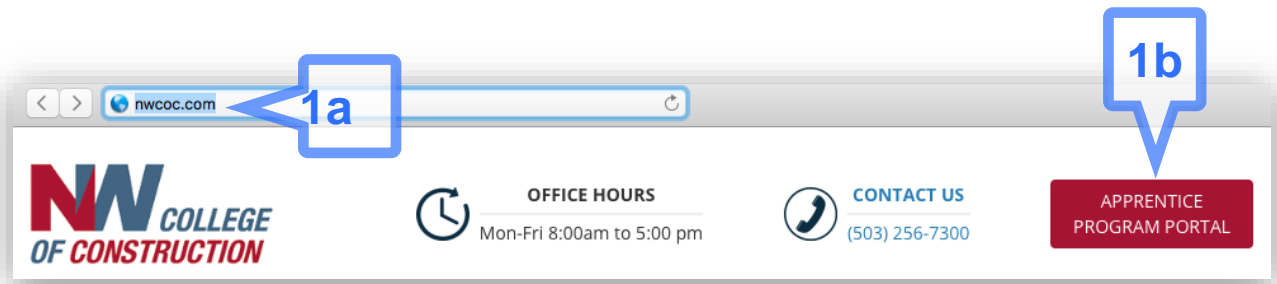


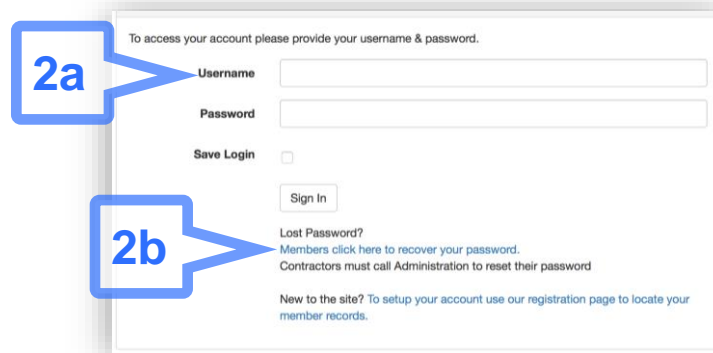
# Monthly Progress Reports (MPRs)

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



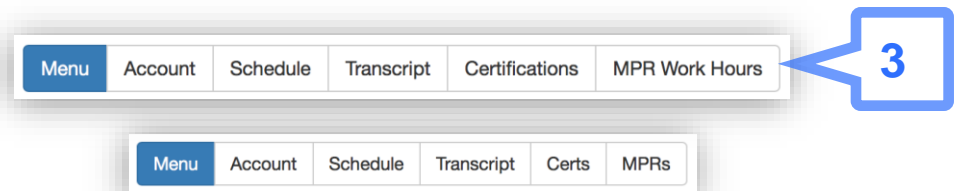
**1b Click Apprentice Program Portal button**

**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

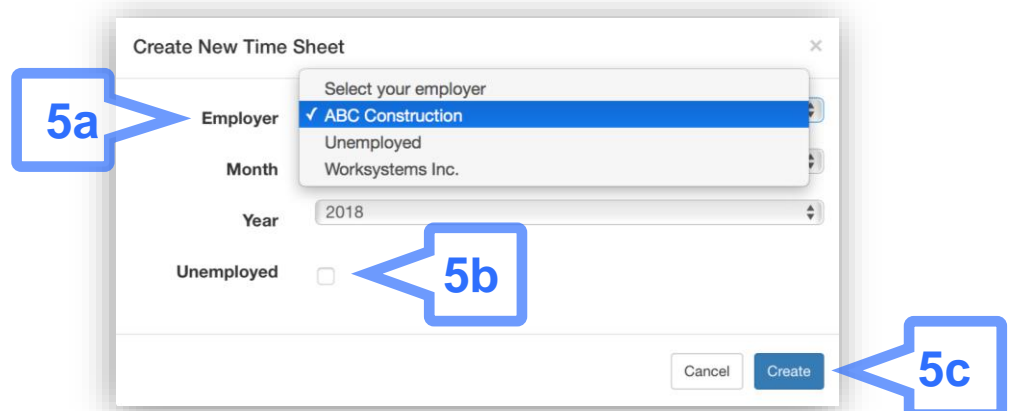
**3 Click MPR Work Hours button**  
or on a mobile phone screen click MPRs button



**4 Click Start a New Sheet button**



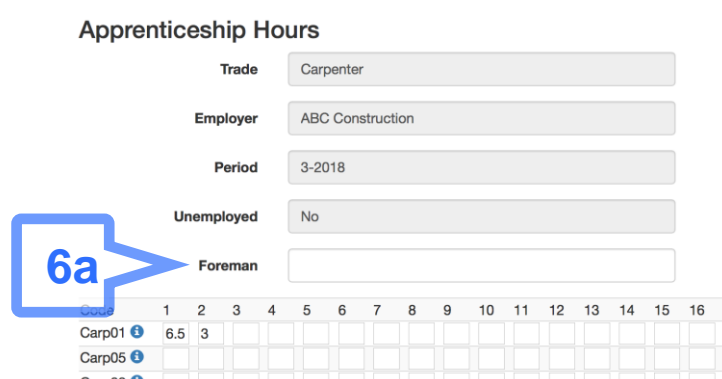
**5a Choose Employer, Month and Year from popup menus**  
Only create ONE time sheet per MONTH per EMPLOYER.



**5b Click Unemployed**  
if you are submitting a timesheet for a month you were unemployed for ENTIRE month

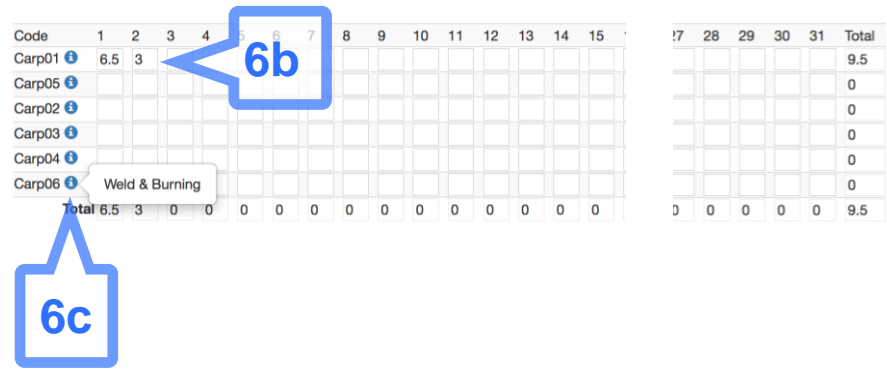
**5c Click Create button**  
An error message will appear if you try to create a new timesheet that you had created previously

**6a Enter your Foreman's name**



## 6b Enter hours worked

for each date for appropriate work code. (You may log in whenever you want during the month to enter hours as you complete work days.)



The screenshot shows a grid for entering hours. The columns represent days of the month (1-31), and the rows represent different work codes. A callout box labeled '6b' points to the cell for work code 'Carp01' on day 3. Another callout box labeled '6c' points to an information icon ('i') next to the 'Carp01' row header.

Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	28	29	30	31	Total
Carp01	6.5	3																				9.5
Carp05																						0
Carp02																						0
Carp03																						0
Carp04																						0
Carp06																						0
Total	6.5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.5

## 6c Click the “i” button

to show/hide explanation of a work code

## 6d You MUST click Save button

to save your entries BEFORE you close the browser window or navigate to another page



### NOTE: Multiple Employers

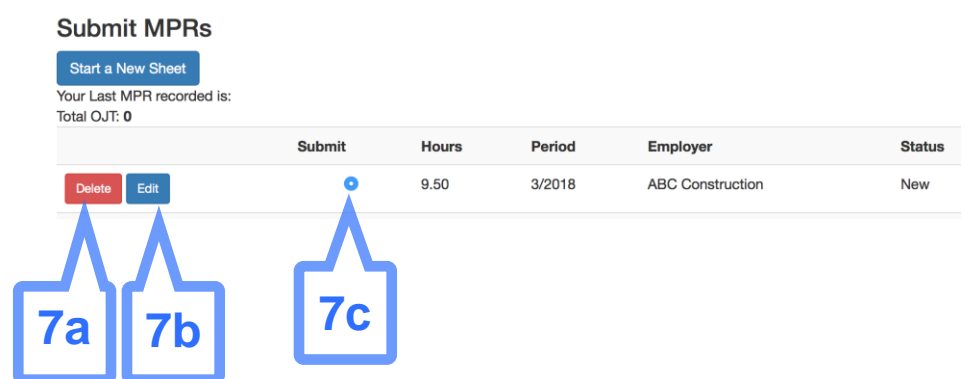
If you work for multiple employers in a given month, you can repeat the “Start a New Sheet” step 4 for each Employer. You may only have 1 sheet per employer per month.

## 7a Click Delete button

if you want to delete a timesheet that has not yet been submitted

## 7b Click Edit button

to add to or change a timesheet that has not yet been submitted



The screenshot shows the 'Submit MPRs' interface. It includes a 'Start a New Sheet' button, a 'Your Last MPR recorded is:' section with 'Total OJT: 0', and a table of submitted timesheets. A callout box labeled '7a' points to the 'Delete' button, '7b' points to the 'Edit' button, and '7c' points to a dropdown arrow icon in the table.

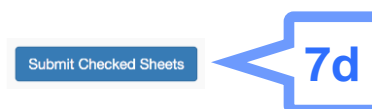
	Submit	Hours	Period	Employer	Status
Delete Edit		9.50	3/2018	ABC Construction	New

## 7c Click Submit button

to select a timesheet for submitting

## 7d Click Submit Checked Sheets button

to submit the selected timesheet (Do NOT submit timesheet early if you are laid off or think you will not be working anymore that month UNTIL you are certain)



## 8 Your employer will Review through the Portal

If your employer rejects your MPR you will receive an email letting you know that it has been rejected and the reason why. You must then log back into the portal and correct any issues and resubmit.