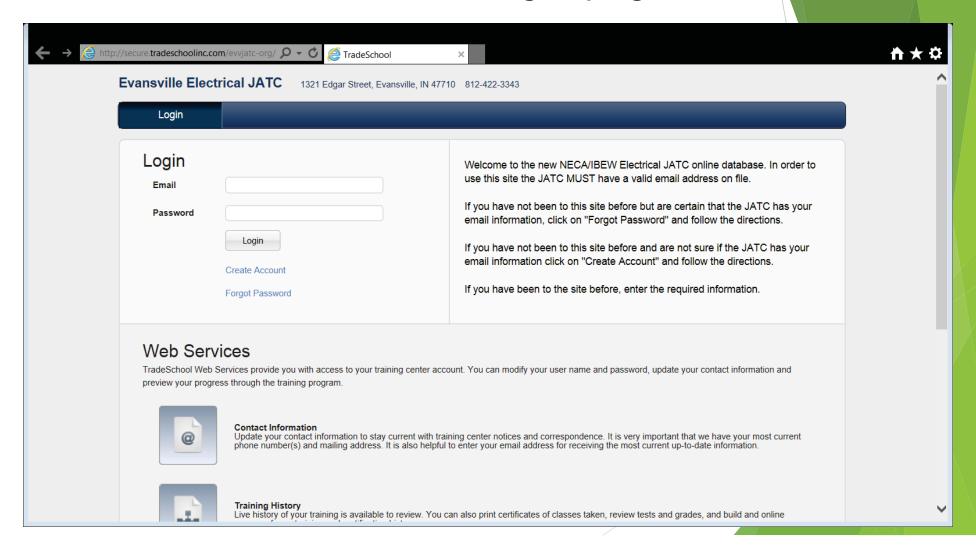
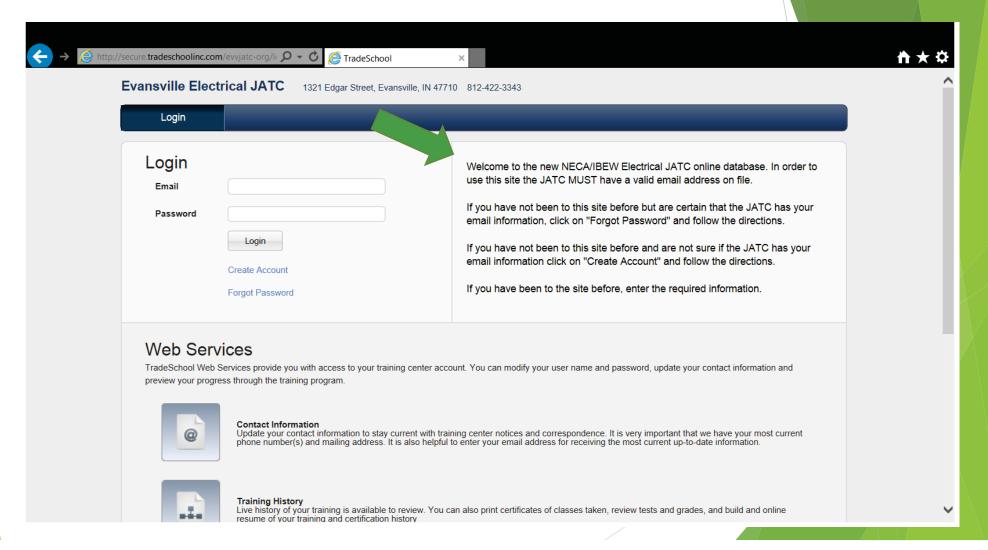
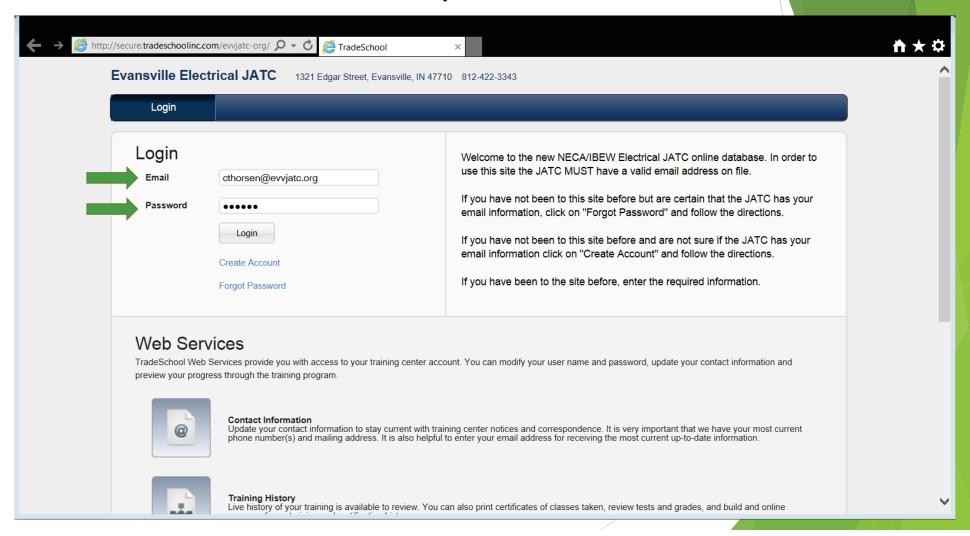
Go to the login page



