



Apprentice FlashPoint Guide

September 2026

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How to Log in to FlashPoint

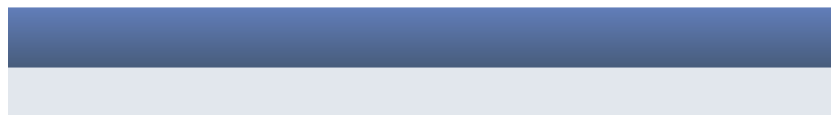
To Log in to FlashPoint, go to <https://workforce.flashpoint.xyz>

Log in using your email address and password*

***Note:**

*A temporary password was sent to your email address (the one that you listed on your application) when you were added as a user in the FlashPoint system. **Make sure to check your junk email!***

The email was sent to you from ABC Baltimore: apr@abcbaltimore.org



Home

Login

Please enter your email address and password to log in.

Email address: *

Password: *

☐ Remember me

[Forgot your password?](#)

Sample of email on next page

Sample Email

Your system login has been established.

Your account has been assigned a temporary password which you will need to change when you next login.

To access the system, please navigate to <http://workforce.flashpoint.xyz/Auth/Login> and use the following credentials:

Username: [REDACTED]@hotmail.com

Password: 7b2b8139

If you did not receive this email, please email our apprenticeship email apr@abcbaltimore.org.

Once you click on the link, you will be redirect to the "change password" screen:



My Profile [Change Password](#)

Change Password

Please enter your old password and your desired new password. Passwords must be at least 8 characters long.

Email address:

[REDACTED]@hotmail.com

Current password:

New password:

Confirm new password:

[Save Password](#)

[Cancel](#)

- Enter the password sent to you as your current password.
- Create a new password. (your password must be at least 8 characters long)
- Confirm your new password.
- Save password.

When you log in, you will see your Home page

My Dashboard

Personal Info

Test Student4
Plumbing
1220 B E Joppa Road
Towson, MD 21286
(410) 821-0351 (Primary)
kikigra26@hotmail.com

Male
National Identifier:
Record Status: Active
Organization: ABC Baltimore
Prospecting Class:
Interest Reason:
Lead Source:
Primary Chapter:
Region:
Job Classes: Plumbing
Current Job Class:

Company Info

Company: ABC Baltimore Chapter
Contact Info: 1220 B E. Joppa Road • Suite 322
Baltimore, MD 21204
(410) 821-0351 (Work) • (410) 821-0358 (Fax)
kgraves@abcbaltimore.org
Contact Type(s): Apprentice
Start:
End:
Job Title:

Student Info

Apprentice Number:
High School:
National Identifier:
DOL Number:
College ID Number:
Journeyman: No

Quick Links (add | manage)

Recent Reports show all

Student Summary (Overview) (f...
Student Grade Sheet (for Stude...
Class Schedule (for Student4, T...
Total OJT Hours (for Student4,...
Student Summary (Detail) (for S...

Change History

Created: 7/16/2014 2:12:39 PM
by Kirston Graves
Last Modified: 6/20/2018 9:57:46 AM
by System User

The first page is “Personal Info”. Here you can edit your address, phone number, and email address.

My Profile

Personal Information

To change contact information:

- Go to My Profile on the top right of the screen:

FLASH POINT

Logged on as Test Student4
Messages (1) | My Profile | Turn on mobile view | Logout
Viewing From: ABC Baltimore

Home My Education

Dashboard Homepage Charts & Tables Tasks Messages Calendar My Reports Meetings

My Profile Personal Info

Personal Info Application Settings Communication Settings Change Password ACH Settings

Edit Personal Info

Name:

Quick Links (add | manage)

Recent Reports show all

Student Summary (Overview) (f...
Student Grade Sheet (for Stude...
Class Schedule (for Student4, T...
Total OJT Hours (for Student4,...
Student Summary (Detail) (for S...

FLASH POINT

Home My Education

Dashboard Homepage Charts & Tables Tasks Messages Calendar My Reports Meetings

My Profile Personal Info

Personal Info Application Settings Communication Settings Change Password ACH Settings

Edit Personal Info

Name:

Prefix
First name
Middle name
Last name
Suffix
Nickname

Contact ABC Baltimore if you would like changes made to this information.

