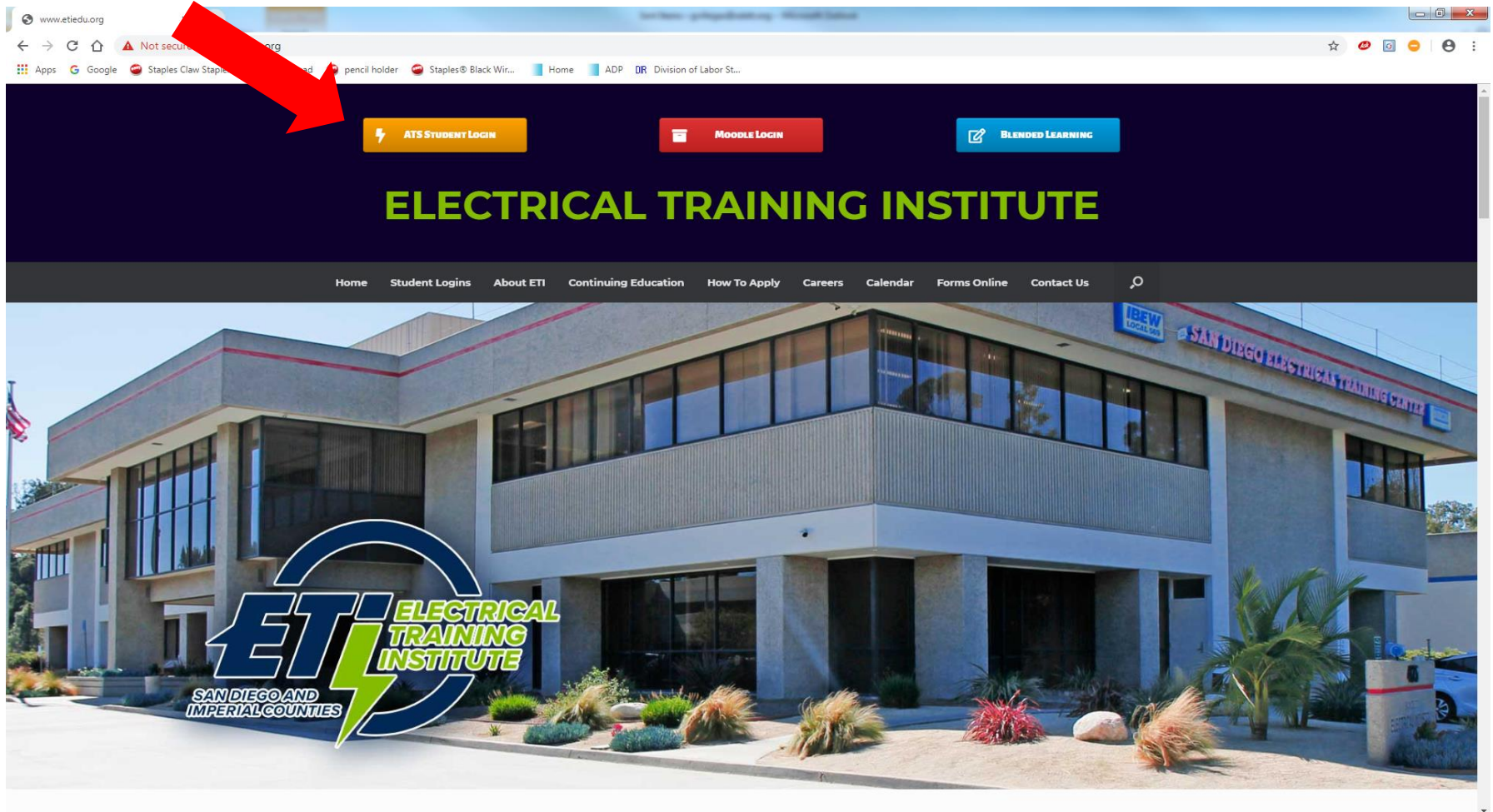


STEP 1: Setting up a new account in ATS

Log on to www.etiedu.org and click on , “**ATS STUDENT LOGIN**” and enter the basic login credentials provided to you by ETI staff.



