

CAL-E-FORCE REFERENCE GUIDE: ACCESSING YOUR CONTRACT

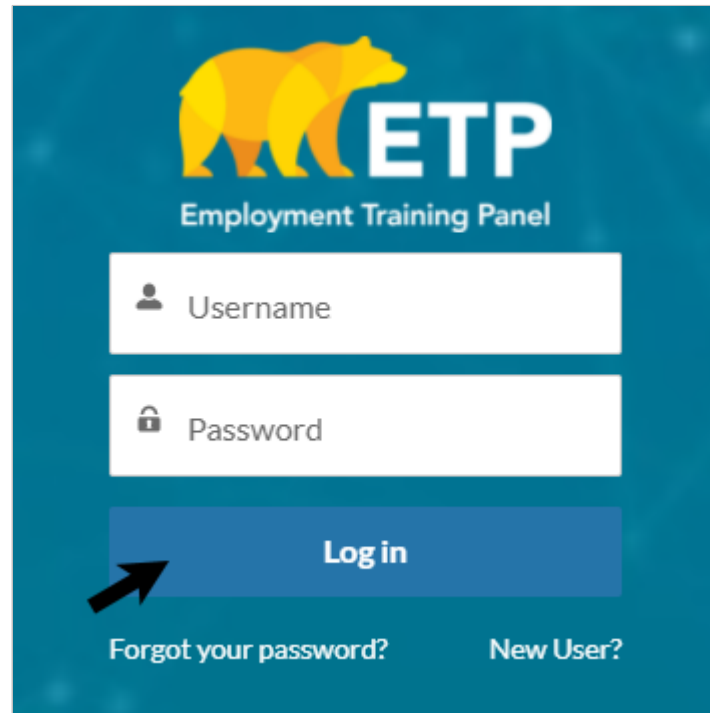
LOGGING IN / GETTING STARTED

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

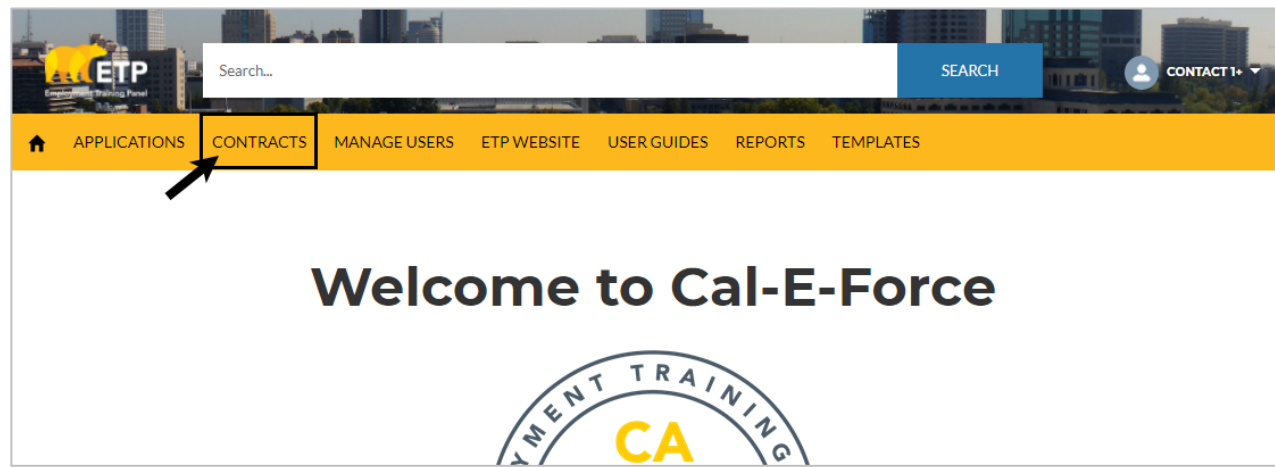
**Your username should be your email address with ".etp" at the end of it (i.e. contact@google.com.etp)*



The image shows the login interface for the Employment Training Panel (ETP). At the top, there is a logo featuring a stylized orange bear and the letters 'ETP' in white, with the text 'Employment Training Panel' below it. Below the logo are two white input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Log in' button is positioned below these fields, with a black arrow pointing to it from the left. At the bottom of the interface, there are two links: 'Forgot your password?' and 'New User?'.

