

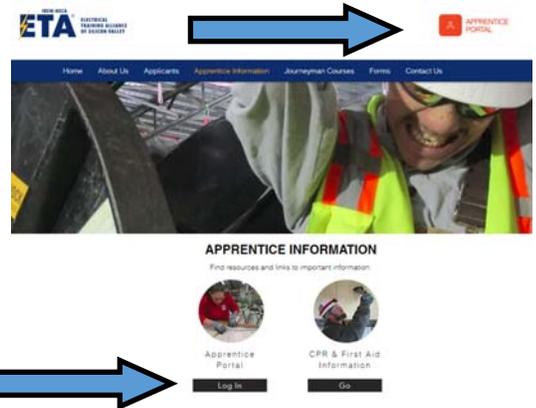


# ENTERING HOURS IN APPRENTICE PORTAL

This is a quick guide on how to login and enter hours in the portal.

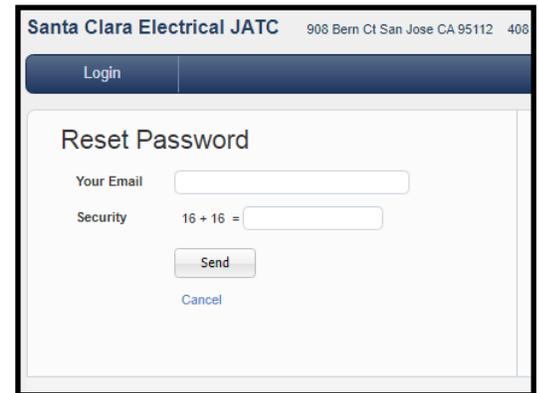
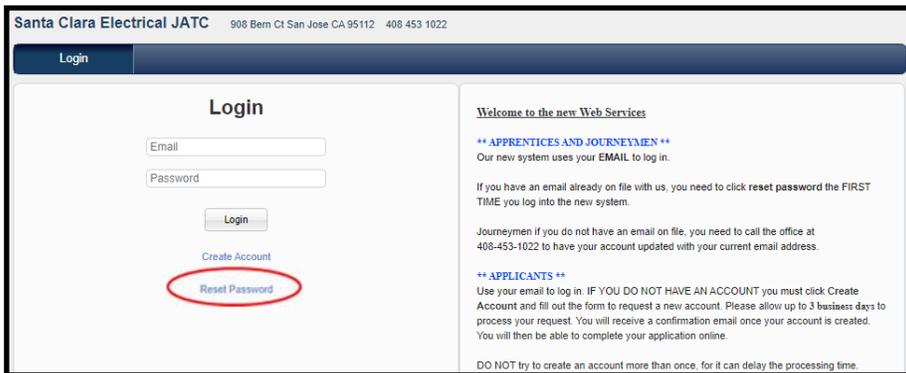
Access our Electrical Training Alliance of Silicon Valley website at [www.etasv.org](http://www.etasv.org)

Click Apprentice Portal link at the top of the page. Or Apprentice Portal Log In button under the Apprentice Information Page.

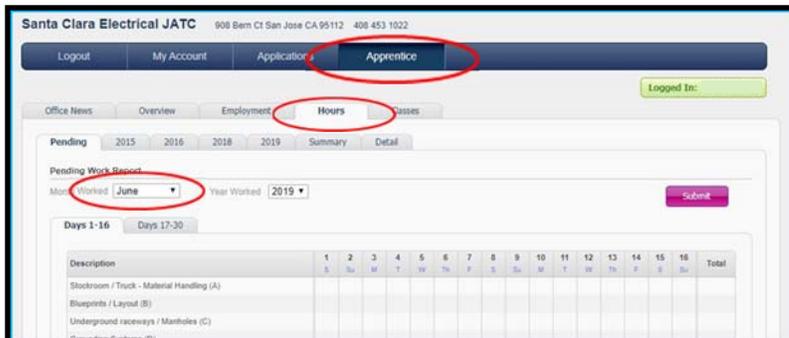


This will bring you to the Trade School login screen (below)

You will then enter your email and password to login. If you forgot your password, click "Reset Password" and enter the email we have on file. You will receive an email from [messaging@secure.tradeschoolinc.com](mailto:messaging@secure.tradeschoolinc.com) with a link to reset your password.