Complete all fields on this screen. Your Member ID is your Union Card number, or another unique identifier given to you. All information you enter must match what is on file at ETI. If you are unsure or you run into an error screen please call, (858) 569-6633 or email: info@sdett.org

The screenshot shows a web browser window with the URL <https://students.sdett.org/LoginSetup.aspx>. The page features the ETI logo (Electrical Training Institute, San Diego and Imperial Counties) and the title "ELECTRICAL TRAINING INSTITUTE Student's Website". A navigation bar includes links for Login, Student_Info, Class_Data, Work_Hours, Evaluations, Password_Change, and Logout. The main content area is titled "New Account Setup" and contains two sections: "New Account Setup" and "Confirm Member Information".

New Account Setup

Email:

Password:

Confirm Password:

Confirm Member Information

First Name:


Last Name:

Member ID:

Phone:

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If your account set up was successful, this is how your screen should look. Please ensure, and update, the correct information listed in these fields.



ELECTRICAL TRAINING INSTITUTE

Student's Website

LoginStudent_InfoClass_DataWork_HoursEvaluationsPassword_ChangeLogout

Name: Member ID: Status: ATS ID: ?

Address Information

Address Line 1

Address Line 2

City

State

Zip Code

Email Address

Emergency Contact Information

Contact Name

Contact Address

Contact Phone

Save Address / Contact Changes

Phone Number Information

	Phone Type	Phone Number	Remove
Edit	Cell Phone	<input type="text"/>	Delete

Add a Phone Number

Phone Type	Phone Number
Business	<input type="text"/>

Add Phone Number

STEP 2: Enrolling in a class

Click on **Class_Data**, then click on **Class Sign Up**.

Choose the class you wish to enroll in and click **Sign Up** on the left side of the screen.

Class Sign Up

This page allows you to sign up for classes that are currently scheduled.

If you do not see the course you want, please click on the course sign up button below and let us know what course you want and the location you would like take it in.

Scheduled Classes Available for On-Line Sign Up

Location Filter



Select	Select	Class ID	Description	Status	Start Date	End Date	Course ID	Room#	Location	Enrolled	Max Enrollment
Sign Up	Meetings	2019LR20022	Labor 102	Scheduled	4/30/2019	4/30/2019			Imperial County Electrical Training Center, 2420 Imperial Business Park Drive, Imperial Ca 92251	10	20
Sign Up	Meetings	2019J27631	Electrical Certification State Exam Prep	Scheduled	5/11/2019	6/15/2019		2	Imperial County Electrical Training Center, 2420 Imperial Business Park Drive, Imperial Ca 92251	18	20
Sign Up	Meetings	2019J27191	Fire/Life Safety Prep For State Certification	Scheduled	5/29/2019	8/14/2019		203	San Diego	2	20

Confirm the class specifics and meeting dates, then click **Sign Up For the Class**.

Class Sign Up

Class ID	2019J27191	Starting Date	5/29/2019
Class Description	Fire/Life Safety Prep For State Certification	Ending Date	8/14/2019
Class Status	Scheduled	Starting Time	5:00 PM
Class Location	San Diego	Ending Time	8:30 PM
Location Detail	San Diego	Room #	203
Grading Scale	SDJW4	Meeting Days	Wed
Grading Name			

Sign Up For the Class

Back To Previous Page

Back To Enrolled Classes Page

Class Meeting Info - Days, Dates and Hours

Day Of Week	Meeting Dates	Meeting Hours
Wednesday	5/29/2019	3.5
Wednesday	6/5/2019	3.5
Wednesday	6/12/2019	3.5
Wednesday	6/19/2019	3.5
Wednesday	6/26/2019	3.5
Wednesday	7/3/2019	3.5
Wednesday	7/10/2019	3.5
Wednesday	7/17/2019	3.5
Wednesday	7/24/2019	3.5
Wednesday	7/31/2019	3.5
Wednesday	8/7/2019	3.5
Wednesday	8/14/2019	3.5

You will see a written confirmation show up on the page above and you will also receive a confirmation email similar to what is pictured here:

Class Notification Email



NoReply@sdett.org

To [REDACTED]

Tue 9/24/2019 2:49 PM

Please do not respond to this email as the from address listed above is NOT monitored

This email has been sent to notify you of the class dates and times that you have been enrolled in. If you feel you have been enrolled in this class in error, please notify the Electrical Training Institute as soon as possible. For classes held in San Diego, call (858) 569-6633; for classes held in Imperial County, call (760) 355-3000.

Class Sign Up Notification Email

Name: [REDACTED]

Member ID: [REDACTED]

Type: [REDACTED]

Status [REDACTED]

Email: [REDACTED]

Class ID: **2019J38341**

Description : **Code Calculations: Box Fill**

Start/End Date: **Fri Sep 27, 2019 - Fri Sep 27, 2019**

Start/End Time: **04:30 PM - 08:00 PM**

Location : **San Diego**

Meeting Dates for Class 2019J38341

Meeting Dates	Hours
Fri Sep 27, 2019	3.5

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

STEP 3: Viewing enrolled, or previously taken, classes

Click on **Class_Data**, then click on **Enrolled Classes**.

You will see a list of Open Classes, Scheduled Classes, and Closed Classes.



ELECTRICAL TRAINING INSTITUTE

Student's Website

LoginStudent_InfoClass_DataWork_HoursEvaluationsPassword_ChangeLogout

Name: Member ID: Status: ATS ID: ?

Open Classes

Select	Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Room#
Grading/Absences	Meetings	2018J19905	DOL Anti-Harassment Training	Open	3/20/2018	3/20/2018		0		0	201

Scheduled Classes

Select	Class ID	Description	Status	Start Date	End Date	Course ID	Room#	Location	Delete Sign Up
Meeting Dates	2019J38341	Code Calculations: Box Fill	Scheduled	9/27/2019	9/27/2019		101	San Diego	Un-enroll

Closed Classes

Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Credit	Room#
Grading/Absences	2019J19901	Basic CPR, AED And First Aid For Adults	Closed	1/21/2019	1/21/2019		0	CR	0	Yes	201
Grading/Absences	2018J39902	California Harassment Prevention for Supervisors (2018)	Closed	10/1/2018	10/31/2018		0	CR	0	Yes	
Grading/Absences	2018J29910	NFPA 70E & 70B Essentials for Employers and Employees	Closed	7/13/2018	7/13/2018		0	CR	0	Yes	201
Grading/Absences	2018J29908	DOL Anti-Harassment Training	Closed	5/3/2018	5/3/2018		0	CR	0	Yes	201
Grading/Absences	2017J29929	Blended Learning System	Closed	8/30/2017	8/30/2017		0	CR	0	Yes	201

STEP 4: Un-enrolling from a class

Click on **Class_Data**, then click on **Enrolled Classes**.

Find the class you wish to un-enroll from in your list of Scheduled Classes and click **Un-enroll**.



ELECTRICAL TRAINING INSTITUTE

Student's Website

Login Student_Info Class_Data Work_Hours Evaluations Password_Change Logout

Name: Member ID: Status: ATS ID: ?

Open Classes

Select	Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Room#
Grading/Absences	Meetings	2018J19905	DOL Anti-Harassment Training	Open	3/20/2018	3/20/2018		0		0	201


Scheduled Classes

Select	Class ID	Description	Status	Start Date	End Date	Course ID	Room#	Location	Delete Sign Up
Meeting Dates	2019J38341	Code Calculations: Box Fill	Scheduled	9/27/2019	9/27/2019		101	San Diego	Un-enroll

