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Hover over *Apprenticeship* select *Apprenticeship Portal*, select *Portal Login*

Arrive at Login Screen

Login
Login
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Login
Reset Password

Using the email ABA has on file, complete the Reset Password dialog box

BA-AGC Edu	cation Fund 1825 W. Adams St. Phe	onix, AZ 85007 602-274-8222	
Login	Class Schedule		
Reset P	assword		
Your Email			
Security	20+6 =		
	Send		
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You will receive an email with a link to change your password

Once you have your password, log in to enter your OJT

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Once you saved it you will see a pink "Submit" button. Select "Submit" cure.tradeschoolinc.com/v3/azbuilders-org/apprentice/index.php ABA-AGC Education Fund 1825 W. Adams St, Pheonix, AZ 85007 602-274-8222 Class Schedule My Account Apprentice Logged In: Office News Overview Employment Hours Classes Pending 2014 2015 Summary Detail Pending Work Report Month Worked August Vear Worked 2015 Days 1-16 Days 17-31 1 2 3 4 5 6 S SU M T W TH 11 12 13 14 15 16 Total Description 10

20

You will then be asked to submit the hours to a supervisor select "ok"

600- Preliminary Work

601-Residential & Commercial Wring 602-Residential & Commercial Finish Work 603-Industrial Lighting Service Installation 604- Trouble Shooting 605- Motor Installation & Control Totals

ABA-AGC Education Fund 1825 W. A The page	e at htt	ps://se	ecure l	ladesu	.hool	IC.CON	n says	×^							
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Click the drop down and select the email associated with your Employer

If your Employer is not listed, please have them contact the ABA Apprenticeship at the number/email below.



Once selected, click on *Send Email.* This sends a notification, prompting OJT approval.

You must wait for approval before submitting additional hours for next month.

Office News	0	verview	Employmer	nt	Hours	Classes
Dending	2015	2016	Summany	Dotail		
rending	2015	2010	Summary	Detail		
Pending Wo	k Report					
Month Worke	June	٣	Year Worked	2016 🔻		
Evaluat	ion Req	uired				
You are re	equired to s	send your su	ipervisor a reques	t for evalua	tion. Enter th	the email address of your supervisor and click SEND EMAIL. Your supervisor will need to log
into Trade	School to	confirm your	r hours and submit	t an evaluat	tion form. Yo	four month will not be posted until the evaluation has been submitted.
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Unen	ployed	?				
If you a	re unemple	oyed and ca	nnot send an Eva	luation Req	uest, please	se specify the reason why you are unemployed and click "Submit to JATC Office". Your
Work H	lours will b	e submitted	without evaluation	and the of	fice will be n	notified with your reason for unemployment.
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Once approval is complete, the hours will automatically be added to your account. You have completed the OJT submission process.