

**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.EngGeoMB.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.EngGeoMB.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 on the link above.**

To start submitting reports online:

1. Ensure that you are able to login to your online profile. Follow the steps at: <http://www.EngGeoMB.ca/MembersWebsite.html> to claim your password.
2. Once you receive the email with your temporary password, please log in to: <https://apps.apegm.mb.ca/> where you will need to choose a new password. Your username will be your Engineers Geoscientists Manitoba 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 have chosen a new password, you will be directed to your ‘Home Page’, which will look similar to this:

Member Home Page – APEGM

Logout | General Public | Becoming a Member | Company Registration | Information for Members | Contact APEGM | APEGM

Good afternoon Mr. Luke Skywalker (#33260). It is Friday, September 25, 2009.

Your last login was: Sep 25, 2009, 2:24 PM

You have been an MIT with APEGM since: Aug 26, 2009

	Period Beginning	Period Ending	Time Span	Date Submitted	Supervisor	Finalized	Exp. Months
view report	Jan 1, 2007	Jul 1, 2007	6	Sep 21, 2009	Hans Solo	Sep 21, 2009	6
view report	Jan 1, 2008	Jul 1, 2008	6	Sep 21, 2009	Darth Vader	No	
view report	Jan 1, 2009	Jul 1, 2009	6	Sep 25, 2009	Darth Vader	No	

[New Progress Report](#) [New Volunteer Service Report](#) [New Professional Development Report](#)

Program Requirements: Experience Months - 6/48
Volunteer Service Hours - 42/48
Professional Development Hours - 0/48

Notes from your last file review:
Sep 23, 2009 Experience Review Committee - This was a fantastic report! Thank you!

The next ERC Meeting is on: Oct 18, 2009. Make sure your supervisors have their comments in around Oct 4, 2009 to be considered at that meeting. Note that if an appropriate reviewer is not available to review your experience, the review may be deferred until the next ERC Meeting.

Before submitting a new progress report your supervisor needs to have an APEGM Number. If they are a Registered Member of APEGM then ask them to log in and update their profile information.

home contacts site map

Screen 1 – Home Page

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

Progress Report Details – APEGM

Logout | General Public | Becoming a Member | Company Registration | Information for Members | Contact APEGM | APEGM

Before you can enter a new Progress Report: you must ensure that we can identify your Supervisor and possible Mentor through an ID number that is supplied by APEGM.
If they are Registered Members of APEGM, then this number is their registration number.
If they have ever been a Supervisor in the past, they may already have a guest ID assigned, so you should ask them about that.
If this is the first time they will be filling out Progress Report comments online, then you will need to help them [get a guest Supervisor ID](#).
Once you are aware of their APEGM ID Numbers you can use them to fill in the form below.

Note: it is possible to start entering a report before your supervisor has an ID number, however you will **not** be able to Submit it to APEGM until that value is supplied.

Are you reporting on time earned during post-graduate studies? No Yes

Period Starting: <input type="text"/>	, Ending: <input type="text"/>
Employer: <input type="text"/>	
City: <input type="text"/> Winnipeg	
Country: <input type="text"/> Canada	
Job Title: <input type="text"/>	
Supervisor ID: <input type="text"/>	
Mentor ID: <input type="text"/>	

[Cancel](#) [Next](#)

Things you need to know about the Online Progress Report:
• A Mentor ID is only required if your direct supervisor is not a Professional Engineer or Geoscientist.

home contacts site map

Screen 2 – 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:

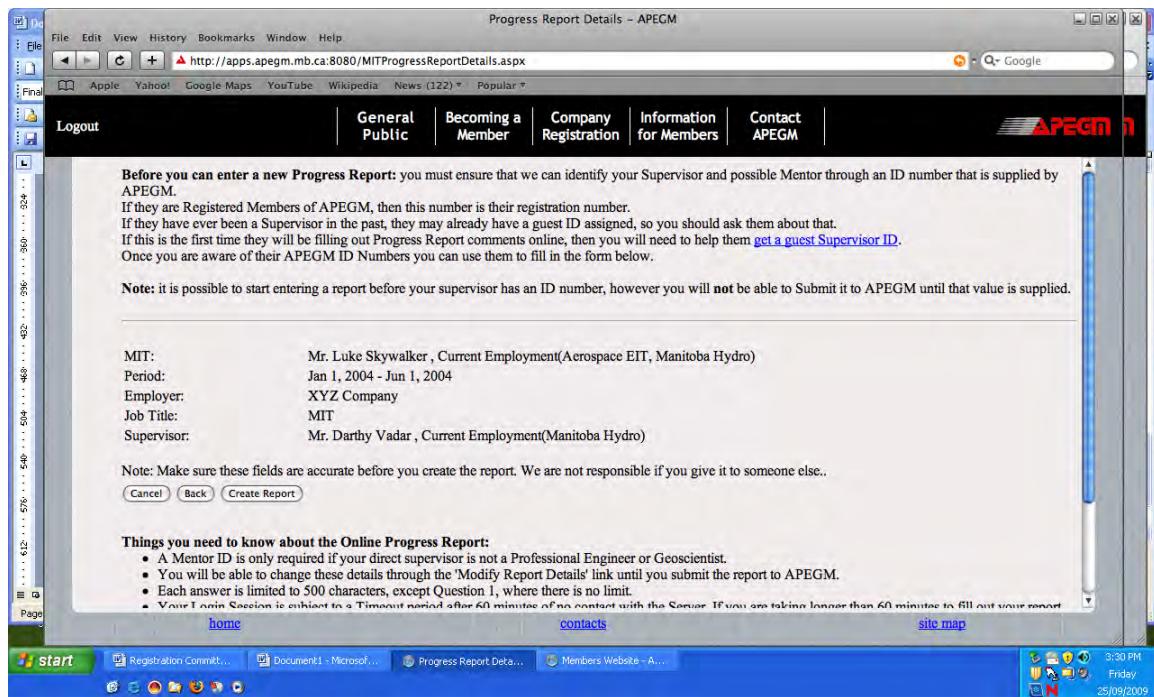
The screenshot shows a Microsoft Internet Explorer window titled "Progress Report Details - APEGM". The URL in the address bar is <http://apps.apegm.mb.ca:8080/MITProgressReportDetails.aspx>. The page header includes links for Logout, General Public, Becoming a Member, Company Registration, Information for Members, Contact APEGM, and the APEGM logo. Below the header, a note states: "Before you can enter a new Progress Report: you must ensure that we can identify your Supervisor and possible Mentor through an ID number that is supplied by APEGM. If they are Registered Members of APEGM, then this number is their registration number. If they have ever been a Supervisor in the past, they may already have a guest ID assigned, so you should ask them about that. If this is the first time they will be filling out Progress Report comments online, then you will need to help them [get a guest Supervisor ID](#). Once you are aware of their APEGM ID Numbers you can use them to fill in the form below." A note below the note says: "Note: it is possible to start entering a report before your supervisor has an ID number, however you will not be able to Submit it to APEGM until that value is supplied." A question "Are you reporting on time earned during post-graduate studies? No Yes" is present. A form for entering supervisor information follows, with fields for 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 (empty). Buttons for Cancel and Next are at the bottom. At the bottom of the page, a note says: "Things you need to know about the Online Progress Report: • A Mentor ID is only required if your direct supervisor is not a Professional Engineer or Geoscientist." Navigation links include home, contacts, and site map. The taskbar at the bottom shows the Start button, Registration Committee, Document1 - Microsoft..., Progress Report Data..., and Members Website - A... icons. The system tray shows the date and time as 3:29 PM Friday 25/09/2009.

Screen 3 – Completion of Progress Report Details

Important:

