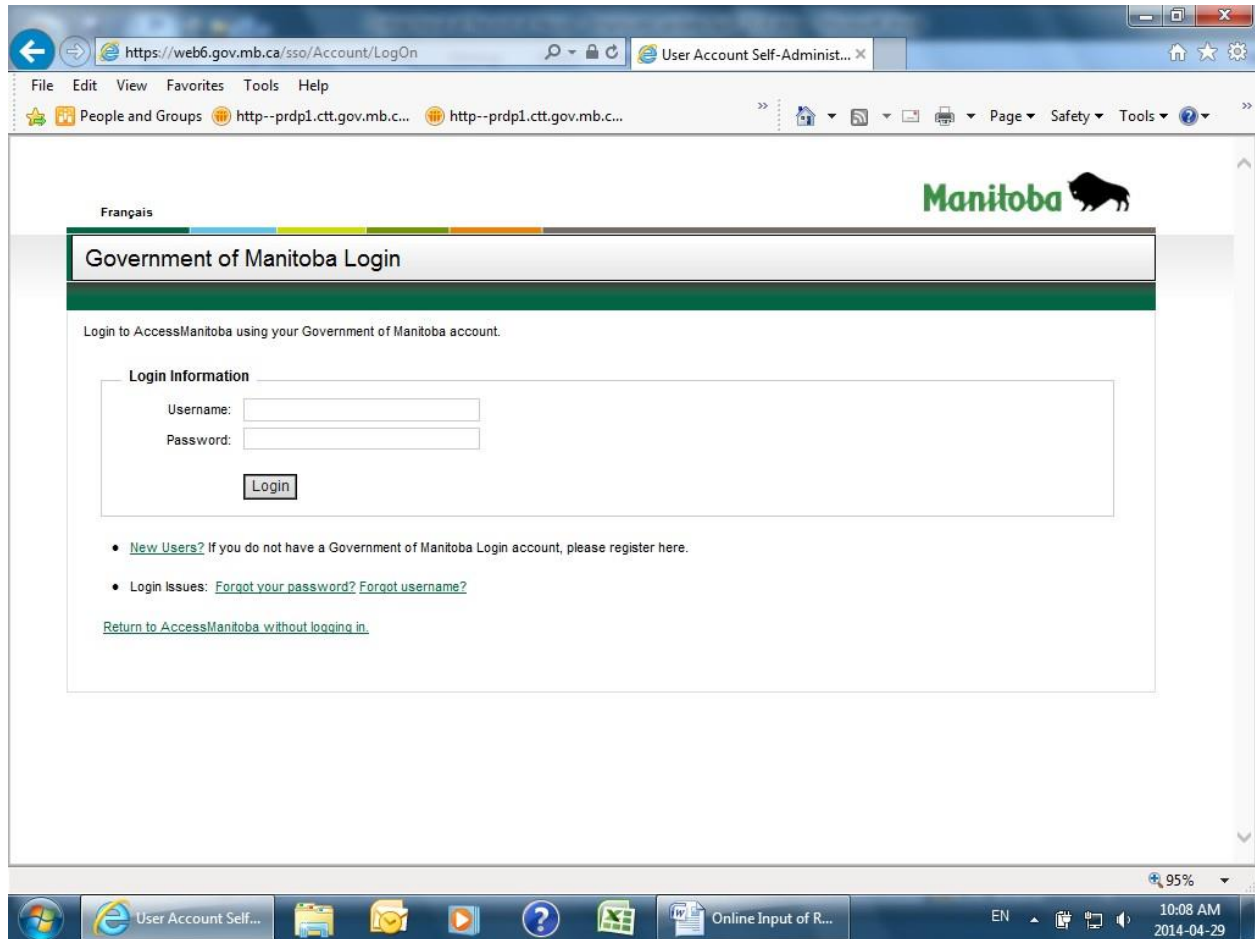


Online Input of Record of Hours - Employer

1. Open up the AccessManitoba website. <http://accessmanitoba.ca/>
2. The Primary contact of the business can log on to AccessManitoba with their user name and password.



3. Once logged in, click on "Services for a Business"



4. Click on "By Organization"

Services for a Business - By Category / **By Organization**

5. Select "Hiring and Managing Skilled Tradespeople" under Apprenticeship Manitoba

Apprenticeship Manitoba

Hiring and Managing Skilled Tradespeople

6. Select the "submit" button on Apprentice Report of Hours

Apprentice Report of Hours

Refer to your payroll records or your Blue Book entry to report online the hours your apprentice(s) has worked. Click Submit to enter your apprentice(s) and submit their on-the-job hours to Apprenticeship Manitoba now.

Submit

7. Choose the company that employs the apprentice from the drop down and select "Next"

Business Selection

To continue, you need to choose the business you want to use. Please select a business and click Next.

Business:

Abby's Manufacturing	▼
Victor's Special Hat Store	
Manitoba Hydro - Stonewall Training Cent	
Abby's Manufacturing	

Next Cancel

8. Fill in all the entry fields on this page and select submit.
(Reference number is the apprentice registration number (starts with 100) from the agreement registration letter)

Apprentice Report of Hours

Enter your apprentice's details here. All fields are mandatory. Please be sure all details are accurate and complete. Failure to enter the correct Apprentice Reference Number (100*****) will cause delay in updating the apprentice's records. If you have multiple apprentices, you will need to enter each one individually. You may wish to print a copy of the completed form for your records before you hit submit. A receipt/confirmation will not be sent to you.

Trade:	<input type="text"/>	*
Employer :	Abby's Manufacturing / 0008003411	
Apprentice's first name :	<input type="text"/>	*
Apprentice's last name:	<input type="text"/>	*
Apprenticeship registration number:	<input type="text"/>	*
Period date from:	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/> *
Period date to:	<input type="text" value="YYYY-MM-DD"/>	<input type="text" value="YYYY-MM-DD"/> *
Hours :	<input type="text"/>	*

9. Save your reference number and select "Finish"

Apprentice Report of Hours - Request Submitted

Thank you. Your request has been submitted. The reference number for your request is: 1000009563