



WEB PORTAL INSTRUCTIONS

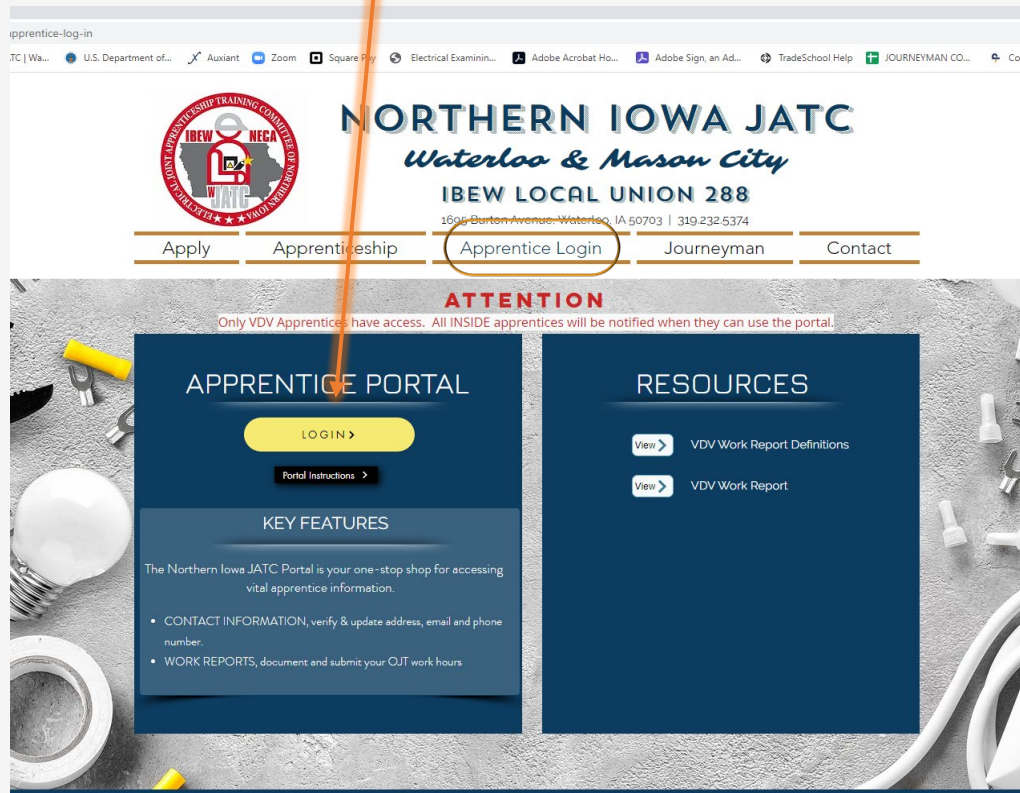
SUBMITTING
WORK HOURS

OPEN TRADESCHOOL

There are two ways to access the web portal


Waterloo & Mason City JATC Website

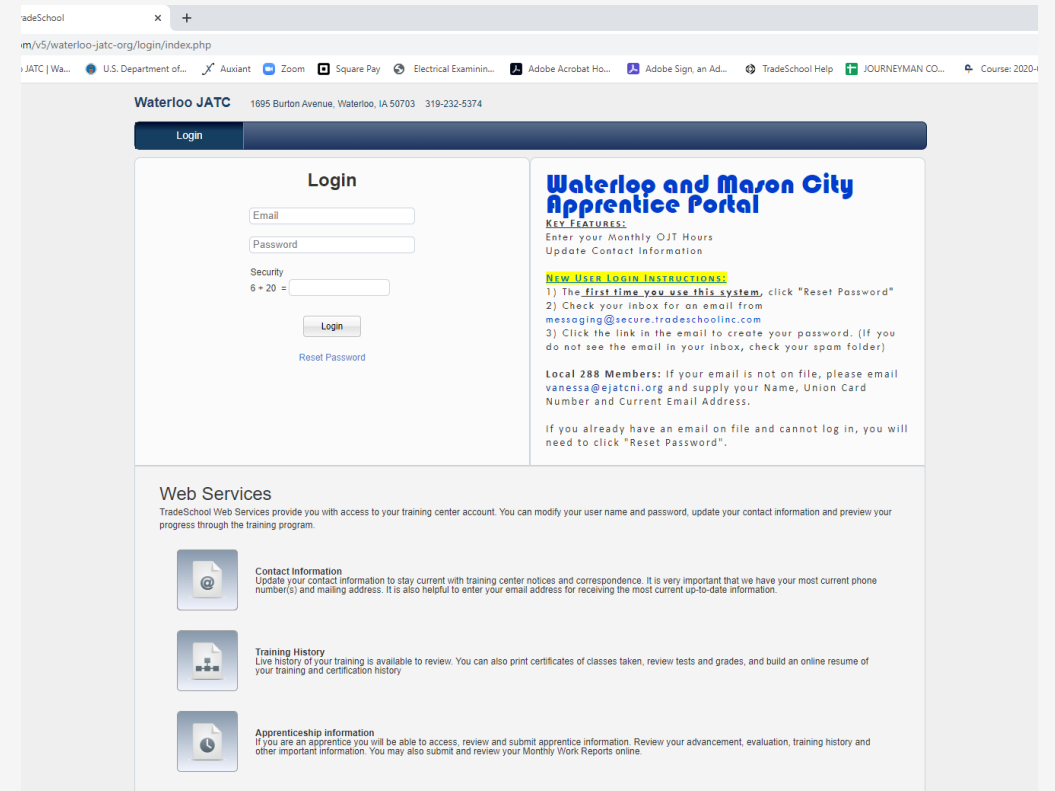
- 1 <https://www.waterlooelectricaljatc.org/apprentice-log-in>
- 2 Click the yellow 'LOGIN' button



