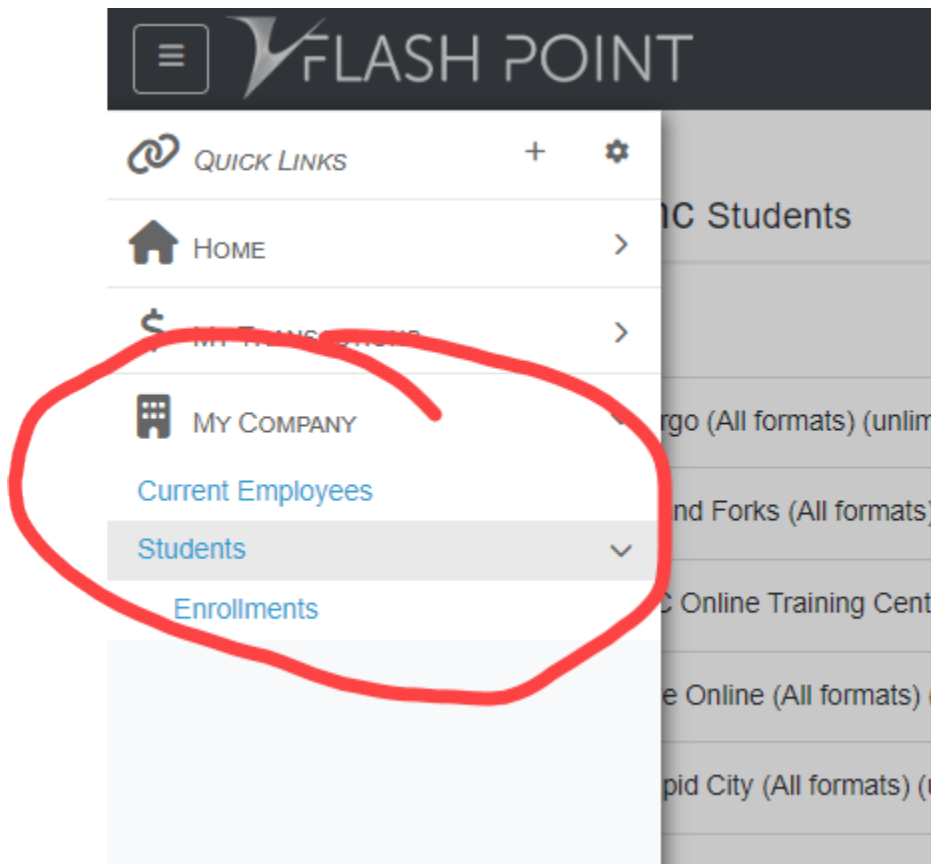




## Apprentice Registration and Enrollment Procedure

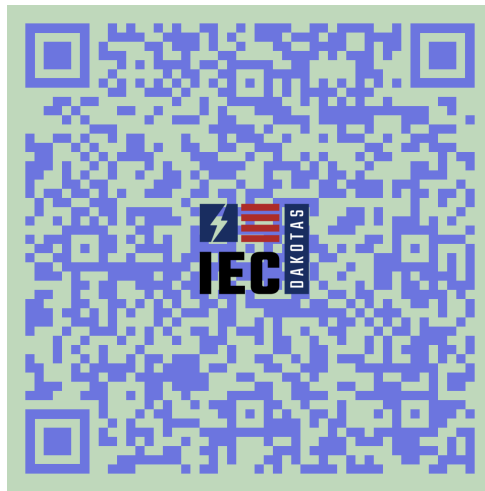
**STEP 1: CONTRACTOR LOGIN.** Each primary contact of every IEC member contractor was sent an email with their login credentials. If you did not receive that email, please contact [virginia.iecdakotas@gmail.com](mailto:virginia.iecdakotas@gmail.com).

If you know your login information, please login to <https://iec.flashpoint.xyz/Dashboard>, then click on My Company, then Students



