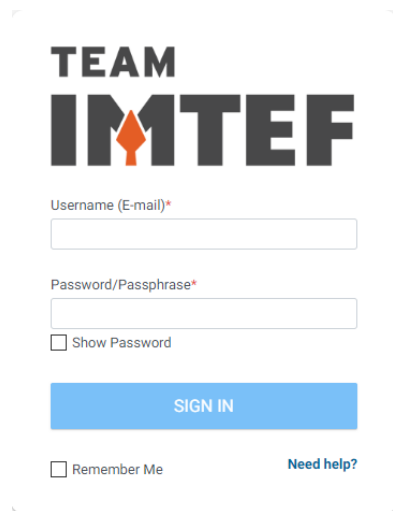


To All Active Local 02 Michigan Apprentices:

We have recently moved our apprenticeship training operations to the new Engage system. Effective immediately, you will need to use the new Engage system for recording and submitting your OJL and RI time. You can no longer access the old Apprentice Portal (<https://ojt.imtef.org>) to submit your time.....all user accounts on the old system have been locked. Please do not create a new account in the old portal.

To access the new Engage system, browse to the following address:
<https://engage.imtef.org>. You will be presented with the following login page.....



TEAM
IMTEF

Username (E-mail)*

Password/Passphrase*

Show Password

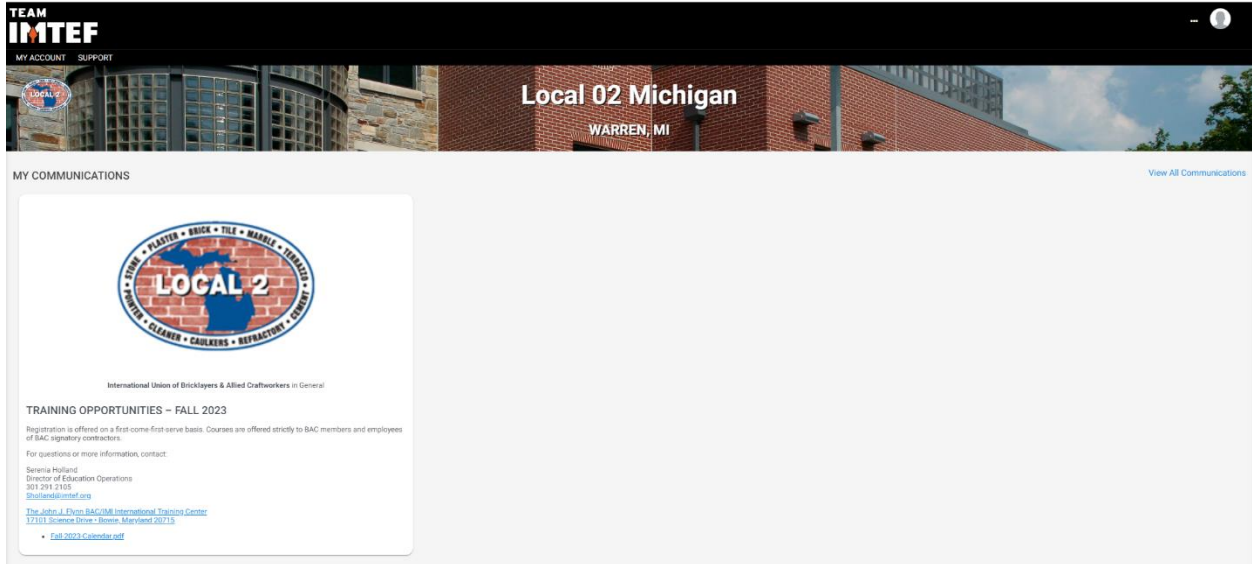
SIGN IN

Remember Me [Need help?](#)

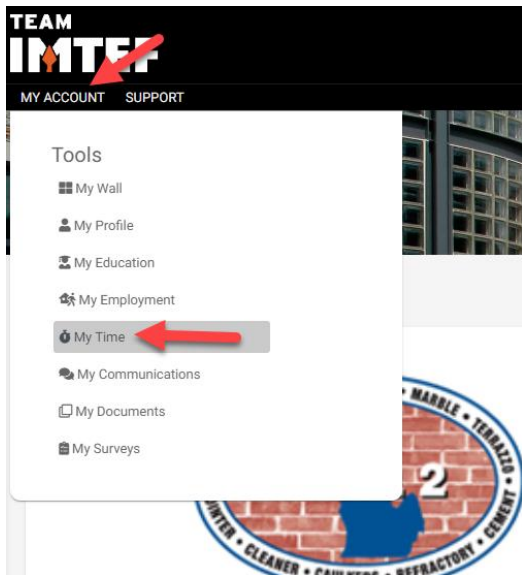
For each apprentice, your username is equal to the primary email address that you have on file with Local 02 Michigan. Your initial password will be the same password that you used to log into the old Apprentice Portal.

The first time that you log in, you will be prompted to set a new password. You will also be prompted to set three security questions and related answers.

