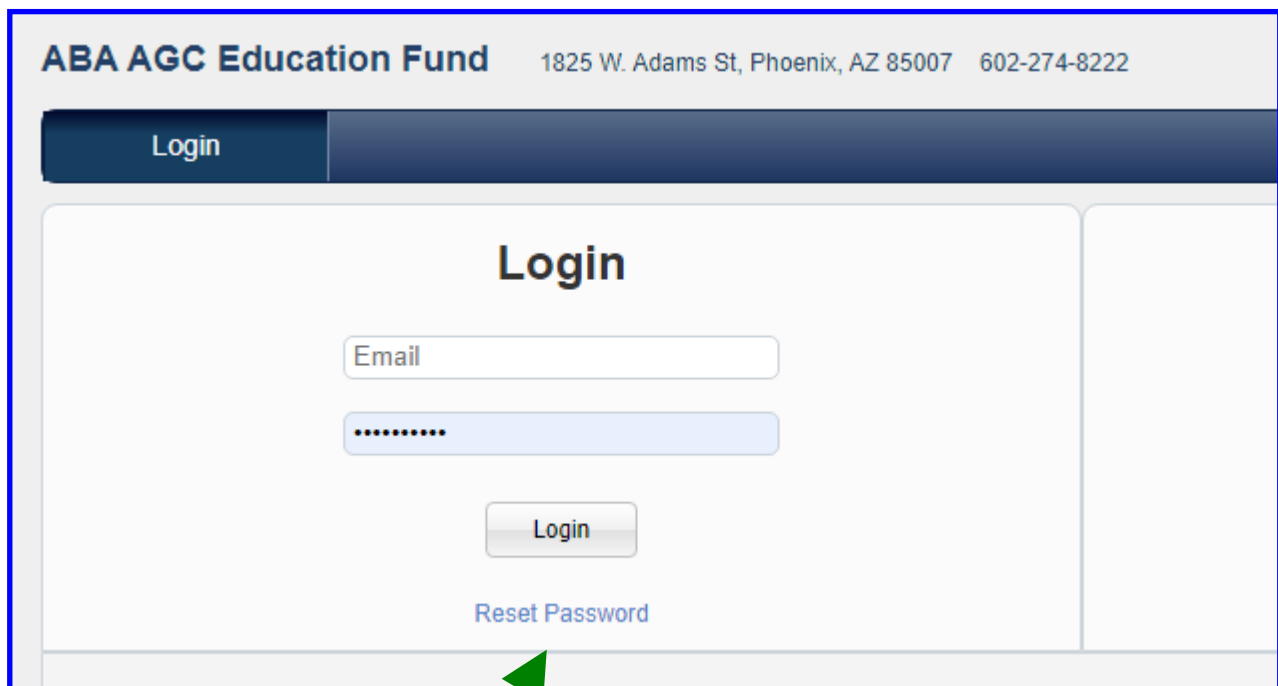


# Entering OJT - *Logging in for the first time*

Go to [azbuilders.org](http://azbuilders.org)

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

Arrive at **Login** Screen



The screenshot shows the login interface for the ABA AGC Education Fund. At the top, the header includes the organization's name, address (1825 W. Adams St, Phoenix, AZ 85007), and phone number (602-274-8222). Below the header is a dark blue navigation bar with a 'Login' button. The main content area is titled 'Login' and contains two input fields: 'Email' and a password field represented by dots. Below these fields is a 'Login' button and a link labeled 'Reset Password'. A green arrow points from the 'Reset Password' link to the text 'Click Reset Password' below the screenshot.

Click **Reset Password**

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

ABA-AGC Education Fund 1825 W. Adams St. Phoenix, AZ 85007 602-274-8222

Login Class Schedule

### Reset Password

Your Email

Security 20 + 6 =

[Cancel](#)

Web Services

You will receive an email with a link to change your password

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

Then Select the "Hours" tab.

inc.com/v3/azbuilders-org/apprentice/index.php

ABA-AGC Education Fund 1825 W. Adams St. Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account Apprentice

Logged In:

Office News Overview Employment **Hours** Classes

Pending 2014 2015 Summary

### Pending Work Report

Month Worked  Year Worked

Days 1-16 Days 17-31

Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	
600- Preliminary Work																	
601-Residential & Commercial Wiring																	
602-Residential & Commercial Finish Work																	
603- Industrial Lighting Service Installation																	
604- Trouble Shooting																	
605- Motor Installation & Control																	

Enter Hours then click on "Save"

(\*\*BE SURE TO ENTER HOURS IN CORRECT CATEGORY\*\*)

nc.com/v3/azbuilders-org/apprentice/index.php

**ABA-AGC Education Fund** 1825 W. Adams St. Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account **Apprentice**

Logged In: [User Icon]

Office News Overview Employment **Hours** Classes

Pending 2014 2015 Summary Detail

**Pending Work Report**

Month Worked: August Year Worked: 2015

Save

Days 1-16 Days 17-31

Description	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	Total
600- Preliminary Work	20																
601- Residential & Commercial Wiring																	
602- Residential & Commercial Finish Work																	
603- Industrial Lighting Service Installation																	
604- Trouble Shooting																	
605- Motor Installation & Control																	
<b>Totals</b>																	0

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. Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account **Apprentice**

Logged In: [User Icon]

Office News Overview Employment **Hours** Classes

Pending 2014 2015 Summary Detail

**Pending Work Report**

Month Worked: August Year Worked: 2015

Submit

Days 1-16 Days 17-31

Description	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	Total
600- Preliminary Work	20																20
601- Residential & Commercial Wiring																	
602- Residential & Commercial Finish Work																	
603- Industrial Lighting Service Installation																	
604- Trouble Shooting																	
605- Motor Installation & Control																	
<b>Totals</b>	20																20

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

https://secure.tradeschoolinc.com/v3/azbuilders-org/apprentice/index.php

**ABA-AGC Education Fund** 1825 W. Adams St. Phoenix, AZ 85007 602-274-8222

Logout Class Schedule My Account **Apprentice**

Logged In: [User Icon]

Work Report saved successfully

Office News Overview Employment **Hours** Classes

Pending 2014 2015 Summary Detail

**Pending Work Report**

Month Worked: August Year Worked: 2015

Submit

Days 1-16 Days 17-31

Description	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	Total
600- Preliminary Work	20																20
601- Residential & Commercial Wiring																	
602- Residential & Commercial Finish Work																	
603- Industrial Lighting Service Installation																	
604- Trouble Shooting																	
605- Motor Installation & Control																	
<b>Totals</b>	20																20

The page at https://secure.tradeschoolinc.com says:

After submitting you will be instructed to send your supervisor a request for evaluation. You will not be able to edit your hours after clicking OK.

OK Cancel

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.

Once approval is complete, the hours will automatically be added to your account. You have completed the OJT submission process.