

Procedures for Accessing Apprentices Website

Apprentices now have the ability to enter their monthly time cards on-line and view information about their classes and total work hours.

You must have a valid e-mail address on file with the JATC and your phone number must be current.

Web address: ats.oe3jac.org

Logging on for the First Time

1. Click on "First Time Login Setup"
2. Enter your E-mail address
3. Enter your password
4. Complete the "Confirm Member Information" fields
Note: your Member ID is the first 4 letters of your last name and the last 4 numbers of your SSN
*i.e.: **John Smith, SSN 123-45-7890 = member ID: SMIT7890***
5. Click on "Set Up New Account"

Your e-mail address and phone number must be on file with the JATC in order for you to log-on. If you are unable to log-on, contact your Apprenticeship Coordinator

Logging On

1. Log onto ats.oe3jac.org
2. Enter your e-mail address
3. Enter your member ID:
4. Enter Password

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Student Services

Login Student Info Class Data Work Hours Evaluations Password Change Logout

Email:

Member ID:

Password:

Remember Me

[Forgot Your Password?](#)

[First Time Login Setup](#)

Student Web - Logging On

After your initial log-on, you will be taken the Student Information Screen. It is your responsibility to verify that your information is correct.

You may update your address and/or phone numbers from this screen. You must also notify your coordinator of any changes.

The screenshot displays the 'Student Information' page for a user named 'Student, Test'. The page includes a navigation menu with options like 'Login', 'Student_Info', 'Class_Data', 'Work_Hours', 'Evaluations', 'Password_Change', and 'Logout'. The user's profile information is shown, including their name, member ID (ST007090), status, and AT3 ID (10149). The main content area is divided into three sections: 'Address Information', 'Phone Number Information', and 'Emergency Contact Information'. The 'Address Information' section contains fields for Address Line 1 (14739 Cantova Way), Address Line 2, City (Sloughhouse), State (CA), Zip Code (95683), and Email Address (ksutter@oe3jac.org). The 'Phone Number Information' section shows a table with one phone number: (916) 354-2029, with 'Edit' and 'Delete' options. The 'Emergency Contact Information' section has fields for Contact Name, Contact Address, and Contact Phone. Below these sections is a 'Save Address / Contact Changes' button, which is highlighted by a blue arrow.

Phone Type	Phone Number	Remove
Phone1	(916) 354-2029	Delete

Phone Type	Phone Number
Phone2	() - -

Be sure to click on Save Address/Contact Changes to update your information.

NOTE: You may not change your address on-line if your move will result in a change in your District. You must complete the Change of Address and District Transfer Request Forms.

Student Web – Entering Time Cards

Entering Time Cards

1. Click on Work_Hours from the top of the screen
2. Enter the Work Date
3. Select the Work Type from the drop-down menu
4. Enter the number of hours you spent performing that type of work
5. Select your employer from the Contractor Name drop-down menu
6. Click on the "Add" button to add the hours

Your time cards must be entered by the 8th day of every month and are considered LATE after the 10th day of the month. You will not be able to enter a late time card into the system. If you receive an error message that you are attempting to enter a late time card, you must contact your Apprenticeship Coordinator for instructions.

Entering the Date

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Login Student Info Class Data Work Hours Evaluations Password Change Logout

Name: Student Test Member ID: STUD7890 Status: Total Hours: 337

Minimum (Earliest) Entry Date: 8/1/2018
Maximum (Latest) Entry Date: 08/21/2018
Maximum Entry Hours Per Month: 300

Work Hour Entry

Work Date	Work Type	Hours	Contractor Name	Add Hours
August 2018				Add
08/17/2018	10 Other (explain) ** CA10 Other (Explain)	16.00	A Teichert & Sons - (347)	Delete
08/17/2018	1 Small Rubber Tire Trk ** CB1 Small Rubber Tire	1.00	A Teichert & Sons - (347)	Delete
08/17/2018	Training Hours ** Pop Training Hours	320.00		Delete

Entering the Work Type

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Minimum (Earliest) Entry Date: 8/1/2018
Maximum (Latest) Entry Date: 08/21/2018
Maximum Entry Hours Per Month: 300

