

**Web address: <https://portal.unionlogic.net/FTIUM>**

## **LOGGING IN:**

- Put in your username (your FTIUM email that was assigned).
- Put in your password
- Click on the "Log In" icon

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**MEMBER PORTAL**

[Home](#)

### Log In

Please enter your username and password. [Register](#) if you don't have an account. [Have you forgotten your password?](#)

**Account Information**

Username:

Password:

☐ Keep me logged in

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## WELCOME TO THE FTI-UM MEMBER PORTAL:

- This is the Home Screen
- Notice it will say "welcome – (Your Name)"
- To submit your work hours you will click on the "Training Center" tab towards the top of the screen.
- On the Training Center Menu you will click on the blue "Enter Work Hours" icon.

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WELCOME TO THE FTI-UM MEMBER PORTAL!

Select a calendar type... [ Apprenticeship Training ]

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 Labor Day	6 Drywall 3 CP 3A GW 2 Glazier 2C	7	8 Drywall 4 CP 3B GW 3 Glazier 3A	9	10
11	12 CP 3C CP 5A Glazier 3B	13	14	15 CP 4 CP 5B Glazier 3C	16	17
18	19 Drywall 5 CP 5C Glazier 6 Glazier 3D	20	21	22 Drywall 6 CP 6 GW 5 Glazier 4	23	24
25	26 CP 2A Sem 1A Glazier 5A Glazier 2A	27	28	29 CP 2B Sem 1B Glazier 5B Glazier 2B	30	1
2	3	4	5			

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**TRAINING CENTER MENU**

[Change Favorite Tasks](#)  
[Enter Work Hours](#)  
[Register for Classes](#)  
[Training History](#)  
[View Task Totals](#)

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# ENTERING YOUR WORK HOURS:

- Once you submit your hours for the Month, **THERE IS NO GOING BACK! NO EDITING!**

- First you will "Select Period To View," you will click on the drop down arrow and select the month that you are trying to submit your work hours for.
- If you would like to submit each day separate due to having multiple tasks for that day, you would click on the **blue "Select"** icon in front of each day.
- If you are wanting to do a block of days you will put in the # of the "Starting Day," as well as the # for the "Ending Day." Then click the drop down arrow for "Task," then pick what task you did that day, as well as the amount of hours that you worked.
- There is an "Add Hours" icon under "Task," you will click that when you have entered all of your information. Repeat until you have entered all work hours for that month.
- The system will not allow you to submit a month of work hours until you have entered all days of the month. (Weekends are not mandatory to enter hours).
- Weekdays and Weekends have to be logged separately when you enter work hours in bulk.
- If you were Laid Off or Did **NOT** work you would select that as your task for which ever days as needed, you will need to **enter 8 hours** per day that you did **NOT** work.
- You can login daily or weekly to enter your work hours and it will save within the system. Once you have entered your work hours for the entire month (excluding weekends) you may then, "Submit Hours for Month."

Under Task Drop Down:  
DW - Drywall  
GW - Glass Worker  
GZ - Glazier  
IP - Industrial Painter  
Pt- Commercial Painter  
S/D - Sign & Display

Select Period To View: July-2016

Starting Day:  Ending Day:   
Task: --Favorite Tasks-- Hours:

	Day Of Week	Tasks With Work	Total Hours
<a href="#">Select</a>	1 - Friday		0
<a href="#">Select</a>	2 - Saturday		0
<a href="#">Select</a>	3 - Sunday		0
<a href="#">Select</a>	4 - Monday		0
<a href="#">Select</a>	5 - Tuesday		0
<a href="#">Select</a>	6 - Wednesday		0
<a href="#">Select</a>	7 - Thursday		0
<a href="#">Select</a>	8 - Friday		0
<a href="#">Select</a>	9 - Saturday		0
<a href="#">Select</a>	10 - Sunday		0
<a href="#">Select</a>	11 - Monday		0
<a href="#">Select</a>	12 - Tuesday		0
<a href="#">Select</a>	13 - Wednesday		0
<a href="#">Select</a>	14 - Thursday		0
<a href="#">Select</a>	15 - Friday		0
<a href="#">Select</a>	16 - Saturday		0
<a href="#">Select</a>	17 - Sunday		0
<a href="#">Select</a>	18 - Monday		0
<a href="#">Select</a>	19 - Tuesday		0
<a href="#">Select</a>	20 - Wednesday		0
<a href="#">Select</a>	21 - Thursday		0
<a href="#">Select</a>	22 - Friday		0
<a href="#">Select</a>	23 - Saturday		0
<a href="#">Select</a>	24 - Sunday		0

# ENTERING WORK HOURS PER DAY:

- After clicking on the blue "Select" icon next to the individual day, you will see the screen to the top right.
- You will click on the "Add Hours" tab to begin adding your task and hours.
- You will then see a screen that says "CHANGE HOURS ASSIGNED TO TASK."
- You will click on the drop down arrow for "Task," and pick what you did for that day, as well as the amount of hours.
- After you have entered your information, you will proceed to click on the blue "Insert" icon.
- Continue process as needed for the month of work hours.

