

# HOW TO CHECK MY JUT 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 menu with options: Home, About, Apprenticeship, Journey Workers, Programs, Welding & Brazing, and Login. The Login dropdown menu is open, showing options: Member Login (highlighted in red), Blackboard Login, Instructor Login, and Contractor Login. Below the menu is a large red button labeled "MEMBER LOGIN". Underneath the button, there is a text prompt: "View your class schedule, sign up for classes, check your certifications and the member login button below." At the bottom of the page, there is a prominent red button labeled "Member Login".

## 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 navigation menu with the following items: Home, Credit, Class Request, View Notification, View Certifications, View Grades/Schedule (highlighted in yellow), Help, and Log Out. A red box highlights the 'View Grades/Schedule' item, and a red arrow points to it from the text above.

## 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="#">Plumber NITC Certification</a>	2024 Fall	09/21/2024	09/29/2024	N/A	0	0	San Diego
<a href="#">Confined Space</a>	2024 Spring	06/15/2024	06/16/2024	N/A	0	0	San Diego
<a href="#">Valves Certification</a>	2024 Spring	06/01/2024	06/09/2024	N/A	0	0	San Diego

## 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
09/21/2024		0					06:30 AM	03:00 PM
09/22/2024		0					06:30 AM	03:00 PM
09/28/2024		0					06:30 AM	03:00 PM
09/29/2024		0					06:30 AM	03:00 PM

