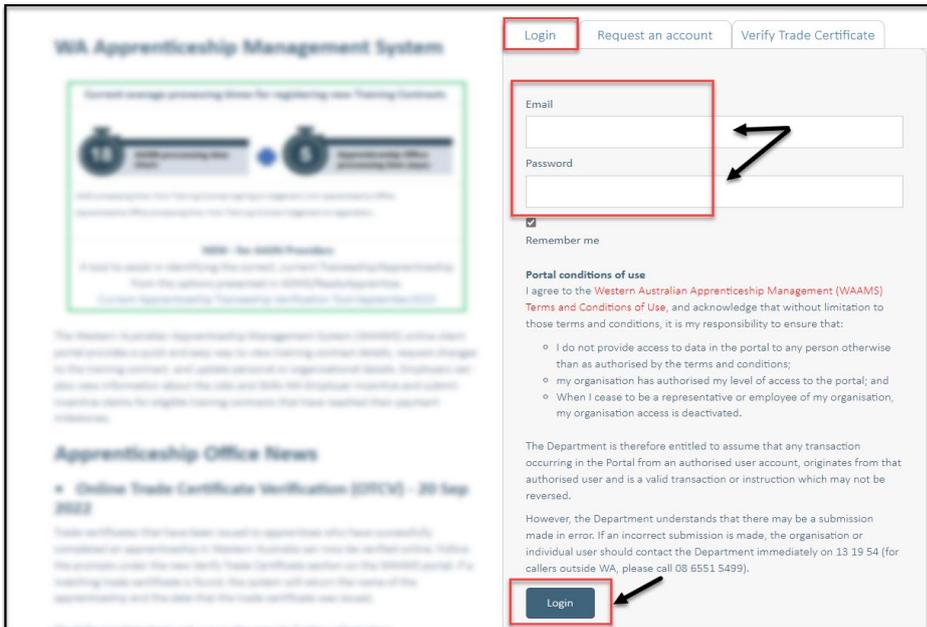




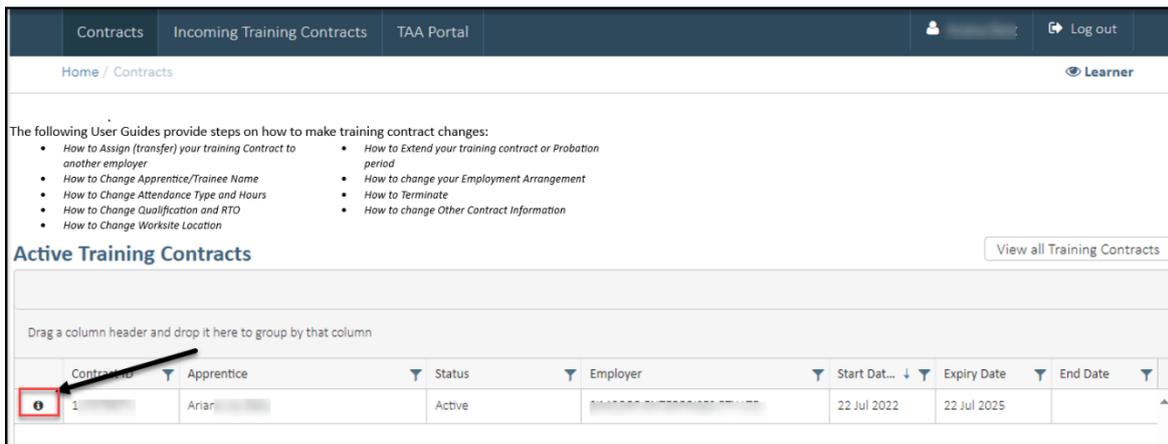
How to Change a Worksite Location – User Guide – For Apprentice/Trainee and Parent/Guardians (if applicable)

To submit a change of worksite location.

