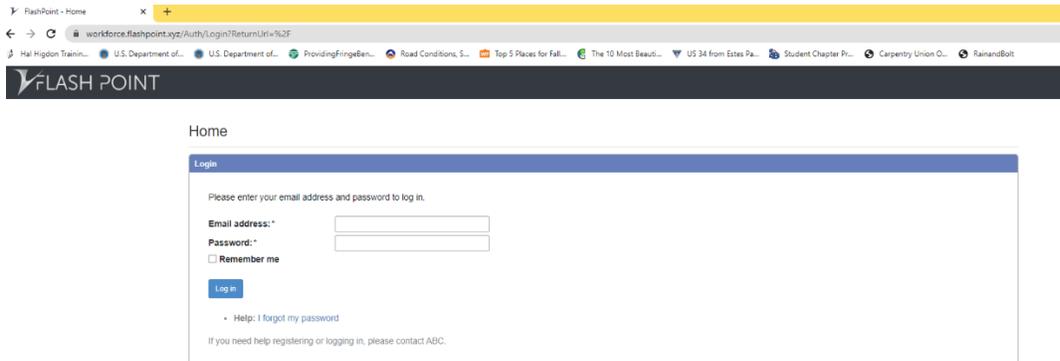
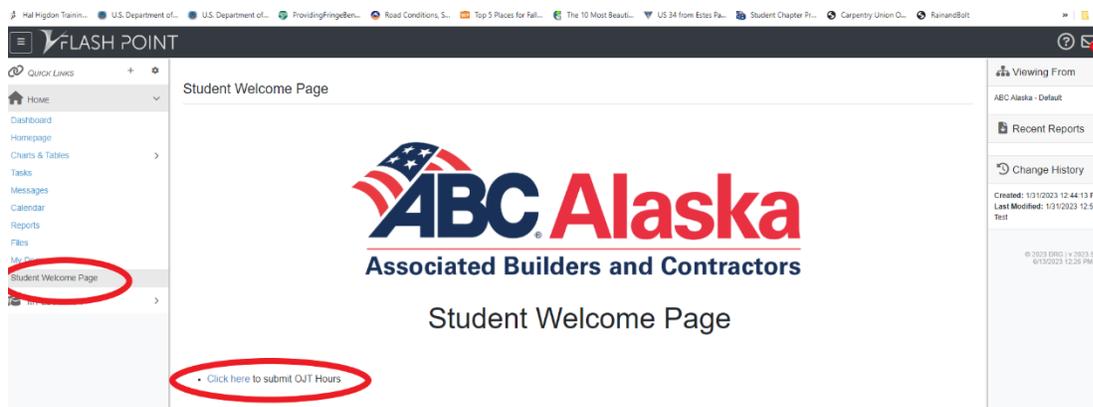


Directions to access Flashpoint and E-Work Report Apprentice Submission

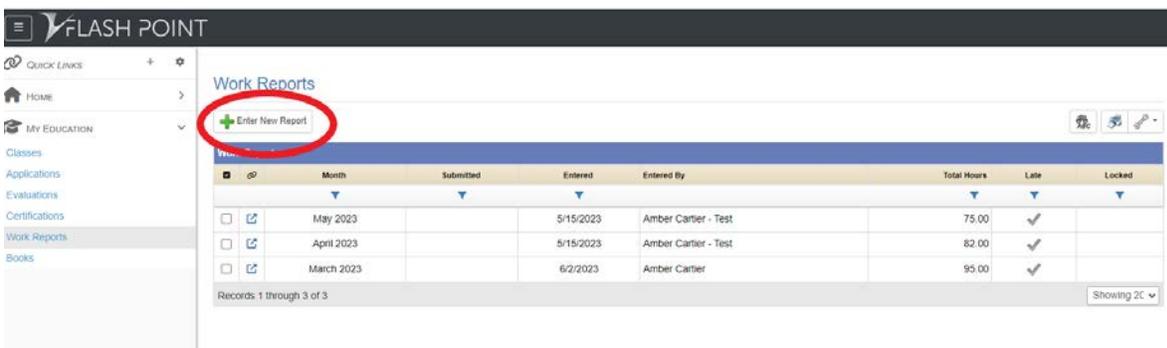
1. Go to <https://workforce.flashpoint.xyz>
2. Log in to Flashpoint with your email address and password. (The first time you log into Flashpoint you will be prompted to reset your password.)



3. Click on Student Welcome Page then Click here to submit OJT hours



4. Click on Enter New Report



- Please enter the month you are entering hours for. The year is pre-populated. Click on “Show Category Descriptions” to see the same work processes you have on your paper work report right now.

workforce.flashpoint.xyz/MyEducation/CreateWorkReport/875412000

FLASH POINT

Work Reports

Enter Work Report

Report Info:

Period: June
Year: 2023

Authorized By:
Comments: [Text area]

This work report will be marked late 11 days after the end of the month.

Hours:

Show Category Descriptions

Day	E001	E002	E002.5	E003	E003.5	E004	E005	E006	E007	Total	Company
1 (Thu)										0	Supreme Electric, L Add
2 (Fri)										0	Supreme Electric, L Add
3 (Sat)										0	Supreme Electric, L Add
4 (Sun)										0	Supreme Electric, L Add
5 (Mon)										0	Supreme Electric, L Add
6 (Tue)										0	Supreme Electric, L Add

- Enter hours for each day you have worked under each work process you have worked on. *It is suggested that you log in either daily or at least weekly to enter your hours so you don't forget what you have done.*

This work report will be marked late 11 days after the end of the month.

