

Siona - OJT Queen



ABC Craft Training Trust of Baltimore

HOW TO LOG YOUR MONTHLY OJT HOURS ONLINE

The Steps (a summary):

- Step 1: Log onto <http://workforce.flashpoint.xyz>. Enter in your email and password
- Step 2: Click on "My Education"
- Step 3: Click on "Work Reports"
- Step 4: Click on "Enter New Report"
- Step 5: Enter the month (Period) you are logging your OJT for. It will automatically default to the current year.
- Step 6: Click on "Show Category Descriptions"
- Step 7: Enter in your OJT hours in the boxes the correlate to the work description. Then click "SAVE REPORT"

[see below for Steps and screen shots]

Step 1: Log onto portal.abcworkforce.org. Enter in your email and password

M3 - My Dashboard x P Pandora Radio - List x

https://portal.abcworkforce.org/Dashboard

Do you want Google Chrome to save your password? Save password Never for this site

M3

Dashboard Documents My Education

Homepage Charts & Tables Tasks Messages Calendar My Reports Training Videos

Dashboard

My Dashboard

Personal Info



Tim Reedy
Electrical
No default address on record
443-766-9246 (Cell) • 4437669246 (Cell) •
4437669246 (Home)
reedy24@gmail.com
DOB: 4/7/1989 (24 yr 7 mo)
SSN: ***-**-****
Male • White

Company: Reedy Electrical Services, Inc.
8289 Main Street • PO 1
Ellicott City, MD 21043
(410) 465-0566 (Work) • 4104650812 (Fax)

Record Status: Active
Organization: ABC Chesapeake
Shores

Region:
Job Classification: Electrical
Person Status: Active
Contact Groups: 13-14 Instructors

Student Info

Apprentice Number:
National Identifier: 0
DOL Number:
College ID Number:
Graduated: No
Employed: Yes

Apprentice Type: Electrical
Indenture Date: 9/10/2008
Accepted Date: 9/10/2008
Student Year: 2
Wage Level: 1001-2000 (\$5.00 %)
Last Upgrader:
Next Upgrade: (Not started)

Student Progress

Total School Hours: 435
Last School Hour Recorded:
Total Non-School Hours: 0
Total OJT Hours: 9138
Total Employer OJT Hours: 0
Last OJT Hour Recorded:
Total OJT/School Hours: 0
Last Work Report Submitted: February 2012
Completion Date:
Career Path:
Average Percentage: 0.00 % (recalculate)

Recent Payments

Date	Amount	Method

View all | Make a payment

Upcoming Class Days

Class	When
13-14 ELEC 2 November 13, 2013 6:00 PM - 8:59 PM	AA
13-14 ELEC 2 November 18, 2013 6:00 PM - 8:59 PM	AA
13-14 ELEC 2 November 20, 2013 6:00 PM - 8:59 PM	AA
13-14 ELEC 2 November 25, 2013 6:00 PM - 8:59 PM	AA
13-14 ELEC 2 November 27, 2013 6:00 PM - 8:59 PM	AA

Step 2: Click on My Education

M3 - Classes x Pandora Radio List x

← → ↻ https://portal.abcworkforce.org/MyEducation/Classes



Dashboard Documents **My Education**

Classes Courses Career Paths Applications Evaluations Certifications Work Reports Committee Actions Books

[My Education > Classes](#)

Classes

Show Past Classes

Taught - default filter

Class	Code	Date
13-14 ELEC 2	13-14 ELEC 2	9/25/2013 - 5/14/2014

Records 1 through 1 of 1

<< Previous Page 1 of 1 Next >>

Show Past Classes

Enrolled - default filter

Class	Waitlist Position	Code	Date	Instructors
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Records 0 through 0 of 0

<< Previous Page 1 of 1 Next >>

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https://portal.abcworkforce.org/MyEducation



Step 3: Click on Work Reports

M3 - Work Reports x B Pandora Radio Us...
← → C https://portal.abcworkforce.org/MyEducation/WorkReports

M3

Dashboard Documents My Education

Classes Courses Career Paths Applications Evaluations Certifications **Work Reports** Committee Actions Books

