

Flashpoint Q & As - Apprentice

<http://workforce.flashpoint.xyz/Auth/Login>

Use Google chrome to run Flashpoint... all features don't work in Internet Explorer

Apprentices entering their hours

- My Education, work reports, actions, then click enter new report. Select the correct month/year. The days are listed as well as the work process. Enter number of hours worked in the box for the correct day and work process.
- You can log in every day/week and record hours and just hit save then hit save & submit once the month is over. Once you save and submit, the hours for that month are finished and an email will go to the education contact for approval
- After the education contact approves the apprentice's hours, you will receive an email letting you know the hours have been approved.
- Hours submitted by apprentice and must be approved by education contact within 7 days (per email sent to employer upon entry).
- Hours still must be submitted by apprentice within 90 days.

Apprentices checking absence hours

- My education
- Click on your class
- Click on picture icon with drop down arrow (in upper left corner by class name)
- Click class attendance
- The number of hours shown is the number of hours you received credit for being in class

Apprentices checking OJT hours

- From your Dashboard in Flashpoint
- Click on printer icon with drop down arrow (in upper right corner)
- Click total OJT hours
- It will download a .pdf file that will show all hours that have been entered by month

Apprentices viewing/printing grade

- From your Dashboard in Flashpoint
- Click on my education
- Your current class will show on the right with the grade (to view past class grades, follow directions below)
- Click home
- Click on printer icon with drop down arrow (in upper right corner)
- Click on my grade report and a pdf file will open

Apprentices saving and submitting hours after they are already entered

- From the Dashboard in Flashpoint
- Click on my education
- Work Reports
- Click on the hours that need to be submitted/edited
- In the upper right corner, click the "Actions" button and then click "edit hours"
- Scroll to bottom to save and submit

Checking class schedule

- On your Dashboard in Flashpoint
- Under Upcoming Class Days, only the first 10 days of class will show; all daytime classes will have 12 days of class.