



**SPONSOR
QUICK START
GUIDE**

The purpose of this RAPIDS Sponsor’s Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

Table of Contents

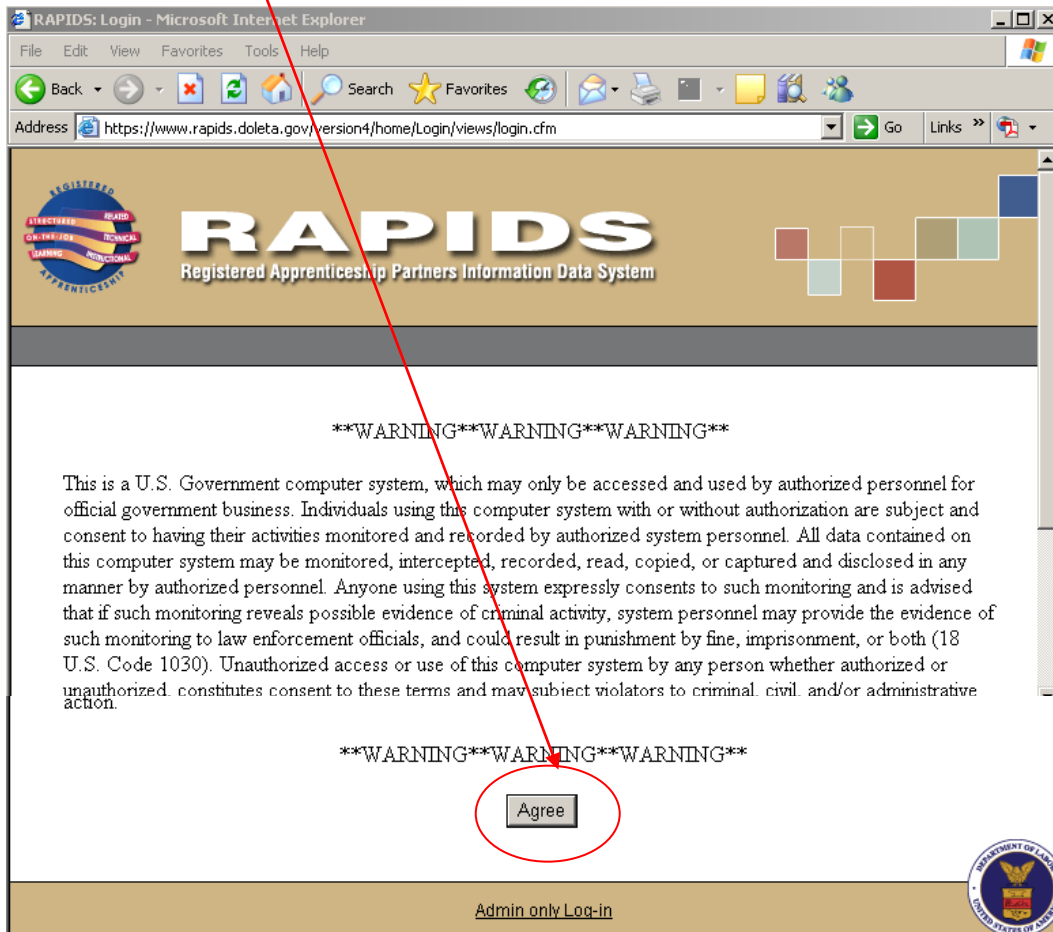
- 1.1 Accessing the RAPIDS System..... page 3**
- 1.2 Log-in..... page 4**
- 1.3 Register Apprentice..... page 6**
- 1.4 Complete Apprentice..... page 8**
- 1.5 Cancel Apprentice..... page 12**

1.1 Accessing RAPIDS Website

Note: Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box: <https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears



1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.

The screenshot shows the RAPIDS login interface. At the top left is the logo for Registered Apprenticeship Partners Information Data System (RAPIDS). The main heading is "RAPIDS" with the subtitle "Registered Apprenticeship Partners Information Data System". Below this is a "Login" section. On the left is a photo of two men working on a large industrial machine. To the right of the photo is the text "Welcome to RAPIDS". Below this text are two input fields: "User ID:" and "Password:". A red oval highlights the "User ID:" field, and another red oval highlights the "Password:" field. Below the password field is a link that says "Retrieve Forgotten Password". At the bottom right of the login section is a "Login" button, which is also highlighted with a red oval. A red arrow points from the "Login" button back to the photo of the men working on the machine. At the bottom left of the page is a link for "Admin only Log-in". At the bottom right is the logo for the Department of Labor, United States of America.

