

**IMPORTANT: PLEASE READ THE ENTIRE DOCUMENT AND RETAIN FOR YOUR RECORDS.**

*The following instructions are to be used as a guideline and are subject to revision without notice. We will post at [www.apegm.mb.ca](http://www.apegm.mb.ca) and revise as necessary. Note that the name Association of Engineers and Geoscientists of Manitoba (APEGM) has now been replaced with Engineers Geoscientists Manitoba. 'Engineer/Geoscientist in Training' has now been replaced with 'Engineering Intern/Geoscience Intern'. The acronym 'MIT' has been replaced with 'Intern', but EIT and GIT continue as acronyms. The screenshots, however, may continue to use some of the old terminology.*

Notice to all Interns:

Using the Online Pre-Registration System

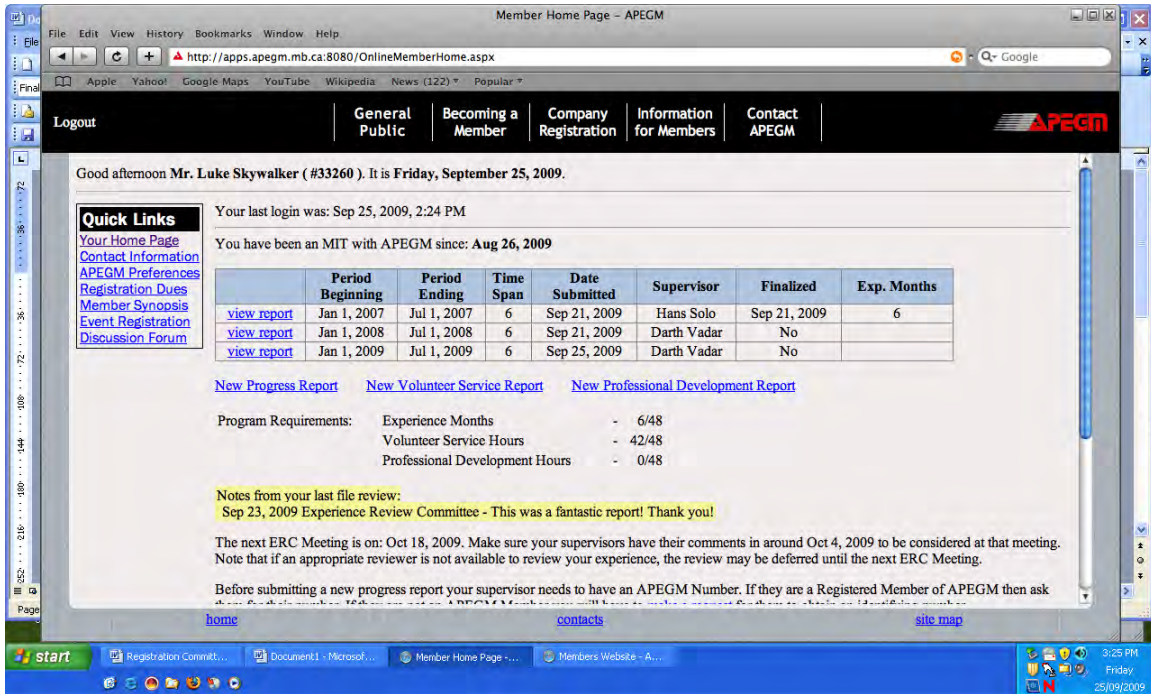
March 14, 2017

Engineers Geoscientists Manitoba uses an online system to do progress reporting.

Please visit: <http://www.apegm.mb.ca/ProgressReports.html> to read about your reporting requirements. **Be sure to review the sample reports. They will give you an idea of the level of detail required by the Experience Review Committee. You must follow the template as outlined in the documents Acceptable Engineering/Geoscience Work Experience which are available here: <http://www.apegm.mb.ca/FormsAndResources.html>**

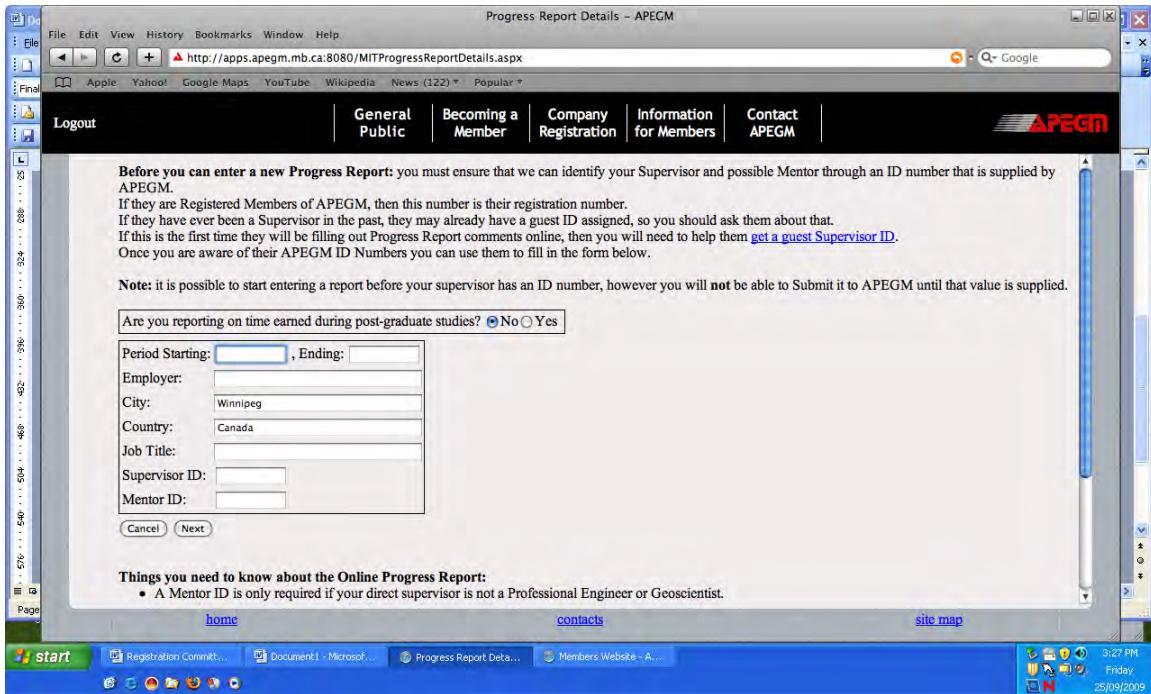
To start submitting reports online:

1. Follow the steps at: <http://www.apegm.mb.ca/MembersWebsite.html> to obtain your online profile.
2. Once you receive the email with your temporary password, please log in to: <https://apps.apegm.mb.ca/Login.aspx> where you will need to choose a new password. Your username will be your Engineers Geoscientists number, which is on the Membership Card that has been sent to you. Assessment applicants and students will also have a number which they can obtain, if they don't know it, by contacting the office.
3. Once you've chosen your new password, you may log into your 'Home Page', which will look similar to this:



## Screen 1 – MIT Home Page

Click on the ‘New Progress Report’ link to begin entering a new report:



## Screen 2 – Intern Progress Report Details

## IMPORTANT:

- If you have a supervisor who is a registered member of our Association, you will enter their Supervisor ID in the appropriate textbox. The Supervisor ID is their Association number and they will need to give it to you (although you may start creating the report prior to getting this number).
- If your supervisor does NOT have an ID with the Association – i.e. they are not a member, intern, assessment applicant..., it is necessary for you to assist them to set up a guest supervisor ID password. While this process involves a few extra steps, once they have the ID and password, **they will be able to use it multiple times for future reports or even other interns**. The process is described in detail at page in the companion document – Guest Supervisor Registration. It is possible for you to start creating the progress report before you have the guest supervisor's ID, however, it is not possible to submit the report until this has been completed.
- If your supervisor is not a registered member of the Association and you have been working in Manitoba, you will need to complete both the Supervisor ID and the Mentor ID section. The mentor is a professional member who takes responsibility for that work. The mentor will have a number from our Association which he/she needs to give you.

Fill in the Report Details as instructed. See next screen for example:

The screenshot shows a web browser window titled "Progress Report Details - APEGM". The address bar shows the URL "http://apps.apegm.mb.ca:8080/MITProgressReportDetails.aspx". The page has a navigation menu with links for "Logout", "General Public", "Becoming a Member", "Company Registration", "Information for Members", and "Contact APEGM". The main content area contains instructions for entering a new progress report, including a note that a supervisor ID is required for submission. Below the instructions is a form with the following fields: "Are you reporting on time earned during post-graduate studies?" (radio buttons for No and Yes), "Period Starting:" (Jan 1, 2004), "Ending:" (Jun 1, 2004), "Employer:" (XYZ Company), "City:" (Winnipeg), "Country:" (Canada), "Job Title:" (MIT), "Supervisor ID:" (33261), and "Mentor ID:". There are "Cancel" and "Next" buttons at the bottom of the form. At the bottom of the page, there are links for "home", "contacts", and "site map". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the date and time (3:29 PM, Friday, 25/09/2009).

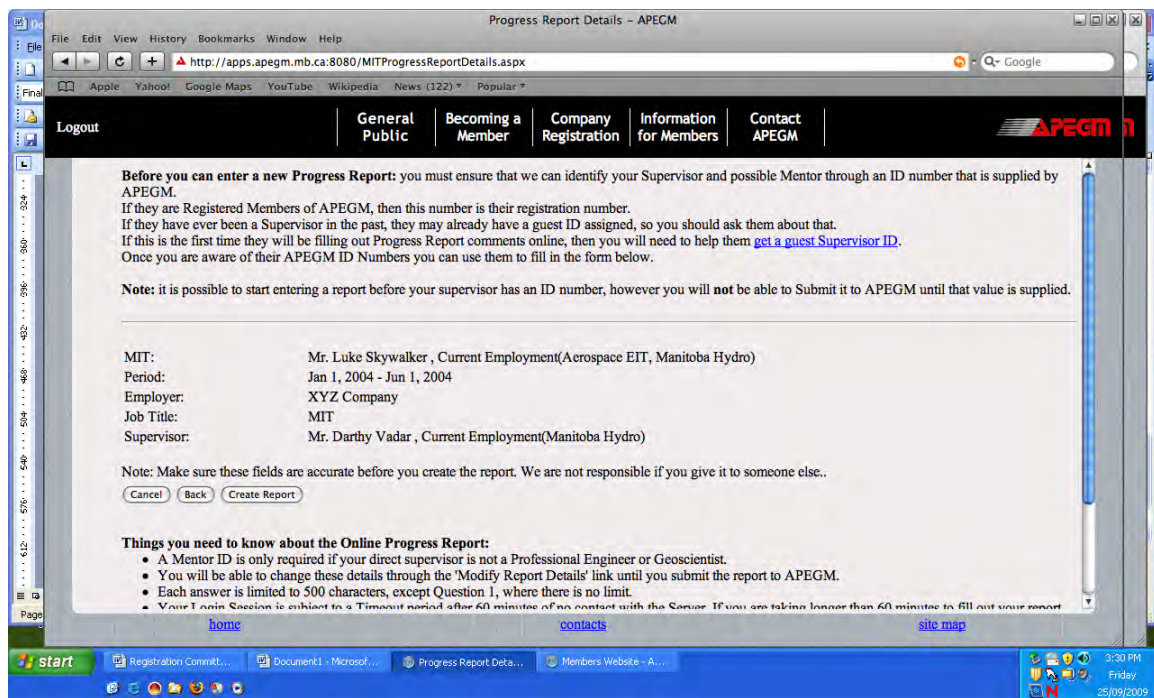
Screen 3 – Completion of Progress Report Details