OR

TradeSchool Web Portal

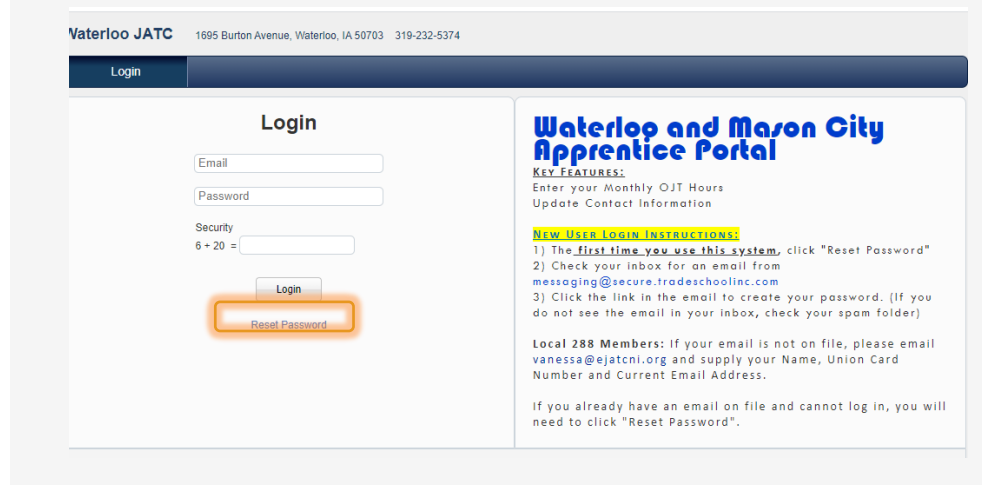
- 1 <https://secure.tradeschoolinc.com/v5/waterloo-jatc-org/login/index.php>
-  **WARNING:** Do not web search TradeSchool, this will bring up different JATC sites using TradeSchool



CREATE AN ACCOUNT

If you do not have an email on file, call Vanessa at 319.232.5374 or by email at vanessa@ejatcni.org

1 Click 'Reset Password'

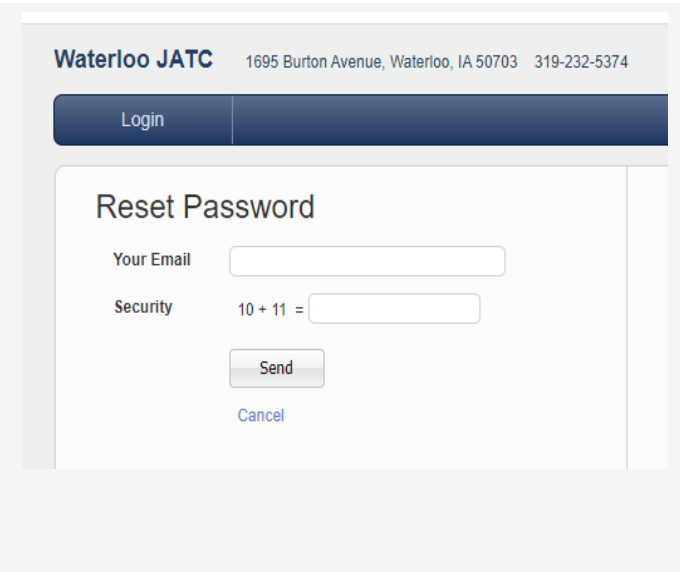


The screenshot shows the Waterloo JATC login page. At the top, it displays the organization's name and contact information: "Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374". Below this is a dark blue navigation bar with a "Login" button. The main content area is divided into two columns. The left column contains a "Login" form with fields for "Email", "Password", and a "Security" question "6 + 20 =". Below these fields are "Login" and "Reset Password" buttons. The "Reset Password" button is highlighted with a red border. The right column features the "Waterlopp and Mason City Apprentice Portal" logo and a list of "KEY FEATURES" including "Enter your Monthly OJT Hours" and "Update Contact Information". Below the features is a section titled "NEW USER LOGIN INSTRUCTIONS" with three numbered steps. At the bottom of the right column, there is a note for "Local 288 Members" and a final instruction: "If you already have an email on file and cannot log in, you will need to click 'Reset Password'".

