

# Student Portal Directions for ABC Apprentices

**1a** Go to our website [nwccoc.com](http://nwccoc.com) in any web browser on a desktop, notebook, mobile phone or tablet computer

**1b** Click Apprentice Program Portal button

**2a** Enter Username and Password then click Sign In button

**2b** Lost Passwords or New Users click on these links, or call 503-256-7300 for assistance

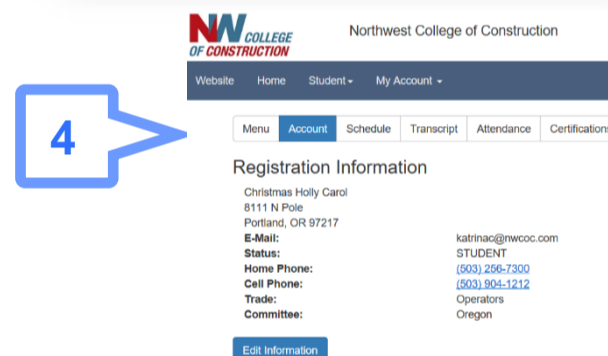
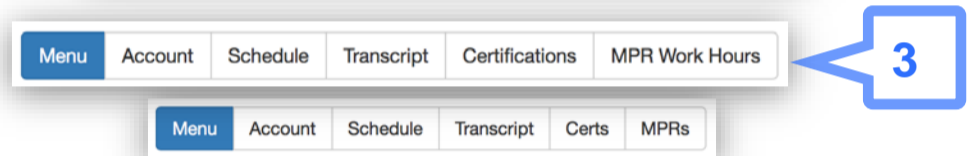
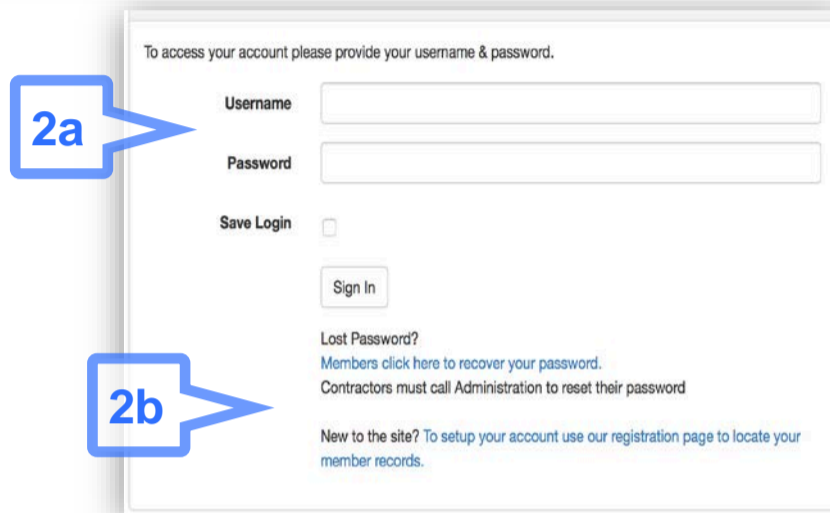
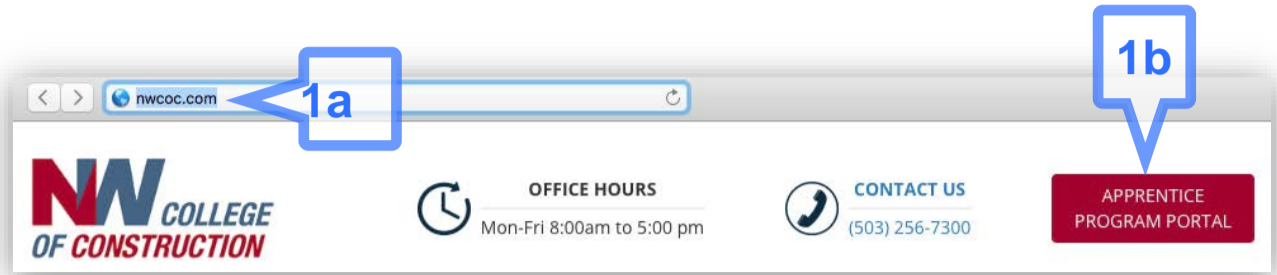
**3** Menu Navigation Buttons

**4** Update Contact Information

**5** View Class Schedule

**6** View Transcript  
View or print grades, test scores, performance scores and hours

**7** View Attendance



**5**

Start	End	Time	Week	Type	Instructor	Location	Meets
Residential Masonry							Enrolled
11/09/18	11/10/18	07:30 AM		Apprenticeship	Marsh	Northwest College of Construction ()	Fri, Sat,
Residential Plans and Drawing Interpretations							Enrolled
12/14/18	12/15/18	11:00 AM		Apprenticeship	Marsh	Northwest College of Construction ()	Fri, Sat,

**6**

Location	Date	Class Name	Grade	Test	Performance	Quiz	Hour
Northwest College of Construction	12/14/2018	Residential Plans and Drawing Interpretations					14
Northwest College of Construction	12/14/2018	Silica Training					4
Northwest College of Construction	11/09/2018	Residential Masonry					18
Northwest College of Construction	03/09/2018	Mortar	B	100	P		18
Northwest College of Construction	02/09/2018	Measurements, Drawings, and Specifications	B	88	P		18
Northwest College of Construction	01/12/2018	Masonry Tools and Equipment	A	100	P		18

**7**

Date	Course	Attendance	Note
6/16/2018	Site Layout One-Differential Leveling	A	
6/15/2018	Site Layout One-Differential Leveling	A	
5/19/2018	Site Preparation	P	
4/21/2018	Communication	P	
4/20/2018	Best Principles of Crane	P	

## 8 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

## 9 View Certifications



Menu	Account	Schedule	Transcript	Attendance	Certifications	MPR Work Hours
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Certifications

Type	Certification	Issued	Expires	Status	Length	Cert Number	Issuer
Certification	OSHA-10	02/14/2017		Current		35-006006112	NWCOC

## 10 Who has access?



### Portal – Training Agent Access

- 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
- ABC has access
  - They can view apprentice / student records
  - Access is terminated once we are notified the apprentice has reach journey level status or is no longer with the program