**Important:**

- In the case above, the supervisor is a registered Association member, so no Mentor ID is required. Therefore, the Mentor ID field can be left blank.
- The supervisor ID for a registered member is THEIR Association member number. This is not a private number. It can be shared with Interns on request. The supervisor's PASSWORD, however, (like all other passwords) should be kept private and confidential.
- If you do not yet have your supervisor's ID number or your mentor's ID number (or both), it is possible to start creating the report. These numbers can be added later. However, it is not possible to submit a report to the Association until the number(s) have been added.

Clicking on the 'Next' button will allow you to verify the report details:

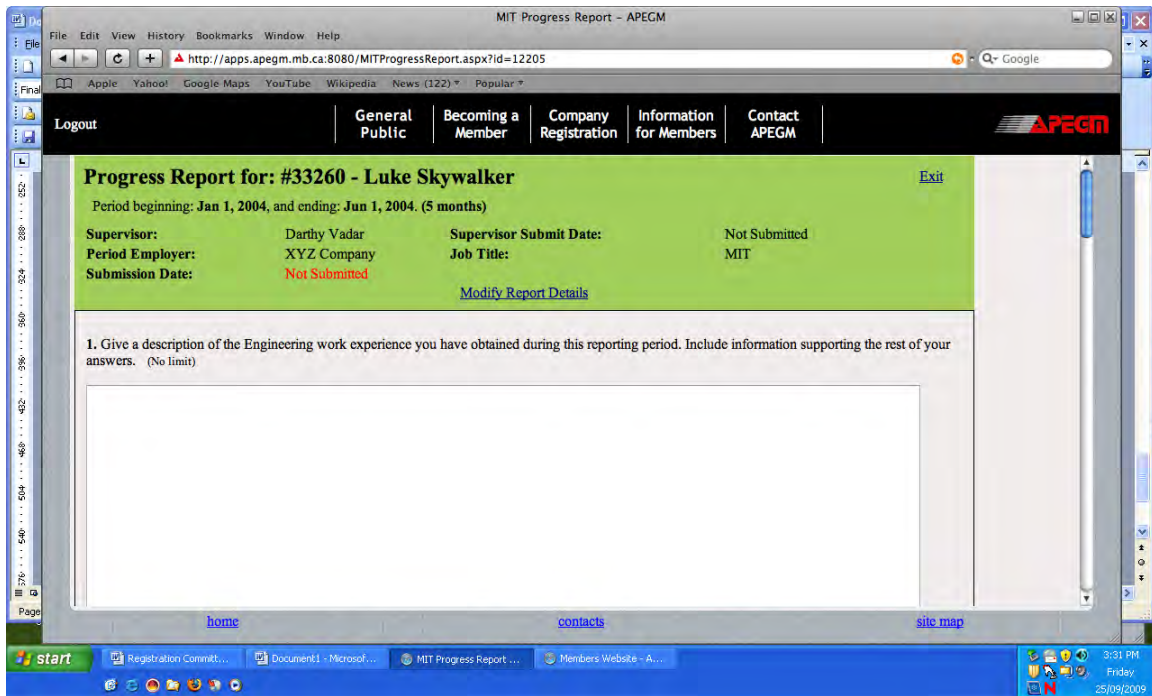


**Screen 4 – Verification of Report Details**

**IMPORTANT:**

Make sure that you verify whom you're sending the report to – in this case, it's Darchy Vadar. If the name is wrong, this means the person has given you the wrong number. You can still Create Report if you wish, but make sure that you get the correct number and modify it before **submitting the report!** (The Association is not responsible if you send it to someone else...). See Screen 5 for the Modify Report Details link.

Pressing the 'Create Report' button will take you to the online report itself:



## Screen 5 – Report to be completed by Intern

Important: If you need to Modify your report details, click on [Modify Report Details](#) link above. For example, if you need to add your supervisor’s ID (because you did not yet have it) – you should click on [Modify Report Details](#), once you have the number, and add it there.

