

Instruction Guide - IMTEF Apprentice Portal

The IMTEF Apprentice Portal provides the ability to enter and update your apprentice timecards online. To get started, please follow the below instructions:

1. Browse to the IMTEF Apprentice Portal at <https://ojt.imtef.org> which will take you to the login page. Once there, click on the “Not signed up yet? Register now” link to sign up for a new user account:

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LOG IN MY PROFILE MY TIME CARDS

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Welcome to the IMTEF Apprentice Portal

To get started, log in below

User ID: *

Password: *

Login

Forgot your password?

Not signed up yet? Register now.

- The “Create New Online Profile” page will be displayed. You need to enter your last name, your date of birth and the last four digits of your SSN; this information will be used to locate your apprenticeship record in IMTEF’s database. Also enter the user ID and password that you wish to use for accessing the portal (**your user ID and password must be at least 6 characters and cannot contain any spaces**) and your email address. Once all the required information is entered, click the “Create Account” button:



Create New Online Profile

Account Information

Last Name: *

Date of Birth: * (This will be used to locate your record)

Month

Day

Year

Last 4 of SSN: *

Desired User ID: *

Password: *

Confirm Password: *

Email Address: *

7 0 4 2 4 Refresh Enter the code shown above: *

3. You will receive an email confirming that your new user account has been created. After receiving the confirmation message, browse back to the logon page, enter your user ID and password and then click on the “Login” button:



Welcome to the IMTEF Apprentice Portal

To get started, log in below

User ID: *

kevinbobo

Password: *

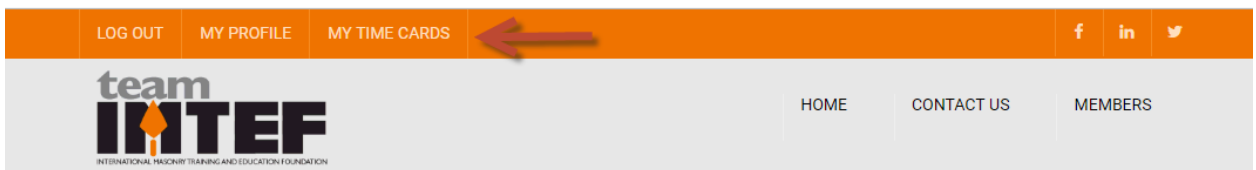
.....|

Login

Forgot your password?

Not signed up yet? Register now.

4. After successfully logging in, you will be on the “Welcome” page. The page contains three links.....”My Time Cards”, “My Profile” and “Log Out” (these links also appear in the top border of each page on the site). Click on the “My Time Cards” link to begin managing your timecards:



Welcome to the IMTEF Apprentice Portal

You have successfully logged in to the IMTEF Apprentice Portal!

Use the links below to get started.

MY TIME CARDS

MY PROFILE

LOG OUT

5. You will now be viewing the “My OJT Time Cards” page. Your portal account is linked to your apprenticeship record in IMTEF’s database; if there are existing timecard records on your record, they will be listed on this page. If you are a new apprentice and have not yet submitted any timecards, you will see the message “You currently have no OJT timesheets”. To begin submitting a new timecard, click on the button labeled “Add New Timesheet”:

My OJT Time Cards

Apprentice Bobo, Kevin L
Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
You currently have no OJT timesheets.						

Grand Total Hours Reported: 0.00

[Add New Timesheet](#) [Request a Raise](#)

6. A window will appear requesting that you enter the period for your timecard (the month and year), the contractor’s name and your foreman’s name. The “Contractor” field is a drop-down menu; it will list the contractors that are associated with your apprenticeship program. After entering the required information, click the “Submit” button:

Timesheet Information

Enter the requested information about your new timesheet below.

Period: *
3

2018

Contractor: *
All Phase Masonry

Foreman Name: *
Joe Smith

[Submit](#) [Cancel](#)

- Your new timecard will now be displayed. It will list the “Topics” (skillsets) for your apprenticeship program along with the required hours you must complete for each skillset (as shown under the “Recommended Hours” column). The “Total to Date” column will show the hours you have completed for each skillset since you began the apprenticeship program while the “Period to Date” column will show the hours you have completed for the period (the month and year) covered by this timecard.

