

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](#)



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.

2. 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

Password

Login

Create Account

Reset Password

Email

Password

4. Click **“Apprentice”** TAB

South Texas Electrical JATC 210-225-8900

Logout Class Schedule My Account **Apprentice**

Logged In: John Martin

Personal Certification CEU Training Web Invoices Resume Builder

Address

Street: 123 GO Spurs GO City: San Antonio State: TX Zip: 78210 County: Bexar

Contact & Detail

Location: [Dropdown] Main Phone: (210) 555-5555 Date of Birth: 01 / 10 / 1981 Main Email: drshocker101@yahoo.com

IBEW Membership:

Save Changes

5. Click **“Hours”** TAB

South Texas Electrical JATC 210-225-8900

Logout Class Schedule My Account Apprentice **Hours**

Logged In: John Martin

Office News Overview Employ

Notifications & Updates

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

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**:

- ✓ **REPORT MONTH**
- ✓ **REPORT YEAR**
- ✓ **REPORT HOURS** per **WORK PROCESS**
- ✓ **REPORT TOTAL HOURS**

WORK REPORT DOCUMENTATION & SUBMISSION PROCESS OVERVIEW:

TASK

- I. LOG IN
- II. GO TO PENDING REPORT
- III. DEFINE REPORT MONTH & YEAR
- IV. ENTER WORK HOURS & SAVE
- V. ENTER SUPERVISORS NAME & SAVE
- VI. CHECK REPORT & VERIFY ACCURACY
- VII. SUBMIT REPORT
- VIII. REVIEW SUBMISSIONS

FREQUENCY

DAILY
DAILY
ONCE A MONTH
DAILY
ONCE A MONTH, PRIOR TO SUBMISSION
AS NEEDED & PRIOR TO SUBMISSION
ONCE A MONTH, ON OR BEFORE 1ST
ANY TIME

NOTES: