

Online Work Record How-To Guide

1. Go to: www.apprenticeworkrecord.com

The screenshot shows the 'OMS Portal' header. Below it, the title 'Apprentice Educational Program' is centered. There are two input fields: 'User Name' and 'Password'. Below the password field is a blue 'Login' button, a link for 'Forgot Your Password?', and a link for 'Having trouble? See our User Guide.'.

2. Enter your username: _____
3. Password is **temp1234**. You will be prompted to change your password the first time that you log in.
New Password: _____
4. This is your “Dashboard”:

The screenshot shows the 'OMS Apprentices Portal' dashboard. At the top right, there is a user dropdown menu showing 'jtest'. Below the header, a message says '(Your Username will be shown here)'. On the left, a sidebar contains the text 'Select Option Below or use menu in upper left.' and three blue buttons: 'Insert/Update Hours', 'View Night School Report', and 'My Profile'. Red arrows point to each of these buttons. On the right, a section titled 'Past Work Records' contains a table with three columns: 'Month', 'Month Total', and 'Total Hours To Date'. The table lists data for September 2018, August 2018, and July 2018.

Month	Month Total	Total Hours To Date
September 2018	0	118
August 2018	15	118
July 2018	103	103

Past Work Records – This is a summary of what you have entered for hours. You can (and are encouraged to) print your monthly work record from here.

Insert/Update Hours – This is where you will go to enter your daily hours

View Night School Report – This is where you will go to view your night school records

My Profile – This is where you will go to update any of your contact information

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- Click "Insert/Update Hours"
- Type in the date (MMDDYYYY) on the right side ("Select a date to view hours") and click **REFRESH REPORT**. Make sure the date on the right side matches the date on the left.

- You are now able to enter your work and school hours on a daily basis. When you click on "Save Hours" those hours will be saved until you are ready to submit your work report for the month.
Note: Your report will not be counted as complete and on time until you have submitted the hours for the entire month.
- Verify that the employer listed is the one you worked for during the month for which you are entering hours.
- Scroll down to make ONLY work related comments.
- You must check the "I accept" box and then click "submit" to record your work record.
- Once you click the "submit" button, you will not be able to make changes to this record. Only the Apprenticeship Office staff will be able to make changes.
- Submitting Monthly hours, at the bottom of page, will be locked until the month has concluded. Once the next month has started, then you'll be able to submit your hours for the month.

Select a date to view hours

09/27/2023

REFRESH REPORT

Wednesday 27th of September 2023

CLEAR HOURS

Hours	Category	Monthly Totals
Day School	0	0 hours

- Enter your hours for that day, for each category worked. (Your categories may look different from those listed in the picture below.)

Select a date to view hours

09/27/2023

REFRESH REPORT

Wednesday 27th of September 2023

CLEAR HOURS

Hours	Category	Monthly Totals
Day School	0	0 hours
Systems Piping Installations	0	0 hours
Welding	0	0 hours
Mechanical Skills	0	0 hours
Equipment Installation	0	0 hours
Install/Startup Systems & Equipment	0	0 hours
Troubleshoot/Service Systems & Equipment	0	0 hours
Install/Troubleshoot Service Controls	0	0 hours
Miscellaneous	0	0 hours
Night School	0	0 hours
Test Category	0	0 hours
Totals Hours	0 hours	0 hours

SAVE HOURS

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8. Click **SAVE HOURS**.
9. If you are entering another day, repeat steps 6-8. Be sure to press the **REFRESH HOURS** button after you enter the date.
10. After the last day of the month, after saving all hours for the month:
 - A. Check to be sure the correct employer is selected. Update your present employer, if necessary. (Drop down box will list all employers. Use LAID OFF or UNASSIGNED if you did not work at all for that month, depending on the circumstance.)
 - B. If you want to make any notations, type them in the box marked "Work Related Comments Only".
 - C. Check the box and **click I ACCEPT**.

This will prompt the site to send an email to your employer letting them know that you have submitted your work record for that month. Your employer will have the opportunity to review your hours and grade your performance for that month.

For the month of September

Present Employer: OMS Wisconsin

Work Related Comments Only:

Check the box and click "I Accept" to agree and finalize your Hours and Comments for the month of September.

☐ **I ACCEPT**

11. We recommend printing your submitted work record for your own records. To do this:
 - A. Go to your Dashboard. The months will be listed.
 - B. Click on the month that you'd like to print off.
 - C. Click the Download button at the top of the page.
 - D. Open the downloaded file.
 - E. Print as you normally would.

Remember...

- ✓ **Check your committee's policy** for the specific date that your work record is due. You are required to submit your hours online. No paper copies will be accepted unless you are late (locked out of the system). **If you are late, you will be penalized.**
- ✓ **DO** enter your hours into the system daily (at least weekly). **DON'T** wait until the last day to enter your hours into the system.
- ✓ If you are having an issue with the system, use the attached Troubleshooting Guide. If you are unable to solve the issue on your own, contact our office **IMMEDIATELY**.
- ✓ This site has been designed to work on mobile devices as well as computers. There is a computer available to use at our office at 3315 N. Ballard Rd., Ste. D, Appleton, WI. The computer is available during our regular office hours. Call our office at (920) 734-3148 to verify that the office will be open prior to stopping in.