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.)

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		Login									
		Please enter your e	email address and passwo	ord to log in.							
		Email address:*									
		Password:*									
		Remember me									
		Log in									
		Help: I forgo	ot my password								
		If you need help re	gistering or logging in, ple	ase contact ABC.							

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



4. Click on Enter New Report

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5. 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.

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6. 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 I	eport wi	be ma	rked late	11 days	after the e	and of th	e month.					
T HOME	,	2		Hours										
MY EDUCATION Classes Applications Evaluations Certifications Work Reports Books	~	Hide categ (E001) (E002) (E003) (E003) (E004) (E006) (E006) (E006)	Hide category descriptions [E001] Preliminary Work - no description entered [E002] Commercial Rough Wiring - no description entered [E002.5] Residential Rough Wiring - no description entered [E003.5] Residential Finish Work - no description entered [E004] Industrial Lighting And Service Installation - no description entered [E006] System Wiring (Commercial And Residential) - no description entered [E006] Troubleshooting - no description entered [E007] Motor Installation And Control - no description entered											
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7. Scroll to the bottom of the page and <u>Save Report</u>.



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 <u>Edit Hours</u>. 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.

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Dashboard Homepage Charts & Tables Tasks Messages Calendar Reports Files My Documents		>	Work Report Info Period: Authorsed By: Comments: Submitted Date: Created By: Locked: Late: Approved Date:	June 2023 Amber Cartier - Tes	t	Hours Preliminary Work	10.00 hours				
Student Welcome Page		>									<i>\$</i> ¹ ℓ ·
			Hours								
			Date 🔺		Hours Category		Sub-Category	Company		Comment	•
			6/1/2023 (Thu	1)	10.00 Preliminary V	/ork		Supreme Electric	, LLC.		
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9. When you reach the end of the month click save on your last entry and go to the top right corner and click <u>SUBMIT</u>. This will generate an email to you and the authorized person to approve your work report.

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Dashboard Homepage Charts & Tables Tasks Mossages Catendar Reports Files My Documents		>	Work Report Info Perios: Authorsed Dy: Connents: Submitted Date: Created Dy: Locked: Late: Approved Date:	June 2023 Amber Cartier	- Test	Hours Pressionary Work: Commercial Rough Wiring: System Wiring Commercial And & Residential Rough Wiring:	10.00 hr 2.00 ho fesidential): 5.00 ho 7.00 ho	ours urs urs			
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			Hours								
			Date 🛥	Hours	Category			Sab-Category	Company	Cor	nments
			6/1/2023 (Thu)	10.00	Preliminary Work				Supreme Electric, LLC.		
			6/2/2023 (Fri)	2.00	Commercial Rough Wi	ring			Supreme Electric, LLC.		
			6/4/2023 (Sun)	5.00	System Wiring (Comm	ercial And Residential)			Supreme Electric, LLC.		
			6/5/2023 (Mon)	7.00	Residential Rough Wir	ing			Supreme Electric, LLC.		
			Records 1 through 4 of 4								Showing 2C 👻

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.