The FlashPoint login link is https://iec.flashpoint.xyz. Your username is the email that we have on file for you.

☐ ENTERING MPRs – STEP-BY-STEP INSTRUCTIONS

Step 1 Once you log into FlashPoint, select the dropdown arrow next to **My Education**

Step 2 Click on **Work Reports**. You will reach a grid with a history of submitted work reports.

Step 3 To enter a new MPR, click on the **Actions** dropdown menu.

Step 4 Click on the **Enter New Report** Button.
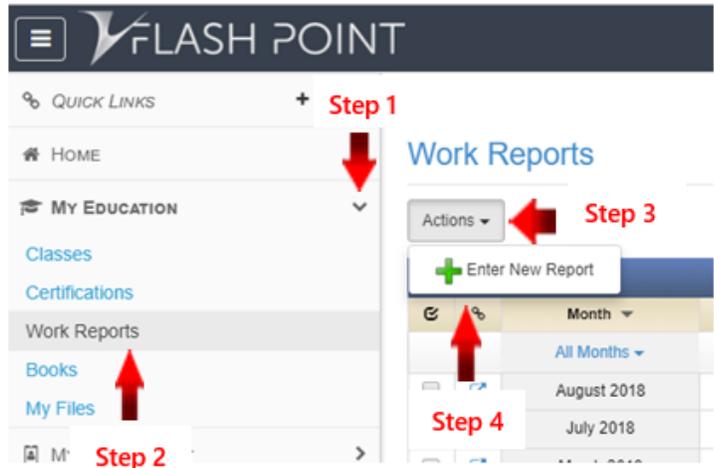
Step 5 Fill in the report info and hours. Be sure to **distribute your hours into the correct work process categories**.

Enter Work Report

Report Info:

Period:*	October ▼	← Month of the MPR
Year:*	2018	← Defaulted to current year
Authorized By:	Test Student	← Your first and last name to validate that hours are true and accurate
Comments:	Any comments regarding your work experience	← Add any comments you may have regarding that month's hours.

This work report will be marked late 10 days after the end of the month
Work reports may not be submitted more than 60 days after the end of the month

Hours:

Show category descriptions   ← Note: you can click here for a description of each work process category

Day	Row A	Row B	Row C	Row D	Row E	Row F	Row G	Row H	Total	Company
1 (Sat)	1	3	4						8	ABC - Test Company
2 (Sun)			2			2	2	2	8	ABC - Test Company
3 (Mon)				5	5				10	ABC - Test Company

Step 6 When you are ready to submit your MPR, scroll down to the bottom of the report and click on **Save and Submit**. This locks the report for editing, so only do it when all of your hours are inputted. Please note that if you click **Save Report**, then we will be unable to see your hours. **You <u>must</u> click <u>Save and Submit</u> by 11:59 pm on the 10th of the month for your MPR to be on time.**

Save Report   Save and Submit   Cancel

☐ APPRENTICE ACCESS

When you log into FlashPoint, you will have access to three modules where you can view things: **Home, My Education**, and **My Employment**. You can click on the dropdown arrow next to each module to access specific pages. The pages most relevant to you are described below:
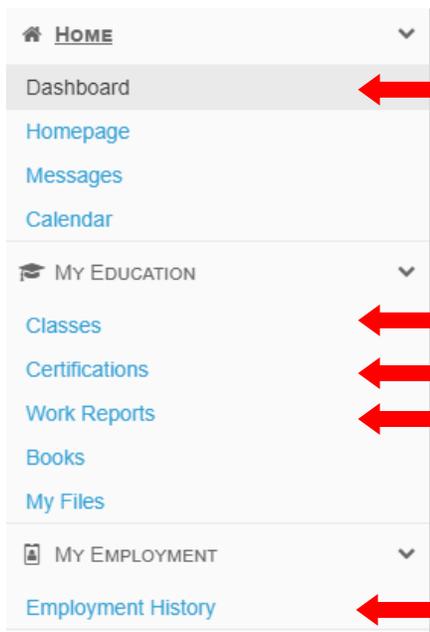
This page shows a general overview of your profile including your contact information, current employer, class schedule, period in the program, etc.

A grid with upcoming and past classes and any grades received

Shows your CPR/FA cards on file and expiration dates

A history of submitted MPRs and the place you go to enter a new MPR

Shows all of your employment history since you have been in the program, including start and end dates

☐ VIEWING REPORTS

You can view four PDF reports from FlashPoint.

Step 1   Click on the dropdown arrow next to **Home**

Step 2   Select **Dashboard**

Step 3   On the far right side of the screen, click on the dropdown menu next to the **printer icon** to choose a report to view from the list.
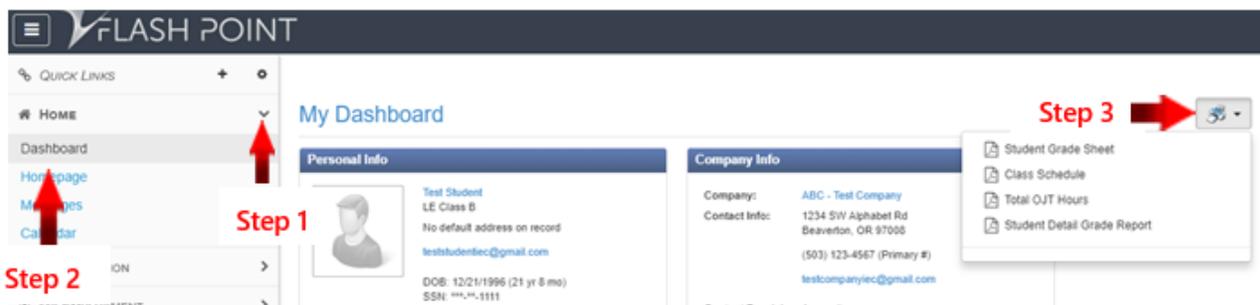
- ■ **Student Grade Sheet** = shows your upcoming classes and grades for past classes
- ■ **Class Schedule** = shows your upcoming class information
- ■ **Total OJT Hours** = shows a breakdown of your OJT hours into each of the work process categories
- ■ **Student Detail Grade Report** = this is the most comprehensive report you can pull. It shows you all of your current information on file including: your current CPR/First Aid certifications and expiration dates, OJT hours broken down by work process category, and your related training grades and attendance hours.