The “Adjustment” column is where you will enter hours you have completed during the current period for any of the applicable skillsets:



OJT Time Card Entry

Period: March, 2018
Contractor: All Phase Masonry
Foreman: Joe Smith

Last Modified: 04/18/2018
Submitted:
Approved:



Topic	Recommended Hours	Total to Date	Period to Date	Adjustment
Safe Use and Maintenance of all Related Trade Tools and Equipment	150.00	0.00	0.00	6.00
Laying Masonry Units	2755.00	0.00	0.00	20.00
Laying Specialty Units	200.00	0.00	0.00	4.00
Autoclaved Aerated Concrete	10.00	0.00	0.00	1.00
Refractory	200.00	0.00	0.00	0.00

8. At the bottom of the timecard, you will see “Grand Totals” for each column.....the total for the “Adjustment” column will reflect the hours you just entered. You will also see three buttons labeled “Save”, “Save and Close” and “Submit for Approval”. Clicking the “Save” button will save the hours you just entered without closing the timecard window. Clicking the “Save and Close” button will save the hours you just entered and will also close the timecard window (you will be returned to the “My OJT Time Cards” page). Finally, clicking the “Submit for Approval” button will save the hours you just entered and will also submit your timecard to your training center to be approved (you should only click this button if you are done entering hours for the period). For now, click the “Save and Close” button to continue:

Cleaning, Washdown and/or Rubbing Down of Masonry Surfaces	25.00	0.00	0.00	0.00
Welding: Certified As Required	225.00	0.00	0.00	0.00
OSHA Safety Practices	100.00	0.00	0.00	0.00
Grand Totals:	6000.00	0.00	0.00	31.00

Save Save and Close Submit for Approval

9. You will back on the “My OJT Time Cards” page and the timecard you just created will be listed there. The hours you entered will be reflected under the “Total Hours Reported” column:

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My OJT Time Cards

Apprentice Bobo, Kevin L
Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
March, 2018			04/18/2018	All Phase Masonry	Joe Smith	31.00
Grand Total Hours Reported:						31.00

Add New Timesheet Request a Raise

10. You have not yet submitted this timecard to your training center for approval so, you will see that the “Submitted” column is blank. This also means that the timecard can be edited; you can open it and add additional hours that you have worked.....to do so, click on the “Pencil” icon. Additionally, if you wish to remove the timecard for any reason, you have the option to do so by clicking on the “Trash Can” icon:

My OJT Time Cards
Apprentice Bobo, Kevin L
Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
March, 2018			04/18/2018	All Phase Masonry	Joe Smith	31.00
Grand Total Hours Reported:						31.00

[Add New Timesheet](#) [Request a Raise](#)

11. Clicking on the “Pencil” icon will open the timecard so that you can enter additional hours. You will see that the hours you previously entered are now reflected in the totals shown under the “Total to Date” and “Period to Date” columns for the relevant topics (skillsets). You can enter additional hours for any topics via the “Adjustment” column. Once done, click the “Submit for Approval” button to submit the timecard to your training center for approval:

OJT Time Card Entry
Period: March, 2018
Contractor: All Phase Masonry
Foreman: Joe Smith
Last Modified: 04/18/2018
Submitted:
Approved:

Topic	Recommended Hours	Total to Date	Period to Date	Adjustment
Safe Use and Maintenance of all Related Trade Tools and Equipment	150.00	6.00	6.00	0.00
Laying Masonry Units	2755.00	20.00	20.00	0.00
Laying Specialty Units	200.00	4.00	4.00	10.00
Autoclaved Aerated Concrete	10.00	1.00	1.00	0.00
Refractory	200.00	0.00	0.00	20.00
Terra Cotta	200.00	0.00	0.00	20.00
Cutting Masonry Units	450.00	0.00	0.00	20.00

[Submit for Approval](#) [Cancel](#)

12. You will be back on the “My OJT Time Cards” page. For your timecard, you will see that the “Total Hours Reported” column has been updated to reflect the additional hours that you entered. Since you submitted this timecard for approval, today’s date will now appear under the “Submitted” column. The “Trash Can” icon will no longer appear as you cannot delete a timecard once you have submitted it for approval. The “Pencil” icon still appears but, clicking on it will only allow you to open the timecard to view its details; you will no longer be allowed to make changes to it:

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My OJT Time Cards

Apprentice Bobo, Kevin L
Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
March, 2018	04/18/2018		04/18/2018	All Phase Masonry	Joe Smith	101.00
Grand Total Hours Reported:						101.00

Add New Timesheet Request a Raise

13. When you submit a timecard for approval, the staff at your training center will be notified so that they can review the information that you entered. Once the staff approves the timecard, you will see the date that it was approved reflected in the “Approved” column:

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My OJT Time Cards

Apprentice Bobo, Kevin L
Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
March, 2018	04/18/2018	04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
Grand Total Hours Reported:						101.00

Add New Timesheet Request a Raise

14. Clicking on the “Pencil” icon associated with the timecard will allow you to view its details; you will see there that the “Submitted” and “Approved” fields have been updated as well:

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OJT Time Card Entry

Period: March, 2018
Contractor: All Phase Masonry
Foreman: Joe Smith

Last Modified: 04/18/2018
Submitted: 04/18/2018
Approved: 04/18/2018



Topic	Recommended Hours	Total to Date	Period to Date	Adjustment
Safe Use and Maintenance of all Related Trade Tools and Equipment	150.00	6.00	6.00	
Laying Masonry Units	2755.00	20.00	20.00	
Laying Specialty Units	200.00	14.00	14.00	
Autoclaved Aerated Concrete	10.00	1.00	1.00	
Refractory	200.00	20.00	20.00	
Terra Cotta	200.00	20.00	20.00	
Cutting Masonry Units	450.00	20.00	20.00	

