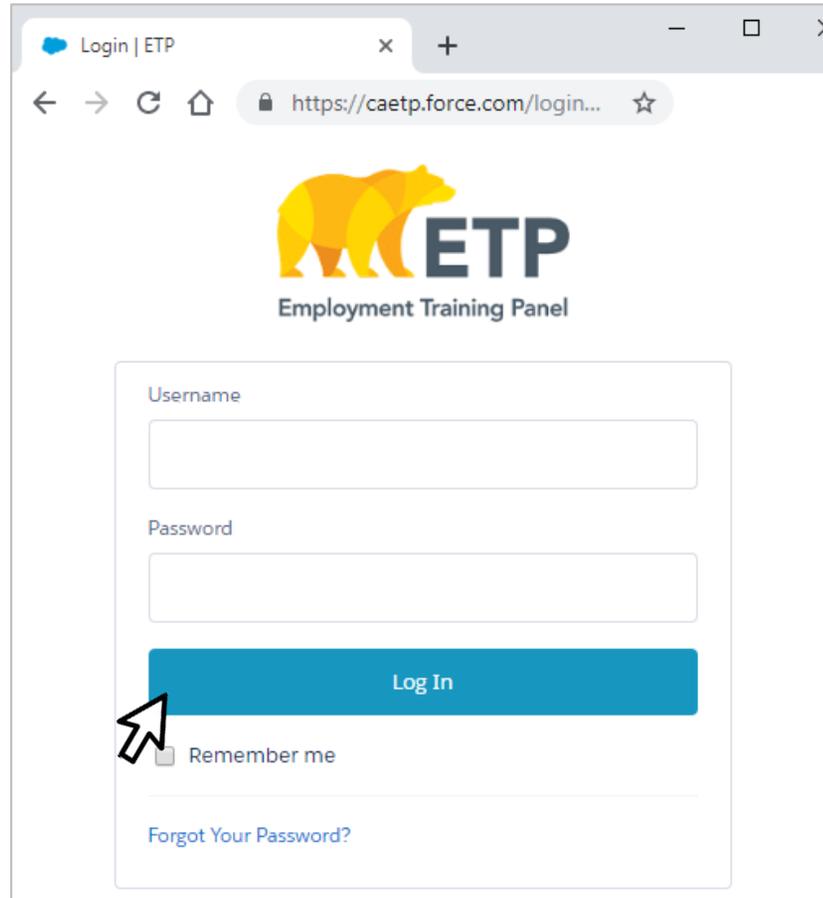


LOGGING IN / GETTING STARTED

1. Enter the following hyperlink in your browser:

<https://caetp.force.com>

2. Enter your given **username** and **password** in the appropriate fields and click the **Log In** button. You will be navigated to the landing page.



The screenshot shows a web browser window with the title "Login | ETP". The address bar displays "https://caetp.force.com/login...". The page features the ETP logo, which consists of a stylized orange bear silhouette and the text "ETP Employment Training Panel". Below the logo is a login form with the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A blue "Log In" button.
- A "Remember me" checkbox, which is currently unchecked.
- A "Forgot Your Password?" link.

A mouse cursor is pointing at the "Log In" button.

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3. At the top of the landing page, select the **Contracts** button on the button bar.



4. Click on the 'View' link in the link item of the contract you would like to view. The system will take you to your Contract Details page.

	CONTRACT ...	VIEW CO...	ACCOUNT NAME	STATUS
1	19KO-12345	View	Vanderpump Dogs	Contract Executed In Progress
2	19KO-0012-000	View	Vanderpump Construction	Contract Executed In Progress

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5. On the Contract Details page, you can view the details of your contract by scrolling through the different sections (i.e. Contract Information, Financial Information, etc.)

Contract
19KO-12345

Account Name	Status	Term Start Date	Term End Date
Vanderpump Dogs	Contract Executed In Progress	12/18/2017	12/17/2019

[ENROLL TRAINEES](#) [UPLOAD TRAINEES](#) [ADD HOURS](#) [UPLOAD HOURS](#) [UPDATE ROSTERS](#) [ADD CBT CLASS](#)

Contract Information

Contract Number	Monitoring Analyst
19KO-12345	Kelsey Oehrke
Account Name	Regional Office
Vanderpump Dogs	
Contract Holder Type	Term Start Date
Single Employer Contract (SE)	12/18/2017
Status	Term End Date

6. Here you may also use the button bar to select a function to perform. See additional reference cards for instructions on each of these functions.

