

**ADMINISTRATOR FOR COMPANY
APPRENTICESHIP PROGRAM
M3 ONLINE ACCESS STEP-BY-STEP INSTRUCTIONS**

ADMINISTRATOR LOG IN INSTRUCTIONS:

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.

EXAMPLE EMAIL ONLY:

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: testcompany@gmail.com (example of username only)

Password: f28b30f0 (example of password only)

VALIDATING ON-THE-JOB HOURS:

As a training agent you are responsible for the oversight of their on-the-job training. Please log in each month to review your apprentice’s hours to confirm that the work report is an accurate reflection of their on-the-job training. You can also track the amount of hours needed in each work process category. If you find a discrepancy in the hours please don’t hesitate to contact us.

Between 1st -10th of every month, you as the employer should log in and review the hours the apprentices have submitted for the month. The apprentice must enter their hours online from this point forward. **No paper MPR’s accepted any longer.** This means the following:

- No more collecting or turning in paper MPR’s (*monthly progress reports*)
- No more having to fax or email them in.
- Paper MPR’s are still available and recommended (*not required*) to use to track their daily hours, so when inputting their hours **online** they will have something to reference to.
- The apprentice must enter their OJT hours **by the 10th of each month, no later than 11:59PM** in order for their hours to be considered **“on time”**. The system will automatically mark it late if submitted anytime afterwards.

INVOICING:

IEC will invoice the company based on the hours inputted by the apprentice, **which you will have access to verify.** Payment of the invoice will be verification that the hours submitted are accurate. No other verification of hours will be required.

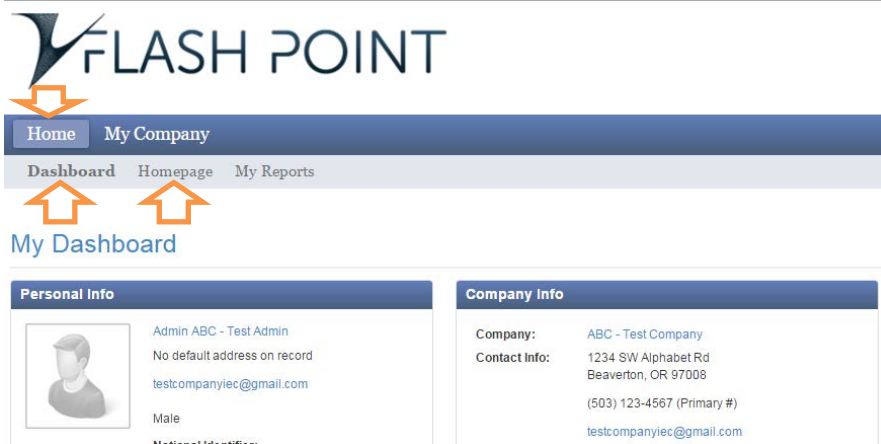
PRIMARY CONTACT:

You are receiving this email because **you are listed as the primary apprenticeship contact** for your company.