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



- 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 Number ↑ ▾	View Contract ▾	Performance % ▾	Account Name ▾	Status
1 Contract 1	View	3.55%	Account 1	Contract Executed
2 Contract 2	View	0.57%	Account 1	Contract Executed

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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 Contract 1

Account Name
Account 1

Status
Contract Executed

Term Start Date
12/13/2017

Term End Date
5/29/2021

ENROLL
TRAINEES

UPLOAD
TRAINEES

ADD
HOURS

UPLOAD
HOURS

UPLOAD CBT
HOURS

UPDATE
ROSTERS

▼ Contract Information

Contract Number
Contract 1

Account Name
[Account 1](#)

Contract Holder Type
Single Employer Contract (SE)

Status
Contract Executed

Retention Period
90

Estimated Number of Trainees
9

Monitoring Analyst
Seth Hoover

Regional Office

Term Start Date
12/13/2017

Term End Date
5/29/2021

Hold
☐

Credit Only
☐

▼ Contract Value

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*

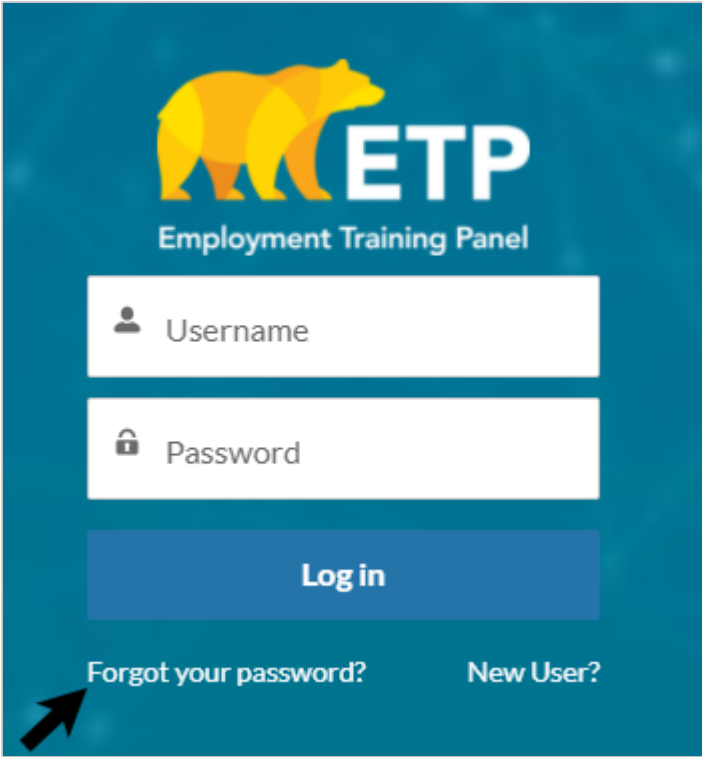
ENROLL TRAINEES	UPLOAD TRAINEES	ADD HOURS	UPLOAD HOURS	UPLOAD CBT HOURS	UPDATE ROSTERS	CREATE INVOICE	REQUEST REVISION	ADD WORKPLACE
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RESETTING YOUR PASSWORD