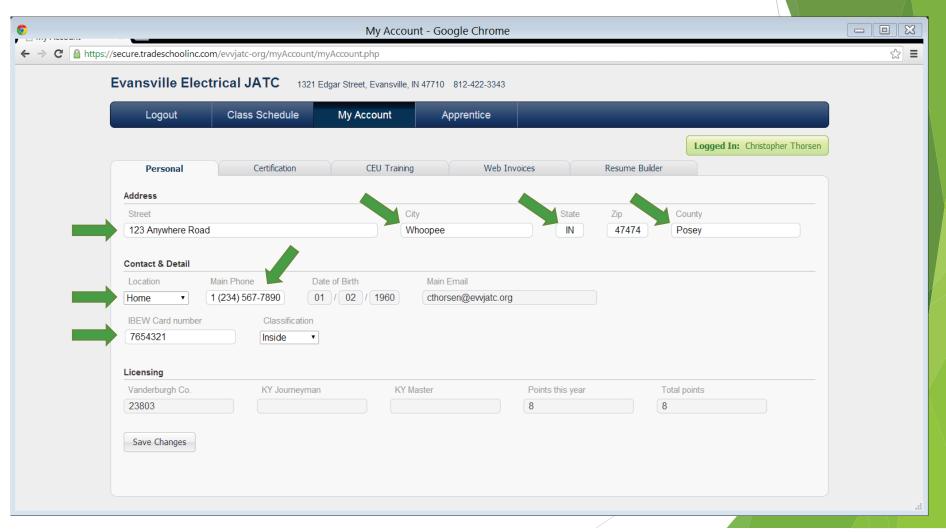
Read the instructions



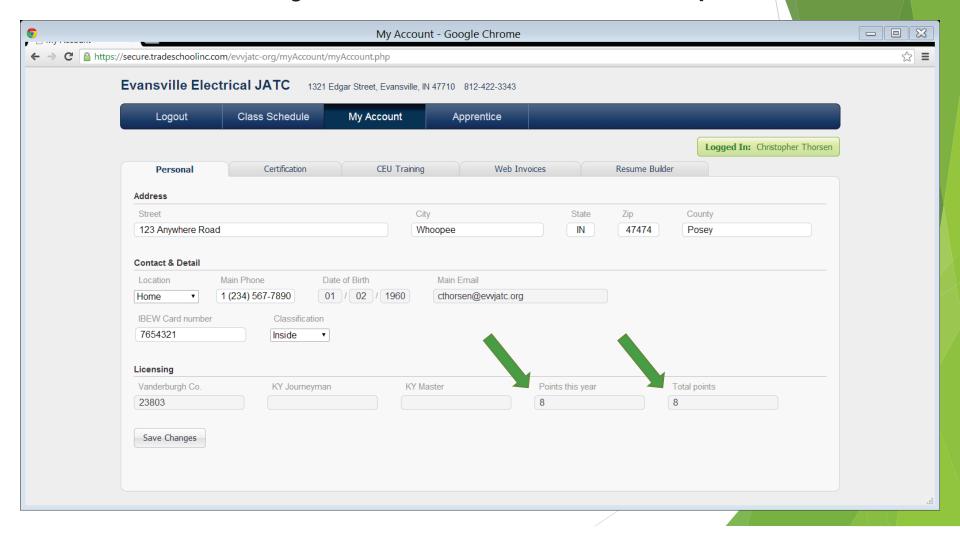
Fill in the required information



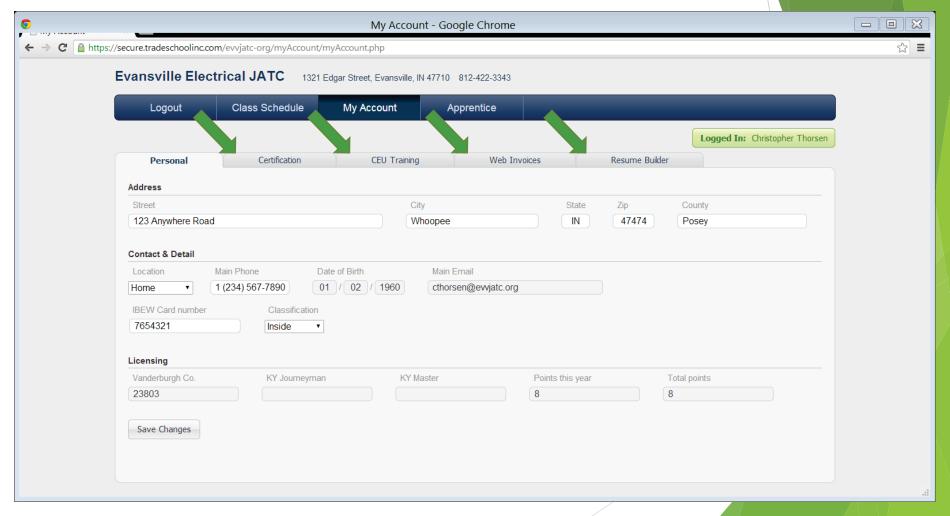
