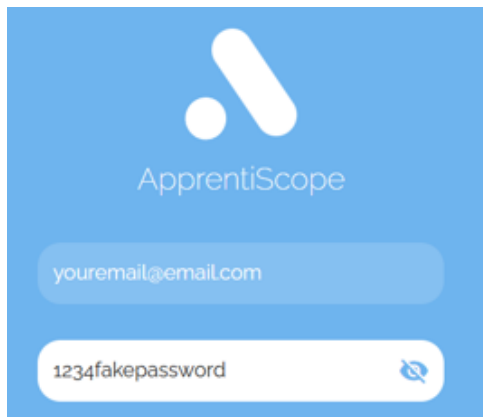


YOU MUST CONTINUE TO FILL OUT YOUR MONTHLY JOB REPORTS IN ADDITION TO REPORTING YOUR HOURS ON APPRENTISCOPE

Adding Hours Worked on a Job

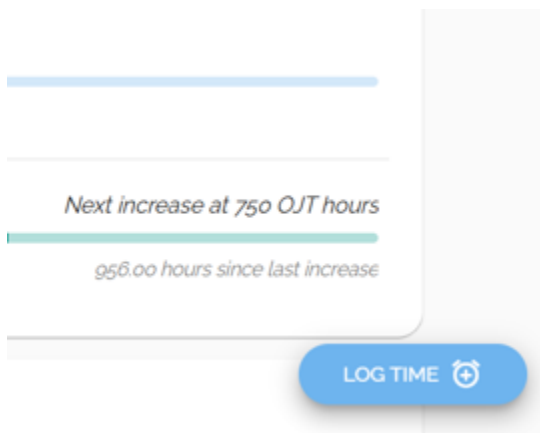
Navigate to the ApprentiScope website

Log in using your email and password (that you created)



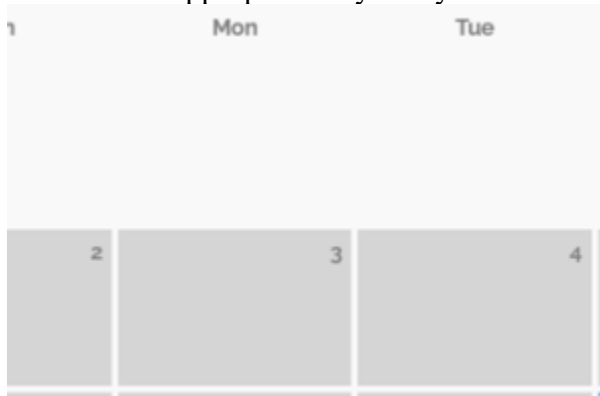
1.

From the 'Dashboard' – select the 'Log Time' button in the bottom right of the screen

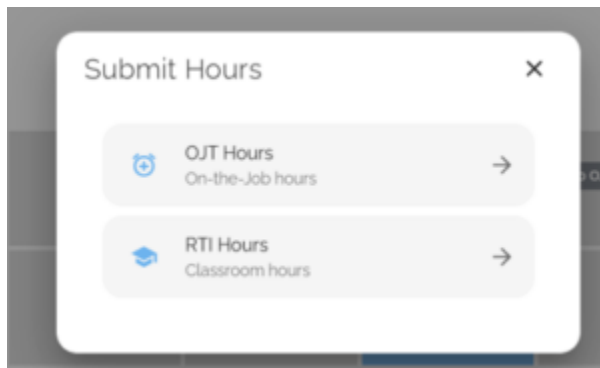


2.

Click on the appropriate day that you would like to record hours



Choose 'OJT Hours – On-the-Job Hours'

3. 

Select the appropriate job site

4. 

Enter hours into the appropriate category for the work you performed *Remember, this is a daily record*

5. 

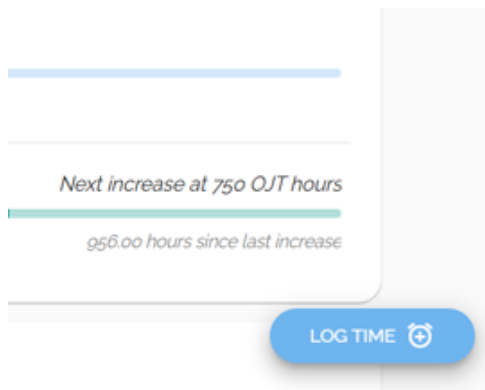
Select 'Submit' in the upper right corner

6. 

If reporting a month for NO WORK. Enter a 1 in the last column labeled 'Out of Work'. Do this on the last day of the month. There is no need to report everyday you haven't worked. ONLY REPORT A NO WORK MONTH AT THE END OF THE MONTH.

Adding Hours for Classroom Time

From the 'Dashboard' – select the 'Log Time' button in the bottom right of the screen



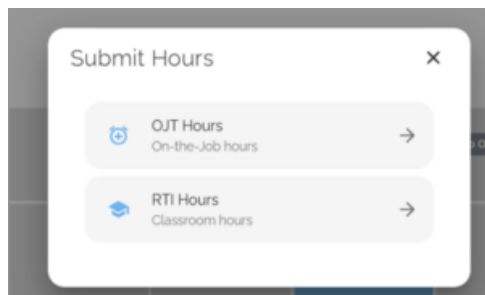
1.

Click on the appropriate day that you would like to record hours



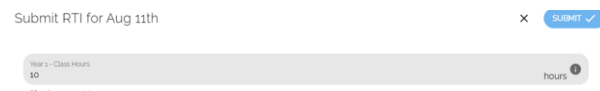
2.

Choose 'RTI Hours – Classroom Hours'



3.

Select the Appropriate 'Year' (representing the class that you are currently attending). Add in the total hours that you were in class for that day (10 hours, do NOT include lunch).



4.

Click on 'Submit' when complete.

Must be completed by the end of your training week