RAPIDS 2.0

SPONSOR’S USER GUIDE

JUNE 19, 2017

DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP (OA)

EMPLOYMENT AND TRAINING (ETA)

BUSINESS PROCESS MANAGEMENT SYSTEM (BPMS) PLATFORM
Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Version Date</th>
<th>Modified By</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>5/29/2017</td>
<td>Sandra K Smith (Appteon)</td>
<td>Initial Draft</td>
</tr>
</tbody>
</table>
# Table of Contents

1. Introduction .................................................................................................................. 6
2. Accessing RAPIDS 2.0 .................................................................................................. 6
   2.1. Your New RAPIDS 2.0 User Account................................................................. 6
   2.2. Security Warning Message .................................................................................. 7
   2.3. Sign In ..................................................................................................................... 7
   2.4. Change Password ................................................................................................. 8
   2.5. Forgot Password ................................................................................................. 8
   2.6. Password Reset Email ....................................................................................... 9
   2.7. Microsoft Internet Explorer Settings (IE) .......................................................... 9
3. RAPIDS 2.0 Home ....................................................................................................... 10
   3.1. Program Summary Page ..................................................................................... 10
4. Register Apprentice ..................................................................................................... 11
   4.1. Registration Date ............................................................................................... 11
   4.2. Apprentice Details .............................................................................................. 11
   4.3. Contact Information ........................................................................................... 11
   4.4. Employer ............................................................................................................ 11
   4.5. Demographics .................................................................................................... 12
   4.6. Career Connection ............................................................................................. 12
   4.7. Occupation Details ............................................................................................ 13
   4.8. Related Training Instruction Provider (RTI) ...................................................... 14
   4.9. Previous Experience .......................................................................................... 14
   4.10. Wage ................................................................................................................... 15
   4.11. Wage Schedules ............................................................................................... 15
   4.12. Review Apprentice ............................................................................................. 16
   4.13. Apprentice Registration Request Confirmation .............................................. 17
   4.14. Pending Registration Approval ......................................................................... 17
   4.15. Approved Apprentices ...................................................................................... 17
5. Apprenticeship Agreement (671) .............................................................................. 18
6. Complete Apprentice .................................................................................................. 20
   6.1. Select Apprentices to Complete ......................................................................... 20
Table of Figures

Figure 1: Temporary Sign In Sample Email ................................................................. 6
Figure 2: Security Warning Message ....................................................................... 7
Figure 3: RAPIDS 2.0 Sign In Screen ................................................................. 7
Figure 4: Change Password .................................................................................. 8
Figure 5: Forgot Password ..................................................................................... 8
Figure 6: Password Reset Email ............................................................................ 9
Figure 7: RAPIDS 2.0 Home Page ....................................................................... 10
Figure 8: Program Summary Page ....................................................................... 10
Figure 9: Register Apprentice .............................................................................. 12
Figure 10: Demographics & Career Connection .................................................... 13
Figure 11: Occupation Details ............................................................................... 13
Figure 12: RTI & Previous Experience .................................................................. 14
Figure 13: Wage & Wage Schedules .................................................................... 15
Figure 14: Review Apprentice .............................................................................. 16
Figure 15: Confirmation & View Apprentice ........................................................... 17
Figure 16: Registration Pending ........................................................................... 17
Figure 17: New Apprentices FY to Date ................................................................. 17
Figure 18: Apprentice Information (671) ............................................................... 18
Figure 19: View Apprenticeship Agreement (671) ................................................. 18
Figure 20: Download Current Apprentice (671) Form ......................................... 18
Figure 21: Apprentice (671) ................................................................................ 19
Figure 22: Sample Apprenticeship Agreement (671) Form .................................. 19
Figure 23: Complete Apprentice .......................................................................... 20
Figure 24: Complete Apprentices ....................................................................... 20
Figure 25: Save & Submit Completion ................................................................. 21
Figure 26: Apprentices Completed Successfully ................................................... 21
Figure 27: Davis-Bacon ....................................................................................... 22
Figure 28: Recipient ............................................................................................. 22
Figure 29: Request a New Davis-Bacon Certification ........................................... 22
Figure 30: Download Davis Bacon Certification .................................................. 23
Figure 31: Sample Davis-Bacon Certification ....................................................... 23
Figure 32: Submit Cancellation ............................................................................ 23
Figure 33: Apprentice Cancelled successfully confirmation .................................... 25
Figure 34: New User Accounts .......................................................................... 26
Figure 35: Add User Accounts .......................................................................... 27
Figure 36: Access Granted to Program Sample Email ......................................... 27
Figure 37: Remove Users from Program ............................................................... 28
Figure 38: User Removed successfully from Program .......................................... 28
1. Introduction

Welcome to RAPIDS 2.0!

The US Department of Labor’s (DOL) Employment & Training Administration (ETA), with support from its Office of Information Systems & Technology (OIST) and Appteon, Inc., has been implementing a plan to develop and deploy a modernized, cloud-based, Business Process Management (BPM) system to replace the existing legacy Registered Apprenticeship Partners Information Data System (RAPIDS) system. The two main tasks involved in replacing the legacy system are (a) implementing end user features, functions, and workflow processes using Appian BPM suite, and (b) migrating the legacy RAPIDS data into the new system (i.e., “RAPIDS 2.0”) \(^1\)

2. Accessing RAPIDS 2.0

The RAPIDS 2.0 Sponsor User Guide enables users to navigate the system:

- Register Apprentices
- Apprenticeship Agreement (671)
- Complete Apprentices
- Cancel Apprentices
- Davis-Bacon Certifications
- User Accounts
- Others actions to be added in next draft