My Education > Work Reports

Work Reports

+ Enter New Report

☒	Month	Submitted	Entered	Entered By
☐	February 2012	3/14/2012	3/14/2012	System User
☐	January 2012	2/9/2012	2/9/2012	System User
☐	December 2011	1/12/2012	1/12/2012	System User
☐	November 2011	12/14/2011	12/14/2011	System User
☐	October 2011	11/9/2011	11/9/2011	System User
☐	September 2011	10/6/2011	10/6/2011	System User
☐	August 2011	8/31/2011	8/31/2011	System User
☐	July 2011	8/31/2011	8/31/2011	System User
☐	July 2011	8/16/2011	8/16/2011	System User
☐	June 2011	7/18/2011	7/18/2011	System User
☐	May 2011	6/7/2011	6/7/2011	System User
☐	April 2011	5/17/2011	5/17/2011	System User
☐	March 2011	4/11/2011	4/11/2011	System User
☐	February 2011	2/28/2011	2/28/2011	System User
☐	January 2011	2/8/2011	2/8/2011	System User
☐	December 2010	1/13/2011	1/13/2011	System User
☐	November 2010	12/8/2010	12/8/2010	System User
☐	October 2010	11/1/2010	11/1/2010	System User
☐	September 2010	10/5/2010	10/5/2010	System User
☐	August 2010	9/28/2010	9/28/2010	System User

https://portal.abcworkforce.org/MyEducation/WorkReports << Previous Page 1 of 3 Next >>

Step 4: Click on Enter New Report

M3 - Work Reports x Pandora Radio List

← → ↻ https://portal.aboworkforce.org/MyEducation/WorkReports

Dashboard Documents My Education

Classes Courses Career Paths Applications Evaluations Certifications Work Reports Committee Actions Books

My Education > Work Reports

Work Reports

 Enter New Report

Work Reports Enter New Reports

	Month	Submitted	Entered	Entered By
	February 2012	3/14/2012	3/14/2012	System User
	January 2012	2/9/2012	2/9/2012	System User
	December 2011	1/12/2012	1/12/2012	System User
	November 2011	12/14/2011	12/14/2011	System User
	October 2011	11/9/2011	11/9/2011	System User
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	August 2011	8/31/2011	8/31/2011	System User
	July 2011	8/31/2011	8/31/2011	System User
	July 2011	8/16/2011	8/16/2011	System User
	June 2011	7/18/2011	7/18/2011	System User
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	April 2011	5/17/2011	5/17/2011	System User
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	October 2010	11/1/2010	11/1/2010	System User
	September 2010	10/5/2010	10/5/2010	System User
	August 2010	9/28/2010	9/28/2010	System User

Records 1 through 20 of 52

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https://portal.aboworkforce.org/MyEducation/CreateWorkReport/

Icons: Home, Search, Print, PDF, Word, Excel, PowerPoint, etc.

M3 - Work Reports x Pandora Radio List

https://portal.abccworkforce.org/MyEducation/CreateWorkReport/

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Step 6: Click on Show Category Descriptions

M3 - Work Reports x Pandora Radio History

← → C https://portal.abcworkforce.org/MyEducation/CreateWorkReport/?month=11&year=2013

M3

Dashboard Documents My Education

Classes Courses Career Paths Applications Evaluations Certifications Work Reports Committee Actions Books

My Education

Work Reports

Enter Work Report

Report Info:

Period: * November

Year: * 2013

Authorized By:

Comments: Any comments regarding your work experience this month...

Reports must be submitted within 30 days from the end of the month.

☐ Submit report (you may not edit the report after submission)

Hours:

Hide category descriptions

- (ELECA) Preliminary Work - no description entered
- (ELECB) Residential and Commercial Rough Wiring - no description entered
- (ELECC) Residential and Commercial Finish Work - no description entered
- (ELECD) Industrial Lighting and Service Installation - no description entered
- (ELECE) Troubleshooting - no description entered
- (ELECF) Motor Installation and Control - no description entered
- (ELECG) Other/Previous Work Experience - no description entered

ELECA	ELECB	ELECC	ELECD	ELECE	ELECF	ELECG	Total	Company
							0	Reedy Electrical Services, Inc.
0	0	0	0	0	0	0	0	

Save Report Cancel

Step 7: Enter in your OJT Hours in the boxes that correspond to the Work Description. Then click on Save Report

M3 - Work Reports × P. Randon [Address] [City] [State]

← → ↻ https://portal.abcworkforce.org/MyEducation/CreateWorkReport/?month=11&year=2013

M3

Dashboard Documents My Education

Classes Courses Career Paths Applications Evaluations Certifications Work Reports Committee Actions Books

My Education

Work Reports

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- (ELECE) Troubleshooting - no description entered
- (ELECF) Motor Installation and Control - no description entered
- (ELECG) Other/Previous Work Experience - no description entered

ELECA	ELECB	ELECC	ELECD	ELECE	ELECF	ELECG	Total	Company
120			50		20		190	Reedy Electrical Services, Inc.
120	0	0	50	0	20	0	190	

Save Report Cancel

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Step 8: Repeat steps 1-7 each month until you graduate/REACH 8000!