

ATTENTION JW'S

Work reports for the apprentices are going digital!

- As a JW – your first step will be to create an account with the JATC. Click the link below and then click **CREATE ACCOUNT**. *YOU MUST USE AN EMAIL THAT YOU HAVE EVERYDAY ACCESS TO.*



<https://secure.tradeschoolinc.com/v5/tulsajatc-org/login/index.php>

The screenshot shows a login page for the Tulsa Electrical JATC web services. On the left, there is a 'Login' form with fields for 'Email' and 'Password', a 'Login' button, and a 'Create Account' button which is circled in red. Below the 'Create Account' button is a 'Reset Password' link. On the right, there is a welcome message and instructions for users, including a note for 'Journeyman and Apprentices' that they need an email address on file and that they should click 'RESET PASSWORD' if it's their first time logging in. At the bottom, there is a logo for TradeSchool, Inc. with the text 'Powered by TradeSchool, Inc.' and 'THE ONLY ONE YOU NEED WHEN IT COMES TO THE TRADES'.

- After you create an account, you will then wait for an approval email. Once your account is approved, you will receive an approval email with a link. Click that link to finish setting up your account.

This is an automated message from TradeSchool Messaging

Tulsa Electrical JATC: TradeSchool Web Services

NEW ACCOUNT CREATED SUCCESSFULLY

You are receiving this message because you requested to create a new TradeSchool Web Services account with the Tulsa Electrical JATC.

Our office has confirmed your request and created your new account.

You can now login using the following link:

<https://secure2.tradeschoolinc.com/v5/tulsajatc-org/login/index.php>

If you did not request to create a new TradeSchool Web Services account then disregard this email.

Thank you,

TradeSchool Web Services Team

- After you have completed your account set up, you will be ready to receive digital work reports from your apprentice(s). Your apprentice should let you know when they are submitting work reports for your review, but you will also receive an email – see example below.
Reminder: Reports are due to the JATC by the 10th of each month

This is an automated message from TradeSchool Messaging

Tulsa Electrical JATC: TradeSchool Web Services

!! REQUEST FOR JOB EVALUATION - AWAITING YOUR ACTION !!

The following apprentice has requested a monthly evaluation. You must complete the job evaluation online in order for the apprentice to receive credit for hours worked.

Please log into your TradeSchool account to complete the evaluation: <https://secure2.tradeschoolinc.com/v5/tulsajatc-org/login/index.php>

IF YOU ARE NOT SURE OF YOUR WEB SERVICES PASSWORD: Click on the link "Reset Password"
IF YOU DO NOT HAVE A TRADESCHOOL ACCOUNT: Click on the link "Create Account"

APRENTICE INFORMATION

Apprentice Name: , john
Apprentice Email: debrakhale@yahoo.com

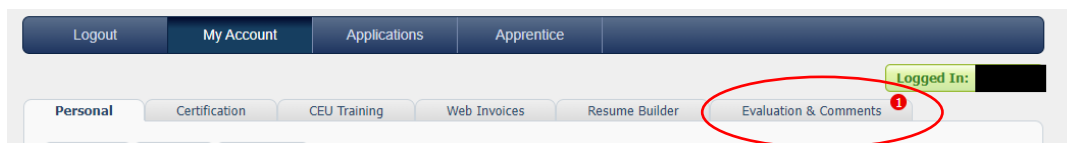
Program Name: Apprentice

Month: January
Year: 2025
Total Hours: 23.00

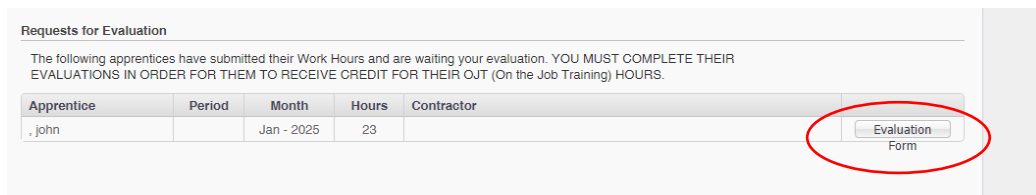
TradeSchool Web Services LOGIN URL: <https://secure2.tradeschoolinc.com/v5/tulsajatc-org/login/index.php>

Thank you,
TradeSchool Web Services Team

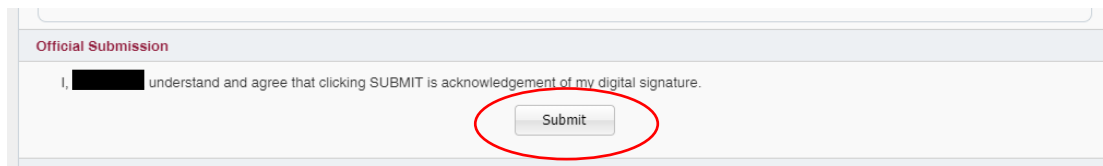
- Click the link in the email to log in and start the evaluation for your apprentice. Once you log in it will look like this



- Click **EVALUATION AND COMMENTS**
- Click **EVALUATION**



- You must answer all the questions, there is a spot for comments if you have any comments.
- At the end - click **SUBMIT**.



- If the work report is incorrect, there is an option at the end to reject it and add comments so the apprentice can correct it and submit it back to you.
- You will get a confirmation email once the report has been submitted successfully.