WORK HOURS DOCUMENTATION AND SUBMISSION PROCESS

1. GO TO STUDENT PORTAL:

DIRECT: https://secure.tradeschoolinc.com/v5/sotxjatc-org/login/index.php

JATC Website: www.sotxjatc.org \Apprentices\ click STUDENT LOG IN or RESET PASSWORD



RESET PASSWORD

Click **RESET PASSWORD** to establish your account and set up a unique password. Your account will automatically be linked to the EMAIL ADDRESS on file with the JATC.



Click STUDENT LOG IN to access the student portal after initial account set up.

For FIRST TIME LOG IN- click "RESET PASSWORD" and follow the prompts to create a unique Account Password



3. LOG IN, using your unique email and password

South Texas Electrical JATC 210-225-8900	
Login Class Schedule	
Login	Email
Email Password	Password
Login Create Account	
Reset Password	

4. Click "Apprentice" TAB

Logout	Class Schedule	My Account	Appre	entice		
					_	Logged In: John
Personal	Certification	CEU Training	Web Invoices Resum	e Builder		
Address						
Street			City	State	Zip	County
123 GO Spurs	GO		San Antonio	TX	78210	Bexar
Contact & Detail	Main Phone	Date of Birth	Main Email			
Location						
Location	(210) 555-5555	01 / 10 / 1981	drsnocker101@yanoc	com		

5. Click "Hours" TAB

Logout	Class Schedule	My Account	Apprentice	
				Logged In: John M
Office News	Overview Er	nploy	Hours	
tifications & Upda	ites			

6. Click **"Pending" TAB**, this is where you will maintain the current "in process" Work Report

Logout Class Schedule My Account Apprentice Logged In: Jo Office News Overview Employment Hours Classes Pending 2020 Summary Detail			1																		
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Index Layout and Franking					M	T 1	W	Th	F	S	Su	M	Т	W	Th	F	S	Su	M	Т	1
	Project Lavout a	nd Planning																			

7. Under the "Pending" TAB VERIFY/ENTER REPORT MONTH & YEAR

Logout	Class Sch	edule	My Accou	nt		App	orenti	ce												
Office News	Overview	Emp	loyment	Но	ırs		Class	ses										Log	iged I	i n: Joh
Pending	2017 2018	2020	Summary	D	etail															
Pending Work	Report																			
Month Worked	April 🔻	Year Wo	orked 2020 •																Sub	mit
Supervise A	oril • nuary	Superv	^{/isc} 2020 2015	•		S	upervi	sor Lie	cense	Numb	er									
Days Fe	bruary		2016																	
M	arch		2017																	
Dest A	oril		2018	1 M	2 T	3 W	4 Th	5 F	6 S	7 Su	8 M	9 T	10 W	11 Th	12 F	13 S	14 Su	15 M	16 Т	Total
Proje M	ау		2019		1															1
Unde JU	ne		2020		1															1
Thin Ju	ly		_ 2021	-	1															1
Au	igust																			
Se	ptember																			
0	tober																			
NI	wember																			

8. INPUT DAILY HOURS associated with date & work processes, then SAVE

Pending 2017 2018 Summary Pending Work Report Month Worked April • Year Worked Supervisor First Name Supervisor First Name Supervisor La Supervisor First Name	Detail 2020	Supe	rvisor Licer	ise Numbe	er				Sav					
Days 1-16 Days 17-30														
Project Layout and P	anning										0.5			
Thinwall Conuit Raceways Rigid Conduit Raceways	4 0	0								15				
Lighting System Insta	llation										5		Save	
Cable Tray Lighting System Installation				7	0 4	4	4 3	4	2					
Material Handling or	Prefabri	cati	on								0.5			
Control Systems Programmable Logic Controllers														
Instrumentation and Process Controls														
Security Systems														
Sound & Communications														
Transformers														
Fiber Optic Cable														
Welding & Brazing														
Service & Troubleshooting									3					
Material Handling or Prefabrication	1 1		2	0.5	0.5	1	1.5	0.5	0.5	2				

9. After all hours have been entered for the report month, ENTER SUPERVISORS NAME, then SAVE



10. After saving, and prior to submitting, CHECK your REPORT for ACCURACY. Details to VERIFY:





11. After you have saved your last entry and verified the accuracy of your report, you may **SUBMIT** your **REPORT**. Remember, only submit AFTER checking your report for accuracy.



12. Work Reports are **DUE** on the **1st OF THE FOLLOWING MONTH**. Reports may be submitted on or before the **1st**.



13. You may **ACCESS & REVIEW** your **WORK REPORT SUBMISSION** History and Details by Clicking the corresponding tab under the "Hours" page:





WORK REPORT DOCUMENTATION & SUBMISSION PROCESS OVERVIEW:

	TASK	FREQUENCY
Ι.	LOG IN	DAILY
II.	GO TO PENDING REPORT	DAILY
111.	DEFINE REPORT MONTH & YEAR	ONCE A MONTH
IV.	ENTER WORK HOURS & SAVE	DAILY
V.	ENTER SUPERVISORS NAME & SAVE	ONCE A MONTH, PRIOR TO SUBMISSION
VI.	CHECK REPORT & VERIFY ACCURACY	AS NEEDED & PRIOR TO SUBMISSION
VII	. SUBMIT REPORT	ONCE A MONTH, ON OR BEFORE 1 ST
VII	I.REVIEW SUBMISSIONS	ANY TIME

NOTES: