Student Web - Logging On

Procedures for Accessing Apprentice 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
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.

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

Entering the Work Type
Student Web – Entering Time Cards

Selecting from the Employer List

Operating Engineers LU 3 JATC

Successful Entry

Operating Engineers LU 3 JATC
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.
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.

![Class Data Menu Screenshot]

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.

![Work Hours Menu Screenshot]