Contact:

Default address: 1220 B E Joppa Road
Street Line 2
Towson MD 21286

Address type: ☐ ☒

Phone number: 4108210351

Phone type: ☐ ☒

Email: kkgira20@hotmail.com

Email address type: ☐ ☒

Other:

Ethnicity

Contact ABC Baltimore if you would like changes made to this information.

Profile picture:

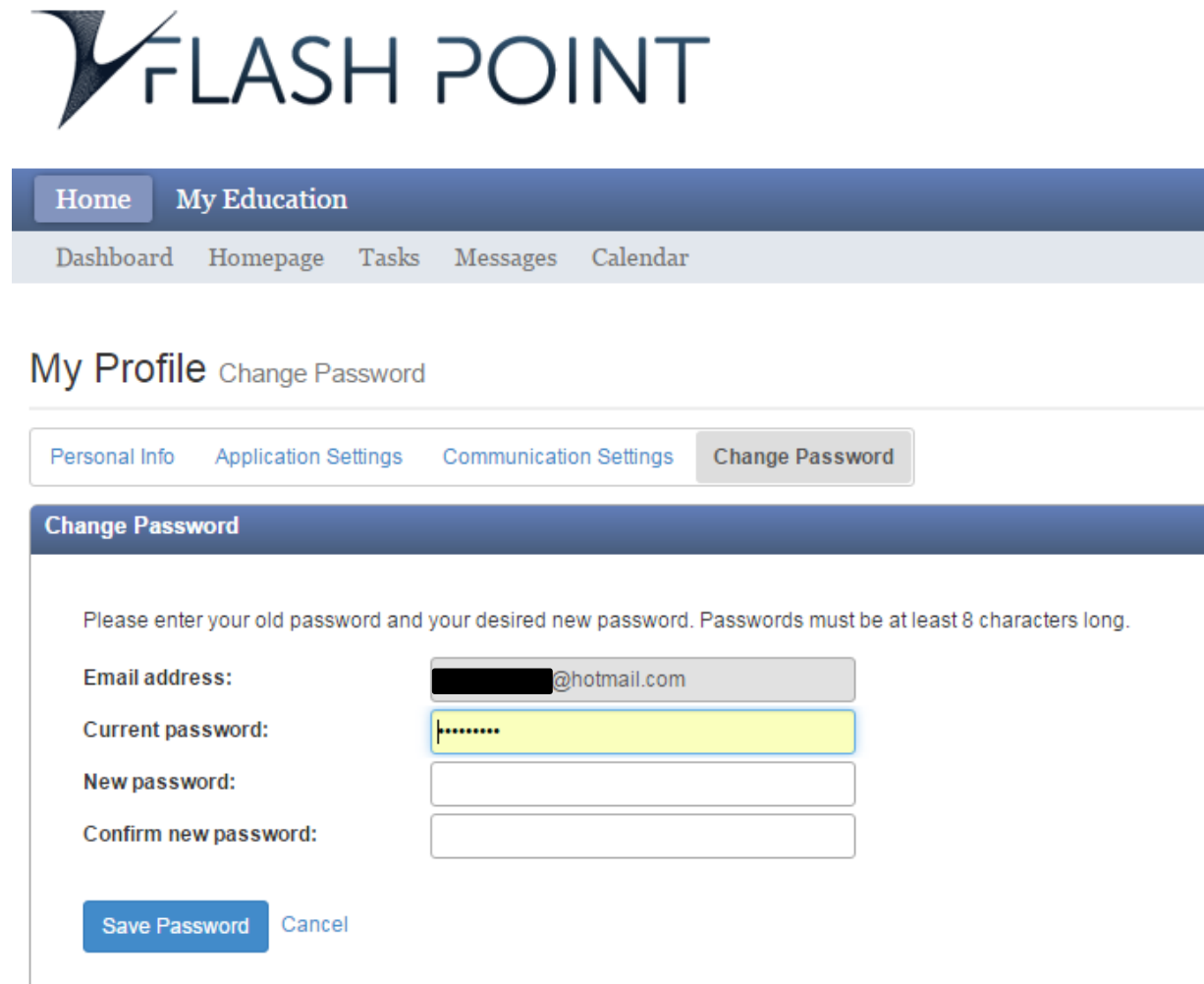
- Click “Edit” on the right side of the default address.
- Change your address.
- Phone numbers and email address can be editing without hitting the “Edit” button.
- **Don’t forget to hit “Save Settings”!**

Note:

- *Remember to have your current cell phone number in the system. We send text messages often! When changing a phone number, make sure to choose the correct “phone type” in the drop-down menu.*
- *Changing your email address is NOT going to change your log in information. This is just a contact email where you are going to receive valuable information about your Program. If, for any reason, you need to change your login email, please contact us.*

Change Password

Another important page under “My Profile” is “Change Password”.