2 Enter your Email Address

3 Answer the Security Question

4 Click 'Send'



The screenshot shows the "Reset Password" form on the Waterloo JATC website. At the top, it displays the organization's name and contact information: "Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374". Below this is a dark blue navigation bar with a "Login" button. The main content area is titled "Reset Password" and contains two input fields: "Your Email" and "Security". The "Security" field is labeled with the question "10 + 11 =". Below the input fields are "Send" and "Cancel" buttons.

5 Check your email to reset your password

Subject: [waterloo-jatc-org] TradeSchool Web Services - Password Reset

6 Use the link in the email to reset your password

7 Once your password is reset, login using your email and new password

MY ACCOUNT

- 1 Verify your contact information.
- 2 Update any incorrect or missing information. Click 'Save Changes.'
- 3 If you need to update your email address or birthday, contact Vanessa.

Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374

Logout **My Account** Apprentice

Logged In: V-Marie Robinson

Personal

Address

Street	City	State	Zip	County
<input type="text" value="1695 Burton Ave"/>	<input type="text" value="Waterloo"/>	<input type="text" value="IA"/>	<input type="text" value="50701"/>	<input type="text"/>

Contact & Detail

Location	Main Phone	Date of Birth	Main Email
<input type="text" value="Home"/>	<input type="text"/>	<input type="text" value="05"/> / <input type="text" value="22"/> / <input type="text" value="1976"/>	<input type="text" value="vanessamarie0@gmail.com"/>

IBEW Membership #

ENTER YOUR HOURS

- 1 Click on 'Apprentice'.
- 2 Click on the 'Hours' tab.
- 3 On the 'Pending' tab, verify the appropriate Month and Year are selected.
- 4 Enter your hours for each day.

New Categories:

- **School** – put your hours for school here.
- **Laid Off** – add time here for days laid off. Provide details in the 'Apprentice Comments' at the bottom of the work report.
- **Time Off** – add time here for personal days. Add an explanation to the 'Apprentice Comments.'

- 5 Click on 'Save'. The total hours will update upon saving.

Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374

Logout My Account **Apprentice** Logged In: V-Marie Robinson

Office News Overview **Hours**

Pending 2020 Summary Detail

Pending Work Report

Month Worked **November** Year Worked **2020** **Save**

Days 1-16 Days 17-30

Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	
Project Layout & Planning																	
Outside and Underground Installations																	
Conduit & Raceway Systems																	
Routing Copper Cable																	
Terminating Copper Wires and Cables																	
Splicing Copper Wires & Cables																	
Installing Telecommunications, Network Equip. Devices																	
Programming Systems																	
Testing, Troubleshooting, Certifying & Servicing Telecommunications & Network Systems																	
Installing, Terminating & Splicing Optical Fiber																	
Testing Optical Fiber																	
Installing Sound Systems																	
Other Work Type (Specify in 'Apprentice Comments')																	
School																	
Laid Off (Specify in 'Apprentice Comments')																	
Time Off (Specify in 'Apprentice Comments')																	
Totals																	0

Apprentice Comments:

END OF MONTH

At the end of the month, you will need to submit your final report.

Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374

Logout My Account **Apprentice** Logged In: V-Marie Robinson

Office News Overview **Hours**

Pending 2020 Summary Detail

Pending Work Report

Month Worked **November** Year Worked **2020** **Submit**

Days 1-16 Days 17-30

Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	
Project Layout & Planning																	
Outside and Underground Installations																	
Conduit & Raceway Systems																	

- 1 Click on 'Submit' button.



Hours cannot be altered after the work report is submitted. Contact Vanessa if changes need to be made.

Your work report is due the 1st of the month.

It will be considered late if submitted after the 10th of the month.

VIEWING HOUR TOTALS

It is recommended that after you submit your work report, check here to verify it successfully submitted.

- 1 Click on 'Apprentice'.
- 2 Click on the 'Hours' tab.
- 3 On the '2020' tab.
- 4 You can View or Print your work reports.

Waterloo JATC 1695 Burton Avenue, Waterloo, IA 50703 319-232-5374

Logout My Account **Apprentice**

Logged In: V-Marie Robinson

Office News Overview **Hours**

Pending **2020** Summary Detail

Month	Received	Period	Total	Penalty Reason	Contractor		
August	09/01/20	1	144.0		Waldinger Corporation	View	Print
September	10/11/20	1	160.0		Waldinger Corporation	View	Print
October	11/01/20	1	80.0		Waldinger Corporation	View	Print
November	12/04/20	1			Waldinger Corporation	View	Print