Work Hour Entry

Work Date	Work Type	Hours	Contractor Name	Add Hours
08/17/2018	Adpec Audit ** Adpec Audit			Add
08/17/2018	Balance Forward ** Balance Forward from Previous System			Add
08/17/2018	Branch Change ** Hours Adjusted Due To Branch Change			Add
08/17/2018	CA1 Screenshot ** All Screenshot			Add
08/17/2018	CA10 Other (explain) ** CA10 Other (Explain)			Add
08/17/2018	CA11 Grinder ** Call Grinder			Add
08/17/2018	CA2 Paving Machine ** All Paving Machine			Add
08/17/2018	CA3 Backhoe ** Backhoe ** All Backhoe ** Backhoe & Rumble			Add
08/17/2018	CA4 Backhoe Loader ** CA4 Backhoe Loader			Add
08/17/2018	CA5 Excavator ** CA5 Excavator			Add
08/17/2018	CA6 Roller (solid) ** CA6 Roller (solid)			Add
08/17/2018	CA7 Roller (separable) ** CA7 Roller (separable)			Add
08/17/2018	CA8 Compactor Sheepfoot ** CA8 Compactor Sheepfoot			Add
08/17/2018	CA9 Trenching Machine ** CA9 Trenching Machine			Add
08/17/2018	CB1 Small Rubber Tire Trk ** CB1 Small Rubber Tire Trk			Add
08/17/2018	CB2 Other (explain) ** CB2 Other (explain)			Add
08/17/2018	CB3 Haul Truck ** CB3 Haul Truck			Add
08/17/2018	CB4 Rubber/Tire Ldr (4-tyre) ** CB4 Rubber/Tire Ldr (4-tyre)			Add
08/17/2018	CB5 Rubber/Tire Ldr (4-tyre) ** CB5 Rubber/Tire Ldr (4-tyre)			Add
08/17/2018	CB6 Bob Cat or Similar ** CB6 Bob Cat or Similar			Add
08/17/2018	CB7 Paddle/Wheel Scraper ** CB7 Paddle/Wheel Scraper			Add
08/17/2018	CB8 Conventional Scraper ** CB8 Conventional Scraper			Add
08/17/2018	CB9 Backhoe/ldr Comb ** CB9 Backhoe/ldr Comb			Add
08/17/2018	CB0 Blade (Support) ** CB0 Blade (Support)			Add
08/17/2018	CB1 Blade (Finish) ** CB1 Blade (Finish)			Add

Student Web – Entering Time Cards

Selecting from the Employer List

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Student Services

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Name: Student Test Member ID: STU07890 Status: Total Hours: 337

Minimum (Earliest) Entry Date: 8/1/2018 Maximum (Latest) Entry Date: 08/21/2018 Maximum Entry Hours Per Month: 300

Work Hour Entry

Work Date: Work Type: Hours:

Comments	Work Date	Work Code	Hours
Edit	08/17/2018	CA10 Other (explain) ** CA10 Other (Explain)	16.00
Edit	08/17/2018	CB1 Small Ruber Tire Trk ** CB1 Small Ruber Tire Trk	1.00
Edit	08/17/2018	Training Hours ** Pop Training Hours	320.00

- A Teichert & Sons - (347)
- A.M. Stephens Construction Co. Inc - (3)
- Aberle Scrogin - (4)
- AE Com - (957)
- Agee Construction - (5)
- Alfred Lopes - (6)
- All American Construction Inc - (404)
- Allen A Waggoner Const - (7)
- American Asphalt Repair And Resurfacing - (425)
- American Bridge/Floor Enterprises Inc A Joint Venture - (316)
- American Civil Constructors - (8)
- American Crane Rentals - (253)
- American Landscape - (9)
- American Paving Co - (10)
- American PileDriving - (11)
- Andes Const. Inc - (12)
- Andriani Bros Inc - (13)
- Andrew H Jordan Inc Dba A&B Construction - (417)
- Antioch Paving - (14)
- Anvil Builders - (750)
- Appian Engineering - (15)
- Aquatic Designing Inc Dba North Coast Fabricators - (1001)
- Arb Construction - (16)
- Argonaut Const - (17)
- Ashlin Pacific - (18)
- Aspen Developers Corp - (305)
- Assoc Const - (19)
- Asta Construction Co. Inc - (20)
- Atkinson Contractors - (326)

