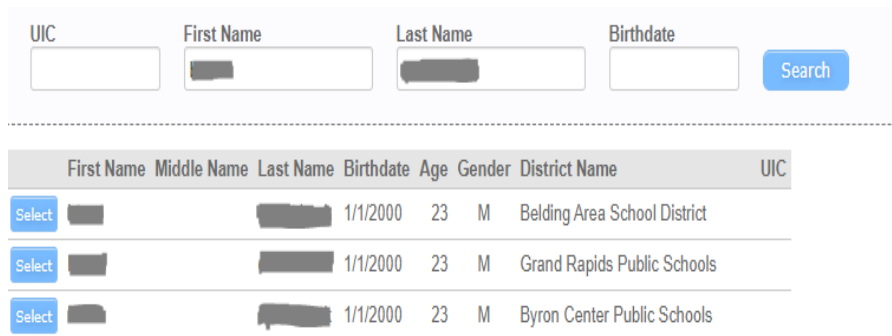
Once you have spoken to your students about their interest in touring/visiting KCTC's programs, you can register them via our online website at <https://oe.kentisd.org/>.



If you have never used this website before you will need to tap **“Click here to Register”** and create a profile (see blue circle above). It may take up to 24 hours for it to become active. If you used it last year or with a KCTC student you can just sign in and begin (see red circle above).

Once logged in you will need to click **Student Search** at the top of the page. You will get the following screen:

You will need to fill in 3 of the 4 requested areas.



	First Name	Middle Name	Last Name	Birthdate	Age	Gender	District Name	UIC
Select				1/1/2000	23	M	Belding Area School District	
Select				1/1/2000	23	M	Grand Rapids Public Schools	
Select				1/1/2000	23	M	Byron Center Public Schools	

If you get multiple choices, be sure to **select** your student's correct school and birthday. If a student has been to other schools this is a safety to be sure you are choosing the student at YOUR school. **It will be VERY rare for you to need to add a new student.** Don't rushh to do this. Duplicates are not good to have in the system!



! We were unable to find any students that match your search in other databases, please [click here if you want to add a new student](#).

Truly, you should never have to add a student. IF they have attended a public or charter school in Kent County, they should be in this system. If in doubt please notify one of us at the contact information on the last page. Once you click **“Select”** for your student, you will get the following page:

VISITS/TOURS & ONLINE ENROLLMENT
andreaareynolds@kentisd.org
[My Profile](#) | [Sign Out](#)

Home
Student Search
Student List
Reports
Admin

Birthdate: 1/1/2000

Gender: Male

UIC:

KCTC VISITS/TOURS

Site: Kent Career Technical Center
Program: Digital Animation and Game Programming

Visit Date Confirmed: 1/26/2023

Show Details

Request New Tour

KCTC ENROLLMENT REQUEST

This student has no KCTC enrollment requests

Enter Enrollment Request

MySCHOOL@KENT ENROLLMENT REQUEST

This student has no MS@K enrollment requests

By Clicking on the “Request New Tour” you can request a KCTC tour or visit for any program at KCTC when they are offered. You will select school and program on the next page. If there have been tours/visits requested before, the history will show above.

VISITS/TOURS & ONLINE ENROLLMENT
andreaareynolds@kentisd.org
[My Profile](#) | [Sign Out](#)

Home
Student Search
Student List
Reports
Admin

Birthdate: 1/1/2000

Gender: Male

UIC:

Student's School*

The school that this student will be coming from

Byron Center HS

Site*

The site/school the student would like to Tour

Kent Career Technical Center

Program*

The program the student would be most interested in

Full CTE

?

Session*

The session the student would like to Tour

In-person 2(9:15-11:30AM)

Date of Tour*

The date the student would like to Tour

Tour Information - KCTC

Student's school email*

Cancel

Request Tour

1. If your school does not show in the first box above, use the drop-down menu to find it.
2. For the “site” box, choose KCTC.
3. Choose “Full CTE” for the “program” box above, via the dropdown menu, if your student wants a Full CTE tour. Once Full CTE Tours end, then Choose “Full CTE” for full CTE visits (tentatively in November).

4. Choose "Prevocational/Intro to CTE" for those visits, once they are available (tentatively in November)
5. Choose "CORE" for core visits when available (TBD)

NOTE: Right now, the only option available in the system is Full CTE for the tour (starts on Sept.19).

Be sure to fill in all of the required boxes, as denoted with an asterisk (*), with appropriate information. At the bottom click on the "Request Tour" button.

You will now be able to see the tour/visit that you just requested listed at the bottom (circled in red) of the history list of tours/visits. To see the other details of the tour/visit you requested, click on the "Show Details" button on the right of the listed visit (see blue arrow below).

VISITS/TOURS & ONLINE ENROLLMENT
andreareynolds@kentisd.org
[My Profile](#) | [Sign Out](#)

[Home](#) | [Student Search](#) | [Student List](#) | [Reports](#) | [Admin](#)

Birthdate: [REDACTED]
 Gender: [REDACTED]
 UIC: *****

KCTC VISITS/TOURS

Site: Kent Career Technical Center Program: Health - Bio-Medical Technology (Cook Devos Center)	Visit Date Confirmed: 1/6/2016	Show Details
Site: Kent Career Technical Center Program: Health - Certified Nurse Assistant	Visit Date Confirmed: 1/25/2017	Show Details
Site: Kent Career Technical Center Program: Full CTE	Visit Date Confirmed: 9/12/2023	Show Details
Site: Kent Career Technical Center Program: Full CTE	Visit Date Confirmed: 9/12/2023	Show Details

[Request New Tour](#)

VISITS/TOURS & ONLINE ENROLLMENT
andreareynolds@kentisd.org
[My Profile](#) | [Sign Out](#)

[Home](#) | [Student Search](#) | [Student List](#) | [Reports](#) | [Admin](#)

Birthdate: [REDACTED]
 Gender: [REDACTED]
 UIC: *****

KCTC VISITS/TOURS

Site: Kent Career Technical Center Program: Health - Bio-Medical Technology (Cook Devos Center)	Visit Date Confirmed: 1/6/2016	Show Details
Site: Kent Career Technical Center Program: Health - Certified Nurse Assistant	Visit Date Confirmed: 1/25/2017	Show Details
Site: Kent Career Technical Center Program: Full CTE	Visit Date Confirmed: 9/12/2023	Show Details
Site: Kent Career Technical Center Program: Full CTE	Visit Date Confirmed: 9/12/2023	Hide Details
<div style="border: 2px solid red; padding: 5px;"> School: Byron Center Public Schools - Byron Center HS Session: In-person 2(9:15-11:30AM) Requested By: [REDACTED] </div>		

Student Email: [REDACTED]
[Delete](#)

The additional information is circled in red above. To hide the details, click on the "Hide Details" button as indicated by the blue arrow above.

If you have any issues with requesting tours/visits for your students, please contact one of our Career Development Coordinators and we will be glad to assist you.

Lindy Clayton 616-447-2450
Lindyclayton@kentisd.org

Andrea Reynolds 616-447-2433
andreareynolds@kentisd.org