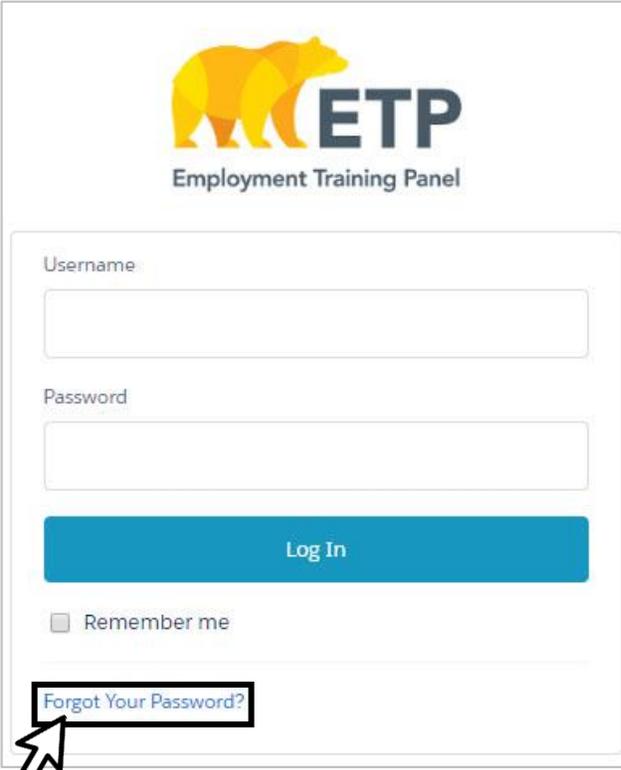
[ENROLL TRAINEES](#) [UPLOAD TRAINEES](#) [ADD HOURS](#) [UPLOAD HOURS](#) [CREATE INVOICE](#) [REQUEST REVISION](#)

RESETTING YOUR PASSWORD

1. Enter the following hyperlink in your browser:

<https://caetp.force.com>

2. Click the **Forgot Your Password?** link at the bottom of the Log In screen.



Username

Password

Log In

Remember me

[Forgot Your Password?](#)

5. Follow the instructions to create a new password. Click the **Change Password** button when finished.

Change Your Password

Enter a new password for **contact8+@etp.ca.gov.uat**.
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

 Good

* Confirm New Password

 Match

Change Password



6. If you still can't log in, you may click resend the email or contact the Cal-E-Force team at etpcaleforce@etp.ca.gov.



ETP
Employment Training Panel

Check Your Email

We've sent you an email with a link to finish resetting your password.

Can't find the email? Try checking your spam folder.

If you still can't log in, have us [resend the email](#) or contact your administrator.

Return to Login

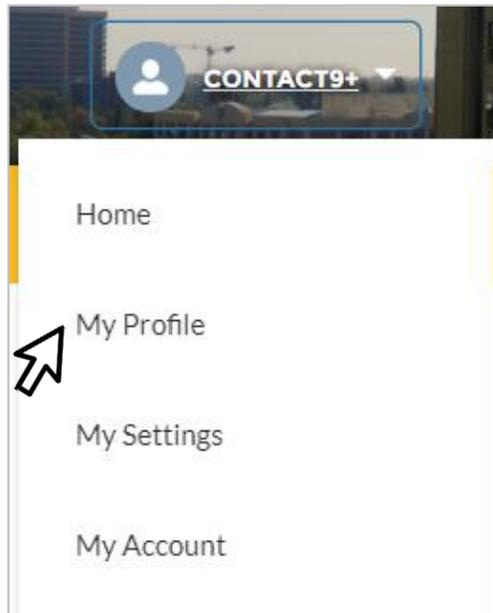


EDITTING YOUR PROFILE

1. Once you are logged in to your profile, click on the down arrow next to your contact name on the right side of the screen.