15. Going forward, you can enter your time for each month by clicking the “Add New Timesheet” button to create a new timecard. You can also create more than one timecard for a given month if you need to submit hours for multiple contractors:

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My OJT Time Cards

Apprentice Bobo, Kevin L

Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
March, 2018 	04/18/2018	04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
Grand Total Hours Reported:						101.00

Add New Timesheet **Request a Raise**





As shown below, a second timecard for a different contractor has been entered and submitted for March 2018 and a new timecard has been started for April 2018. As you enter more timecards to your record, the running total of the hours from all your timecards is shown in the lower right-hand corner:

My OJT Time Cards

Apprentice Bobo, Kevin L

Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
April, 2018  			04/19/2018	All Phase Masonry	Joe Smith	72.75
March, 2018 	04/18/2018	04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
March, 2018 	04/19/2018	04/19/2018	04/19/2018	Bryan Catanese Masonry	Richard Jones	106.50
Grand Total Hours Reported:						280.25

Add New Timesheet

Request a Raise

16. When you have reached the necessary threshold to move to the next wage level, you can submit your request for a raise directly from the Apprentice Portal by clicking the “Request a Raise” button on the “My OJT Time Cards” page:



My OJT Time Cards

Apprentice Bobo, Kevin L

Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported
April, 2018			04/19/2018	All Phase Masonry	Joe Smith	72.75
March, 2018		04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
March, 2018		04/19/2018	04/19/2018	Bryan Catanese Masonry	Richard Jones	106.50
Grand Total Hours Reported:						280.25

Add New Timesheet

Request a Raise

17. You will receive a message advising that your request has been submitted to your training center and that you will be contacted once it has been reviewed. Click the “Return to My Timecards” button to return to the “My OJT Time Cards” page:



Raise Requested

Your wage request has been submitted. We will be in touch with you concerning this request shortly.

Return to My Timecards

18. You can also use the Apprentice Portal to update your personal information in IMTEF's database. To do so, click on the "My Profile" link at the top of the "My OJT Time Cards" page (alternatively, you can click on the "Home" link and then click on the "My Profile" link that is on the portal's home page):



My OJT Time Cards

Apprentice Bobo, Kevin L

Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported	
April, 2018			04/19/2018	All Phase Masonry	Joe Smith	72.75	
March, 2018		04/18/2018	04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
March, 2018		04/19/2018	04/19/2018	04/19/2018	Bryan Catanese Masonry	Richard Jones	106.50
Grand Total Hours Reported:						280.25	

[Add New Timesheet](#)

[Request a Raise](#)

19. You will be on the “Edit Online Profile” page. Displayed here will be the email address, mailing address and phone numbers that are on file in your student record in IMTEF’s database. If any of this information is incorrect or has changed, you can update it here; any changes made will be saved directly to your record in the database. You can also update your first and last name if either are entered incorrectly or have changed. Once you have entered any necessary updates, click the “Update Account” button at the bottom of the page to update your information in IMTEF’s database.

You can also change the password for your Apprentice Portal user account by clicking the “Change Password” button (your user ID is displayed on this page but, that information is read-only; it cannot be updated):

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Edit Online Profile

Account Information

User ID:
kevinbobo

Change Password ←

Email Address: *
student@imtef.org

Mailing Address

First Name: *
Kevin

Last Name: *
Bobo

Street Address: *
123 Main Street

City: *
Hometown

State or Province: * (USA and Canada only)
MD

Zip/Postal Code: *
21012

Country: *
UNITED STATES

Primary Phone: * (nnn-xxx-xxxx)
301-555-1212

Alternate Phone: (nnn-xxx-xxxx)
301-555-3434

Update Account ←





20. Once you are done using the Apprentice Portal, you can log out by clicking the “Log Out” link that is displayed in the upper left-hand corner of all pages (alternatively, you can click on the “Home” link and then click on the “Log Out” link that is on the home page):



My OJT Time Cards

Apprentice Bobo, Kevin L

Name:

Period	Submitted	Approved	Last Modified	Contractor	Foreman	Total Hours Reported	
April, 2018	 		04/19/2018	All Phase Masonry	Joe Smith	72.75	
March, 2018		04/18/2018	04/18/2018	04/18/2018	All Phase Masonry	Joe Smith	101.00
March, 2018		04/19/2018	04/19/2018	04/19/2018	Bryan Catanese Masonry	Richard Jones	106.50
Grand Total Hours Reported:						280.25	

Add New Timesheet

Request a Raise