**How to check Apprentice Monthly Progress Reports**

**FlashPoint**

**Logging into your account on FlashPoint**

* Log into FlashPoint using the following URL: <http://workforce.flashpoint.xyz/Auth/Login>
* Forgot your password? Click the link and you will be sent an e-mail that will allow you to make a new password
* Forgot your log in e-mail? Call Kimberly at 503-598-0522 and she can figure that out for you. You will be sent a temporary password e-mail:

**SUBJECT: *Temporary Password***

Your system login has been established.

Your account has been assigned a temporary password which you will need to change when you next login.

To access the system, please navigate to <http://workforce.flashpoint.xyz/Auth/Login> and use the following credentials:
Username: xxxxxxxxxx@email.com
Password: xxxxxxxx

* Click on the URL link provided in the email: <http://workforce.flashpoint.xyz/Auth/Login>



* Once you open the URL link you will then be asked to enter your email address and your ‘old’ password – here you will enter the temporary password that was provided in the email
* Then create a password that you will be able to remember and click Save Password

### ****GENERAL INFO ABOUT MONTHLY PROGRESS REPORTS****

* Employers are required to authorize MPRs for each apprentice every month
* MPRs are to be entered by the apprentice on-line by the 10th of every new month including summer months and must be approved by the employer by the end of that month
* It is recommended that apprentices keep a copy of their pay stubs for their own records
* The purpose of the work process categories on the MPR is to ensure that an apprentice receives on-the-job experience in all aspects of the trade

**APPROVING MPRS STEP-BY-STEP**

1. From the dashboard, select: **My Company**
2. You will then be directed to the list of Work Reports that have been submitted
3. Review the hours worked for each apprentice to ensure accuracy
4. To approve MPRs, select each apprentice to approve and click **Approve Selected**
5. You can change the status on the right to see all previously approved months
6. It is also important to check the distribution of hours for each apprentice (next page)

**Checking MPR Categories For An Apprentice**

1. From the dashboard, select: **My Company**, then **Hours**



1. You can see each apprentice and how many total hours they logged in each category - please review for accuracy
2. Hovering your mouse over the column heading will show the title of that category
3. This screen also shows their current percentage on the wage scale in the **Level** column

**Checking School Progress**

* By clicking on a specific apprentice, you can also check their status in school by keeping track of which classes have been passed and if any incompletes have been made up