• In the Apprentice portal, you are able to enter work hours (blue book) and submit evaluations to your employer.

• You can also check hours that you have already submitted, see your entered grades and update your contact information.

• To get to the portal, click “Apprentice Portal” from the main page of the ETASV website or the button under the Apprentice Information page.
Logging into the Portal

Once you enter the Apprentice Portal

• You will be prompted to Login on the Trade School “Web Services” page.
• Since you already have an email associated with your account, you will need to enter your email and password to login.
• If you forgot your password, you will need to click “Reset Password”.
• Trade School will send a link to your email with instructions on how to reset your password.
• Once completed, you will be able to login with new password.
• If your email information is incorrect in our system, please give the office a call to update.
Apprentice Portal

Main Page: My Account

- “Personal” Tab: You will be able to update your mailing address and phone number.
- “Certification” Tab: See current and past certifications
- “CEU Training” Tab: Once you become a Journeyman, you will be able to see all of your Continuing Education Hours here.
- “Web Invoices” Tab: Since we don’t charge a fee for classes and only ask for a refundable deposit, this area should remain blank
- “Resume Builder” Tab: Will auto-fill your employment information and is also customizable. It will walk you through the steps to complete a resume.
Application Tab

Apply for the Inside Wireman Apprenticeship Online

- If you are an Inside Apprentice, you will not be needing this tab, but for our Residential Apprentices you have the opportunity to apply for the Inside Wireman Program here.

- Please note there are restrictions:
  - Must have completed 1<sup>st</sup> year of Residential classes.
  - Must have submitted a minimum of 2,000 work hours.
Welcome to the new Apprentice Portal!
If you have any questions don’t hesitate to email or call me!
Thanks!
Kim Farley
408-453-1022 x1010
kim@ejatc332.org
Apprentice Tab

Overview Tab

- In this tab you will be able to see a summary of your current status and history
  - Program
  - Employer
  - Current Hours
  - Last month of reported hours
  - Term
  - Pay period
  - Wage
  - Current Grade Average
  - Advancement History
Apprentice Tab

Employment Tab

- In this section you will see information pertaining to your Employment and Evaluation History:
  - “Assignments” Tab: List of current and past employers and dates employed
  - “Evaluations” Tab: See submitted evaluations and notes.
  - “Policy” Tab: Under construction
Apprentice Tab

Hours Tab: Overview

- In the “Pending” tab you will be able to enter your working hours by month.
- It will automatically default to the next month needed to enter.
- You can check previous history by clicking the year tabs on the top.
- You can see a summary of all hours entered for each category in the “Summary” tab.
**Apprentice Tab**

**Entering Work Hours in Pending Tab**
(Formerly done in Blue Book)

- In the “Pending” Tab you will enter hours worked for the month. You must submit hours on a **MONTHLY** basis.
- The report will automatically default to the month where you left off.
- You will enter how many hours worked under what category for each day of the month.
- When done entering hours, you must click “save” before you can submit.

*TIP* You can use the **SAVE** button at any time (daily or weekly). Once you’ve completed the entire month you can then use the **SUBMIT** button.

Once you click **SUBMIT** you can no longer edit your hours.
Apprentice Tab

Hours Tab: Submitting Monthly Hours and Employer Evaluation

- Once you submit your hours for the month, the system will prompt you to continue.
- **NOTE:** You will not be able to change your entered hours once you click “OK”.
- When you submit your hours you will be required to send an evaluation to your supervisor.
- You must obtain your supervisor’s email address and enter it here.
- This will generate an email that will be sent to your Journeyman or Foreman (whomever you choose) prompting them to login and complete.
- It is your responsibility to make sure your supervisor completes this or your hours will not be sent to the JATC.
- Once your supervisor completes the evaluation you will receive an email with a pdf of the completed evaluation.
- **REMEMBER:** Pay increases will be dependent on the timely submission of work hours and the completion of your evaluation by your employer.
Requesting a Pay Advance

- Once you have submitted enough hours to entitle you for a pay advancement, you will be required to send an advancement request email.
- Please be sure you qualify first before sending request.
- The following must be completed or current:
  - Have required hours for the next pay period
  - Valid CPR/First Aid certification
  - Have no outstanding absences
  - Tool list turned in (3rd pay period)
  - Required schooling completed
  - Online evaluation completed by Supervisor
- As long as all requirements are met you can send a raise request to: advancementrequests@ejatc332.org
- Requests received by Thursday at 5:00 PM will be effective the following Monday.
Classes Tab

Terms and Absences

- On the “Required Term Class” tab you will see what class you are enrolled in as well as past classes.
- You can also see the number of hours completed, test average and grade average.
- If you click “view” it will take you the class detail tab which gives you more information on that specific class.
- The Absence Log is not being utilized at this time. You can see the summary of absences on the Class Detail tab.