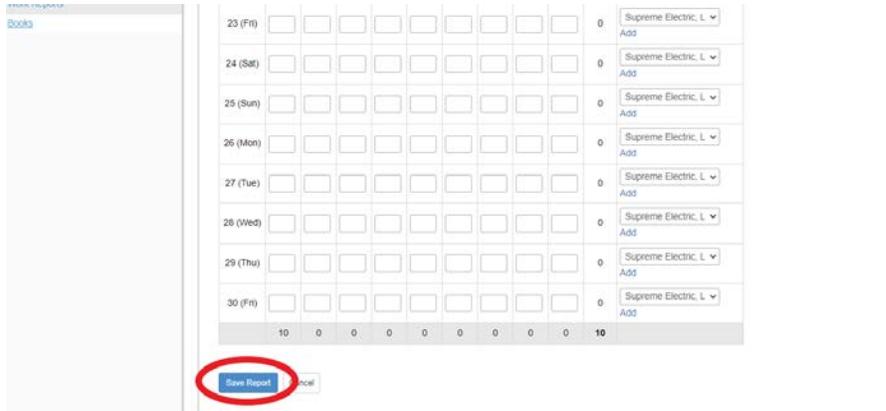
Hours:

Hide category descriptions

(E001) Preliminary Work - no description entered
(E002) Commercial Rough Wiring - no description entered
(E002.5) Residential Rough Wiring - no description entered
(E003) Commercial Finish Work - no description entered
(E003.5) Residential Finish Work - no description entered
(E004) Industrial Lighting And Service Installation - no description entered
(E005) System Wiring (Commercial And Residential) - no description entered
(E006) Troubleshooting - no description entered
(E007) Motor Installation And Control - no description entered

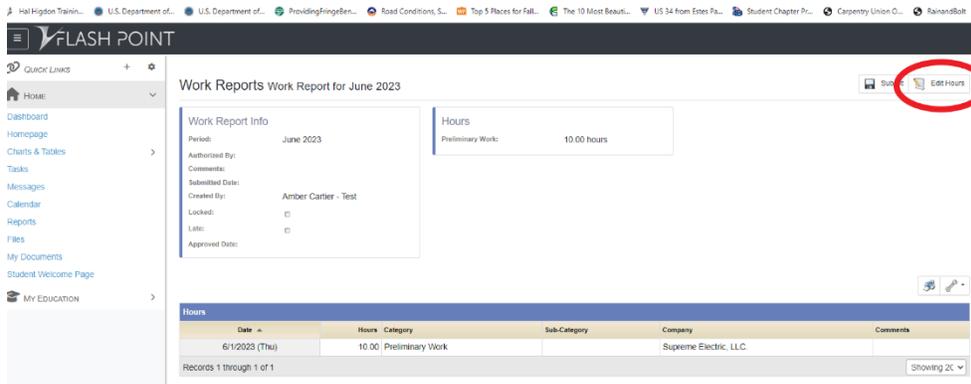
Day	E001	E002	E002.5	E003	E003.5	E004	E005	E006	E007	Total	Company
1 (Thu)	10									10	Supreme Electric, L Add
2 (Fri)										0	Supreme Electric, L Add
3 (Sat)										0	Supreme Electric, L Add
4 (Sun)										0	Supreme Electric, L Add
5 (Mon)										0	Supreme Electric, L Add
6 (Tue)										0	Supreme Electric, L Add
7 (Wed)										0	Supreme Electric, L Add
8 (Thu)										0	Supreme Electric, L Add

7. Scroll to the bottom of the page and **Save Report**.

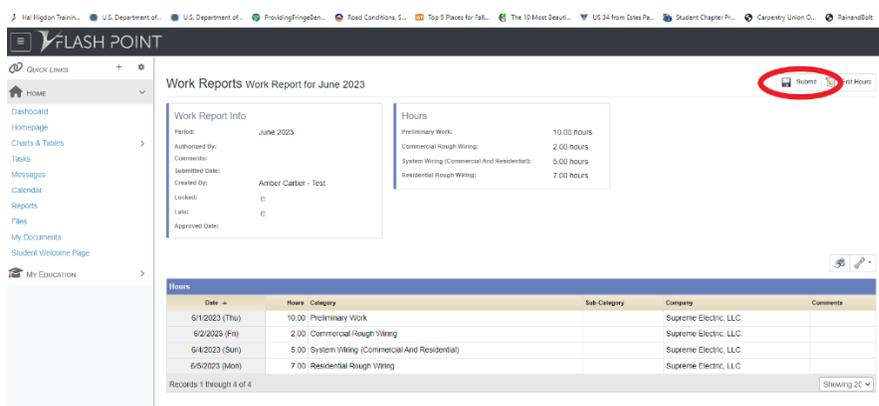


STOP!!!! – If you are not ready to submit the work report for the month simply log out for the day.

8. The next time you go into enter hours for that same month go through Steps 1 & 2, then click on the month you want to add hours to. Click **Edit Hours**. This will reopen the work report for you to continue adding hours through the end of the month. **DON'T FORGET TO SAVE AT THE END OF EACH ENTRY.**



9. When you reach the end of the month click save on your last entry and go to the top right corner and click **SUBMIT**. This will generate an email to you and the authorized person to approve your work report.



You will receive an email when your employer approves your work report or an rejection email if you need to fix your hours.

If you need to edit your work report, go through Steps 1 & 2, 8 & 9 to make any changes needed then Re-Submit.