Result: The Home page will display, as shown below:

Welcome, SP02656([Logoff](#)) | [Help](#)

RAPIDS

Registered Apprenticeship Partners Information Data System

Home Programs Apprentices

General My Profile

Search: For: [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

Performance At A Glance

Today's Stats: Larry Starr	
Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3

Today's Stats

Totals (Fiscal Year to Date)						
Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

Quick Links

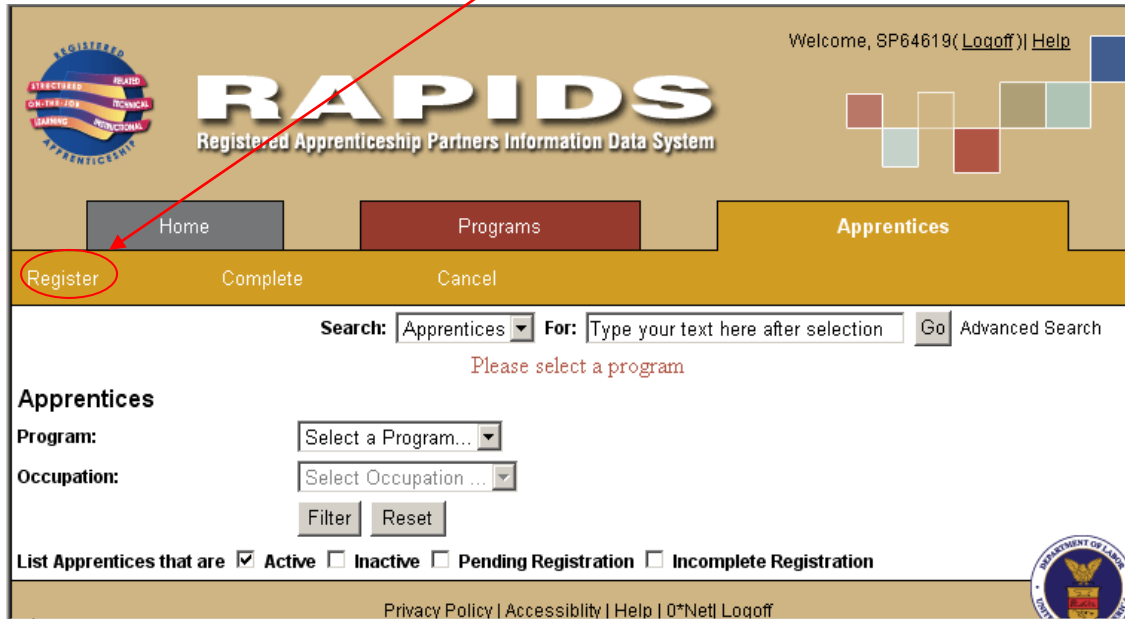
- [Register an apprentice](#)

What's New

Privacy Policy | Accessibility | Help | [0*Net](#) | [Logoff](#)

1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.



This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

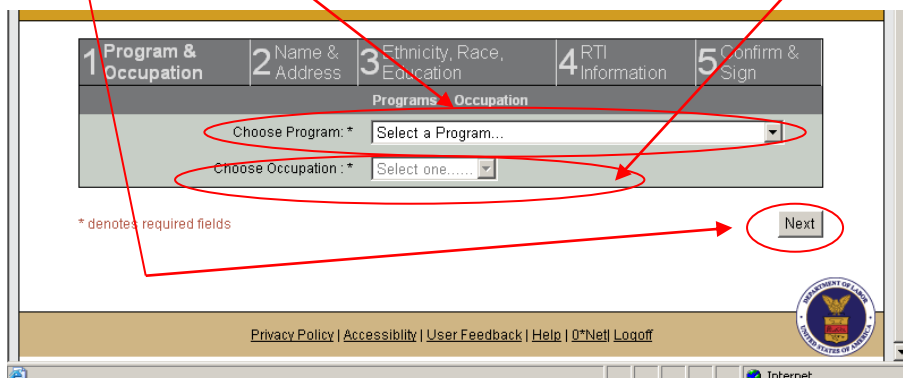
- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

Note: Entry is required in all fields with an asterisk (*) beside the field name.

On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.



Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

Apprentice Registration

Last Name: SDFGV, First Name: SDV ID: AK07N003570

1 Program & Occupation	2 Name & Address	3 Ethnicity, Race, Education	4 RTI Information	5 Confirm & Sign
------------------------	------------------	------------------------------	-------------------	------------------

Program & Occupation

A-1 CONSTRUCTION

Sponsor: 7483 CHEBOYGAN STREET
ALANSON, MI 49706

Sponsor Program No: MI009990013

Trade/Occupation: CARPENTER

Occupation Code: 0067

Term: 8000 Hours

Probationary Period: 1000 Hours

Name and Address of Sponsor Designee to Receive Complaints(if applicable)

Designee: No Designee Information for this Project

Name Information

Last Name: SDFGV
First Name: SDV
Middle Name:
SSN:
Apprentice ID: AK07N003570

Address Information

Address: SDFGV
City: SDFGV

State: AK
Zip Code: 99999
Phone:
E-mail:
Date of Birth: 01/01/1981
Gender: Male

Ethnicity, Race, Veteran Status, Education

Ethnic Group: Hispanic

Race: Black

Veteran Status: Non-Veteran

Education Level: High School Graduate

Career Linkage

Military

Related Training Information

Related Training Instruction Provider: AMERICAN FIRE SPRINKLER ASSOC.