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HOME TAB

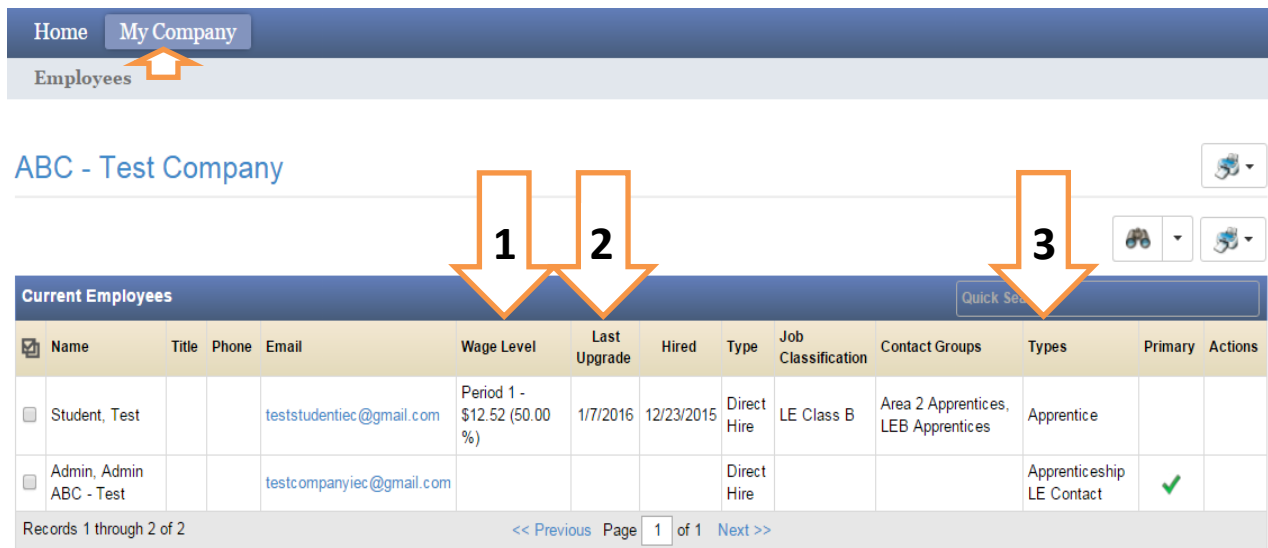
My Dashboard & Homepage – Shows basic information on file for company administrator (this is the apprenticeship program contact person listed for your company)



MY COMPANY TAB

Employees – Shows all employees you have on file for the company along with the following information

1. **WAGE LEVEL** = Current period in the program
2. **LAST UPGRADE** = Date when current period was effective
3. **TYPES** = List the type of employees according to our records on file for the company
Apprentice, Apprenticeship Contact, Billing Contact



ADMINISTRATOR FOR COMPANY APPRENTICESHIP PROGRAM M3 ONLINE ACCESS STEP-BY-STEP INSTRUCTIONS

VIEW YOUR APPRENTICES REPORTS

1. CLASS SCHEDULES
2. STUDENT DETAIL GRADE REPORT
3. STUDENT GRADE SHEETS
4. TOTAL OJT HOURS

Home My Company

Employees

ABC - Test Company

Current Employees

Name	Title	Phone	Email	Wage Level	Last Upgrade	Hired	Type	Job Classification	Contact Groups	Types	Primary	Actions
Student, Test			teststudentiec@gmail.com	Period 1 - \$12.52 (50.00 %)	1/7/2016	12/23/2015	Direct Hire	LE Class B	Area 2 Apprentices, LEB Apprentices	Apprentice		
Admin, Admin ABC - Test			testcompanyiec@gmail.com				Direct Hire			Apprenticeship LE Contact	✓	

Records 1 through 2 of 2 << Previous Page 1 of 1 Next >>

Reports

- Class Schedules
- Student Detail Grade Report
- Student Grade Sheets
- Total OJT Hours
- Custom Reports
 - Manage Custom Reports
- Exports
 - Default export
 - Manage Export Templates

Select: 2nd printer  icon to view the reports

Note: Once you select a report it will turn report into a **PDF to view** and will be located at the bottom of the screen.

Current Employees Quick Search

Name	Title	Phone	Email	Wage Level	Last Upgrade	Hired	Type	Job Classification	Contact Groups	Types	Primary	Actions
Student, Test			teststudentiec@gmail.com	Period 1 - \$12.52 (50.00 %)	1/7/2016	12/23/2015	Direct Hire	LE Class B	Area 2 Apprentices, LEB Apprentices	Apprentice		
Admin, Admin ABC - Test			testcompanyiec@gmail.com				Direct Hire			Apprenticeship LE Contact	✓	

Records 1 through 2 of 2 << Previous Page 1 of 1 Next >>

Class Schedules....p... PDF Of Report Selected

1. **CLASS SCHEDULES REPORT** – Only shows upcoming classes once the class begins you will no longer see that current class unless you view a different report.