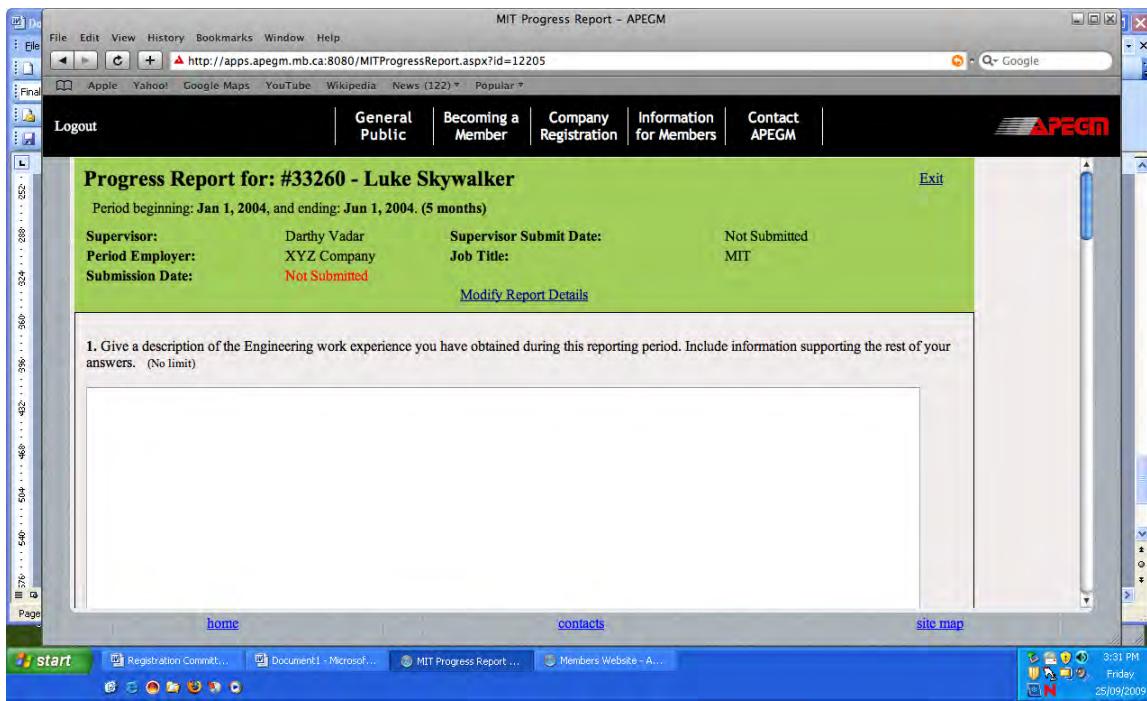
- In the case above, the supervisor is a registered Association member, so no Mentor ID is required. Therefore, the Mentor ID field can be left blank.
- The supervisor ID for a registered member is THEIR Association member number. This is not a private number. It can be shared with Interns on request. 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 Darthy 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 1st 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 we have 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:

The screenshot shows a Microsoft Windows desktop environment with a Mozilla Firefox browser window open. The browser title bar reads "Member Home Page - APEGM - Mozilla Firefox". The address bar shows the URL "http://apps.apegm.mb.ca:8080/OnlineMemberHome.aspx". The main content area of the browser displays the APEGM Member Home Page. At the top, there is a navigation menu with links for "Logout", "General Public", "Becoming a Member", "Company Registration", "Information for Members", and "Contact APEGM". To the right of the menu is the APEGM logo. Below the menu, a message says "Good afternoon Hans Solo (#33542). It is Wednesday, February 3, 2010.". On the left, there is a "Quick Links" sidebar with links to "Your Home Page", "Contact Information", and "APEGM Preferences". The main content area includes a table showing a single entry in a "Progress Report" table. The table has columns for "view report", "MIT" (Ben Knobe), "Period Beginning" (Jan 1, 2001), "Period Ending" (Jan 1, 2002), "Submitted By MIT" (Feb 3, 2010), and "Submitted By you" (No). Below the table, a note says "You have 1 Progress Report to comment on." and "Note: Once you submit your review of a Progress Report, it will not show up in this table any more." Further down, it says "Please try to add your comments in a timely fashion. They must be submitted at least one week prior to the next ERC meeting to be considered on its agenda." and "The next ERC meeting date has not been set." There is also a link to "View your past progress report commentary". At the bottom of the page, it says "You are not registered with APEGM right now." The Firefox toolbar at the bottom of the browser window includes links for "home", "site map", "search", and "Done". The taskbar at the bottom of the screen shows various pinned icons and the system tray with the date and time (Wednesday, 03/02/2010, 1:09 PM).

