

FAQ

Online Report of Hours



If you currently use Access Manitoba to report your apprentices' hours this process is not new to you and therefore no further action is required by you.

If you have never used Access Manitoba, you may require some guidance on how to log into Access Manitoba and complete the report of hours.

Q & A Employer Users

Q. Do I require a user name in Access Manitoba to report hours for my apprentice?

A. Yes, you will need to log on to Access Manitoba.ca and create a personal username and password. This will later be associated with the business account. If the business you are associated with currently or has previously had registered apprentices, your business will be in the system. Do not create a business profile.

Q. I have created a user name and password, how do I find my business or apprentice?

A. You will need to contact your Apprenticeship Training Coordinator (ATC) for them to create the "relationship" link with your profile and your business.

Q. How often do I need to report my apprentice's hours?

A. Hours can be reported as often as you like. However, to keep your apprentice on track with their apprenticeship you should report, at minimum each time the apprentice begins technical training. If an apprentice leaves your business, it is also very important to report the hours before their last day.

Q. Can anyone in my company report the apprentice hours?

A. Only Access Manitoba users who have been linked (relationship as above) to your company can report hours for an apprentice. If you require more than one person, please contact your ATC after the user has created a user name and password in Access Manitoba.

Q. Can my apprentice report their hours and I approve them?

A. No, apprentices cannot report their own hours. The system functionality does not allow this.

If you require further assistance visit: [Support/Tutorials](#) | [AccessManitoba](#) | [Province of Manitoba](#) or contact your Apprenticeship Training Coordinator.

Q & A Apprentice Users

Q. As an apprentice can I log onto Access Manitoba and see my hours?

A. No, an apprentice cannot log onto Access Manitoba and see their hours. The apprentice can contact Apprenticeship Manitoba at 204-945-3337 or toll free: 1-877-978-7233 for a report of their hours on file.

Q. As an apprentice can I log onto Access Manitoba and report my hours?

A. No, an apprentice cannot report hours. Be sure to develop a process with our employer to ensure they go online and submit your hours.

Q. How often should my employer report my hours?

A. It is recommended that hours be updated when you are released to attend technical training. If you are leaving that employer, be sure your hours are updated before the working relationship ends.

Q. What if my employer does not report my hours prior to me leaving their employ?

A. You can provide a copy of your record of employment (ROE) issued by that employer, to your Apprenticeship Training Coordinator.

Q. How do I know how many hours I have on file?

A. You will receive a Client Profile with your technical training marks. If at anytime, you would like to know how many hours you have or would like a copy of a Client Profile you can contact 204-945-3337 or toll free: 1-877-978-7233