Review your information



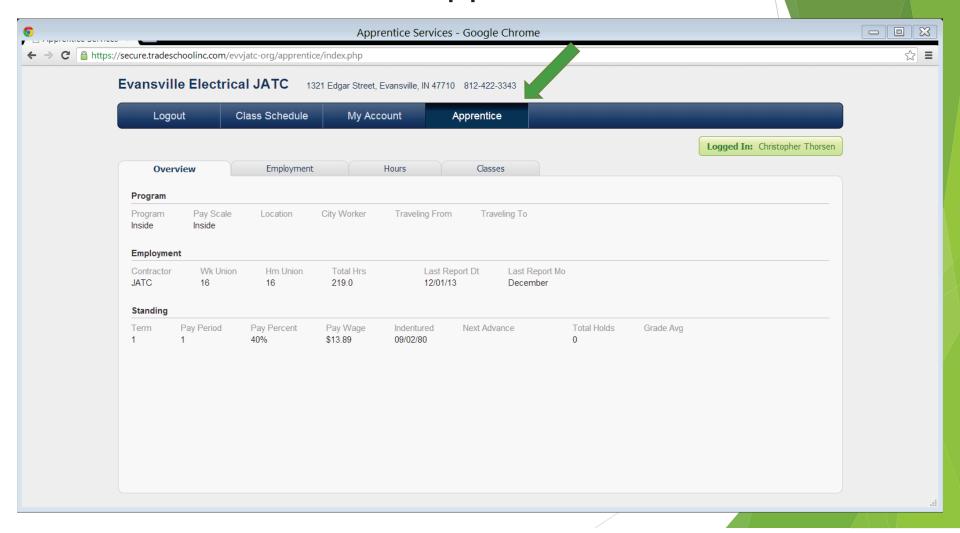
Review your current and total points



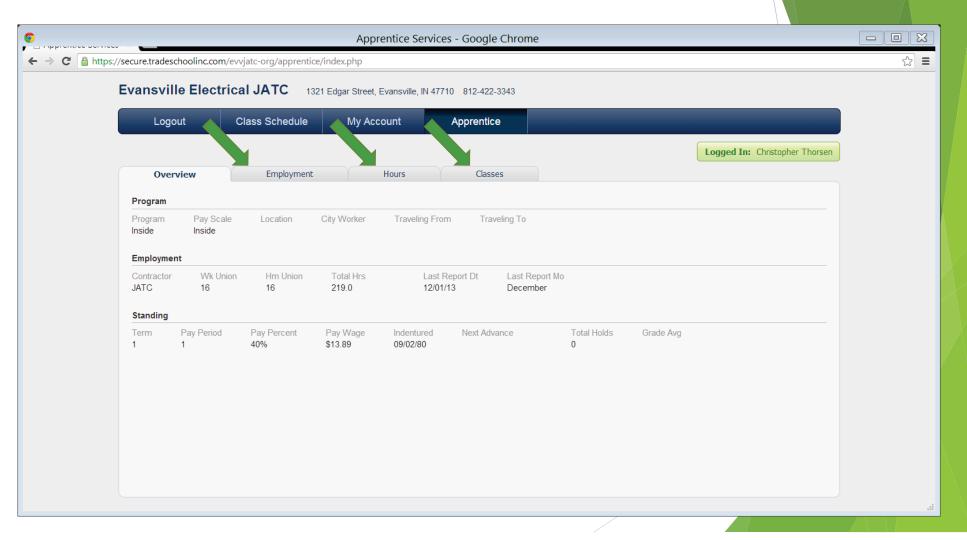
Click on other tabs to review information