Once you are fully logged in, you will land on the Engage "Wall". This page will display regularly updated announcements and news articles posted by the Local 02 Michigan staff:



To record new time entries, click on "My Account" in the upper left-hand corner and choose "My Time" from the menu that appears:



The new timecard entry window will appear. Choose the type of time you wish to enter (either OJL or RI) under "Facet Type" and choose the month the timecard is for under "Period".

Next, under "Add New Entry", choose "Entire Period" as the interval and choose your contractor from the "Employer" drop-down list. Enter your manager's name and enter the number of hours you wish to record under the "Hours" field. Finally, from the "Skill" drop-down list, choose the skillset to which the hours you are recording pertain to. Once done, click the "Add Entry" button

to record the entry. Engage will then add a new row to your pending timecard for the hours and skill that you specified.

The screenshot shows the 'Add New Entry' form with the following fields: Program (Apprenticeship - 02 Michigan - Bricklayer Program), Facet Type (On the Job Learning (OJL)), and Period (June 2023). A dropdown menu for the Period field is open, showing a list of months from June 2023 to November 2023. The text 'There are 13 periods in Draft status.' is visible on the right. The '+ Add Entry' button is at the bottom right.

The screenshot shows the 'Add New Entry' form with the following fields: Period Interval (Entire Period), Employer (DAVENPORT MASONRY, INC.), Manager (Joe Smith), and Hours (30). The Skill dropdown menu is open, showing a list of skills including 'Building Fireplaces and Chimneys', which is highlighted with a red arrow. A red arrow also points to the '+ Add Entry' button. The text 'There are 13 periods in Draft status.' is visible on the right.

The screenshot shows the 'Add New Entry' form with the following fields: Program (Apprenticeship - 02 Michigan - Bricklayer Program), Facet Type (On the Job Learning (OJL)), and Period (June 2023). The text 'There are 13 periods in Draft status.' is visible on the right. Below the form, a table shows the completed entry: 'Building Fireplaces and Chimneys' with 30 hours. A red arrow points to the skill name in the table. The text 'Uncategorized - 1,882 Recorded Hours and 398.5 Approved Hours of 6,000 Hours (Recommended)' is visible above the table. The '+ Add Entry' button is at the bottom right.

To add additional activities to the timecard, simply go back up to "Add New Entry" and specify the time and information for the additional skill you wish to add. Once done, click the "Add Entry" button to add the new row to the pending timecard.

You can edit any of the existing entries on your timecard. For example, if you need to change the number of hours you entered for a skill, simply enter the updated figure in the "Hours" field. Make sure to click the "Save" icon to the right of row you edited to commit the change you made. If you find that you need to remove any entries that you previous made on the

timecard, simply click the "Delete" icon on the far right-hand side of the row you wish to remove.

Once you are done adding all of the entries for your timecard, you can submit it for approval by clicking the "Submit for Approval" button in the lower right-hand corner. Once you have submitted a timecard for approval, you can no longer make any changes to it.

The screenshot displays a web interface for timecard management. At the top, there are tabs for "New Entry", "Waiting Approval", "Rejected", and "Approved". Below these, there are dropdown menus for "Program" (Apprenticeship - 02 Michigan - Bricklayer Program), "Facet Type" (On the Job Learning (OJL)), and "Period" (June 2023). A note indicates "There are 13 periods in Draft status." Below this is the "Add New Entry" section, which includes a "Period Interval" dropdown (Entire Period), "Employer" (DAVENPORT MASONRY, INC.), "Manager" (Joe Smith), and "Hours" (25). A "Skill" dropdown is set to "[Unallocated Hours]". A red arrow points to the "+ Add Entry" button. Below the form, a summary line reads "Uncategorized - 1,907 Recorded Hours and 398.5 Approved Hours of 6,000 Hours (Recommended)". A table titled "Building Fireplaces and Chimneys" contains two rows of data. The first row has "Program" (Apprenticeship - 02 Michigan - Bricklayer Program), "Period Interval" (Entire Period), "Employer" (DAVENPORT MASONRY, INC.), "Manager" (Joe Smith), and "Hours" (20). The second row is highlighted in yellow and has "Program" (Apprenticeship - 02 Michigan - Bricklayer Program), "Period Interval" (Entire Period), "Employer" (DAVENPORT MASONRY, INC.), "Manager" (Joe Smith), and "Hours" (25). A red arrow points to the "Delete" icon on the right of the second row. At the bottom right, a "Submit 55 hours for approval" button is highlighted with a red arrow.

You can view all timecards that you have submitted for approval via the "Waiting Approval" button at the top of the timecard window.

The "Rejected" button will list any timecards that you submitted that were not approved by the training staff. The "Approved" button will list all of your submitted timecards that have been approved by the training staff.

If you should have any issues at all with submitting your timecards via the new Engage system, please contact the Local 02 Michigan training staff for further assistance.

Thanks!

Local 02 Michigan Apprenticeship Training Program