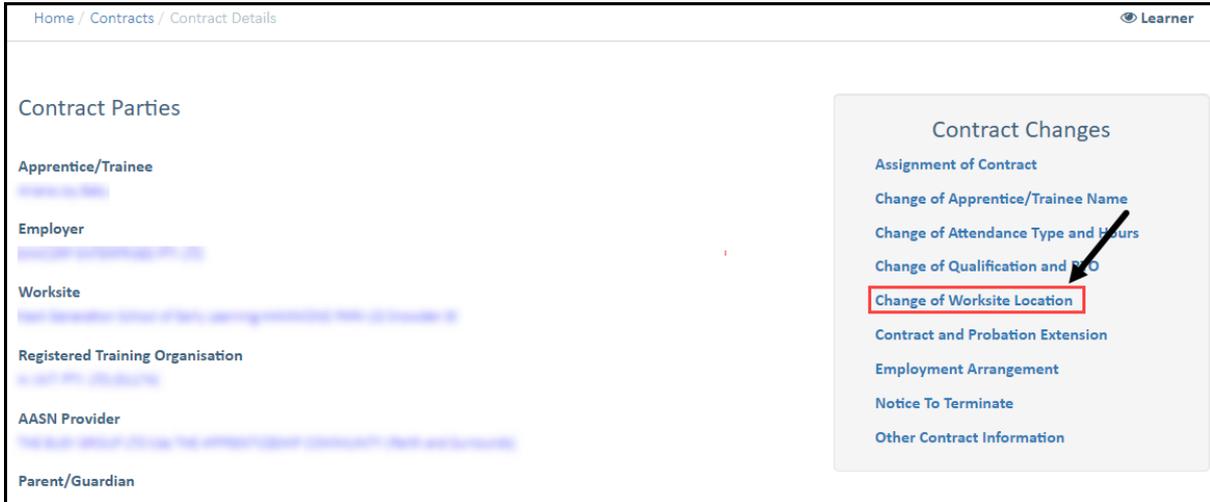
1. Log in to the WAAMS portal.



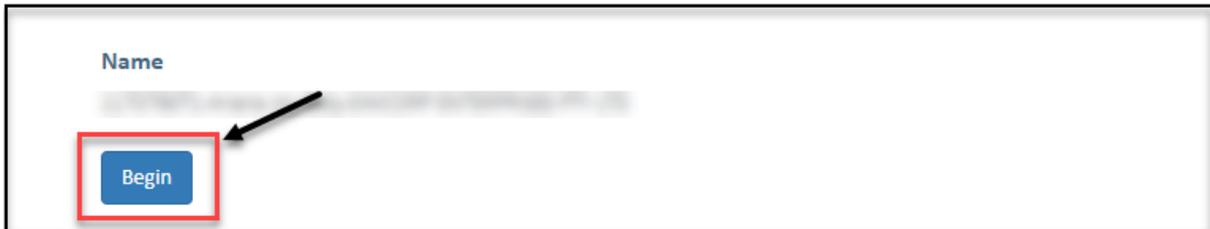
2. Select the **Training Contract** you want to make changes to by selecting the  icon on the left-hand side of the table.



- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Worksite Location**.

