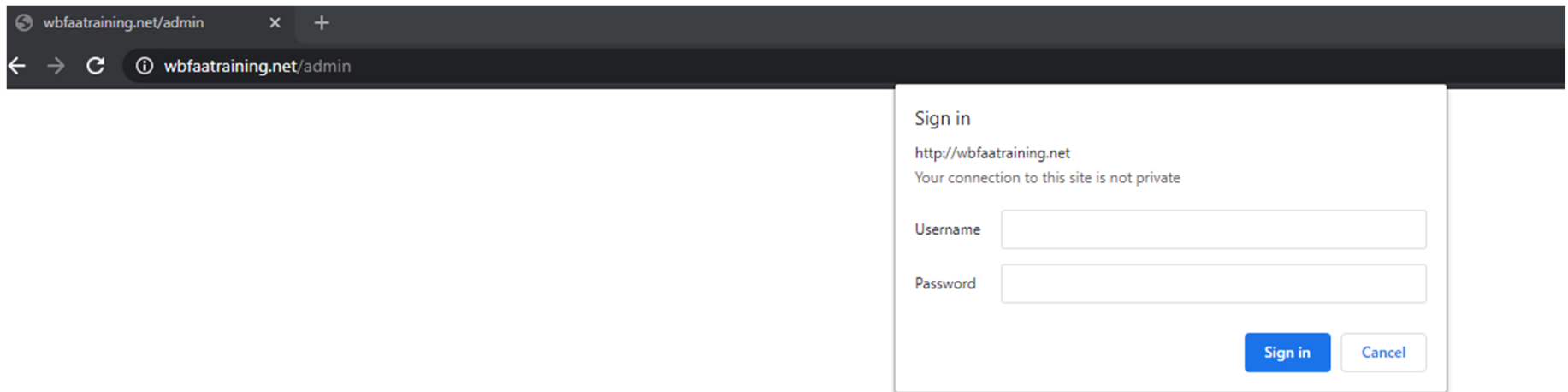


WBFAA UATC Technician Tracking System(TTS)

Login and Simple Procedures for member company administrators

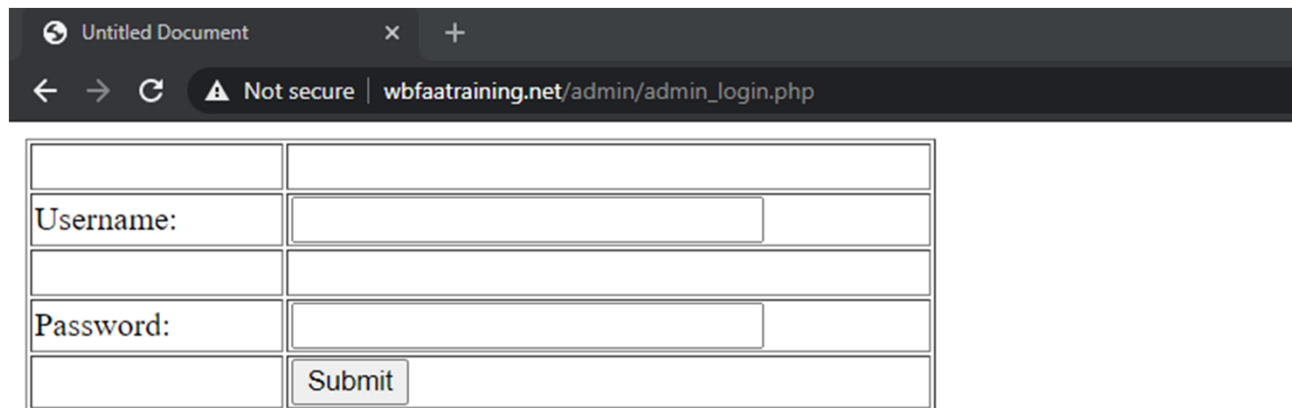
1. To Log in to TTS go to <https://www.wbfaatraining.net/admin>
 2. Enter your Username(the email you used to request your password) and Password into the firewall pop-up box that is shown below.
- If your log in fails twice DO NOT attempt again OR you Risk Having your IP address locked out.



