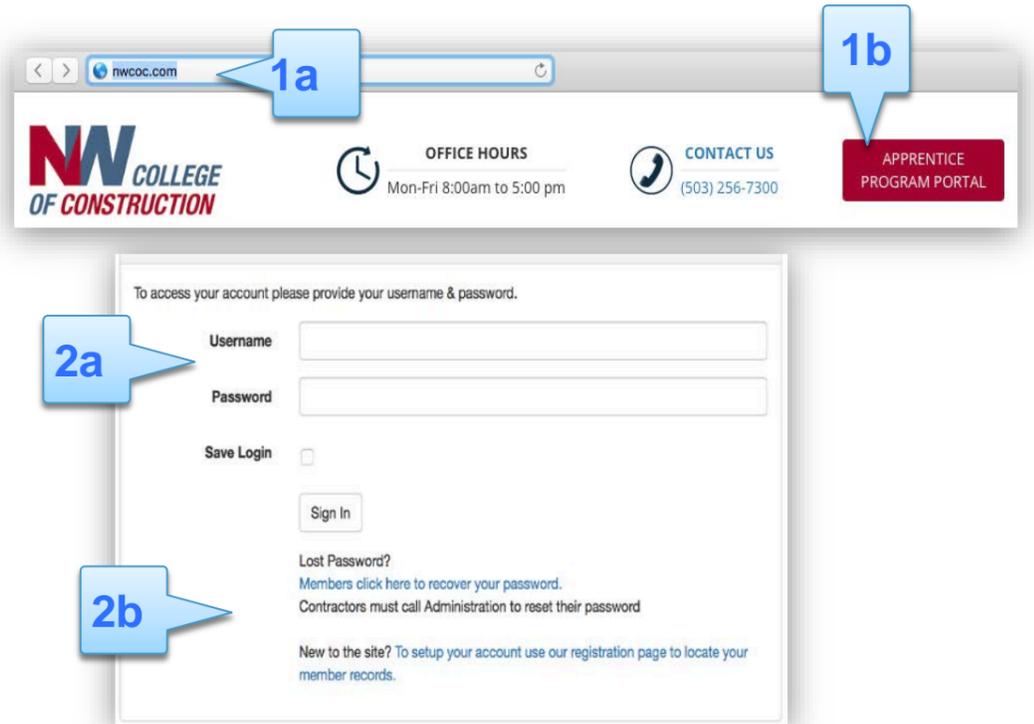


Training Agent Portal Directions

LOGIN DIRECTIONS:

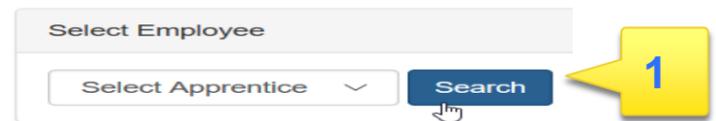
- 1a Go to our website nwcc.com
- 1b Click Apprentice Program Portal button
- 2a Enter Username and Password then click Sign In button
- 2b Lost Passwords or New Users

Note: Only one employer login per Training Agent is allowed. Contact the college to change email address, username or password.



PORTAL NAVIGATION DIRECTIONS:

- 1 **Select Employee**
Click drop down menu
- 2 **Select Topic**
Click to expand/collapse field



- 2a **View Grades**
Notice field includes individual class grades, test scores, performances results and quizzes

Date	Course	Grade	Test	Performance	Quiz
2016-09-19	Basic Communication Skills	A	100	P	
2016-09-26	Basic Employability Skills	A	90		P
2016-10-03	Orientation to the Trade	A	93		A
2016-10-10	Introduction to Hand Tools	A	88	P	

- 2b **View Attendance**

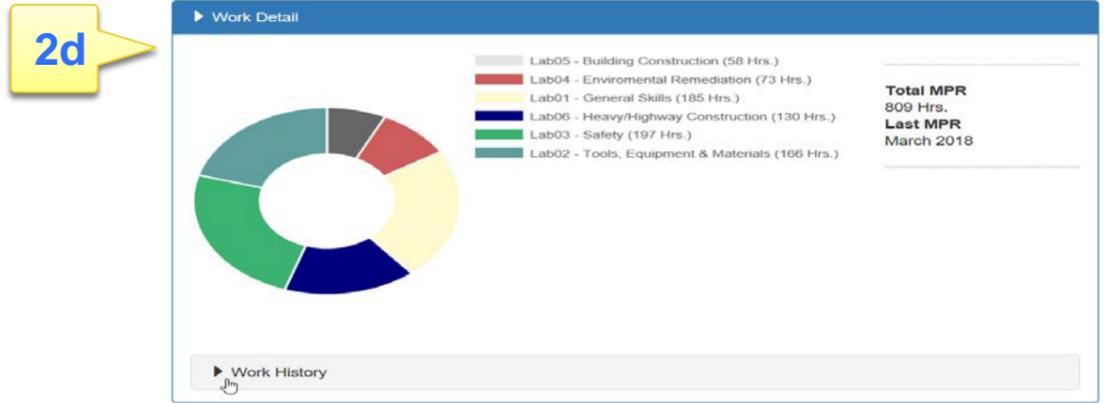
Date	Course	Value
2018-06-02	Cabinet Installation	Absent
2018-06-01	Cabinet Installation	Absent
2018-05-05	Roofing Applications	Present
2018-05-04	Roofing Applications	Present
2018-04-07	Window, Door, Floor, and Ceiling Trim	Present
2018-04-06	Window, Door, Floor, and Ceiling Trim	Present

- 2c **Attendance Methods**

P = Present
A = Absent and must attend Saturday make up class
T = Tardy and time must be made up
MU = Absent but attended a Make Up class

2d OJT Work Detail

Notice Work History at the bottom of the field. You can click "Work History" to view individual MPRs.



2e View Scheduled Classes

2e

The screenshot shows the 'Scheduled Classes' interface. It displays a table with columns for Start, End, Time, Type, Instructor, Location, and Meets. The table contains one row of data for 'Oxyfuel Cutting'.

Start	End	Time	Type	Instructor	Location	Meets
04/30/18	05/14/18	06:00 PM	Apprenticeship	Ard	Northwest College of Construction	Mon,

2f View Certificates

2f

The screenshot shows the 'Certifications' interface. It displays a table with columns for Type, Certification, Issued, Expires, Status, Length, Cert Number, and Issuer. The table contains two rows of data.

Type	Certification	Issued	Expires	Status	Length	Cert Number	Issuer
	OSHA-10	12/02/2017		Current		35-006010408	NWCOC
	Rough Terrain Forklift	04/10/2018	04/10/2021	Current	3.00		NWCOC

2g Access

- 2g
- Training Agents have access**
- They can view their employees apprentice / student records
 - One log in per company
 - Access is terminated once we are notified apprentice is no longer with employer