The screenshot shows the FLASH POINT web application interface. At the top is the FLASH POINT logo. Below it is a navigation bar with 'Home' and 'My Education' tabs. Under 'My Education' are links for 'Dashboard', 'Homepage', 'Tasks', 'Messages', and 'Calendar'. The main content area is titled 'My Profile' with a sub-link 'Change Password'. Below this is a sub-navigation bar with 'Personal Info', 'Application Settings', 'Communication Settings', and 'Change Password' (which is highlighted). The 'Change Password' section has a blue header and a message: 'Please enter your old password and your desired new password. Passwords must be at least 8 characters long.' The form includes fields for 'Email address:' (showing a redacted email), 'Current password:' (with a yellow highlight and a cursor), 'New password:', and 'Confirm new password:'. At the bottom are 'Save Password' and 'Cancel' buttons.

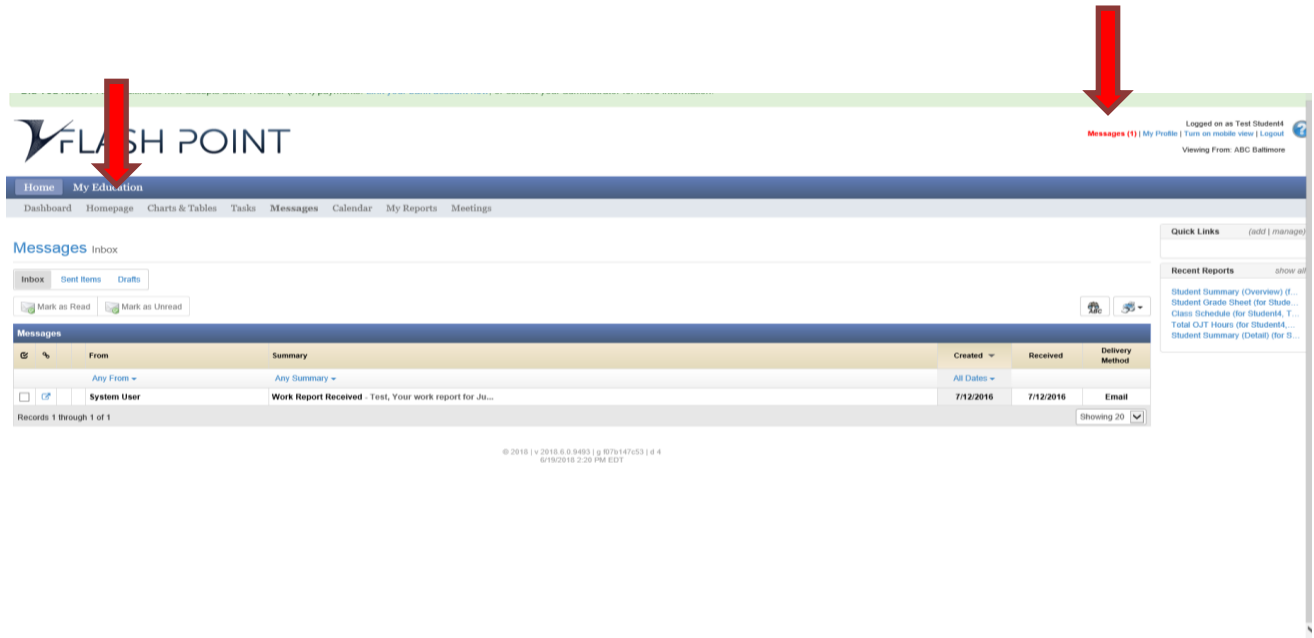
Here you can change your password whenever you want!

- Type your current password
- Type and confirm your new password
- Click on “Save Password”

Remember, passwords must be at least 8 characters long!

