

LOGGING IN

STEP 1: To “log in” type the following link into the search engine: <http://workforce.flashpoint.xyz/Auth/Login>

STEP 2: Once you have entered in the link please enter your username and password & click on “log in”. **Below is an “Example Email”** that you will receive like it from M3 Admin to your email we have on file. The username and password listed below is **NOT** your username and log in.

M3 Admin <postmaster-abc@datarg.com>

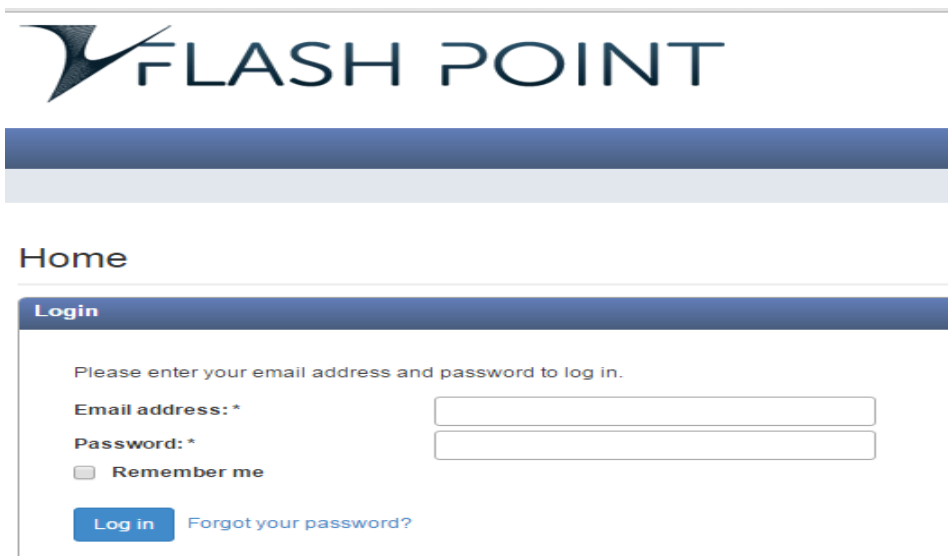
Your system login has been established.

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: teststudent@gmail.com

Password: 6d5702bd

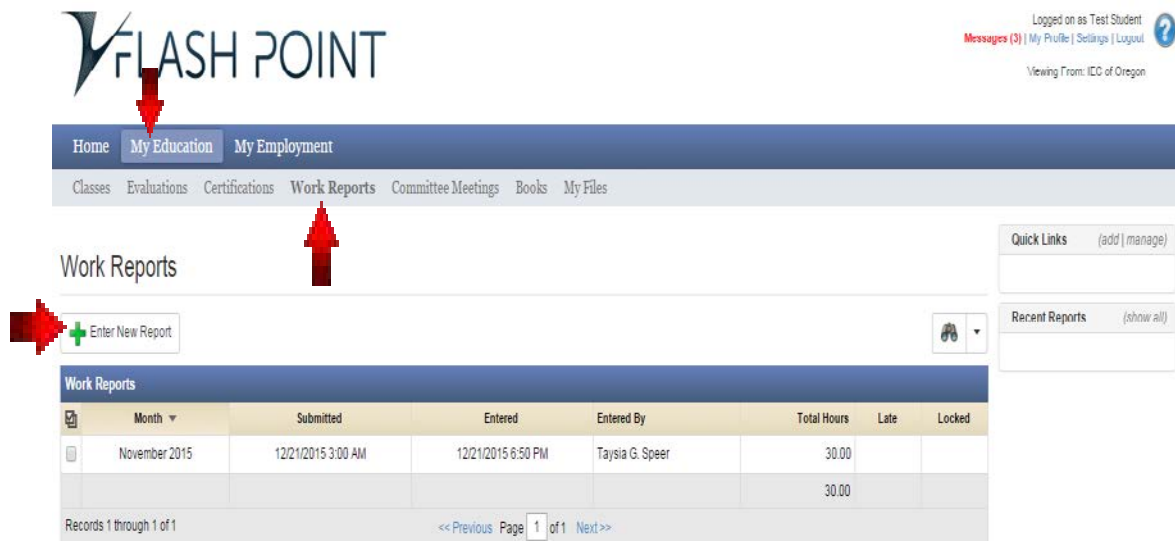


ENTERING MPR'S STEP BY STEP

STEP 1: From the dashboard – Select “My Education” and then “Work Reports”

STEP 2: You will be directed to the history of where the “work reports” are that have already been submitted.

STEP 3: To enter a new Monthly Progress Report (MPR) click on the “+Enter new Report”.