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:

MIT Progress Report - APEGM - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://apps.apegm.mb.ca:8080/MITProgressReport.aspx?id=12794

Talk! | General Public | Becoming a Member | Company Registration | Information for Members | Contact APEGM | Logout | Exit

Progress Report for: #33541 - Ben Knobe

Period beginning: Jan 1, 2001, and ending: Jan 1, 2002. (12 months)

Supervisor: Hans Solo **Supervisor Submit Date:** Not Submitted
Mentor: Sharon Sankar P. Eng. **Mentor Submit Date:** Not Submitted
Period Employer: Space Age Industries **Job Title:** Head Space Guy
Submission Date: Feb 3, 2010

1. Give a description of the Engineering work experience you have obtained during this reporting period. Include information supporting the rest of your answers. (No limit)
adfasdfjsajfdlsjfalsdfjl

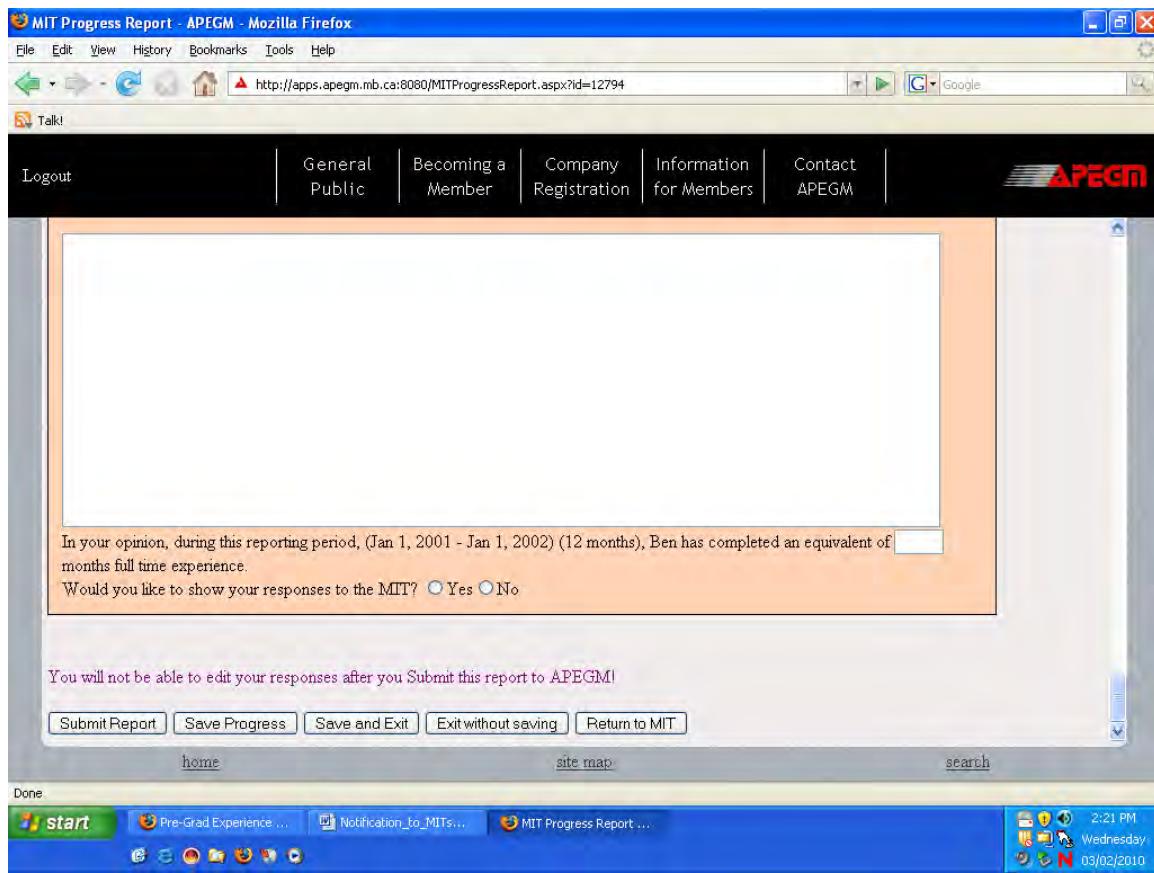
Supervisor: Do you agree with the answer provided by the MIT? (Enter comments below, Max 500 Characters each)

home site map search

Done start Pre-Grad Experience ... Notification_to_MITs... MIT Progress Report ... 2:19 PM Wednesday 03/02/2010

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:

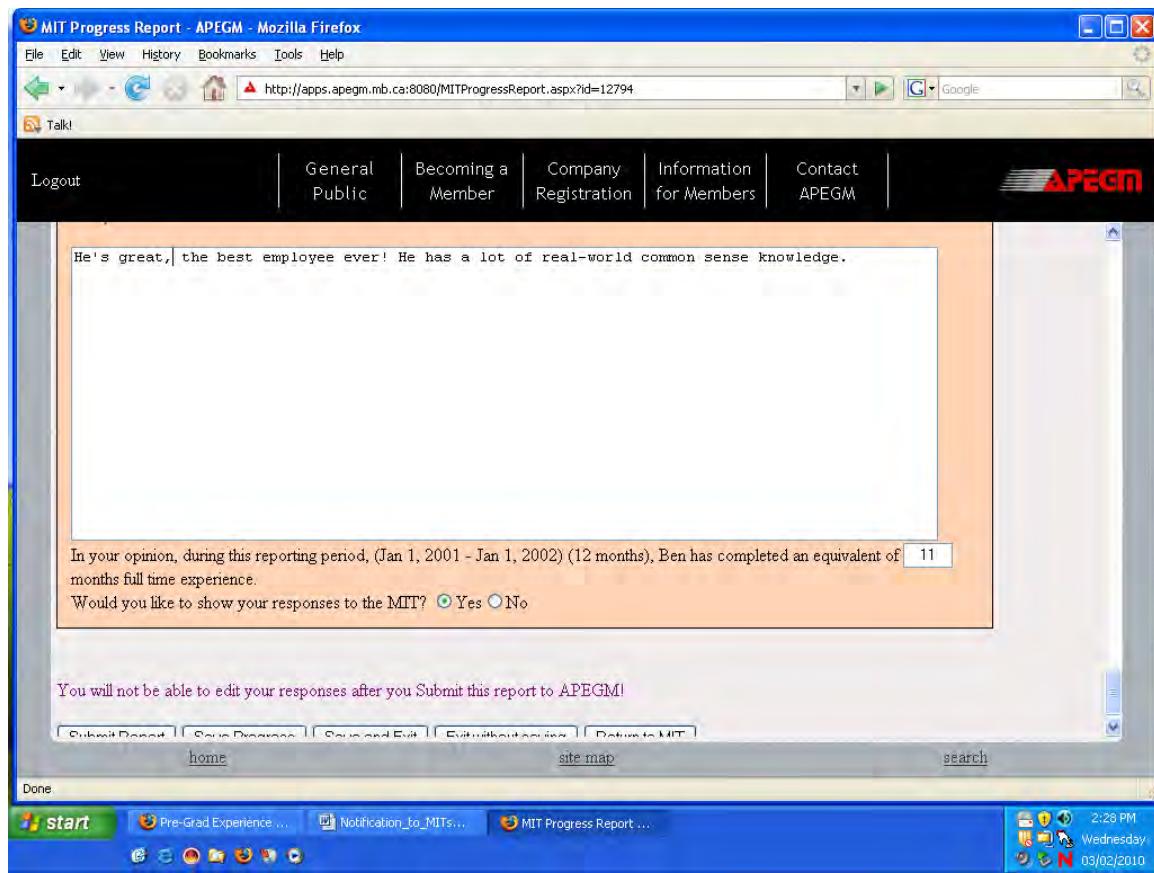


Screen 8 – Supervisor view of the Intern report (scrolled to the bottom)

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.