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Successful Entry

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Name: Student Test Member ID: STU07890 Status: Total Hours: 337

Minimum (Earliest) Entry Date: 8/1/2018 Maximum (Latest) Entry Date: 08/21/2018 Maximum Entry Hours Per Month: 300

Work Hour Entry

Work Date: Work Type: Hours: Contractor Name: Add Hours

Comments	Work Date	Work Code	Hours	Contractor Name	Entry Date	Remove
Edit	08/17/2018	CA10 Other (explain) ** CA10 Other (Explain)	16.00	A Teichert & Sons - (347)	08/17/2018	Delete
Edit	08/17/2018	CB1 Small Ruber Tire Trk ** CB1 Small Ruber Tire Trk	1.00	A Teichert & Sons - (347)	08/17/2018	Delete
Edit	08/17/2018	Training Hours ** Pop Training Hours	320.00		08/17/2018	Delete

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Student Web – Other Features

Other Features

Student Info Menu

Accessing the Student Info menu will allow you to update your contact information, view your current certifications, and check on our next period advancement.

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Student Services

Login Student Info Class Data Work Hours Evaluations Password Change Logout

Name: Student, Test Member ID: S11817790 Status: Active AT&T ID: 10149

Contact Information

Address Line 1: 147
Address Line 2:
City: Sloughhouse
State: CA
Zip Code: 95683
Email Address: ksutter@oe3jac.org

Phone Number Information

Phone Type	Phone Number	Remove
Phone1	(916) 354-2029	Delete

Add a Phone Number

Phone Type	Phone Number
Phone2	() - -

Save Address / Contact Changes

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Student Services

Login Student Info Class Data Work Hours Evaluations Password Change Logout

Name: Student, Test Member ID: S11817790 Status: Active AT&T ID: 10149

Listing of All Certifications

Certification	Description	Status	Expiration Date	Date Given
Forklift	Expires 3 Yrs	Certified	1/1/2020	8/17/2018
HAZMAT-40	Expires 1 Yr	Certified	1/1/2019	8/17/2018

Student Web – Other Features

Class Data Menu

From the Class Data Menu, you can view your scheduled classes and see a record of your past classes.

Operating Engineers LU 3 JATC
Student Services

Login Student_Info Class_Data Work_Hours Evaluations Password_Change Logout

Name: Student, Test Member ID: STUD Status: ATE ID: 10149

Enrolled Classes
Class Sign Up
Course Sign Up

Open Classes

Select	Select	Class ID	Course Descriptions	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Room#
Grading/Absences	Meetings	TEST	LDR Operations	Open	8/27/2018	8/31/2018	LDR	0		0	

Scheduled Classes

There are no Scheduled Classes to List

Closed Classes

Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Credit	Room#
Grading/Absences	Test 2	Backhoe Operations	Closed	8/8/2018	8/17/2018	BKHO	3	Pass	0	Yes	

Work Hours Menu

In addition to entering your monthly time cards, you may also view your previous time cards to verify your total amount of hours by selecting from the menu.

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Student Services

Login Student_Info Class_Data Work_Hours Evaluations Password_Change Logout

Name: Student, Test Member ID: STUD Work Hours Summary Total Hours: 145

Work Hours Detail
Work Hours Entry

Work Hours Summary

Work Hours by Type

Type	Description	Hours
CA1 Screedman	A1 Screedman	40
CA10 Other (explain)	CA10 Other (Explain)	18
CA2 Paving Machine	A2 Paving Machine	60
CB1 Small Rubber Tire Trk	CB1 Small Rubber Tire Trk	1
CD9 Asst To Engineer (other)	CD9 Asst To Engineer (other)	8

Work Hours by Month / Year

Work Month	Work Year	Monthly Hours
August	2018	25
July	2018	120