7. Enter the following hyperlink in your browser: <https://caetp.force.com>

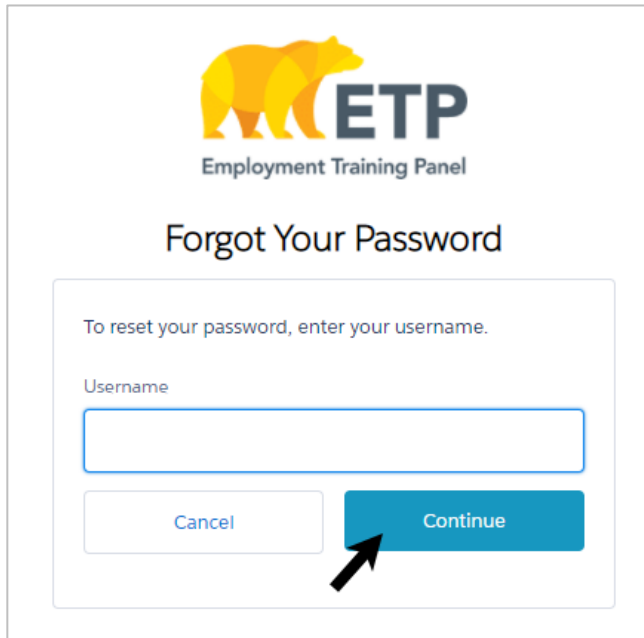
8. Click the **Forgot Your Password?** link at the bottom of the Log In screen



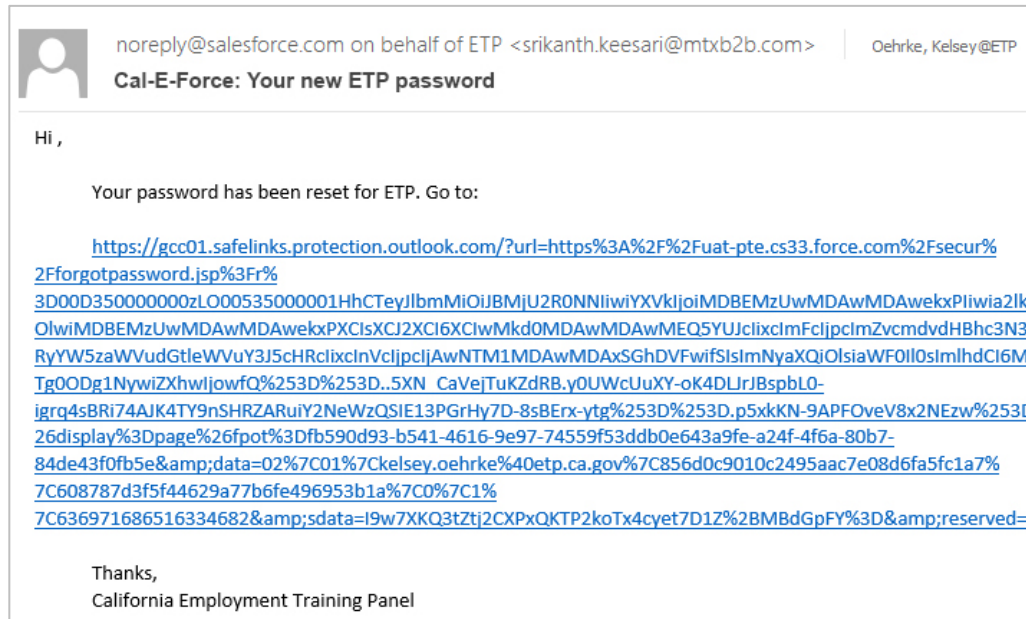
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9. Enter your **Username** and click **Continue**

**Your username should be your email address with ".etp" at the end of it (i.e. contact@google.com.etp)*

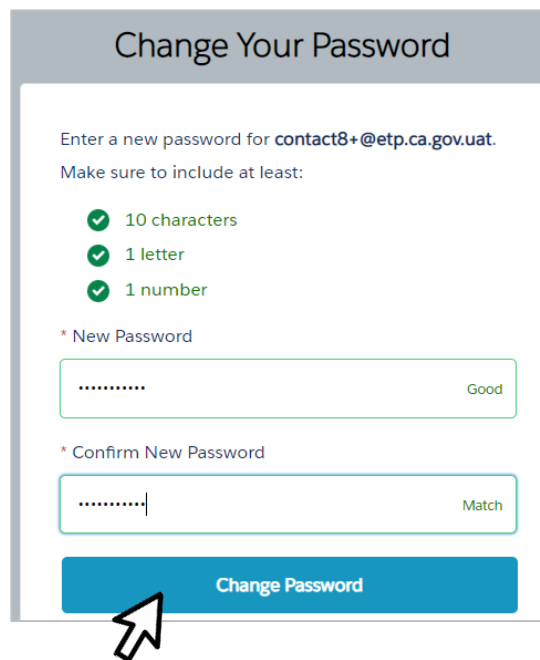


10. Check your email. The system will send you an email with a link to finish resetting your password



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11. 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