## STEP 2: STUDENT REGISTRATION

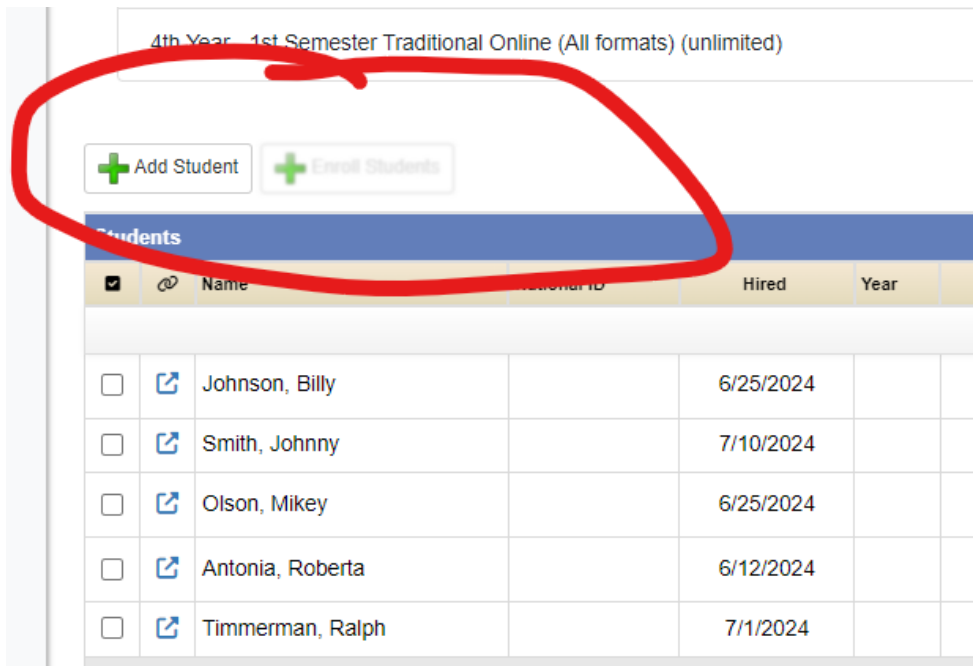
**PREFERRED METHOD**-Apprentice Registration. IEC recommends having each apprentice complete the registration form on their own. This will help ensure the most up-to-date contact information and eliminate. Registration available at [www.iecdakotas.com](http://www.iecdakotas.com) or here:



Important Note: Flashpoint uses cookies and verified emails to secure its data. IF YOU'RE LETTING SEVERAL APPRENTICES REGISTER FOR CLASSES ON THE SAME COMPUTER, YOU MUST BE IN INCOGNITO MODE, or the database will simply update the previous record.

**ALTERNATE METHOD**-Contractor may register apprentices directly (force register) This is not recommended, as the contractor is not allowed to enter complete information for each apprentice, and the process must ultimately be completed by the apprentice anyway. But if you must register your apprentices, here's how:

- Login to Flashpoint/MyCompany/Students and scroll down towards the bottom.
- Click "Add Student" then fill in Hire Date and Social Security Number. The registration form will then open up. Fill it out and click submit. The new student will then appear as a student in your account.



After students register, IEC will approve their application and assign them to their employer. They will not show up on your roster until this is completed by IEC.

### **STEP 3: STUDENT ENROLLMENT.**

Enrollment is the process of determining which class your student will be enrolled in each semester.

Once your students are registered in the database, click on My/Company/Students and scroll down to the bottom.

Check the box next to an apprentice and then click “Enroll Students”.

4th Year - 1st Semester Rapid City (All formats) (unlimited)

4th Year - 1st Semester Sioux Falls (All formats) (unlimited)

4th Year - 1st Semester Traditional Online (All formats) (unlimited)

[+ Add Student](#) [+ Enroll Students](#)

**Students - 2 rows selected** [Clear](#)

<input checked="" type="checkbox"/>		Name	National ID	Hired	Year	Accepted
<input checked="" type="checkbox"/>		Johnson, Billy		6/25/2024		6/25/2024
<input type="checkbox"/>		Smith, Johnny		7/10/2024		6/25/2024
<input checked="" type="checkbox"/>		Olson, Mikey		6/25/2024		6/25/2024
<input type="checkbox"/>		Antonia, Roberta		6/12/2024		
<input type="checkbox"/>		Timmerman, Ralph		7/1/2024		

Records 1 through 5 of 5

Select the Course, Preferred Class Location, and Format of the class you'd like to enroll the student. Classroom seats are available on a first-come, first-served basis. If a classroom fills up, students will be moved to an online class if necessary.

**Enroll Students** ✕

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Registration	Total
<b>Olson, Mikey</b>	
Course	
2nd Year - 1st Semester	
Preferred Class Location	
Grand Forks	
Format	
In Person Classroom	
<input checked="" type="radio"/> 2nd Year Non-Member Tuition: \$2,560.00	\$2560.00
<b>Total:</b>	<b>\$2560.00</b>

**Total:**  
**\$2560.00**

The last step is to scroll up a bit and click on the “View Details” link. Make sure your apprentices are in the right class and then select “Pay Now” or “Invoice Me”.