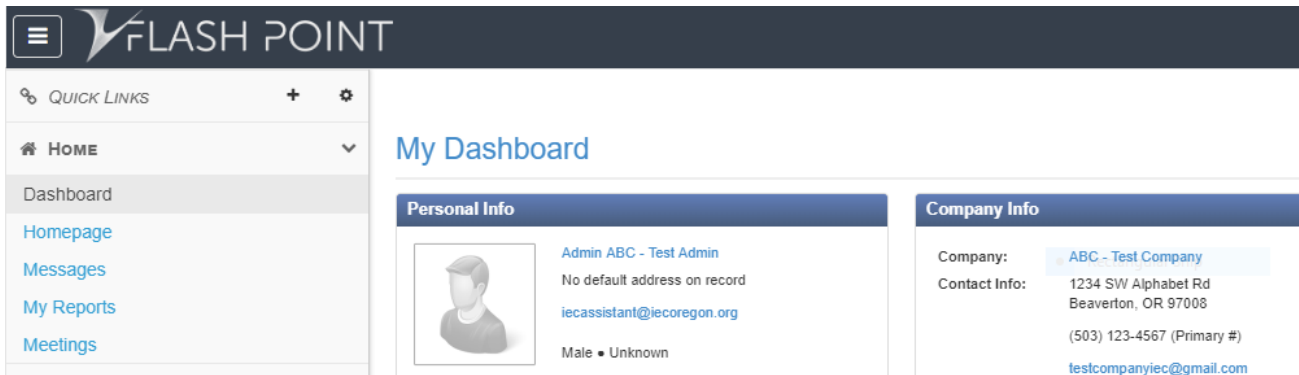


TRAINING AGENT ADMINISTRATOR INSTRUCTIONS & OTHER REPORTS

Below are step-by-step instructions explaining how to log in to FlashPoint, view apprentice OJT hours, and view other reports that you have access to. If you have additional questions, please don't hesitate to contact the apprenticeship department. The login link is <https://iec.flashpoint.xyz>

Homepage

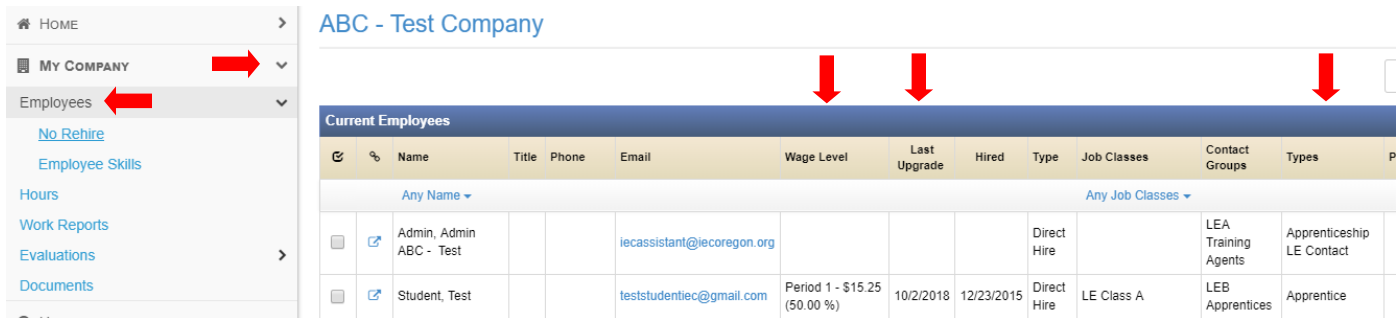
When you log in you (<https://iec.flashpoint.xyz>), you will automatically be taken to the **Home** tab and **My Dashboard** page. This page shows basic information on file for your company.



My Company Tab & Employees

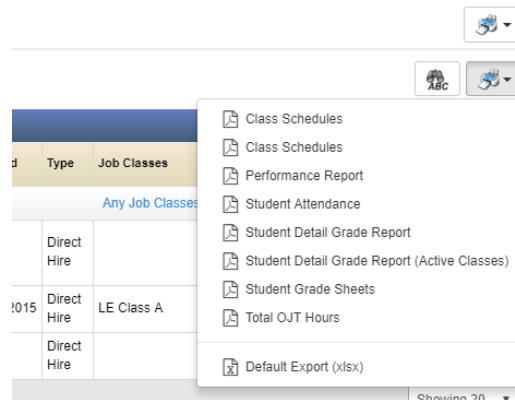
If you click on the dropdown arrow next to the **My Company** tab, you can click on the **Employees** page. This page shows all the employees that we have for you on file and the following information:

- Wage level = current period in the program
- Last upgrade = date when current period became effective
- Types = the contact type of your employees (i.e. apprentice, billing contact, apprenticeship contact, etc.)



View Employee Reports

From the **Employees** page, you can also view several different reports for your apprentices. To do this, check the box next to the name of the apprentice that you want to pull a report for. Next, click on the bottom printer icon on the far right of the screen and choose the report that you want to view. It will download and appear as a PDF on the bottom of your screen.



Class Schedules Report

This report only shows upcoming classes for your apprentice. Once the class begins, you will not see it on this report.

Test Student

Employer: ABC - Test Company

W19 Specialized Controls Tuesday

Location: Wilsonville Campus Room W111
Start Time: 6:00 pm **End Time:** 10:00 pm
Instructor: Brooks, Michael **Start Date:** 1/8/2019 **End Date:** 1/8/2019
Days: Tuesday
Meeting Dates:
 1/8/2019

Student Detail Grade Report

This report shows all current information on file for your apprentice, including: CPR/First Aid certifications, current OJT hours broken down by work process category, related training grades and attendance hours.

Student Detail Grade Report

Student Record For: **Student, Test**

Student		Employer
Test Student	DOL#: 123456	ABC - Test Company
No address on record	SSN#: ***-**-1111	1234 SW Alphabet Rd Beaverton, OR 97008
No phone on record		(503) 123-4567

Certifications	Expiration Date
CPR/First Aid	9/28/2020

← Current CPR/First Aid cards on file and expiration

OJT Details: LEA Apprentice

OJT Category	Rqd Hrs	Total	Bal.
A. General Installation LEA min 3000	3,000	50	2,950
B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min	2,250	80	2,170
C. Fire & Life Safety LEA min 750	750	30	720
Totals	6,000	160	5,840

← Breakdown of overall OJT hours by category

Class Details

Total School Hours: 48

Course	Class	Class Date	Percentage	Grade
Basic Trade and Code - 1yr1t	SP18 Basic Trade Code	3/27/2018 - 3/27/2018	80.00 %	B

← Related training seat time and grades

Student Grade Sheets Report

This report shows apprentices' final grades only. Grades of C or higher are passing. Grades of D, F, I (Incomplete), or W (Withdraw) are not passing.

Please note: The percentage is not the actual percentage the student received in the class. In our database we have to use percentages that fit the system's grade scale (90% = A, 80% = B, etc.).

Grade Report: Test Student

SP18 Basic Trade Code	Kunishige, Brian	3/27/2018	3/27/2018	48.00	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>

Total OJT Hours Report

This report shows a breakdown of OJT hours by work process category and a record of all MPR hours submitted.

Total OJT Hours Report: LEA Apprentice

OJT Category	Rqd Hrs	Total	Bal.
A. General Installation LEA min 3000	3,000	50	2,950
B. Data Com, Spec Controls & Audio Visual (B&C combine total 3000) LEA no min	2,250	80	2,170
C. Fire & Life Safety LEA min 750	750	30	720
Totals	6,000	160	5,840

OJT Summary

08/18 160