Closed Classes

Select	Class ID	Description	Status	Start Date	End Date	Course ID	Score	Grade	Absences	Credit	Room#
Grading/Absences	2019J19901	Basic CPR, AED And First Aid For Adults	Closed	1/21/2019	1/21/2019		0	CR	0	Yes	201
Grading/Absences	2018J39902	California Harassment Prevention for Supervisors (2018)	Closed	10/1/2018	10/31/2018		0	CR	0	Yes	
Grading/Absences	2018J29910	NFPA 70E & 70B Essentials for Employers and Employees	Closed	7/13/2018	7/13/2018		0	CR	0	Yes	201
Grading/Absences	2018J29908	DOL Anti-Harassment Training	Closed	5/3/2018	5/3/2018		0	CR	0	Yes	201
Grading/Absences	2017J29929	Blended Learning System	Closed	8/30/2017	8/30/2017		0	CR	0	Yes	201

You will be taken to a screen like this. Click **Remove From this Class**.



ELECTRICAL TRAINING INSTITUTE

Student's Website

Login Student_Info Class_Data Work_Hours Evaluations Password_Change Logout

Name: Member ID: Status: ATS ID: ?

Class Sign Up

Class ID	<input type="text" value="2019J38341"/>	Starting Date	<input type="text" value="9/27/2019"/>
Class Description	<input type="text" value="Code Calculations: Box Fill"/>	Ending Date	<input type="text" value="9/27/2019"/>
Class Status	<input type="text" value="Scheduled"/>	Starting Time	<input type="text" value="4:30 PM"/>
Class Location	<input type="text" value="San Diego"/>	Ending Time	<input type="text" value="8:00 PM"/>
Location Detail	<input type="text" value="San Diego"/>	Room #	<input type="text" value="101"/>
Grading Scale	<input type="text" value="SDJW1"/>	Meeting Days	<input type="text" value="F"/>
Grading Name	<input type="text"/>		

Are you Sure you Want to be Removed from this Class?

Class Meeting Info - Days, Dates and Hours

Day Of Week	Meeting Dates	Meeting Hours
Friday	9/27/2019	3.5

This alert will appear on-screen:

Class Removal was Successful !
You have been removed from class 2019J38341
Email has been Successfully Sent

You will receive an email similar to what is pictured here:

On-Line Class Removal



NoReply@sdett.org

To [Redacted]

Tue 9/24/2019 3:21 PM

Please do not respond to this email as the from address listed above is NOT monitored

This is your notice that by your request you have been removed from class 2019J38341

Name: [Redacted]

Member ID: [Redacted]

Type: [Redacted]

Status: [Redacted]

Email: [Redacted]

Class ID: **2019J38341**

Description : **Code Calculations: Box Fill**

Start/End Date: **Fri Sep 27, 2019 - Fri Sep 27, 2019**

Start/End Time: **04:30 PM - 08:00 PM**

Location : **San Diego**

Meeting Dates for Class 2019J38341


Meeting Dates	Hours
Fri Sep 27, 2019	3.5

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

STEP 5: Entering Work Hours

Click on **Work_Hours**, then click on **Work Hours Entry**.

Enter specific information in the empty fields and confirm your entries as the blank area below is populated with your entered hours. Make sure to enter separate hours in specific categories.



ELECTRICAL TRAINING INSTITUTE
Student's Website

LoginStudent_InfoClass_DataWork_HoursEvaluationsPassword_ChangeLogout

Name: Member ID: Status: Total Hours: ?

Minimum (Earliest) Entry Date
9/1/2019

Maximum (Latest) Entry Date
09/25/2019


Maximum Entry Hours Per Month
250

Work Hour Entry

Work Date	Work Type	Hours	Contractor Name	Add Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	San Diego Electrical Training Trust - (300)	<input type="button" value="Add"/>

No Work Hour Entries are eligible for Edit

Once you are satisfied with the hours you have entered on the previous page, click on **Work_Hours** then click **Work Hours Detail** to confirm that your hours entry has been saved in ATS.



ELECTRICAL TRAINING INSTITUTE

Student's Website

[Login](#) [Student_Info](#) [Class_Data](#) [Work_Hours](#) [Evaluations](#) [Password_Change](#) [Logout](#)

Name:
Member ID:
Status:
Total Hours:
?