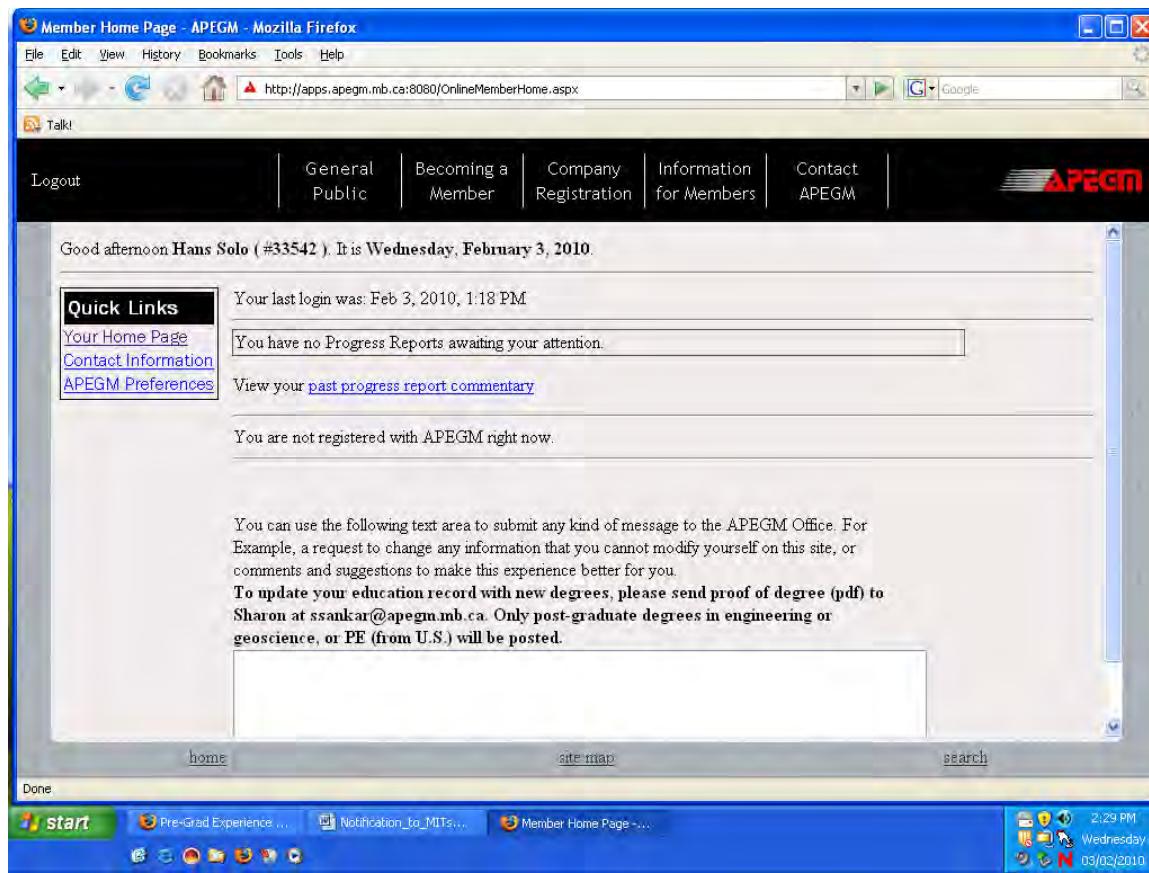
IMPORTANT: The report will not allow submittal until ALL questions are answered – i.e. Yes or No after each question, an explanation if the answer is ‘No’ , a statement regarding the MIT’s progress (minimum 50 characters), the number of months of experience that the supervisor is vouching for, and either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

The screenshot shows the APEGM Member Home Page in Mozilla Firefox. At the top, there's a navigation bar with links for Logout, General Public, Becoming a Member, Company Registration, Information for Members, Contact APEGM, and the APEGM logo. Below the navigation bar, a message says "Good afternoon Mr. Obie W. Knobe (#33541). It is Wednesday, February 3, 2010." On the left, a "Quick Links" sidebar lists: Your Home Page, Contact Information, APEGM Preferences, Registration Dues, Member Synopsis, Event Registration, and Discussion Forum. The main content area displays a table with the following data:

	Period Beginning	Period Ending	Time Span	Date Submitted	Supervisor	Mentor	Finalized	Exp. Months
view report	Jan 1, 2001	Jan 1, 2002	12	Feb 3, 2010	Hans Solo	Sharon Sankar P.Eng.	No	

Below the table are three links: New Progress Report, New Volunteer Service Report, and New Professional Development Report. Further down, there's a section about the Experience Review Committee (ERC) meeting on the second Thursday of every month, with a note that required sections must be submitted at least two weeks prior. The bottom of the page includes standard links like home, sitemap, and search, along with a Windows taskbar showing the date and time.

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, selecting the links from your Home Page. 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).

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.

Please review <http://www.EngGeoMB.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@EngGeoMB.ca, Sharon at SSankar@EngGeoMB.ca

This document is posted at <http://www.EngGeoMB.ca/FormsAndResources.html> and is revised from time to time as necessary.

Good luck, Have Fun!!!
Sharon Sankar, P.Eng.
Director of Admissions, Engineers Geoscientists Manitoba