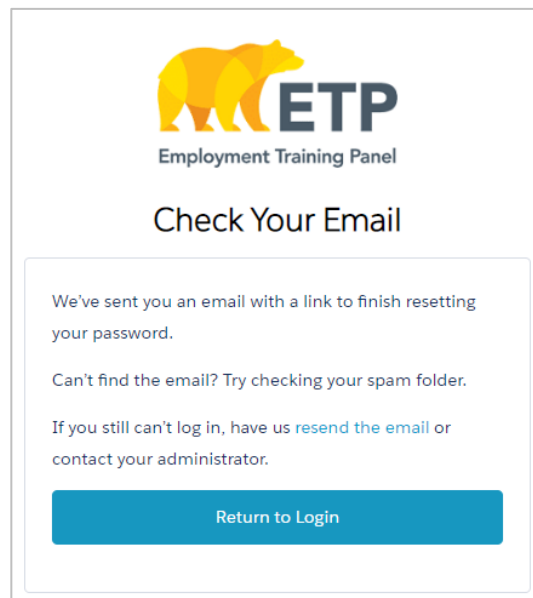
..... Good


* Confirm New Password

..... Match

Change Password

12. 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.

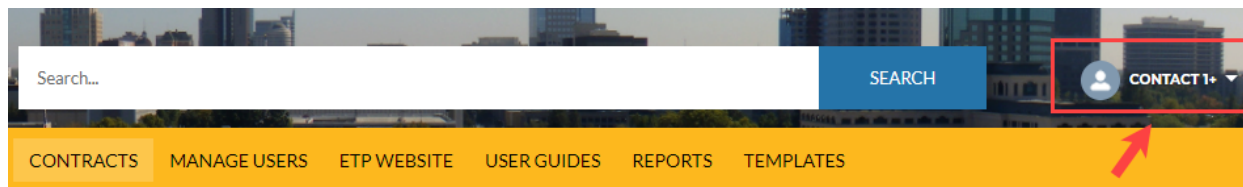
If you still can't log in, have us [resend the email](#) or contact your administrator.

Return to Login

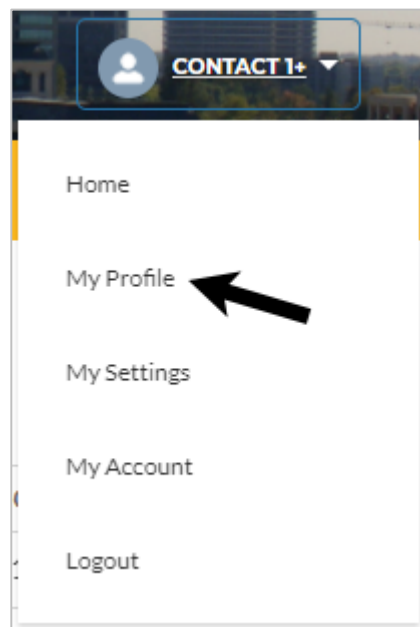
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EDITING YOUR PROFILE

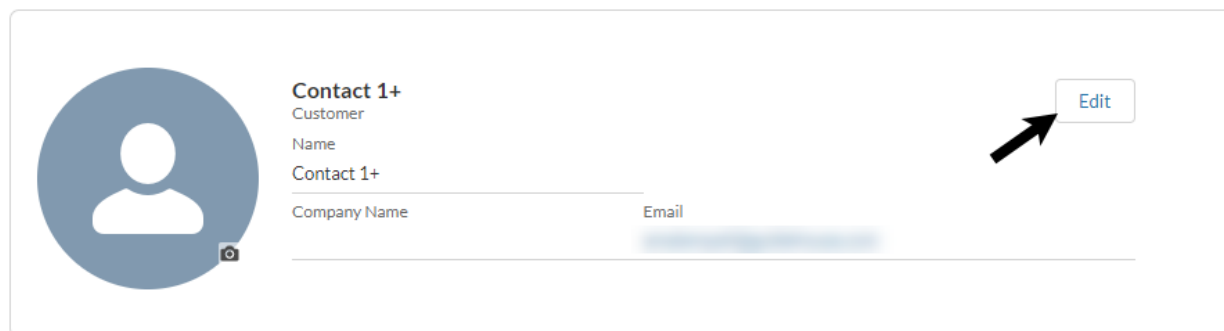
13. Once you are logged in to your profile, click on the down arrow next to your contact name on the right side of the screen