The screenshot shows a web browser window with the address bar displaying "wbfaatraining.net/admin". A sign-in pop-up is overlaid on the page. The pop-up has the following elements:

- Title: Sign in
- URL: http://wbfaatraining.net
- Warning: Your connection to this site is not private
- Username field: A text input box labeled "Username".
- Password field: A text input box labeled "Password".
- Sign in button: A blue button labeled "Sign in".
- Cancel button: A white button labeled "Cancel".

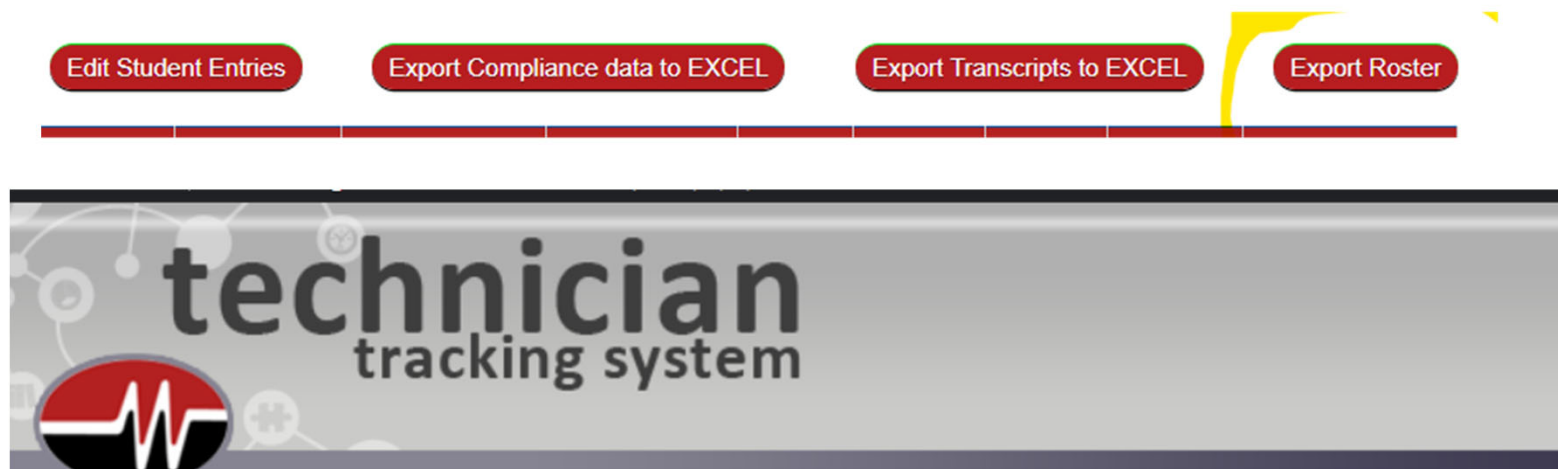
Re-enter username and password on log in landing page shown below



The image shows a web browser window with a dark theme. The address bar displays "wbfaatraining.net/admin/admin_login.php" with a "Not secure" warning. The login form consists of a table with four rows. The first row has two empty input fields. The second row has a label "Username:" and an input field. The third row has two empty input fields. The fourth row has a label "Password:" and an input field. Below the password field is a "Submit" button.

Username:	
Password:	
	<input type="submit" value="Submit"/>

1. To view company roster, click the Export Roster Button shown below.
2. This will prompt you to download an Excel File Where you can see a list of your technicians.



You may download your Students EXCEL file by clicking the link below:

[Download Excel File](#)

You can use the various white boxes under the header row to search for information

	LAST NAME	FIRST NAME	EMAIL	COMPANY	TITLE	LIC/CERT TYPE	EXPIRATION DATE	% COMPLETE	TYPE	LEVEL	DOCS	RE- DO	ADMIN

You can enter part of a technician's name to have their information filter for you. Under the TYPE column you can use A or J to see Apprentices or Journeymen.

Then you can click on the blue person icon  to see the technicians profile details. *This is helpful to see OJT status for apprentices.*

You will receive a more comprehensive procedure document soon.

For questions:

Call: 800-809-0280

Email: admin@wbfaa.net