The above online report can be completed either by typing and then scrolling to subsequent questions, or if you prefer, you can create a separate word document and cut and paste text into the online report. It’s your choice. Note that the 1<sup>st</sup> question says (no limit) – this means that you can type as much as you want. Subsequent questions are limited to 1000 characters. Make sure that you answer all questions to the best of your ability.

As you get to the end of the report, you will note that there are a variety of ‘Save’ type buttons. You may save this report as many times as you want, however, once you submit it, you will not be able to modify your answers, (unless the supervisor chooses to ‘Give it back’ to you for some reason.)

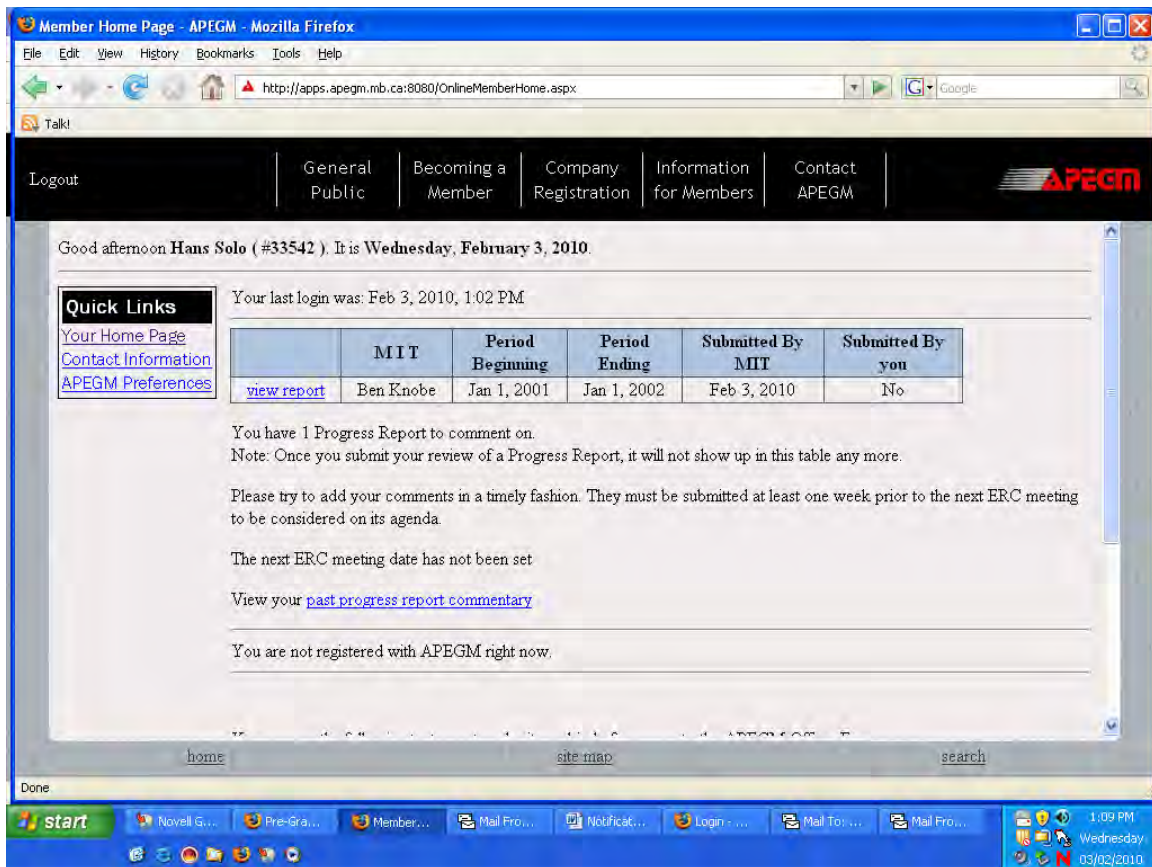
Once your report is ready, you can submit it by selecting the Submit button at the end of the report. Selecting the Submit button does several things:

- It makes the report ‘read only’ for the Intern
- It records the date and time of submittal (and you will be able to verify this at your home page)
- It makes the report viewable by the supervisor (and mentor, if applicable) that you have identified by ID(s) in the report. **They must log on to their own profile in order to see the reports to be reviewed.**
- It allows the supervisor and mentor to agree/disagree with your comments, add commentary and indicate the number of months of experience that they feel is warranted. (They must complete all fields before they are able to submit their report(s) to the Association).

- As a courtesy, it sends an email to the supervisor and mentor at the emails that APEGM has on file. **It is YOUR responsibility, however, to follow up with both to make sure that they can see the report from their own log in screens.** (The email simply tells the supervisor (and mentor) to log in...if they don't receive the email, they should let us know, but they will still be able to log in and view the report).