Work Hours Detail

Work Date	Type of Work	Contractor Name	Hours	Entry Date
04/14/2017	Life Safety Systems	Pyro-Comm Systems Inc.	7	04/15/2017
04/14/2017	Safety Awareness/Other	Pyro-Comm Systems Inc.	1	04/15/2017
04/13/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/15/2017
04/12/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/15/2017
04/11/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/15/2017
04/10/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/15/2017
04/08/2017	Svc & Troubleshooting	Pyro-Comm Systems Inc.	6	04/12/2017
04/07/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/12/2017
04/06/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/12/2017
04/05/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/12/2017
04/04/2017	Life Safety Systems	Pyro-Comm Systems Inc.	7	04/12/2017
04/04/2017	Project Layout/Planning	Pyro-Comm Systems Inc.	1	04/12/2017
04/03/2017	Project Layout/Planning	Pyro-Comm Systems Inc.	2	04/12/2017
04/03/2017	Life Safety Systems	Pyro-Comm Systems Inc.	3	04/12/2017
03/31/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/03/2017
03/30/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/03/2017
03/29/2017	Life Safety Systems	Pyro-Comm Systems Inc.	8	04/03/2017
03/28/2017	Svc & Troubleshooting	Pyro-Comm Systems Inc.	8	04/03/2017

When desired, click on **Work_Hours** then click **Work Hours Summary** to see an overview of your Work Hours by Type and by Month/Year.



ELECTRICAL TRAINING INSTITUTE

Student's Website

[Login](#)
[Student_Info](#)
[Class_Data](#)
[Work_Hours](#)
[Evaluations](#)
[Password_Change](#)
[Logout](#)

Name:
Member ID:
Status:
Total Hours:
?

Work Hours Summary

Work Hours by Type

Type	Description	Hours
A5	Special Systems	23.5
CR	Credit For Transfer, Prior Experience, Or Adjustment	800
ST10	Safety Awareness/Other	107.5
ST11	Project Layout/Planning	257.3
ST12	Underground	4
ST13	Routing Cable	1251.8
ST15	Security Sys Installation	62
ST16	Installing Commun/Snd	315.5
ST18	Terminating Wiring & Cables	697.5
ST3	Life Safety Systems	1386
ST4	Environmental	11
ST5	Communications	8
ST7	Splicing Wires & Cables	4
ST8	Svc & Troubleshooting	910.8
ST9	Matl Handling/Prefab	155.8

Work Hours by Month / Year

Work Month	Work Year	Monthly Hours
April	2017	83
March	2017	175.5
February	2017	158
January	2017	172.5
December	2016	174
November	2016	148
October	2016	167.5
September	2016	169
August	2016	182.5
July	2016	128
June	2016	163
May	2016	136
April	2016	157
March	2016	165.5
February	2016	154
January	2016	160
December	2015	144
November	2015	144

STEP 6: Monitoring your rerate (pay level) status

Click on **Student_Info** then click **Next Pay Level Review**.

This provides an overview of the categories required to receive a rerate to the next pay level.

All categories must display **Eligible** or **Not Applicable** in order to receive your next rerate.



ELECTRICAL TRAINING INSTITUTE
Student's Website

LoginStudent_InfoClass_DataWork_HoursEvaluationsPassword_ChangeLogout

Name: Member ID: Status: ATS ID: ?

