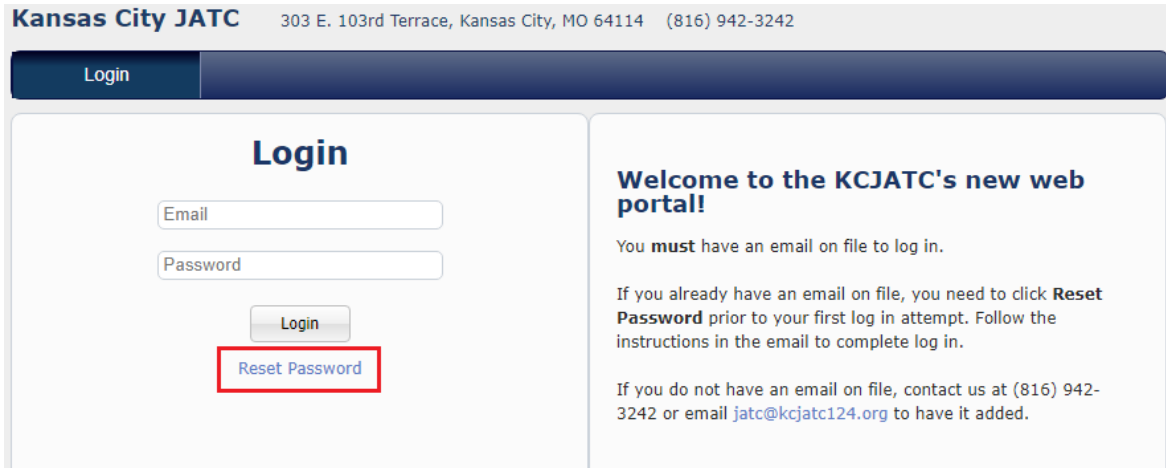


Log In & Work Report Guide

<https://secure.tradeschoolinc.com/v5/kcjatc124-org/login/index.php> or go to <http://kcjatc124.org> and click the "report your hours" link

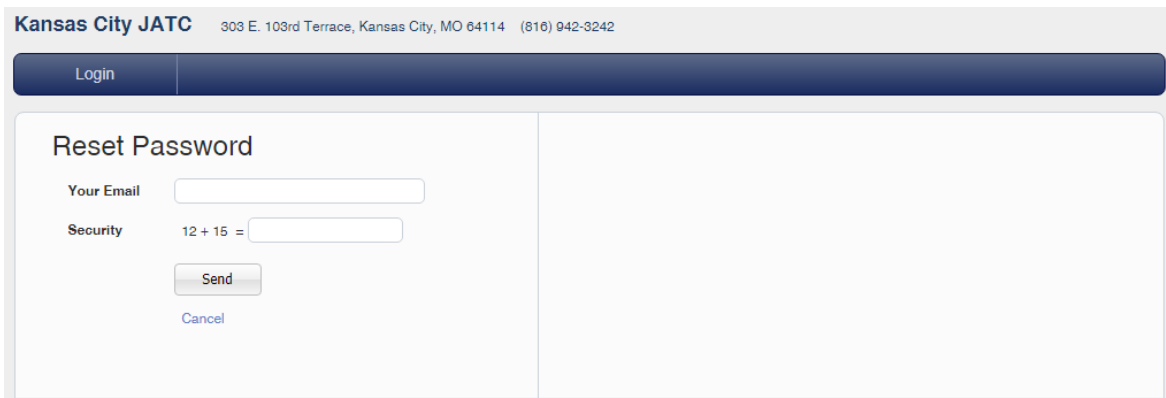
1. Log in Page

1.1. **FIRST TIME:** The first time you reach this page, click the Reset Password link.



1.2. Enter your email on file (it must already be on file or it won't work!), answer the security question and click Send.

1.2.1. If you do not have an email on file, call (816) 942-3242 or email jmurphy@kcjatc124.org with your name and the email address you want added.



1.3. Check your email for the password reset email. Use the link to reset your password, then log in.

2. Upon log in, you will be on the My Account page, which will show your personal contact information.

2.1. If your address or phone number are incorrect, you may update them here and click Save Changes.

2.2. You must contact the Training Center if you wish to change your email address on file.

3. Select Apprentice on the blue bar.

Kansas City JATC 303 E. 103rd Terrace, Kansas City, MO 64114 (816) 942-3242

Logout My Account **Apprentice**

Logged In: TEST ACCOUNT

Personal Certification

Address

Street City State Zip County

303 E 103rd Terrace Kansas City MO 64114

Contact & Detail

Location Main Phone Date of Birth Main Email

Work (816) 942-3242 01 / 01 / 1965 jatc@kcjatc124.org

Classification

Save Changes

4. See the Work Report Guide on the Office News tab, then select the Hours tab.

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Logout My Account **Apprentice**

Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Notifications & Updates

Check here for information relevant to Training Center activities such as upcoming events or new process guides.

Work Report Guide:

1. Select the Hours tab above.
2. On the Pending tab, verify the appropriate month and year are selected.
(These automatically default to the month and year after your last submitted work report. If an older month shows, you are likely missing a report.)
3. Enter your hours. A single field (one category for one day) may hold no more than 24 hours. You are not required to report hours for every day at this time, but you may need to spread worked hours out over several days to work around this limitation. If reporting daily, remember the second half of the month is located on the "Days 17-31" tab.
4. **SAVE** your report. The totals will update upon saving.
5. Verify the totals are correct. Make changes if needed.
6. **SUBMIT** to finalize your work report.
7. Your report is due the **1st of the month** and will be **LATE** if not submitted by the **10th of the month**.

****Work reports cannot be edited after submission.****

5. Verify that the Month Worked and Year Worked fields show the appropriate month and year. Modify if needed.
 - 5.1. Enter your hours worked (or not worked) in the appropriate fields.
 - 5.2. Click **Save** to record the hours entered. *****SAVING DOES NOT SUBMIT YOUR REPORT.*****
 - 5.3. Upon saving, Save button will turn purple and change to Submit. *****Click SUBMIT to submit your work report.*****

Logout My Account **Apprentice** Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Pending 2019 Summary Detail

Pending Work Report

Month Worked **May** 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
	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	
Project Layout, Planning and Punch List	8																8
Grounding Grid and Lighting Protection Installation																	
Underground Installations			4														4
Roughing In Slabs and Floor Duct Installations		1															1
EMT Conduit Raceway Systems																	
Rigid & IMC Conduit Raceway Systems				6													6
MC Cable, ENT, and PVC Systems																	
Busway Installation																	
Service, Motor Control Center, and Panelboard Installation																	
Wire Pulling - Branch Circuits		7															7
Wire Pulling - Services and Feeders																	
Temporary Wiring Installation																	
Installing and Terminating Transformers																	
Cable Tray Installation																	
Lighting Systems Installation			3														3
Motor Installation			1														1

6. Upon submission, you may check that the report went through by clicking on the appropriate year.
 - 6.1. Return to the Hours tab.
 - 6.2. Select the appropriate year tab and verify that the report you submitted is there.

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Logout My Account **Apprentice** Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Pending 2019 **2020** Summary Detail

Month	Received	Period	Total	Penalty Days	Penalty Hours	Penalty Applied	Contractor
May	06/03/20	1	30.0				Unemployed

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