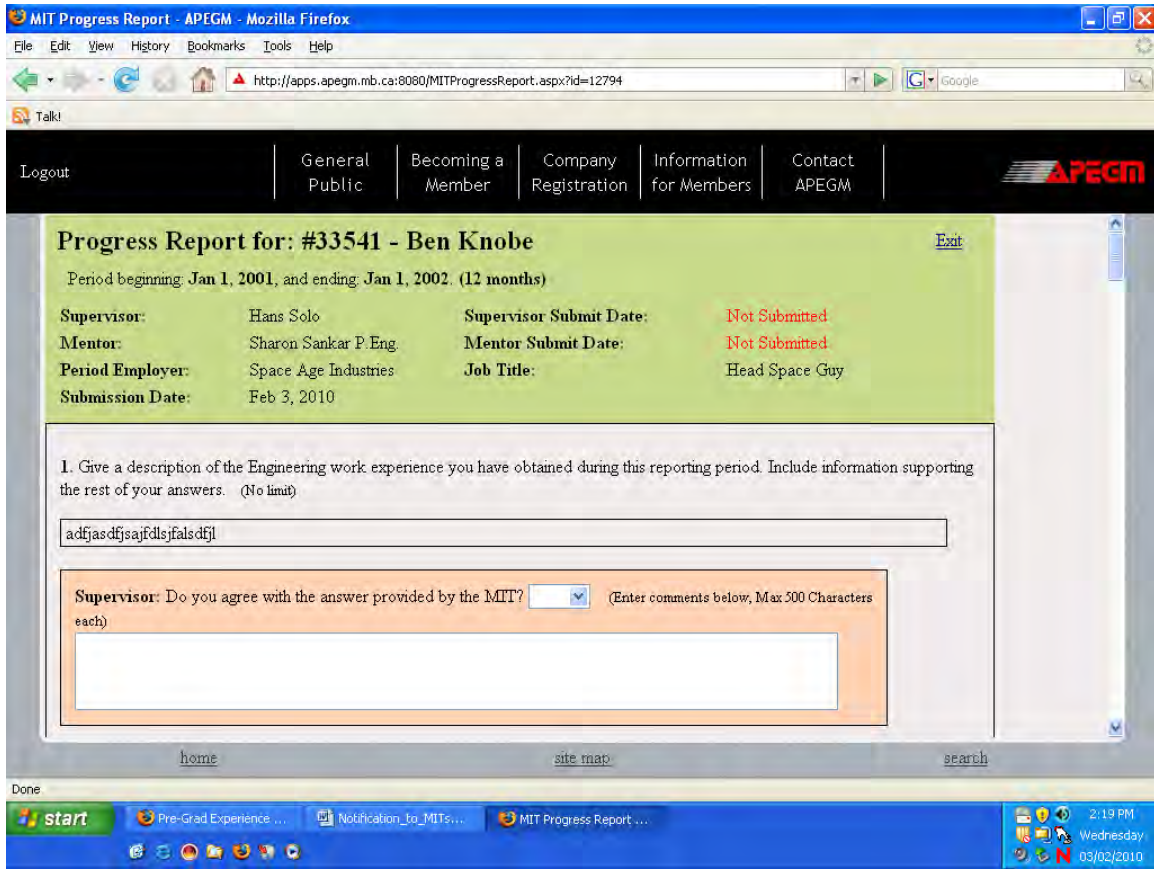
*NOTE to Interns: since I'm using a development version of this application, my Luke Skywalker and Darthy Vader profiles were inadvertently wiped out. The following examples will use Ben Knobe as the MIT and Hans Solo as the supervisor. My apologies – ss.*

The supervisor, when he/she logs in will see a screen similar to the following:



### Screen 6 – Supervisor Home Page

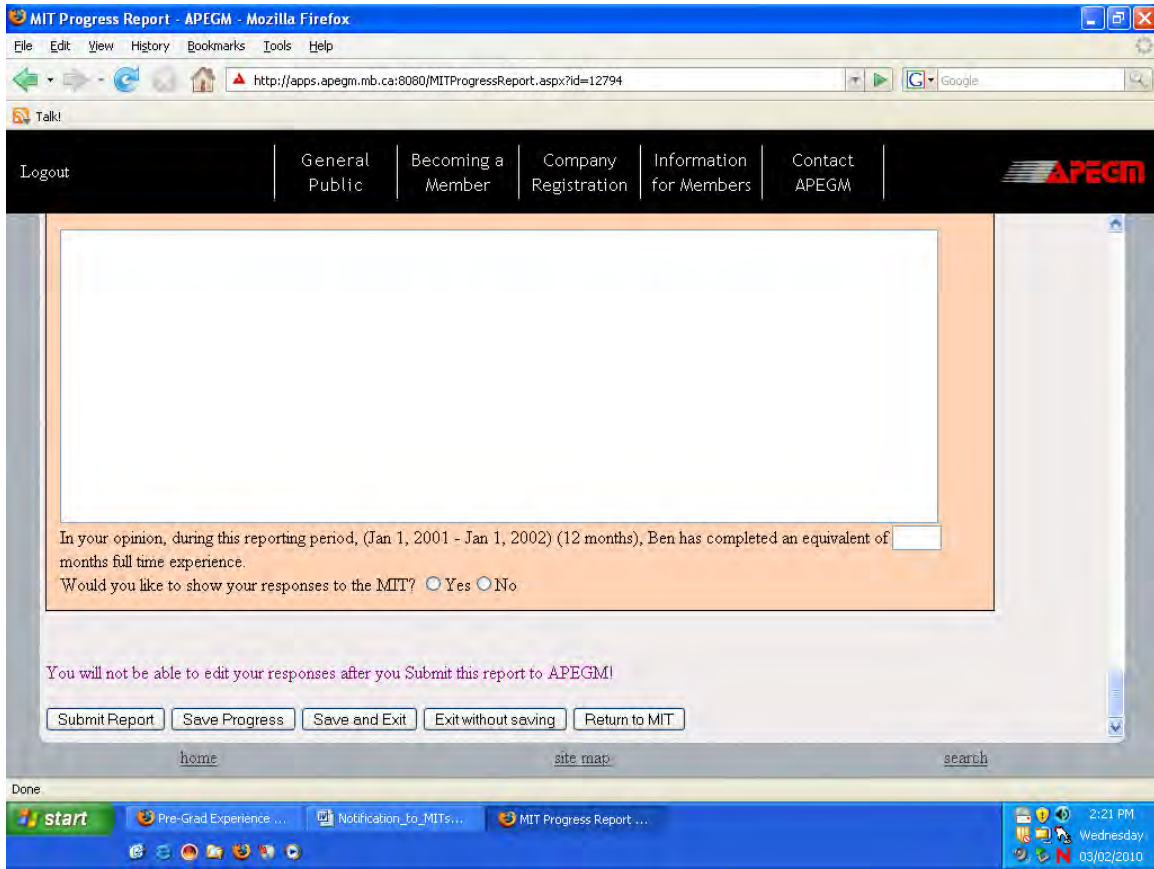
As noted above, the supervisor is able to see the report period (Jan. 1, 2001 to Jan. 1, 2002), the Intern name (in this case, Ben Knobe) and the date that the Intern submitted the report – in this case, February 3, 2010. To view and comment on the report, the supervisor should click on the [view report](#) link above:



### Screen 7 – Supervisor view of the Intern report

The supervisor will then complete the sections (usually coloured pink depending on your browser) until he/she reaches the end of the report:





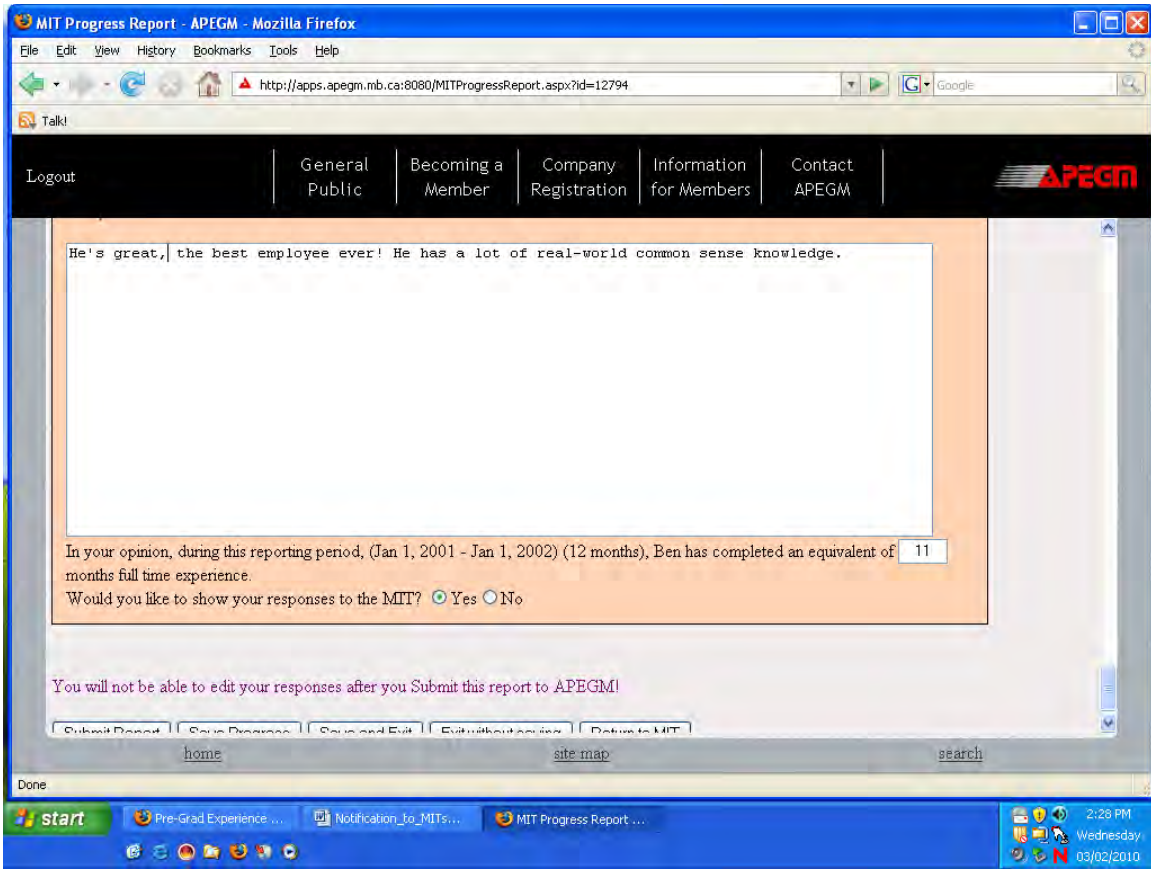
Screen 8 – Supervisor view of the Intern report (scrolled to the bottom)

Note that the supervisor **MUST** complete all sections and can, like the Intern, save the report as many times as he or she wants. Once he submits it, however, it becomes un-editable.