Next Pay Level Advancement Evaluation

	Requirements for Next Pay Level	Current Member Data	Student Pay Level Review Results (By Element)
Class Units	<input type="text" value="7"/>	<input type="text" value="7"/>	Eligible
Work Hours	<input type="text" value="5600"/>	<input type="text" value="5994.7"/>	Eligible
Tasks	<input type="text" value="0"/>	<input type="text" value="0"/>	Not Applicable
Months After Indenture	<input type="text" value="0"/>	<input type="text" value="69"/>	Not Applicable
Days Between Upgrades	<input type="text" value="182"/>	<input type="text" value="985"/>	Eligible
Monthly Job Cards	<input type="text" value="60 (Review as of :6/30/2019)"/>	<input type="text" value="35"/>	Not Applicable
Required Certifications	<input type="text"/>	<input type="text"/>	Eligible
Penalty Days	<input type="text"/>	<input type="text" value="0"/>	Eligible
Re-Rate Hold	<input type="text"/>	<input type="text"/>	Eligible
Suspensions	<input type="text"/>	<input type="text"/>	Not Applicable
Current Level	<input type="text" value="7"/>		
New Level	<input type="text" value="8"/>		
		Next Pay Level Status	ELIGIBLE

STEP 7: Viewing your certifications

Click on **Student_Info** then click **Certifications**.

You can view all certifications that have been entered into ATS on your behalf.



ELECTRICAL TRAINING INSTITUTE
Student's Website

LoginStudent_InfoClass_DataWork_HoursEvaluationsPassword_ChangeLogout

Name: Member ID: Status: ATS ID: ?

Listing of All Certifications

Certification	Description	Status	Expiration Date	Date Given
CA Anti-harassment Training	Date Ca Anti-Harassment Training Was Taken	Certified		10/15/2018
Clean Card	Date Clean Card Is Issued	Certified		6/19/2013
CPR	CPR Expiration Date	Certified	1/21/2021	1/21/2019
DOL Anti-harassment Training	Date DOL Anti-Harassment Training Was Taken	Certified		6/22/2018
LR1	Union Orientation Class	Certified		7/24/2014
LR2	Work Ethics Class	Certified		2/3/2014
OSHA10	Date Class Taken	Certified		8/29/2013
Palomar	Last day of semester registered at Palomar	Certified		7/12/2013
Promissory Note	Day Promissory Note Expires	NOT Certified	4/30/2017	10/18/2016
ST: Cadwelding	Date Safety Training (ST) was Taken	Certified		8/2/2017
ST: Fire Stopping	Date Safety Training (ST) course was taken	Certified		8/12/2014
ST: Powder Actuated Tools	Date Safety Training (ST) Was Taken	Certified		8/11/2014
State Certificate: FLS	State Certification for FLS	Certified	4/19/2020	4/19/2017
State Certificate: VDV	State Certification For Voice/Data/Video Technician	Certified	3/20/2020	4/13/2017
Structured Cabling: Fiber	Date Certification Course was completed	Certified		8/12/2014
Structured Cabling: Copper	Date Certification Course was completed	Certified		8/12/2014
Terminated	Date Apprentice Is Terminated From The Program	Certified		4/18/2017

STEP 8: Viewing your contractor evaluation scores

Click on **Evaluations** then click **Contractor Evaluation of Student**.

You can view the date, categorical score, and total score from each contractor evaluation.



ELECTRICAL TRAINING INSTITUTE
Student's Website

Login Student_Info Class_Data Work_Hours Evaluations Password_Change Logout

Name: Member ID: Status: ATS ID: ?

Contractor / Student Evaluations

Contractor	Evaluation Date	General	Work	Attitude	Attendance	Comments	Overall Rating
Pyro-Comm Systems Inc.	01/04/2017	25	45	20	10	0	100
Pyro-Comm Systems Inc.	08/05/2016	25	45	20	10	0	100
Pyro-Comm Systems Inc.	01/19/2016	25	45	20	10	0	100
Pyro-Comm Systems Inc.	09/03/2015	25	45	20	10	0	100
Audio Associates of San Diego	05/12/2015	25	45	19	9	0	98
Audio Associates of San Diego	01/12/2015	25	44	17	10	0	96
Audio Associates of San Diego	09/22/2014	25	44	20	10	0	99
Audio Associates of San Diego	05/29/2014	25	44	20	10	0	99
Dynalectric	12/03/2013	24	40	19	10	0	93
Baker Electric	09/30/2013	25	43	20	10	0	98