If you forget your password, please contact our site coordinator Siona sglasgow@abcbaltimore.org

Messages



- All messages that have been sent via text or email are saved here.
- You can access “Messages” from the link on the top right of the screen or “Messages” under the menu “Home”.

Adding OJT Hours

On the Job Training hours must be added **monthly**, including over the summer. Apprentices have until the last day of each month to add hours for the previous month.

For example, hours for March are due no later than April 30th.

To add OJT hours, go to **(1) My Education**, then **(2) Work Reports**, and **(3) Enter New Report**.

The screenshot shows the FLASH POINT web interface. A red arrow labeled '1' points to the 'My Education' tab in the top navigation bar. A second red arrow labeled '2' points to the 'Work Reports' tab. A third red arrow labeled '3' points to the 'Enter New Report' button, which is highlighted with a red box. Below the navigation bar, the 'Work Reports' section displays a table with columns: Month, Submitted, Entered, Entered By, Total Hours, Late, and Locked. The table shows one record for February 2016, submitted on 3/9/2016 at 1:10 PM by Priscila Duerr, with 5,000.00 total hours and a green checkmark in the 'Late' column. The page footer indicates 'Records 1 through 1 of 1' and 'Page 1 of 1'.

After you click on “Enter New Report”, you will see this page:

The screenshot shows the 'Enter Work Report' form. The 'Report Info:' section includes a 'Period:' dropdown menu set to 'June', a 'Year:' dropdown menu set to '2018', an 'Authorized By:' text field, and a 'Comments:' text area. A red arrow points to the 'Period:' dropdown. Below the 'Report Info:' section, there is a note: 'This work report will be marked late 124 days after the end of the month. Work reports may not be submitted more than 125 days after the end of the month.' The 'Hours:' section features a table with columns for various categories (P.1A, P.2B, P.3C, P.4D, P.5E, P.6F, P.7G, P.8H, Total) and a 'Company' column. The table is currently empty, with '0' values in the 'Total' and 'Company' columns. At the bottom of the form, there are three buttons: 'Save Report', 'Save and Submit', and 'Cancel'.

- “Period” is the previous month for which you are adding OJTs. The system will not allow you to add older periods.
- The year is automatic populated as the current year. **Make sure you change it when you are adding December hours.**
- Leave “Authorized by” blank.

- If you have any details about your OJT hours, add it to the “Comments” field.
- Click on “Show Category Descriptions” (seen on the picture above) to see the list of categories related to your trade.

Classes Career Paths Applications Evaluations Certifications Work Reports Books My Files

Work Reports

Enter Work Report

Report Info:

Period:*

Year:*

Authorized By:

Comments:

This work report will be marked late 124 days after the end of the month
Work reports may not be submitted more than 126 days after the end of the month

Hours:

[Hide category descriptions](#)

- (P 1A) Operation, Care, and Use of All Tools and Materials - no description entered
- (P 2B) Installation of Lead Pipe, Tin Pipe, Wiped Joints, Sheet Lead, and Solder Work - no description entered
- (P 3C) Installation of Piping For Waste, Soil, Sewage, Vent, and Leader Lines - no description entered
- (P 4D) Installation of Piping For Hot & Cold Water For Domestic Purposes - no description entered
- (P 5E) Welding Connected With the Trade - no description entered
- (P 6F) Maintenance & Repair of Plumbing - no description entered
- (P 7G) Operation of the Complete Repair Service Kit - no description entered
- (P 8H) Assembly in Position and Connection of Fixtures/Appliances - no description entered

P 1A	P 2B	P 3C	P 4D	P 5E	P 6F	P 7G	P 8H	Total	Company
								0	ABC Baltimore Chapter
0	0	0	0	0	0	0	0	0	

Note: Plumbing categories are shown. Your specific trade should be listed!

- Add your OJT hours in the appropriate categories. The system will add the total hours for you.

Notice that the system shows your company’s name on the right side of the screen. If you are no longer with the company shown, please give us a call.

If you click on “Save Report”, the report is going to remain open for future changes before you submit it.

Once your report is ready to be submitted, click “Save and Submit”. When you click on “Save and Submit” the following message will appear: (see next page)

workforce.flashpoint.xyz says:

Are you sure you wish to submit this report? You will not be able to make changes.

