



## KCJATC Student Guide to the Web Portal

<https://secure.tradeschoolinc.com/v5/kcjatc124-org/login/index.php>

### 1. Login

- 1.1. You **must** have an email on file with the Training Center to log in to the web portal. If you do not have an email on file, contact the Training Center at (816) 942-3242 or email [jatc@kcjatc124.org](mailto:jatc@kcjatc124.org).
- 1.2. **FIRST TIME:** The first time you reach this page click “Reset Password”.

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Login

### Login

Email

Password

Login

**Reset Password**

### Welcome to the KCJATC's new web portal!

You **must** have an email on file to log in.

If you already have an email on file, you need to click **Reset Password** prior to your first log in attempt. Follow the instructions in the email to complete log in.

If you do not have an email on file, contact us at (816) 942-3242 or email [jatc@kcjatc124.org](mailto:jatc@kcjatc124.org) to have it added.

- 1.3. Enter the email you have on file (it must be that email or it won't work!), answer the security question, and click Send.

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Login

### Reset Password

Your Email

Security 12 + 15 =

Send

Cancel

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

**\*\*NOTE:** If you receive an error about your account not being found, **make sure you typed the email correctly and are on the right web page.** The KCJATC web portal should say “Kansas City JATC” and have our address and contact information along the top. TradeSchool provides web services to a variety of JATCs across the country. You won't be able to reset your password or log in if you aren't on the correct site!



**KANSAS CITY  
ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

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**2. My Account**

**2.1. Personal Tab**

2.1.1. This is the default page reached upon log in.

2.1.2. Use this page to keep your phone number and address updated.

2.1.3. You will **not** be able to update your email address here – that must be done by contacting the Training Center.

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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

**2.2. Certification Tab**

2.2.1. This shows any certificates, such as OSHA 10 or First Aid/CPR, the Training Center has on file.

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Personal **Certification**

Certifications	Comments	Issue Date	Expire Date
First Aid/CPR/AED (Adult)	Completed: 05/24/2020 Valid: 2 Years	05/27/20	05/27/22

**3. Apprentice**

**3.1. Office News Tab**

3.1.1. This includes information the Training Center deems important for our various classifications to know. This may include upcoming events or class cancelations.



International Brotherhood of Electrical Workers  
Local Union No.124

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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.

### 3.2. Overview Tab

3.2.1. This tab displays general information related to your record including your classification, current employer, total hours submitted, term (year, applies to apprentices), and wage.

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Logout My Account **Apprentice**

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Office News **Overview** Employment Hours Classes

#### Program

Program	Pay Scale	Location	City Worker	Traveling From	Traveling To
Pre Apprentice	Pre Apprentice 2020				

#### Employment

Contractor	Wk Union	Hm Union	Total Hrs	Last Work Report
			177.0	May 2020

#### Standing

Term	Pay Period	Pay Percent	Pay Wage	Indentured	Next Advance	Advance Hrs	Total Holds	Grade Avg
4	1	35%	\$14.63			118.0	0	0

### 3.3. Employment Tab

3.3.1. Unemployment Information displays the number of workers with your classification on the out of work list. If you are out of work, it also shows your position on the list.

3.3.2. Employment History section shows a complete record of contractors you've worked for with hire and termination dates.

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Logout My Account **Apprentice**

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Office News Overview **Employment** Hours Classes

#### Assignments

##### Unemployment Information

Total Pre Apprentice Unemployed	Your Position	Your Status
6	5	Available

##### Employment History

Contractor	Assigned	Terminated	Days
Unemployed	10/01/20		7



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### 3.4. Hours Tab

3.4.1. Go here to submit your monthly work reports and check your work report history.

#### 3.4.2. Pending Tab

3.4.2.1. Under Pending Work Report, check that the month and year dropdowns show the appropriate month and year. Modify them as needed.

3.4.2.2. Enter your hours worked (and hours not worked) in the appropriate fields.

3.4.2.3. Click Save to save your hours entered. **\*\*\*SAVING DOES NOT SUBMIT YOUR REPORT. You must allow the page to reload and click Submit.\*\*\***

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Logout My Account **Apprentice**

Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Pending 2019 2020 Summary Detail

**Pending Work Report**

Month Worked **June** 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	8			8	8	8	8	8			8	8	8	8	104

3.4.2.4. Upon saving, the Save button will turn purple and say "Submit". **\*\*\*Click SUBMIT to submit your work report.\*\*\***

3.4.2.5. Submitting your report will return you to the Office News tab.

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Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Pending 2019 2020 Summary Detail

**Pending Work Report**

Month Worked **June** 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
	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	
Project Layout, Planning and Punch List	8	8	8			8	8	8	8	8			8	8	8	8	104

#### 3.4.3. Year Tabs

3.4.3.1. Verify your report has been submitted by going to Hours and clicking the tab for the appropriate year. If your report was submitted, it will now appear there.