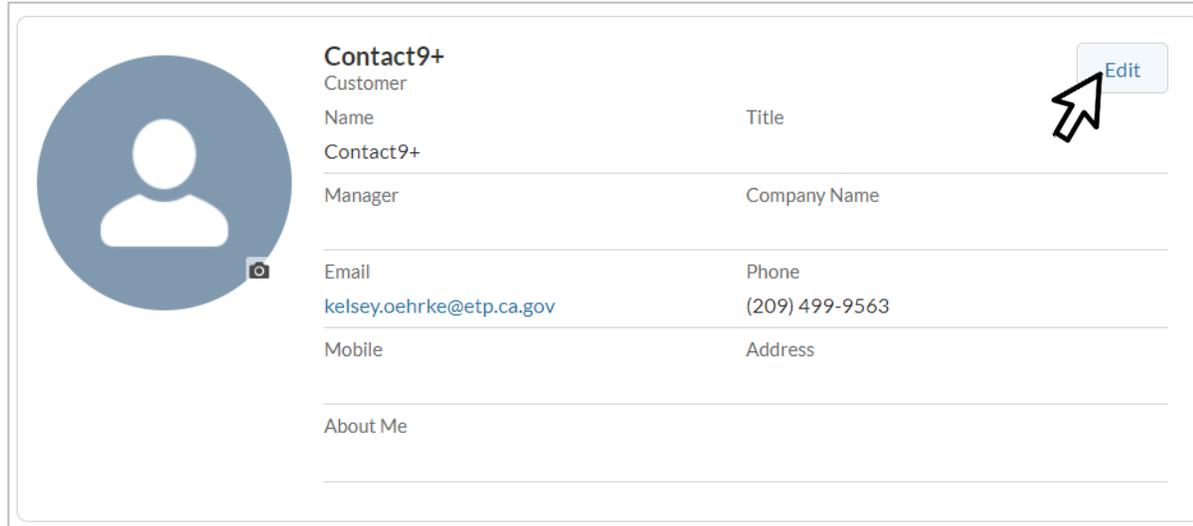


2. From the drop-down list, select **My Profile**.



ETP CAL-E-FORCE REFERENCE GUIDE – ACCESSING YOUR CONTRACT

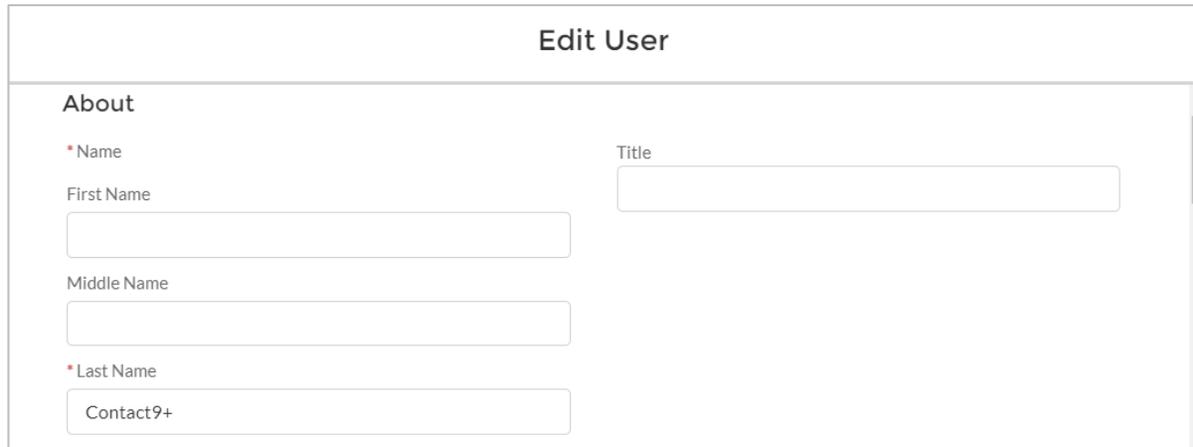
3. Click on the **Edit** button next to your contact name.



The image shows a user profile card for 'Contact9+ Customer'. On the left is a circular profile picture placeholder with a camera icon. To the right, the name 'Contact9+' is displayed above the role 'Customer'. An 'Edit' button is located in the top right corner, with a mouse cursor pointing to it. Below the name and role, there are several rows of information, each with a label on the left and a text input field on the right:

Name	Contact9+	Title	
Manager		Company Name	
Email	kelsey.oehrke@etp.ca.gov	Phone	(209) 499-9563
Mobile		Address	
About Me			

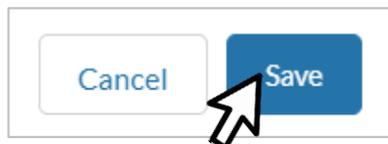
4. Here you may edit contact information such as name, title, email, phone number, address, and profile picture.



