

# HOW TO CHECK MY APPRENTICE CLASS SCHEDULE

## STEP 1: NAVIGATION

Using the navigation go to **Login** and select **Member Login** from the dropdown menu. Upon arriving on the member login page, click the red **Member Login** button.

The screenshot shows the website's navigation bar with a dropdown menu open over the 'Login' link. The dropdown menu contains four options: 'Member Login' (highlighted in red), 'Blackboard Login', 'Instructor Login', and 'Contractor Login'. Below the navigation bar, the 'MEMBER LOGIN' page is visible, featuring a large red 'Member Login' button and a text prompt: 'View your class schedule, sign up for classes, check your certifications and the member login button below.'

## STEP 2: USERNAME & PASSWORD

Click the gray **Login / Login Request** button to enter your username and password. After entering your username and password, click the gray **Sign In** button.

### YOUR USERNAME

- Your 7-digit UA card # followed by "AJ"
- Example:** If your UA card # is 1234567, then **1234567AJ** is your username.

### YOUR PASSWORD

- Your password is the last four digits of your social security number.

## STEP 3: NAVIGATION MENU

Once logged in select **View Grades/Schedule** from the left navigation menu.

The screenshot shows the user's navigation menu after logging in. The 'View Grades/Schedule' option is highlighted in yellow. Other menu items include 'Class Request', 'View Notification', 'View Certifications', 'Help', and 'Log Out'. A red box highlights the 'View Grades/Schedule' option and the 'Log Out' option.

## STEP 4: GRADES/SCHEDULE SUMMARY

All upcoming, current & past classes will be listed here. Click the **course name** for more details.

Course	Term	Term Start Date	Term End Date	Grades	Absence	Tardy	District
<a href="#">Underground Installation &amp; Utilities</a>	2024 Fall	11/12/2024	11/15/2024	N/A	0	0	El Monte
<a href="#">Introduction to Computers</a>	2024 Fall	09/24/2024	09/27/2024	N/A	0	0	El Monte
<a href="#">Safe Rigging Practices</a>	2024 Fall	07/23/2024	07/26/2024	N/A	0	0	El Monte

## STEP 5: GRADES/SCHEDULE DETAIL

All relevant course information will be listed here.

Date	Description	Grade	Hours	Absent/Tardy	Instructor	Location	Start Time	End Time
11/12/2024		0	9.5				06:30 AM	04:00 PM
11/13/2024		0	9.5				06:30 AM	04:00 PM
11/14/2024		0	9.5				06:30 AM	04:00 PM
11/15/2024		0	9.5				06:30 AM	04:00 PM

