TRADESCHOOL

What is TradeSchool?

• Online apprentice tracking system
• Every apprentice has their own account
  • Submit on-the-job hours
  • Review & update personal information
  • View real-time information such as grades, job assignment history, pay advancement history, absences

Log in page:
TRADE SCHOOL

If you have never logged into our system before or you can’t remember your password, you must click “Reset Password”. You can only log into your TradeSchool account using the email address we have on file for you. If you are a new apprentice, we will assist you with access during Orientation on August 21.

READ THIS 1st!
TRADE SCHOOL

Baton Rouge JATC
13466 Jefferson Highway, Baton Rouge, LA 70817
225-752-4861

Reset Password
Your Email
Security
2 + 8 =
Send
Cancel

Web Services
TradeSchool Web Services provide you with access to your training center account. You can modify your user name and password, update your contact information and preview your progress through the training program.
TRADESCHOOL

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13456 Jefferson Highway, Baton Rouge, LA 70817
225-752-4861

Password Reset
We have sent an email to your address.
Please check your email and follow the instructions to reset your TradeSchool Web Services password.

Web Services
TradeSchool Web Services provide you with access to your training center account. You can modify your user name and password, update your contact information and
Go into your email and find the auto-generated email from Tradeschool to continue! Check junk mail if it’s not in your inbox!
This is what the email will look like. Follow email directions!
Password Changed Successfully!

You can now log into web services using your new password.

Return to Login
Now you can use your email and new password to log in.
## Baton Rouge JATC
13458 Jefferson Highway, Baton Rouge, LA 70817  225-752-4881

### Overview

#### Program
- **Program:** Inside Wireman Apprentice

#### Employment
- **Contractor:** Buffalo Electric
- **Wk Union:** 995
- **Hm Union:**
- **Total Hrs:** 3,750.0
- **Last Work Report:** June 2017

#### Standing
- **Term:** 2
- **Pay Period:** 3
- **Pay Percent:** 60%
- **Pay Wage:** $14.96
- **Indentured:**
- **Advance Hrs:** 172.5
- **Total Holds:** 0
- **Grade Avg:** 92.33

#### Advancement History

<table>
<thead>
<tr>
<th>Date</th>
<th>Period</th>
<th>Pay Scale</th>
<th>Pay Percent</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/03/16</td>
<td>1</td>
<td>Inside Wireman Apprentice</td>
<td>50%</td>
<td>$12.47</td>
</tr>
<tr>
<td>03/16/17</td>
<td>2</td>
<td>Inside Wireman Apprentice</td>
<td>55%</td>
<td>$13.72</td>
</tr>
<tr>
<td>06/16/17</td>
<td>3</td>
<td>Inside Wireman Apprentice</td>
<td>60%</td>
<td>$14.96</td>
</tr>
</tbody>
</table>
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Assignments

Employment History

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Assigned</th>
<th>Terminated</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo Electric</td>
<td>06/03/16</td>
<td></td>
<td>443</td>
</tr>
</tbody>
</table>
This is the work hours tab where you must enter your monthly working hours broken down by skill. DO NOT HIT THE SUBMIT BUTTON UNTIL YOU HAVE FILLED OUT THE ENTIRE MONTH. Fill this out weekly – the system will automatically save what you have tentatively entered under “pending”, until you are ready to hit submit. Use the month and year dropdown menus to ensure you are entering your work hours into the correct month.

Keep up with your hours – your raise depends on it!
Accumulative Class Information

<table>
<thead>
<tr>
<th>Total Class Hours</th>
<th>Total Absences</th>
<th>Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>180.0</td>
<td>3</td>
<td>92.33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Name</th>
<th>First Day</th>
<th>Term</th>
<th>Completed Hours</th>
<th>Test Average</th>
<th>Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 2nd Year Class</td>
<td>08/29/17</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
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<td>180.0</td>
<td>3</td>
<td>92.33</td>
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</tbody>
</table>

#### Required Term Class

<table>
<thead>
<tr>
<th>Class Name</th>
<th>First Day</th>
<th>Term</th>
<th>Completed Hours</th>
<th>Test Average</th>
<th>Grade Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17 Inside 1st Year</td>
<td>09/06/16</td>
<td>1</td>
<td>180</td>
<td>92.33</td>
<td>92.33</td>
</tr>
</tbody>
</table>
These dates are not written in stone. Consult your instructor for specific class dates.