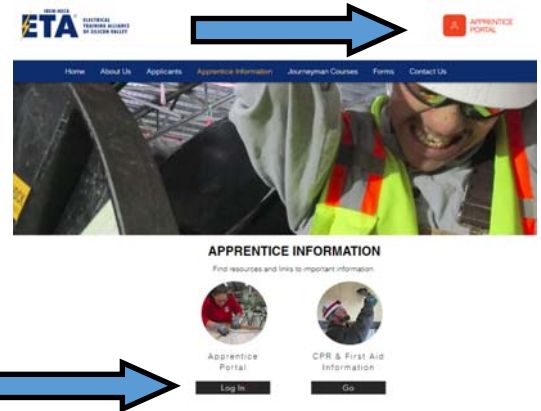# ENTERING HOURS IN APPRENTICE PORTAL

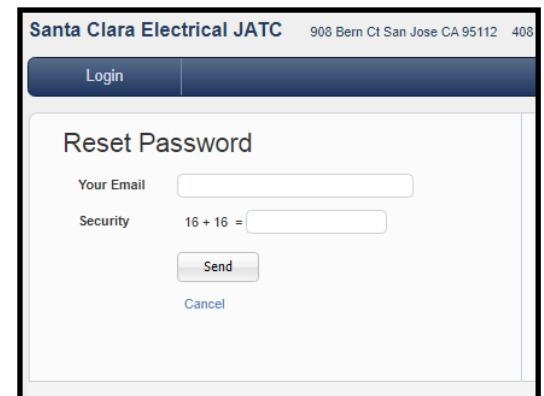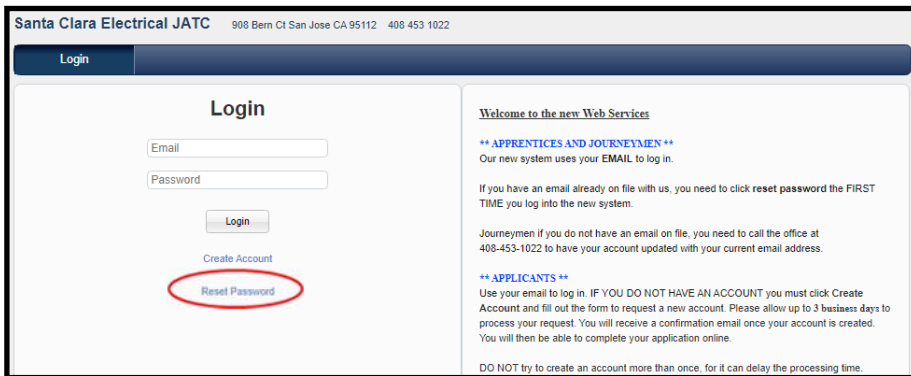This is a quick guide on how to login and enter hours in the portal.



Access our Electrical Training Alliance of Silicon Valley website at www.etasv.org

Click Apprentice Portal link at the top of the page. Or Apprentice Portal Log In button under the Apprentice Information Page.
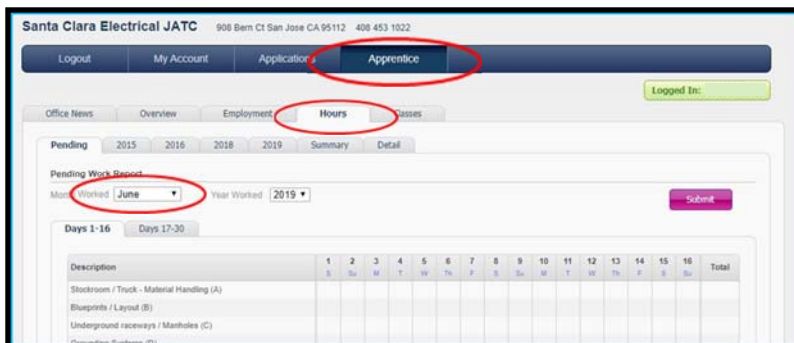
This will bring you to the Trade School login screen (below)

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 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.



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



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.



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.

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
Phone: 408-453-1022 x1010