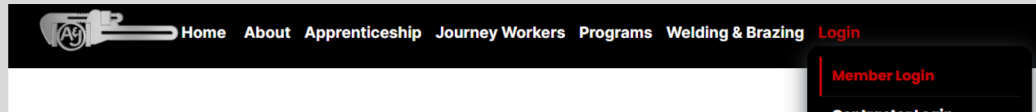


# HOW TO CHECK MY APPRENTICE CLASS SCHEDULE

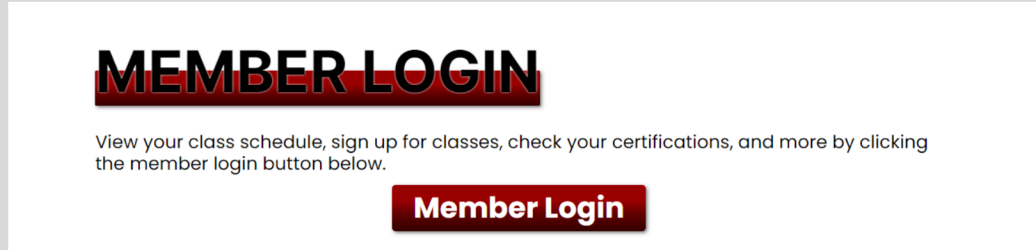
## STEP 1

Using the navigation go to **Login** and select **Member Login** from the dropdown menu.



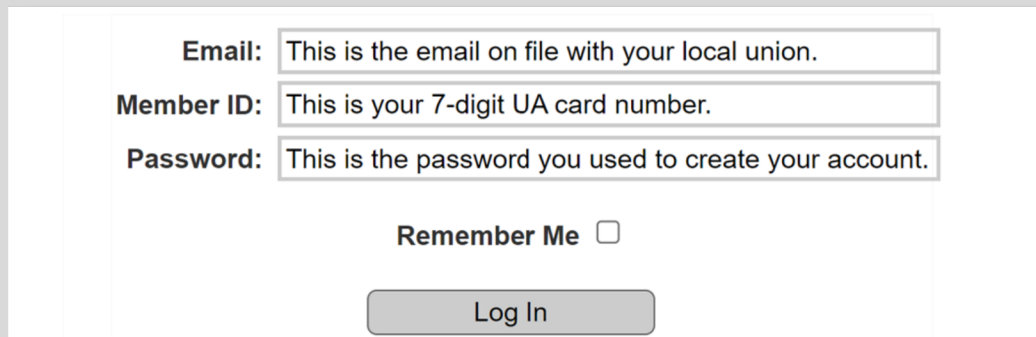
## STEP 2

Click the red **Member Login** button on the member login page.



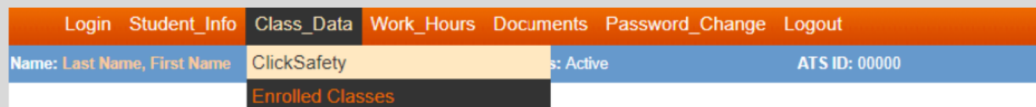
## STEP 3

Enter your **Email**, **Member ID**, **Password** shown below & click the gray **Log In** button.

A screenshot of the login form. It has three input fields: 'Email:' with a placeholder 'This is the email on file with your local union.', 'Member ID:' with a placeholder 'This is your 7-digit UA card number.', and 'Password:' with a placeholder 'This is the password you used to create your account.'. Below the fields is a 'Remember Me' checkbox. At the bottom center is a gray 'Log In' button.

## STEP 4

Using the navigation go to **Class\_Data** and select **Enrolled Classes** from the dropdown menu.



## STEP 5

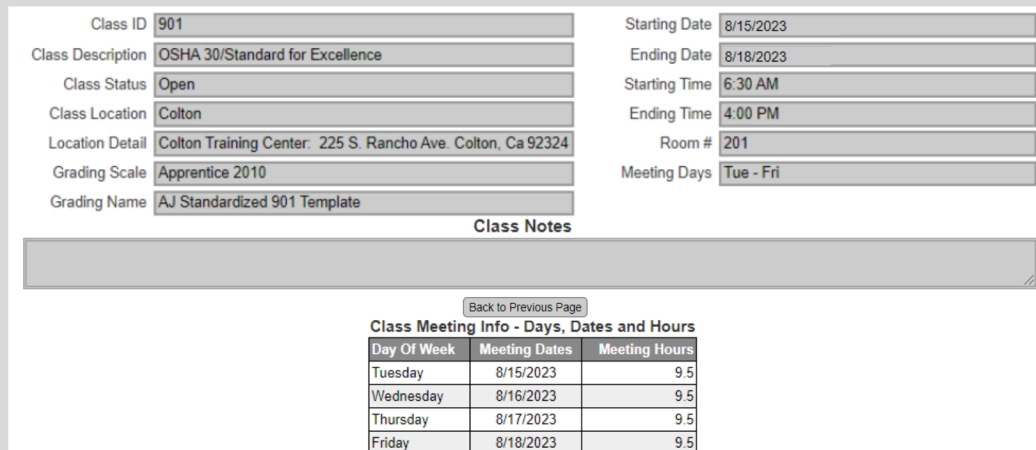
To view more detailed class information such as location, time, room number and meeting dates, click the red **Meetings** link.

Open Classes

Select	Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Room
Grading/Absences	Meetings	901	OSHA 30/Standard for Excellence	Open	8/15/2023	8/18/2023	901				201

## STEP 6

All relevant class details will be displayed here.

A screenshot of the detailed class information page for Class ID 901. The page is divided into two columns of fields. The left column includes: Class ID (901), Class Description (OSHA 30/Standard for Excellence), Class Status (Open), Class Location (Colton), Location Detail (Colton Training Center: 225 S. Rancho Ave. Colton, Ca 92324), Grading Scale (Apprentice 2010), and Grading Name (AJ Standardized 901 Template). The right column includes: Starting Date (8/15/2023), Ending Date (8/18/2023), Starting Time (6:30 AM), Ending Time (4:00 PM), Room # (201), and Meeting Days (Tue - Fri). Below these fields is a 'Class Notes' section with a gray box. At the bottom, there is a 'Back to Previous Page' button and a 'Class Meeting Info - Days, Dates and Hours' table.

Day Of Week	Meeting Dates	Meeting Hours
Tuesday	8/15/2023	9.5
Wednesday	8/16/2023	9.5
Thursday	8/17/2023	9.5
Friday	8/18/2023	9.5