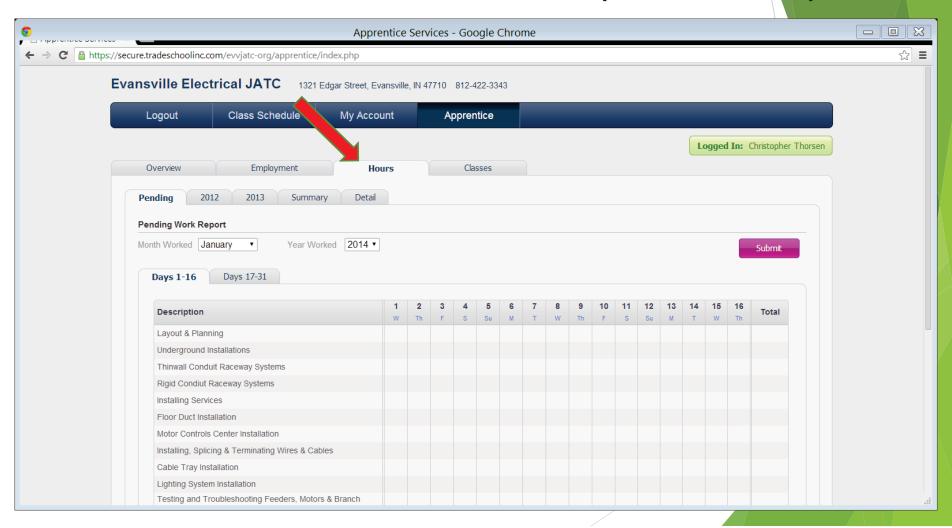
Click on Apprentice tab



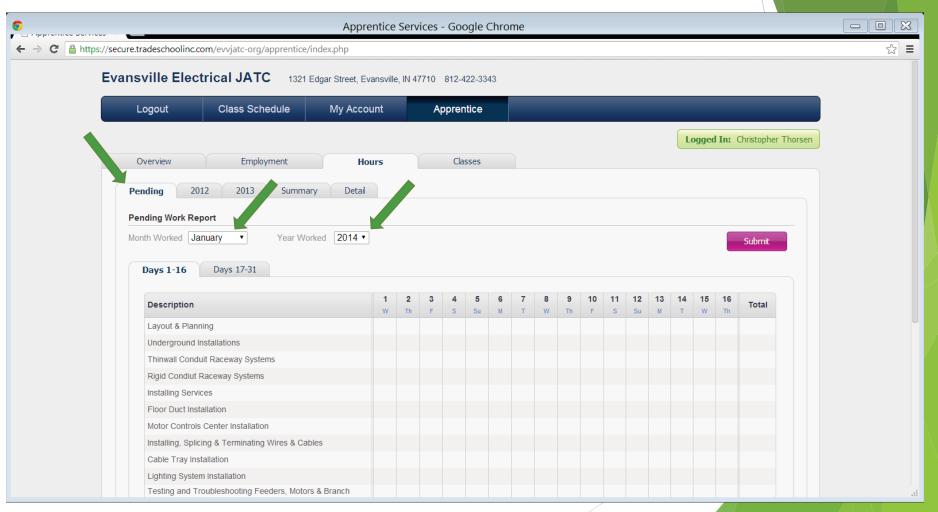
Click on other tabs for more information