Once this is complete and you login to the portal you will click the "Apprentice" Tab at the top of the screen.



To enter hours you will click on the "Hours" Tab then "Pending" Tab.

Turn Over



1. You will enter your work hours under the corresponding day of the month and description of work done. The month will automatically default to the next month needed to enter. You can only submit ONE month at a time.

The screenshot shows the 'Pending Work Report' interface. At the top, there are tabs for 'Office News', 'Overview', 'Employment', 'Hours', and 'Classes'. Below these are sub-tabs for 'Pending', '2017', '2018', '2019', 'Summary', and 'Detail'. The 'Month Worked' dropdown is set to 'June' and is circled in red. The 'Year Worked' is set to '2019'. A green 'Save' button is visible. Below the form, there are tabs for 'Days 1-16' and 'Days 17-30'. A table is displayed with columns for days 1 through 16 and a 'Total' column. The first row, 'Stockroom / Truck - Material Handling (A)', has a circled '8' in the first column (Day 1) and an '8' in the 'Total' column. Other rows include 'Blueprints / Layout (B)', 'Underground raceways / Manholes (C)', 'Grounding Systems (D)', 'Temporary Power (E)', and 'Raceways 1 1/2" & Smaller (F)'. The table headers are: Description, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, Total.

2. You can **SAVE** your progress as many times as you like throughout the month (daily, weekly, etc...)

This screenshot shows the same 'Pending Work Report' form. The 'Month Worked' is still 'June' and 'Year Worked' is '2019'. The 'Submit' button is circled in red. The table below is empty, indicating no hours have been entered yet.

Once you have completed the entire month then you can click the **SUBMIT** button.

**\*WARNING\***

**ONCE YOU CLICK THE CONFIRMATION BUTTON, YOU WILL NOT BE ABLE TO EDIT YOUR HOURS**

3. You will then be prompted to enter your supervisors email address for approval of working hours and electronic evaluation completion.

Your supervisor will receive an email and he/she will need to login to complete the electronic evaluation and review your hours.

Once your supervisor approves or denies your hours you will receive an email for your records.

The screenshot shows the 'Evaluation Required' form. At the top, there are tabs for 'Office News', 'Overview', 'Employment', 'Hours', and 'Classes'. Below these are sub-tabs for 'Pending', '2017', '2018', '2019', 'Summary', and 'Detail'. The 'Month Worked' is set to 'February' and 'Year Worked' is '2019'. A 'Close' button is visible. The main text reads: 'Evaluation Required. You are required to send your supervisor a request for evaluation. Enter the email address of your supervisor and click SEND EMAIL. Your supervisor will need to log into TradeSchool to confirm your hours and submit an evaluation form. Your monthly hours will not be posted until the evaluation has been submitted.' Below this is a text input field for 'Supervisor's Email Address' which is circled in red, and a 'Send Email' button. Below the form, there are tabs for 'Days 1-16' and 'Days 17-28'. A table is displayed with columns for days 1 through 16 and a 'Total' column. The first row, 'Stockroom / Truck - Material Handling (A)', has a circled '8' in the first column (Day 1) and an '8' in the 'Total' column. Other rows include 'Blueprints / Layout (B)', 'Underground raceways / Manholes (C)', 'Grounding Systems (D)', and 'Temporary Power (E)'. The table headers are: Description, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, Total.

When you have accumulated and entered enough hours and satisfied all requirements to be eligible for a raise you must request it by email through the following email address: [advancementrequests@ejatc332.org](mailto:advancementrequests@ejatc332.org).

Please make sure you provide your full name in the body of the email.

**QUESTIONS???**

Contact Kim Farley at the ETASV  
Email: [kim@ejatc332.org](mailto:kim@ejatc332.org)  
Phone: 408-453-1022 x1010