**IMPORTANT: The report will not allow submittal until ALL questions are answered – i.e. Yes or No after each question, an explanation if the answer is ‘No’ , a statement regarding the MIT’s progress (minimum 50 characters), the number of months of experience that the supervisor is vouching for, and either a Yes or No response to: *Would you like to show your responses to the Intern[MIT]?***

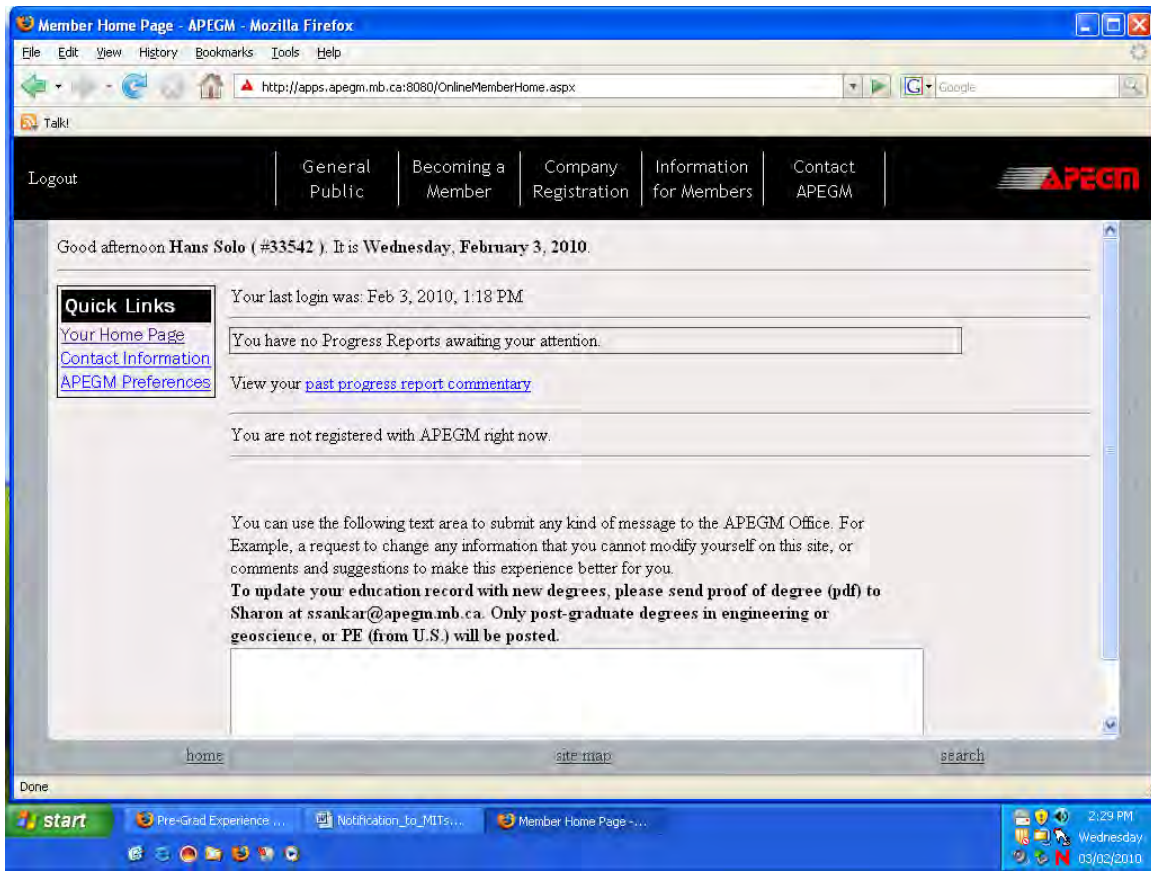
The next slide shows an example of what could be put into the end of the page:





Screen 9 – Supervisor feedback on Intern report.

Successful submittal of the report returns the supervisor back to his own home page, as illustrated in the next screen shot:



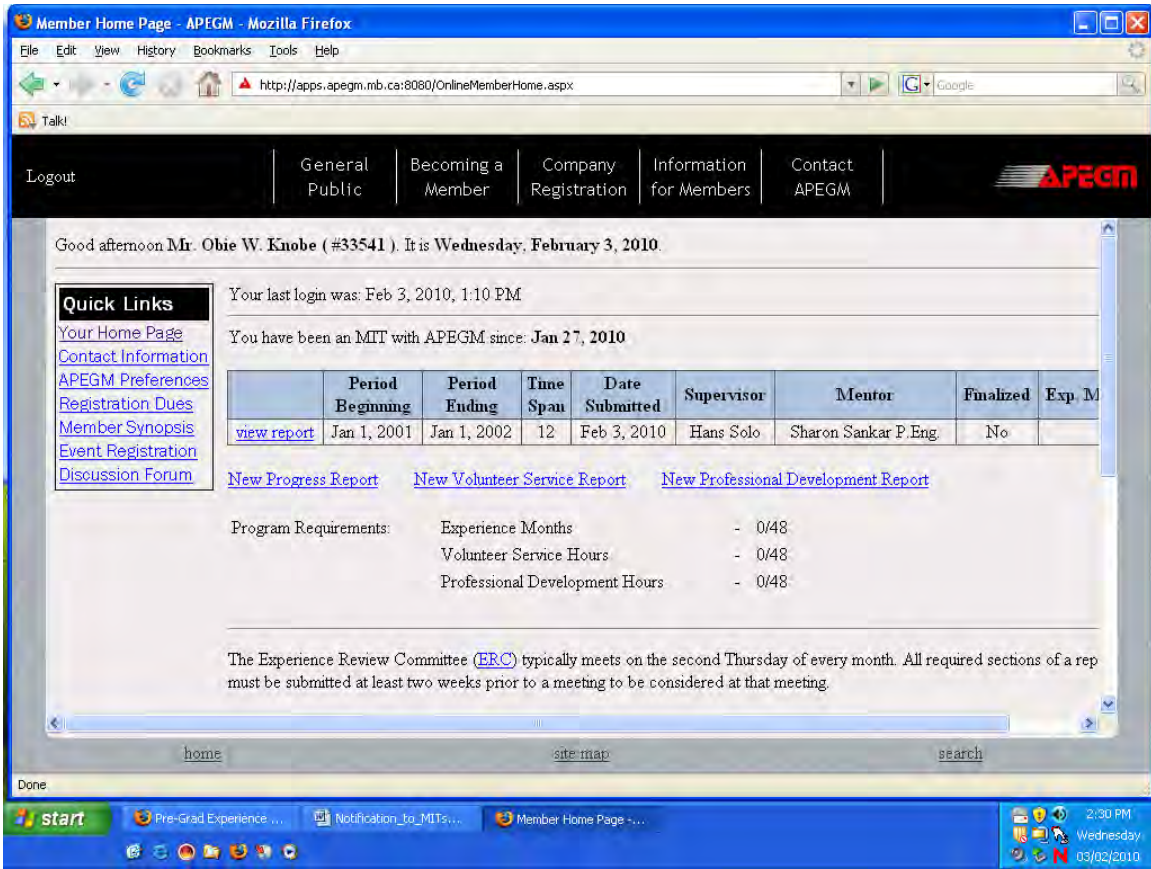
Screen 10 – Supervisor returns to Home Page after SUCCESSFULLY submitting an Intern progress report.

The supervisor should then contact the Intern to let him or her know that this is completed and they can log into their own profile.

Once submitted, the Intern is then able to log in to their own profile and see the date that the supervisor submitted his/her report, as well as the supervisor’s comments (provided he/she has allowed it):

**IMPORTANT:** If the supervisor does NOT return to the HOME page, this is usually because the questions haven’t been answered completely. Notes in red will appear at the bottom of the page and the supervisor should complete the outstanding items, select Submit again until he/she returns to his or her HOME page. If the report does NOT show up as ‘submitted by the supervisor’ when the Intern logs in, this is usually the reason why. Make sure that you (the supervisor) verify that your report has been submitted.

Logging in as the Intern, then:



**Screen 11 – Intern Home Page**

If the Intern hovers his/her mouse over the column supervisor (who, in this case, is Hans Solo), he/she will see the date on which Hans Solo submitted his report (provided he/she HAS actually submitted the report, of course!).

**IMPORTANT:**  
 Engineers Geoscientists Manitoba will not review the experience until your Supervisor (and mentor, if applicable) has also submitted their comments. It is your responsibility to contact your supervisor/mentor to make sure that they submit their report.

Once the report has been reviewed by a member of the Experience Review Committee (ERC), the amount of experience will be credited and displayed in the report summary table. Any comments from the review will also appear below that table, typically in yellow (depending on your browser).

If your supervisor has decided to let you see their comments, those comments will be visible to you once they submit their portion, (if you decide to go back and look at a previously submitted report.)

You are also able to enter your Volunteer Service and Professional Development records in a similar way. You can modify these records until the Association assigns ‘Hours Credited’ to each entry.

**IMPORTANT:** You **MUST** add volunteer service and professional development hours online. These will only be credited once the Experience Review Committee reviews your file at a subsequent meeting. The Association is no longer accepting paper professional development and volunteer service reports, (unless there are unusual circumstances). Paper reports, if submitted, will be considered lower priority than online reports.

Some important points:

1. Start working on your progress report as early as possible. You can save your report multiple times before actually submitting it.
2. **SAVE YOUR WORK** – you can save the html page to your hard-drive or print it out. This way – you have your own copy if you need. We keep a copy of the report on our server but it's important that **YOU** have your own copy just in case.

We understand that some of you **MAY** not be able, at this point, to submit reports online, and those of you who find it impossible can contact Chantelle at [ccabral@apegm.mb.ca](mailto:ccabral@apegm.mb.ca) for instructions on submitting by paper. This should be the last option, however, since tracking a dual system is difficult and prone to error.

**Whether you submit online (preferred) or by paper, feedback will be given via your online profile. Feedback will usually appear from five to ten days after an ERC meeting at which your file was reviewed.**

Please review the website at: <http://www.apegm.mb.ca/MIT.html> including the related links and the Frequently Asked Questions (FAQs). If the answer is not there, you may address your questions to any of the following people – Chantelle at [ccabral@apegm.mb.ca](mailto:ccabral@apegm.mb.ca), Sharon at [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) or for IT-related questions, please contact our developer/programmer, Andrew –at [areddoch@apegm.mb.ca](mailto:areddoch@apegm.mb.ca)

*This document will be posted at the APEGM public website:*

*<http://www.apegm.mb.ca/FormsAndResources.html> shortly and will be revised from time to time as necessary.*

Good luck, Have Fun!!!

Sharon Sankar, P.Eng.

Director of Admissions, Engineers Geoscientists Manitoba