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CHANGE WORK HOURS FOR 08/01/2016

[Return To Work Hour Entry](#)

Add Hours

There is no time logged for this day.

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CHANGE HOURS ASSIGNED TO TASK

Task ID:	---Favorite Tasks---
Hours:	
<a href="#">Insert</a> <a href="#">Cancel</a>	



# SUBMITTING MULTIPLE TASKS PER DAY:

- If you have another task that you are needing to add, you will just click on the “Add Hours” icon (**As shown in the image below**). Add the “Task” and the “Hours,” and then click on the blue “Insert” icon (**As shown to the right**).
- To go back to the Monthly work hours, click on the [blue](#) “Return To Work Hour Entry.” (**Shown bottom right**)

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CHANGE WORK HOURS FOR 08/01/2016

[Return To Work Hour Entry](#)

Add Hours

	Task Name	Hours
<a href="#">Delete</a> <a href="#">Select</a>	Gz-C Storefront Installation	4

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CHANGE HOURS ASSIGNED TO TASK

Task ID: Gz-D Curtianwall Installation

Hours: 4

[Insert](#) [Cancel](#)

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CHANGE WORK HOURS FOR 08/01/2016

[Return To Work Hour Entry](#)

Add Hours

	Task Name	Hours
<a href="#">Delete</a> <a href="#">Select</a>	Gz-C Storefront Installation	4
<a href="#">Delete</a> <a href="#">Select</a>	Gz-D Curtianwall Installation	4

# SUBMITTING YOUR MONTHLY WORK HOURS:

- Once you have entered all of your tasks and hours for the month, you will then select your **current contractor name** and can then click on the **“Submit Hours for Month,”** (As shown in the picture below (left)).
- Once you have submitted your hours for the month, you will get a screen that says, “Your Hours have been submitted successfully for (Month) (Year). (As shown in the picture below (Right)).

## ENTER YOUR WORK HOURS

Please enter your hours worked in increments of 1/4 hours (0.25 hours). For instance: If you've worked 5 1/4 hours on a task would log 5.25 hours to that task.

Select Period To View:



Starting Day:

Ending Day:

Task:

Hours:

	Day Of Week	Tasks With Work	Total Hours
<a href="#">Select</a>	1 - Monday	Gz-C Storefront Installation (4), Gz-D Curtianwall Installation (4)	8
<a href="#">Select</a>	2 - Tuesday	Gz-A Tools & Safety (8)	8
<a href="#">Select</a>	3 - Wednesday	Gz-A Tools & Safety (8)	8
<a href="#">Select</a>	4 - Thursday	Gz-A Tools & Safety (8)	8
<a href="#">Select</a>	5 - Friday	Gz-A Tools & Safety (8)	8
<a href="#">Select</a>	6 - Saturday		0
<a href="#">Select</a>	7 - Sunday		0
<a href="#">Select</a>	8 - Monday	Gz-B General Glazing (Install Products, Caulking) (8)	8
<a href="#">Select</a>	9 - Tuesday	Gz-B General Glazing (Install Products, Caulking) (8)	8
<a href="#">Select</a>	10 - Wednesday	Gz-B General Glazing (Install Products, Caulking) (8)	8
<a href="#">Select</a>	11 - Thursday	Gz-B General Glazing (Install Products, Caulking) (8)	8
<a href="#">Select</a>	12 - Friday	Gz-B General Glazing (Install Products, Caulking) (8)	8
<a href="#">Select</a>	13 - Saturday		0
<a href="#">Select</a>	14 - Sunday		0
<a href="#">Select</a>	15 - Monday	Gz-F Operating Entrances (8)	8
<a href="#">Select</a>	16 - Tuesday	Gz-F Operating Entrances (8)	8
<a href="#">Select</a>	17 - Wednesday	Gz-F Operating Entrances (8)	8
<a href="#">Select</a>	18 - Thursday	Gz-F Operating Entrances (8)	8
<a href="#">Select</a>	19 - Friday	Gz-F Operating Entrances (8)	8
<a href="#">Select</a>	20 - Saturday		0

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YOUR HOURS HAVE BEEN SUBMITTED SUCCESSFULLY FOR AUGUST-2016 .

[Continue Entering Hours](#)



# VIEWING WORK HOUR GRAND TOTALS:

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YOUR HOURS HAVE BEEN SUBMITTED SUCCESSFULLY FOR AUGUST-2016 .