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



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



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

Edit User

About

Name

First Name

Middle Name

Last Name

Contact 1+

Suffix

Contact

Company Name

Email

Cancel

Save

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

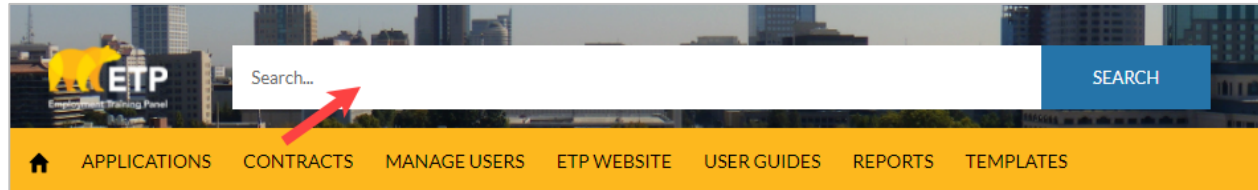
Cancel

Save

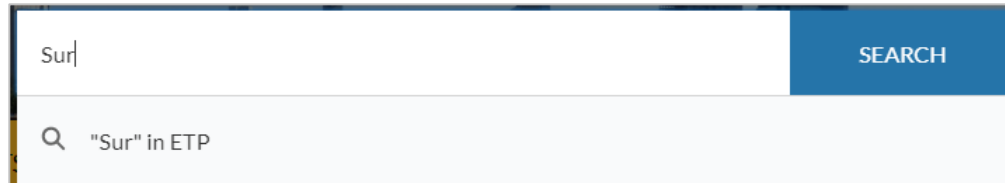
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USING THE SEARCH TOOL

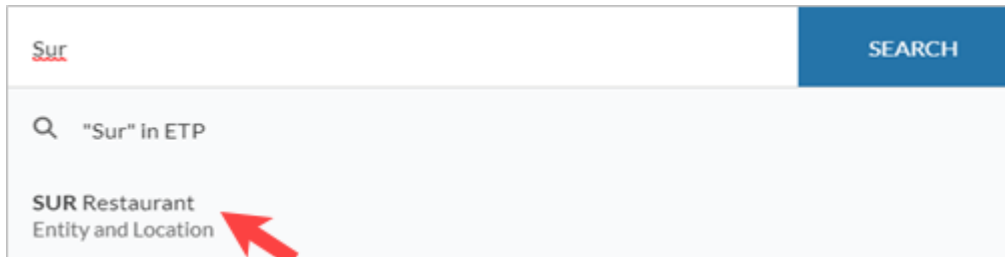
18. At any point throughout the Cal-E-Force system you can use the search tool. Place your cursor in the search box to begin



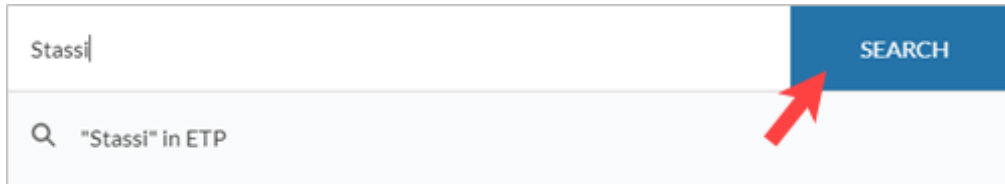
19. Type the name of a contract, trainee, job number, location, entity, or invoice number



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



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



22. 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