Apprenticeship Department
8625 SW Cascade Ave Suite 100
Beaverton, OR 97008

1/12/2016

Test Student

Employer: ABC - Test Company

SP16 Specialized Controls - Tues

Location: CCC
Instructor: Brooks, Michael
Days: Tuesday
Meeting Dates:
3/29/2016

Start Time: 6:00 pm
Start Date: 3/29/2016

End Time: 10:00 pm
End Date: 3/29/2016

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2. STUDENT DETAIL GRADE REPORT – Shows all current information on file
CPR/First Aid Certifications, OJT hour breakdown by work processes, related training grades and attendance hours

Student Detail Grade Report				
Student Record For: Student, Test				
Student		DOL#:		Employer
Test Student		123456		ABC - Test Company
No address on record		SSN#:		1234 SW Alphabet Rd
		***-**-1111		Beaverton, OR 97008
No phone on record		(503) 123-4567		
Certifications		Expiration Date		
CPR		12/21/2017		
First Aid		12/21/2017		
OJT Details: LEB Apprentice		OJT hours by categories		
OJT Category		Rqd Hrs	Total	Bal.
A. General Installation		2,000	177	1,823
B. Data Communication & Specialized Controls		2,000	107	1,893
Totals		4,000	284	3,716
Class Details		Related Training Hours		Total School Hours: 96
<i>Course</i>	<i>Class</i>	<i>Class Dat</i>	<i>Percentage</i>	<i>Grade</i>
Fire Alarm - 3yr2t	FA15 Fire Alarm	9/21/2015 - 9/21/2015	80.00 %	B
		Hours Attended: 48		

3. STUDENT GRADE SHEETS REPORT: Will show apprentices final grades only

Grade Report: Test Student

	<i>Instructor</i>	<i>Start Date</i>	<i>End Date</i>	<i>Credits</i>	<i>Percentage</i>	<i>Grade</i>
FA15 Fire Alarm	Brooks, Michael	9/21/2015	9/21/2015	4.00	80.00 %	B
<i>Module</i>	<i>Assignment</i>	<i>Assignment Type</i>	<i>Score</i>	<i>Max Score</i>	<i>Percentage</i>	<i>Letter Grade</i>
W16 Data Communications	Gilson, Dave	1/6/2016	1/6/2016	4.00	N/A	
<i>Module</i>	<i>Assignment</i>	<i>Assignment Type</i>	<i>Score</i>	<i>Max Score</i>	<i>Percentage</i>	<i>Letter Grade</i>
S13 Codes - 3yr3t		1/1/2013	12/31/2012	0.00	70.00 %	C
<i>Module</i>	<i>Assignment</i>	<i>Assignment Type</i>	<i>Score</i>	<i>Max Score</i>	<i>Percentage</i>	<i>Letter Grade</i>
SP16 Specialized Controls - Tues	Brooks, Michael	3/29/2016	3/29/2016	4.00	N/A	
<i>Module</i>	<i>Assignment</i>	<i>Assignment Type</i>	<i>Score</i>	<i>Max Score</i>	<i>Percentage</i>	<i>Letter Grade</i>

Note: **Class grade percentages** used to determine final class grade received is not the student's actual final percentage for the class through the college. Unfortunately in our database we have to record based on our systems final grade scale which is the following percentages below:

A = 90% B = 80% C = 70% (all passing grades)

D = 60% F = 50% I = Incomplete W = Withdraw (not passing grades)

Note: these grades D, F, I and W receive no credit for seat time hours due to not receiving a passing grade.

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4. TOTAL OJT HOURS REPORT – will show a breakdown of OJT hours by work process categories and all MPR’s overall total monthly hours submitted

Apprenticeship Department
 8625 SW Cascade Ave Suite 100
 Beaverton, OR 97008
 Phone: 503-598-7789 Fax: 503-598-1192

Apprentice: **Student, Test**

Employer: **ABC - Test Company**

1234 SW Alphabet Rd
 Beaverton, OR 97008

Total OJT Hours Report: LEB Apprentice OJT hours by categories

OJT Category	Rqd Hrs	Total	Bal.
A. General Installation	2,000	177	1,823
B. Data Communication & Specialized Controls	2,000	107	1,893
Totals	4,000	284	3,716

OJT Summary

12/15	100	01/16	72	02/16	112	OJT hours submitted by month
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