STEP 4: Enter the following:

- Period:* Month of the MPR being submitted
- Year:* This is defaulted to the current year
- Authorized by: Insert **your** first and last name
- Comments: Add any comments you may have regarding your MPR. (**Example:** Turned in MPR with zero hours due to being unemployed.)

https://workforce.flashpoint.xyz/MyEducation/CreateWorkReport/?month=1&year=2015

FLASH POINT

Home My Education My Employment

Classes Evaluations Certifications Work Reports Committee Meetings Books My Files

Work Reports

Enter Work Report


Report Info:

Period: * January

Year: * 2016

Authorized By: * Test Student

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

STEP 5: Enter hours worked in each category on a daily basis. To save your daily hours entered click on  **only.** (**Note:** The **“Save and Submit”** button is different. That is only for once all the hours are entered for the entire month.)

LEA Apprentice


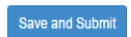

Show category descriptions

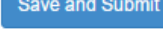
Day	A. CI	B. CI	C. CI	Total	Company
1 (Fri)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
2 (Sat)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
3 (Sun)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
4 (Mon)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
5 (Tue)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	ABC - Test Company

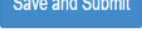
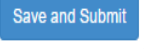
LEB Apprentice

Show category descriptions

Day	A. CI	B. CI	Total	Company
1 (Fri)	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
2 (Sat)	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
3 (Sun)	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
4 (Mon)	<input type="text"/>	<input type="text"/>	0	ABC - Test Company
5 (Tue)	<input type="text"/>	<input type="text"/>	0	ABC - Test Company

STEP 6: Once **hours are complete for the month** and you are ready to **submit** them click on the  button. (**Note:** If you **don't** click on **“Save and Submit”** your hours will not calculate for that month.)

- **Submittal Note:** Once you click on the  button you will **NOT** be able to go back and edit the report. You will however be able to click on any month to view your previous hours entered.
- **Deadline Note:** You must  your hours by the **10th of each month, no later than 11:59PM** in order for your hours to be considered **“on time”**. The system will automatically mark it **late** if submitted anytime afterwards.
- **Multiple Employer Note:** If you work for **multiple employers in the same month** you must **email the program director with the official start date** so we can make the changes necessary so the hours worked will be recorded under the correct employers.

APPRENTICE ACCESS

On your “My Dashboard” you will have three area’s you can view things. **Home, My Education** and **My Employment**. Below are the areas within those categories you can view:

Home = Dashboard, Homepage, Messages and Calendar.

****Note:** Messages can be sent to you by your program administrator through M3 Flashpoint. Below is a **red arrow** that is pointing to where you would see the notification of having a message. However, we will still continue to communicate through general email as we have been doing.

The screenshot shows the M3 Flashpoint interface. At the top right, there is a notification for 'Messages (4)' with a red arrow pointing to it. Below the navigation bar, there is a 'Messages' section with an 'Inbox' tab selected. A table of messages is displayed with columns for 'From', 'Summary', 'Received', and 'Delivery Method'. The messages include communications from Taysia G. Speer and a System User regarding work reports.

From	Summary	Received	Delivery Method
Taysia G. Speer	Call IEC - Please give me a call#160; ...	12/30/2015 2:54 PM	Email
Taysia G. Speer	Call IEC - Please give me a call#160; ...	12/30/2015 2:54 PM	Email
Eva Sizelove	Test Sample - Sample Test#160;	12/30/2015 2:48 PM	Email
System User	Work Report Received - Test, Your work report for Nov 2...	12/21/2015 6:57 PM	Email

My Education = **Classes** (upcoming and past), **Certifications** (CPR and First Aid cards), **Work Reports** (this is where you will enter your OJT hours), **Books** and **My Files** (This is where we could send you attachments so you can view them)

My Employment = Employment History (This will be all your employment history in the program)

VIEWING REPORTS

You can view four reports from your homepage. To locate the reports click on the printer icon on your “My Dashboard” on the far right hand side of the page. **See red arrow below**. The reports you will be able to view are the following:

- Class Schedule
- My Grade Report
- Student Grade Sheet
- Total OJT Hours

The screenshot shows the 'My Dashboard' page. A red arrow points to a printer icon in the top right corner, which has opened a dropdown menu. The menu contains the following options: 'Class Schedule', 'My Grade Report', 'Student Grade Sheet', 'Total OJT Hours', and 'Custom Reports'. The dashboard also displays personal, company, and student information.

Personal Info	Company Info	Student Info
<p>Test Student LE Class B No default address on record teststudentec@gmail.com DOB: 12/21/1996 (19 yr) SSN: ***-**-1111 Male • White- Not of Hispanic Origin</p>	<p>Company: ABC - Test Company Contact Info: 1234 SW Alphabet Rd Beaverton, OR 97008 (503) 123-4567 (Primary #) testcompanytes@gmail.com Contact Type(s): Apprentice</p>	<p>Apprentice Number: TA1234 High School: National Identifier: DOL Number: 123456 College ID Number: Journeyman: No Enrollment: 11/23/2015</p>