Total Length of Instruction: 8000 Hours/ Year

Are Wages Paid During Instruction? Wages not paid

Hours Instruction Provided: During Non-Work Hours

Term Length: 8000 Hours

Probationary Period: 1000 Hours

Credit for Previous Experience: 50 Hours

Credit for Previous RTI: 50 Hours

Term Remaining: 7950 Hours

Date Apprenticeship Begins: 05/24/2007

Wages

Prior Apprenticeship Wages: 5.75 / Hour
Apprentice's Entry Wages: 8.00 / Hour
Journeyworker's Wages: 8.00 / Hour

Update

Current Status Information

Status: Incomplete Registration
Status Last Updated: 05/16/2007

Electronic Signature

Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.

JAMES DEMERCADO - MI010
 Electronic Signature

Click the button below to complete this registration.

Save & Complete Registration Request

Privacy Policy | Accessibility | User Feedback | Help | 0*Net | Logout

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

Note: After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

1.4 Complete Apprentice

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

RAPIDS: Apprentice (TEST) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://166.97.4.153/version4/raishome.cfm?raisact=APc.completeList

Home Programs Apprentices

Search Register Complete Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 10

Select one or more Apprentices to: Review for Completion

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

Result: System displays the Complete Apprentice form



Complete Apprentice

Program

Sponsor: AK HEAT & FROST INSULATORS JATC
P.O. BOX 203212
ANCHORAGE, AK 99520

Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)

* denotes required fields

Save & Submit Completion

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

Result: The system will display the completed record(s) on the list

The screenshot shows a web browser window with the URL <http://166.97.4.153/version4/apprentices/raishome.cfm?raisact=aapp.filterList>. The page has a navigation bar with buttons: Search, Register, Transfer, Complete, Cancel, Approve. Below the navigation bar is a search section with a dropdown menu set to 'Apprentice', a 'For:' field, and a 'Go' button. There is also a link for 'Advanced Search'. Below the search section are filter options: 'Show: My Programs All Programs', 'State: MI', 'Program: 2K TOOL (MI010050018)', and 'Occupation: All Occupations.....'. There are 'Filter' and 'Reset' buttons. Below the filters are checkboxes for 'List Apprentices that are Active Pending Inactive', with 'Inactive' checked. Below the checkboxes are 'Rows 1 to 1 of 1' and 'Rows per page: 10'. At the bottom is a table with the following data:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentice tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

The screenshot shows a web browser window titled "RAPIDS: Apprentice (TEST) - Microsoft Internet Explorer". The address bar shows the URL: <http://166.97.4.153/version4/raishome.cfm?raisact=APc.cancelList>. The page has a navigation menu with "Home", "Programs", and "Apprentices" tabs. Below the menu is a search bar with "Search", "Register", "Complete", and "Cancel" options. The "Cancel" option is selected. The search criteria are set to "Apprentices" and "For: Type your text here after selection". The "Program" dropdown is set to "ABC ALASKA (AK000990003)" and the "Occupation" dropdown is set to "All Occupations.....". There are "Filter" and "Reset" buttons. Below the search criteria, it says "Rows 1 to 10 of 320" and "Rows per page: 10". A "Page" button is visible. The main content area is titled "Cancel Apprentices" and contains a "Select one or more Apprentices to:" label and a "Review for Cancellation" button. Below this is a table with the following columns: "Select All", "No.", "Id", "Name", "Indenture Date", "Occupation", "Starting Wage", "Current Wage", "Current Wage Date", and "Preview". The table contains one row of data:

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

Result: System displays the Cancel Apprentice form

Home Programs Apprentices

Register Complete **Cancel**

Search: Apprentices For: Type your text here after selection Go Advanced Search

Cancel Apprentice

Program

Sponsor: AK HEAT & FROST INSULATORS JATC
P.O. BOX 203212
ANCHORAGE, AK 99520

Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

Cancellation Information

Cancellation Date: * (Ex. MM/DD/YYYY)

Cancelled in Probation Period? * Yes No

Appeal Rights Explained? * Yes No

Requested by? * Sponsor Apprentice

Reason for Cancellation: * Choose one...

* denotes required fields

Submit Cancellation Quit

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.