The image shows the 'Edit User' form. The title 'Edit User' is centered at the top. Below it is a section titled 'About' which contains several input fields:

- Name:** A red asterisk indicates this is a required field. It includes sub-fields for 'First Name', 'Middle Name', and 'Last Name'. The 'Last Name' field currently contains the text 'Contact9+'.
- Title:** A text input field.

5. When complete, click on the **Save** button to your save changes.

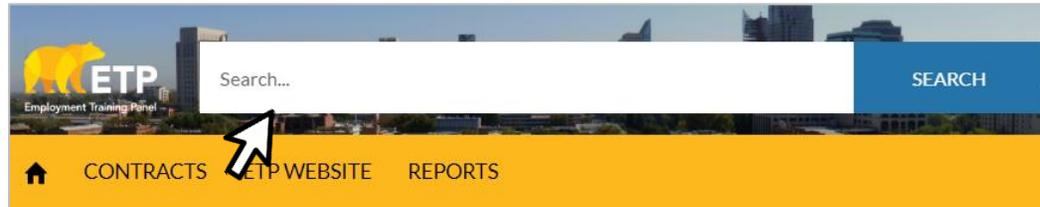


The image shows two buttons: a light blue 'Cancel' button and a dark blue 'Save' button. A mouse cursor is pointing to the 'Save' button.

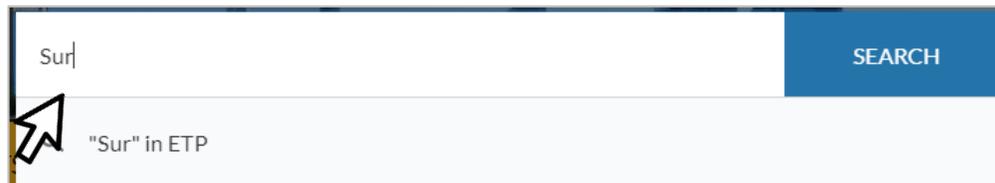
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USING THE SEARCH TOOL

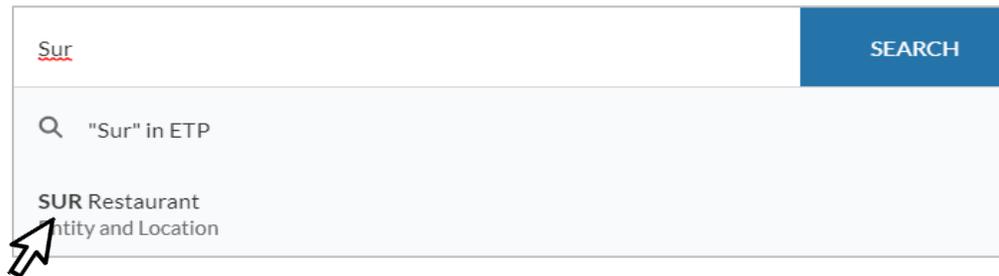
1. At any point throughout the Cal-E-Force system you can use the search tool. Place your cursor in the search box to begin.



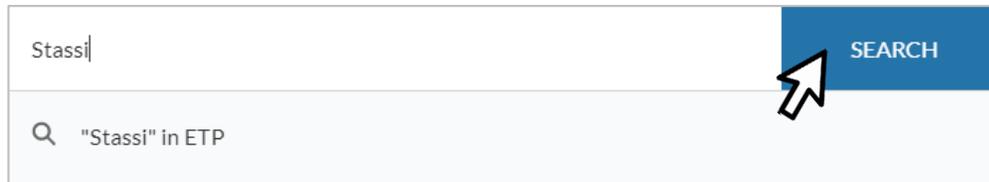
2. Type the name of a contract, trainee, job number, location, entity, or invoice number.



3. As you type, the system will begin making suggestions. If you see your desired result, click on the result.



4. If you do not see your desired result, click on the **Search** button.



5. The system will show you all possible Search Results.

Search Results		Trainees				
All		1 Result				
Contracts		TRAINEE ID	CONTRACT	EMPLOYEE ID	TRAINEE FIRST NAME	TRAINEE LAST NAME
Trainees		TRN - 0261272	19KO-12345	7901	Stassi	Schroeder