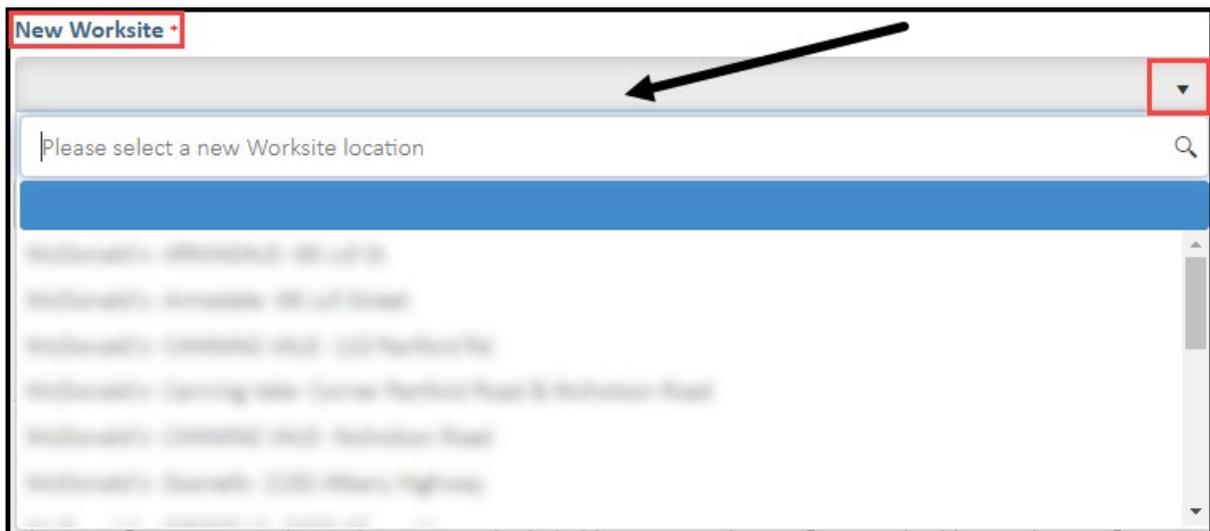


- Select **Begin**.



- To select a new worksite, click on the arrow in the New Worksite field to display the drop-down menu, and then choose a worksite from the list provided.

If the new worksite you are looking for is not available in the drop-down menu, contact your employer to add it to WAAMS before you can continue.

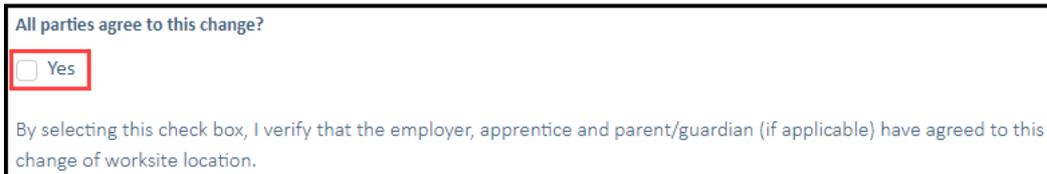


6. (A) Enter the **Commencement Date** of the change of worksite in the **Commencement Date** field. (B) Alternatively, click the **Calendar** icon to select the date.



A screenshot of a form field labeled "Commencement Date *". A red circle with the letter "A" has an arrow pointing to the text input area. Another red circle with the letter "B" has an arrow pointing to a calendar icon on the right side of the field, which is also enclosed in a red box.

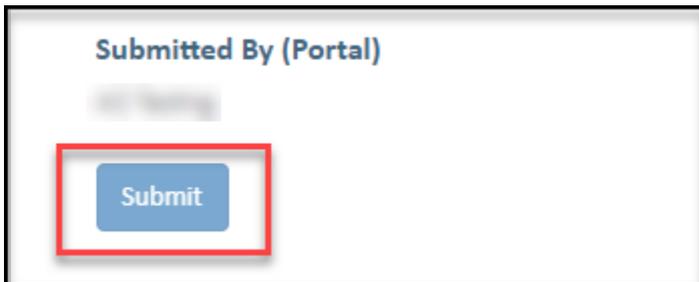
7. Check the box indicating **all parties agree to** the change of worksite.



A screenshot of a form section titled "All parties agree to this change?". It contains a checkbox labeled "Yes" which is highlighted with a red box. Below the checkbox, there is a line of text: "By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to this change of worksite location."

* Please note: if the change of worksite has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

8. Click on **Submit**.



A screenshot of a form section titled "Submitted By (Portal)". Below the title, there is a blurred text field. At the bottom of the section, there is a blue button labeled "Submit" which is highlighted with a red box.