DMS Portal On-the-Job Training (OJT) Module Guide

Training Plan

1. Trainees may be enrolled without the submission of a training plan.
2. Once a training plan has been submitted, it must be approved before enrollments can be added.
   a. Training plan information must reflect total assigned goal.
   b. Clarifying information may be added to the comment box.

Enrollment

1. Enter trainee phone number without any dashes/hyphens (ex. 5124865525). If the trainee does not have a phone, enter the number as all zeros (ex. 0000000000).
2. To identify the project on which training will begin, use the contract number (ex. 04183206: BSE, SURF, PAV'T MRKINGS 0073-05-070).
   a. Federal-aid contract numbers are selected from the drop-down menu.
   b. Contracts on which vendor is not the Prime are not available in the drop-down menu.
   c. Contracts awarded prior to February 2017 are not available in the drop-down menu.
3. Upload the signed *Trainee Signature Form* (Form 2784) to confirm the trainee's knowledge and agreement of program participation.

Monthly Reports

1. Select federal-aid training projects from the *Contract* drop-down menu.
2. Training projects not in the DMS Portal should have the contract number or CSJ added to the *Reference Number* field.
   - Upload supporting payroll documentation for nonfederal-aid projects using the *Documents* tab at the top of the screen.

Current Workarounds

1. If the hire type for enrollment is an *upgrade*, select the 9000 code that corresponds to the *current job classification*.
   - For example, if the current classification is 1393 Motor Grade Operator, Rough; select 9393 – Motor Grade Operator, Rough from the drop-down menu.
2. If the *current job classification* is 1172 Laborer, Common or 1150 Flagger, select *New Hire* at the *Hire Type* (there are no corresponding 9000 codes for these classifications).

System Support

1. Questions about enrollments, monthly reporting, and other program-related topics can be submitted using the Messages tab at the top of the OJT module screen.
2. Comments related to program activities (enrollment, reporting, graduation, etc.) can be added in the comments box located on each screen of the OJT trainee record.
3. Technical system issues will be addressed via help tickets submitted through the system. On the left-hand side of the screen, click on Help & Support, then Contact Support.
4. If you have forgotten your password, you can reset it on the DMS Portal Log In page by clicking on Account Lookup and Search by Business Name.