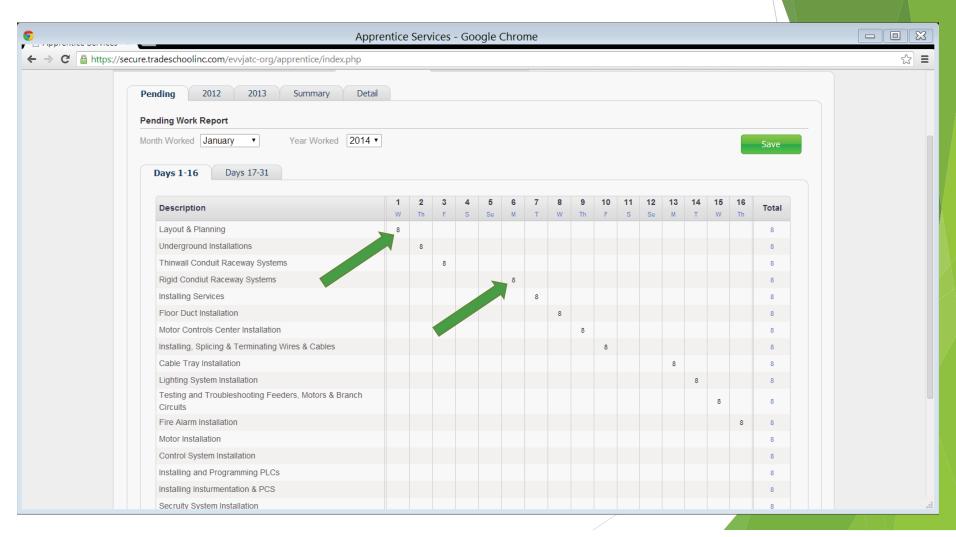
Click on the "Hours" tab to input work report



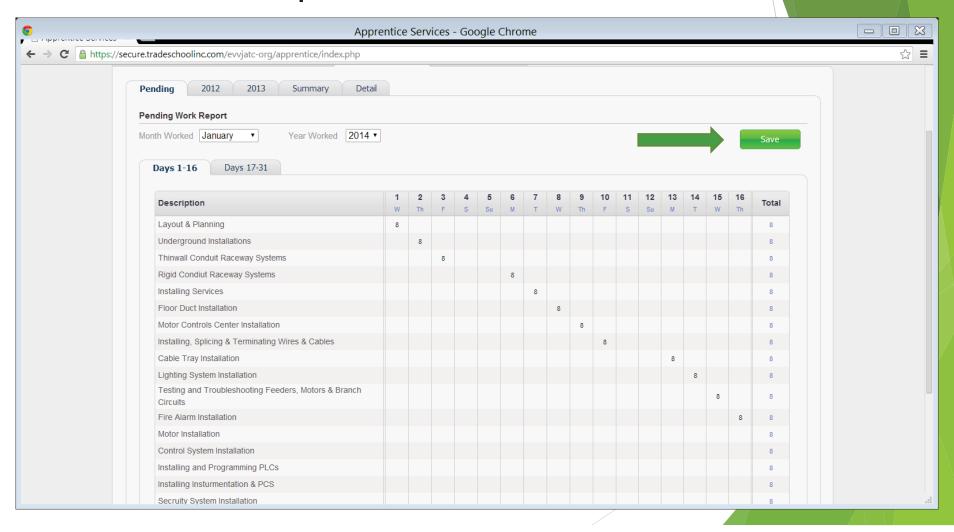
Under the "Pending" tab verify the month and year



Fill in hours worked on each task by day

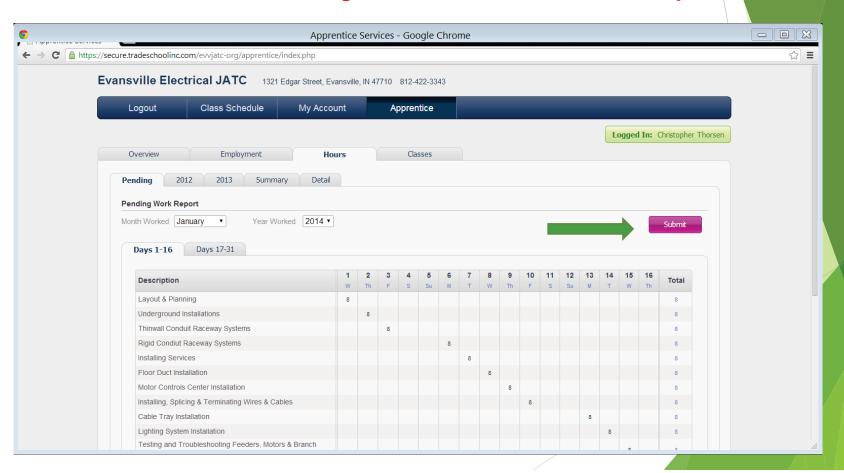


When completed click the "Save" button



To submit hours to the JATC click the "Submit" button

Caution: You can only submit one time per month



Journeyman can view upcoming classes