OK

Cancel

Click Ok

The below screen will appear:

FLASH POINT

Home My Education

Classes Career Paths Applications Evaluations Certifications Work Reports Committee Meetings Books My Files

Work Reports

+ Enter New Report

Month	Submitted	Entered	Entered By	Total Hours	Late	Locked
March 2016	3/23/2016 1:55 PM	3/23/2016 1:55 PM	Super Student	165.00		✓

Here you can check you total OJT hours.

Remember: On the Job Training hours are year-round!
(not just while you are in class)

Hours are to be submitted every month for the previous month.

Hours must be entered by the last day of the month for the previous month.

Your "On the Job Training" begins when you are registered as an apprentice with the state of Maryland and MUST be reported each month year-round.

This guide provides you with the information you need to record your OJT hours.

To complete your apprenticeship, you must attend class every year AND report your OJT hours every month, each year, for the length of your apprenticeship.

Please note, OJT hours that are not reported are subject to being lost, which will extend the length of your apprenticeship.

This could extend the length of you completing your apprenticeship and qualifying for your Journeyman's License!

Generating Reports

ABC Greater Baltimore will not send grade reports. To check your grades or any other reports please follow the instructions below.

Select the printer icon and a list of reports available to you will populate. Select the report that you wish to retrieve.

FLASH POINT

Logged on as Test Student4
Messages (3) | My Profile | Turn on mobile view | Logout
View from: ABC Baltimore

Home My Education

Dashboard Homepage Charts & Tables Tasks Messages Calendar My Reports My Files Meetings

My Dashboard

Personal Info

Test Student4
Plumbing
1220 B E. Joppa Road
Towson, MD 21286
4106210351 (Primary)
kkggra26@hotmail.com

Male

National ID:

Record Status: Active

Organization: ABC Baltimore

Prospecting Class:

Interest Reason:

Lead Source:

Primary Chapter:

Region:

Job Classes: Plumbing

Person Job Class Change:

Contact Status Change:

Actual Current Wage:

Company Info

Company: ABC Baltimore Chapter

Contact Info: 1220 B E. Joppa Road • Suite 322
Baltimore, MD 21204
(410) 821-0351 (Work) • (410) 821-0358 (Fax)
kgraves@abcbbaltimore.org

Contact Type(s): Apprentice

Start:

End:

Job Title:

Student Info

Apprentice Number:

High School:

National ID:

DOL Number:

College ID Number:

Journeyman: No

Employed: Yes

Apprentice Type: Plumbing

Indenture Date: 7/16/2014

Accepted Date: 7/16/2014

Termination Date:

Student Year: 4

Wage Level: 1-1000 (50.00 %)

Last Upgrade: 7/16/2014

Estimated Next Upgrade: 1/16/2015 (Not started)

Student Progress

Community Service Balance: 0.00

CA Points: 0.00

Test Score:

Total School Hours: 0

Last School Hour Recorded: 3/12/2019

Total Non-School Hours: 0

Total OJT Hours: 168

Total Employer Hours: 0

Total OJT / Employer Hours: 168

Last OJT Hour Recorded: 6/1/2016

Total OJT/School Hours: 168

Last Work Report Submitted: June 2016

Registered Classes

Class	Absences	Start Date	Grade

Quick Links (add | manage)

- Student Attendance
- Student Summary (Overview)
- Student Grade Sheet
- Class Schedule
- Student Summary (Detail)
- Default Employer Hours Report (OJT by Wage Level)
- Total OJT Hours
- My Grade Report

Recent Reports show

- Total OJT Hours (for Student4...
- Student Grade Sheet (for Stude...
- My Grade Report (for Student4...
- Student Summary (Overview) (f...
- Student Grade Sheet (for Stude...

Change History

Created: 7/16/2014 2:12:39 PM
by Kirston Graves
Last Modified: 6/26/2019 2:59:1 PM
PM by System User

Upcoming Class Days

ABC Contact Information

If you have any questions or concerns, please contact our office:

410-821-0351

Monday – Friday – 8:00 am to 4:30 pm

Education Staff:

Siona Glasgow- Apprenticeship Coordinator

sglasgow@abcbaltimore.org

Faith Malashuk- Compliance & Administration Manager

fmalashuk@abcbaltimore.org

Donte Lee - Director of Education

dlee@abcbaltimore.org