[Continue Entering Hours](#)

- Click on the top tab that says "Training Center"

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TRAINING CENTER MENU

Change Favorite Tasks

Edit Work History

Enter Work Hours

Import Hours

Maintain Career Paths

Maintain Categories

Maintain Tasks

Maintain Work Hour Settings

Register for Classes

Reports

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View Apprentice Work Hours

View Messages For User

View Open Messages

View Task Totals

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VIEW TASK TOTALS

NON CREDIT TASKS

Name Of Task	Hours Logged To Task
Laid-Off/Didn't Work	176.00
Grand Total	176.00

CREDIT TASKS

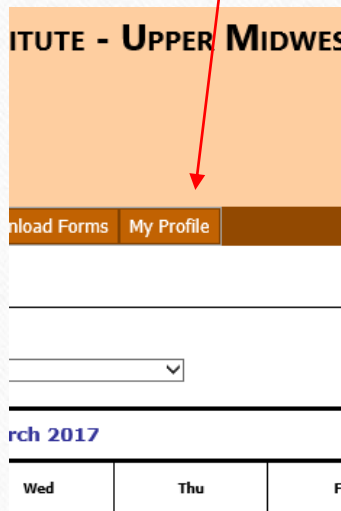
Name Of Task	Hours Logged To Task
DW-A Health & Safety	2.00
DW-B Taping (Joints/Angles, Hand/Machine)	5.00
DW-C Bead Coating & Sanding Application	13.00
DW-D Skim Coating & Sanding Application	96.00
DW-I Clean-Up	16.00
Gz-A Tools & Safety	21.00
Gz-B General Glazing (Install Products, Caulking)	35.00
Gz-D Curtianwall Installation	147.00
Pt-B Operation/Care of Tools & Equipment	40.00
Grand Total	375.00

- This is what your grand totals page will look like. It breaks your total down by task.

- Click on [blue](#) "View Task Totals"

**You are responsible to notify the office if you are up for a raise.** To send a notification of raise or to send general messages or inquires to the office staff:

1. Select the **"My Profile"** tab.
2. Select **"Messages"**
3. Type your message
4. Click **"Submit New Message"** (An email will be sent to the office staff for review)

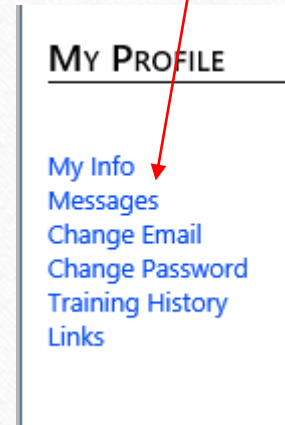


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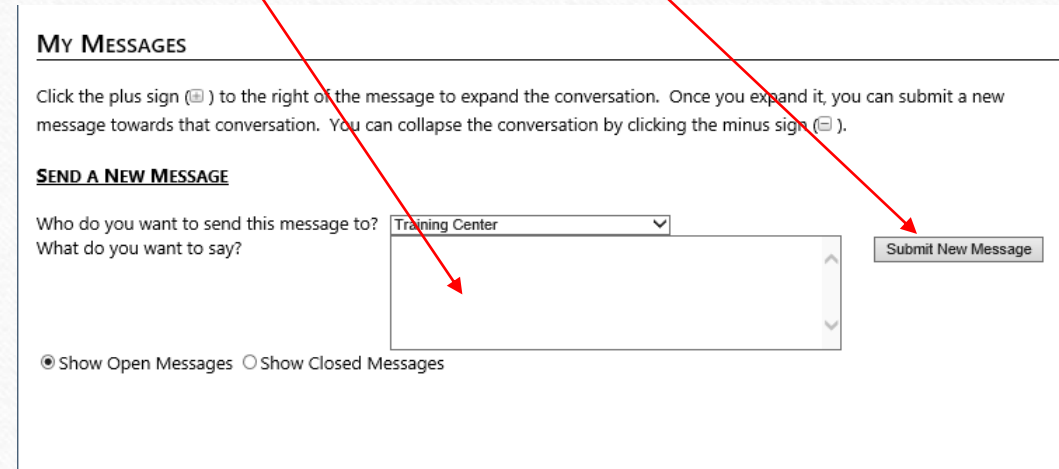
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Wed	Thu	F
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**MY PROFILE**

- My Info
- Messages**
- Change Email
- Change Password
- Training History
- Links



**MY MESSAGES**

Click the plus sign (+) to the right of the message to expand the conversation. Once you expand it, you can submit a new message towards that conversation. You can collapse the conversation by clicking the minus sign (-).

**SEND A NEW MESSAGE**

Who do you want to send this message to? Training Center

What do you want to say?

Submit New Message

☒ Show Open Messages ☐ Show Closed Messages

**PLEASE NOTE: RAISE ELIGIBILITY IS DETERMINED BY THE FOLLOWING:**

1. Full Attendance at regular scheduled classes
2. Tuition/ Union Membership in Good Standing
3. Minimum of ONE Attendance/Participation of Union Meeting/Service per semester

If you have questions regarding your email or student portal, you can contact our office directly at (651) 379-9600 or by email at: lfall@ftium.edu