3.4.3.2. A blank line here means the report for that month has **not** been submitted.



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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		
February	05/28/20	1	88.0				Unemployed	View	Print
May	06/03/20	1	30.0				A/C Controls Manufacturing, Inc	View	Print
June	10/08/20	1	105.0					View	Print

### 3.4.4. Summary Tab

3.4.4.1. This summarizes all hours submitted on work reports by category and year.

3.4.4.2. It does not provide a total sum of hours because it includes categories that do not count as hours worked such as Lack of Work (Still Employed), Laid Off (Unemployed), etc.

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Logout My Account **Apprentice**

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Office News Overview Employment **Hours** Classes

Pending 2019 2020 **Summary** Detail

Work Description	2019	2020	Total
	59.0	223.0	282.0
Project Layout, Planning and Punch List	8.0	112.0	120.0
Grounding Grid and Lighting Protection Installation	4.0	24.0	28.0
Underground Installations		5.0	5.0
Roughing in Slabs and Floor Duct Installations	3.0	1.0	4.0
EMT Conduit Raceway Systems		24.0	24.0
Rigid & IMC Conduit Raceway Systems	6.0	14.0	20.0
MC Cable, ENT, and PVC Systems			

### 3.4.5. Detail Tab

3.4.5.1. You may view details of a submitted work report by clicking the View button to the right of a work report on a year tab. Once submitted, work reports cannot be modified on the web.



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Logout My Account **Apprentice**

Logged In: TEST ACCOUNT

Office News Overview Employment **Hours** Classes

Pending 2019 2020 Summary **Detail**

**Work Report Detail**

Month Worked June, 2020 Received 10/08/20 Total Hours 105 Days Late 90

Days 1-16 Days 17-30

Work Description	1 Mo	2 Tu	3 We	4 Th	5 Fr	6 Sa	7 Su	8 Mo	9 Tu	10 We	11 Th	12 Fr	13 Sa	14 Su	15 Mo	16 Tu	Total
Project Layout, Planning and Punch List	8	8	8			8	8	8	8	8			8	8	8	8	104
Grounding Grid and Lighting Protection Installation																	
Underground Installations			1														1

### 3.5. Classes

3.5.1. This tab displays information on all classes a student has taken through the Training Center.

3.5.1.1. The Accumulative Class Information section shows all the hours you've been in class, the number of absences you've accumulated throughout your time and your overall grade average.

3.5.1.2. The tabs below it show specific class types, General, Required Term, etc. Required Term classes are specific to an apprenticeship.

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Logout My Account **Apprentice**

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Office News Overview Employment Hours **Classes**

**Accumulative Class Information**

Total Class Hours 17.0 Total Absences 2 Grade Average 0.00

General **Required Term Class** Class Detail

Class Name	Number	First Day	Term	Completed Hours	Test Average	Grade Average	
C110 OSHA 10	78	10/01/20		0	0	0.00	<input type="button" value="View"/>

3.5.1.3. See class details by clicking on the View button to the right of a class.

3.5.1.4. This displays further details including hours attended, absences and tardies for this specific class, class dates (or class weeks) as well as all grades for the class (including tests, quizzes, homework, etc.) at the bottom.



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NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION  
National Electrical Contractors Association  
Kansas City Chapter

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

Logout

My Account

Apprentice

Logged In: TEST ACCOUNT

Office News

Overview

Employment

Hours

Classes

### Accumulative Class Information

Total Class Hours	Total Absences	Grade Average
20.5	2	0.00

General

Required Term Class

Class Detail

#### Class Details

Number	Class Name	Instructor	Location
78	C110 OSHA 10		

Year	Quarter	Term	Color	Days	Total Hr	Tutor Hr	Makeup	Tardies	Absences	Test Avg	Grade
				MON	3.5				0	0.00	0.00

#### Class Dates

Date	Start Time	End Time	Description
10/05/20	5:30 PM	9:00 PM	
10/12/20	5:30 PM	9:00 PM	
10/19/20	5:30 PM	9:00 PM	

#### Test Scores

Weight 100.0%

Test 1

Test 2