2.1. Your New RAPIDS 2.0 User Account

You should have received an email from admin@dol.appiancloud.com with the subject “Appian for US Department of Labor account creation.” This email contains the following login requirements:

- Your username which is your email address (case sensitive, enter in lower case)
- A temporary password
- A link to RAPIDS 2.0
- A Welcome Email will follow thereafter

![Figure 1: Temporary Sign In Sample Email](image)

\(^1\) The Business Owner of Legacy RAPIDS and RAPIDS 2.0 is the ETA’s Office of Apprenticeship (OA). ETA’s Office of Information Systems and Technology (OIST) provides direct technical support to OA’s Legacy RAPIDS and RAPIDS 2.0 systems
2.2. Security Warming Message

1. Copy/paste the URL from the Appian email in your browser address box and click the enter button: [https://dol.appiancloud.com/suite/sites/registered-apprenticeship](https://dol.appiancloud.com/suite/sites/registered-apprenticeship)
2. Review the “Security Warning Message”
3. Click the “I AGREE” button to accept the system requirements, the system will display the Sign In page

![Figure 2: Security Warning Message](image)

2.3. Sign In

1. The system will display the SIGN IN page
2. Enter your username in lower case (example: jones.kim@dol.gov)
3. Enter your temporary password that is also in the welcome email

![Figure 3: RAPIDS 2.0 Sign In Screen](image)
2.4. Change Password

Enter the temporary password you received in the Change Password email and click the SUBMIT button. Then system will prompt you to enter a new password. Your new password must be at least eight (8) characters and have at least one (1) of each of the following:

- Uppercase letter
- Lowercase letter
- Special character
- Number

***AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN USING YOUR NEW PASSWORD***

![Figure 4: Change Password](image)

2.5. Forgot Password

Forgot your RAPIDS 2.0 password?
1. Enter your Username in lower case
2. Click the SEND EMAIL button

![Figure 5: Forgot Password](image)
2.6. Password Reset Email

The system will send you a **Password Reset Email** that is only active for 15 minutes

1. Click on the URL link in the email to access the Reset Password functionality

![Figure 6: Password Reset Email](image)

2.7. Microsoft Internet Explorer Settings (IE)

Microsoft Internet Explorer (IE) is the Department of Labor preferred browser. Please refer to RAPIDS 2.0 Quick Reference Guide-Internet Explorer Display Settings so, that you experience the full functionalities that RAPIDS 2.0 has to offer:

3. RAPIDS 2.0 Home

The RAPIDS 2.0 Home page displays a list of active Apprenticeship Programs to manage. To see the program details:

1. Click on a Program Number to Register an Apprentice to that program
2. The system will display the Program Summary page

![Figure 7: RAPIDS 2.0 Home Page](image)

3.1. Program Summary Page

1. To Register an Apprentice, click on the Register Apprentice button

![Figure 8: Program Summary Page](image)
4. Register Apprentice

Complete the required * sections for Register Apprentice:
1. * Apprentice Details
2. * Contact Information
3. * Employer
4. * Demographics
5. * Occupation Details
6. * Wage
7. * Submit

4.1. Registration Date

Complete the required * fields for Registration Dates:
1. * Date Apprenticeship Begins
2. * Registration Date

Note:
- Date Apprenticeship Begins cannot be before the Program Registration Date
- Apprentice Registration Date can be:
  1. Backdated 45 days (provided it’s not a date prior to Program Registration Date)
  2. Forward dated 2 weeks

4.2. Apprentice Details

Complete the * required fields for Apprentice Details:
1. * First Name
2. * Last Name
3. * Date of Birth
4. * SSN Not Provided
5. * Gender
6. * Employment Status
7. Middle Name

Note:
- If SSN is not provided, click the check box for SSN Not Provided

4.3. Contact Information

Complete the * required fields for Contact Information:
1. * Address
2. * City
3. * State
4. * Zip Code
5. Telephone
6. Email

4.4. Employer

Employers are set-up during the Apprenticeship Program Registration process. If multiple Employers exist in the program, the system will display a list of Employer Sponsor Names to select from:
1. Click the radio button next to the Employers Sponsor Name to associate Apprentices to Employer
2. Click the Save Progress button to save your work and continue (the system will assign an Apprentice ID)
   a. Or, click the Next button to save and continue
Figure 9: Register Apprentice

4.5. Demographics

Complete the following * required sections for Demographics:
1. * Hispanic/Latino Ethnicity
2. * Veteran Status
3. * Disability
4. * Race
5. * Education Level
   ➢ Note: The system will allow for multiples selections under the Race category

4.6. Career Connection

Select one (1) of the Career Connection options:

1. None
2. Pre-Apprenticeship
3. Technical Training School
4. Military Veteran
5. Job Corps
6. Youth Build
7. HUD/Step-up
8. Career Center Referral
9. School-to-Registered Apprenticeship
4.7. Occupation Details

Occupations are set-up during the Apprenticeship Program Registration process. If more than one (1) Occupation exists, the system will display a list of Occupations:

1. Use the dropdown arrow to select the required * Occupation from the list
2. The system will display the Related Training Instruction Providers and Previous Experience sections
4.8. Related Training Instruction Provider (RTI)

Related Training Instruction Providers (RTI) are set-up during the Apprenticeship Program Registration process. If more than one (1) RTI exists for the program:

1. Click on the dropdown arrow to select the required * RTI Provider to associate Apprentices
   ➢ **Note:** The system will pre-populate the following fields:
     a. Term Length of Instruction
     b. Are Wages Paid During RTI?
     c. Probationary Period
     d. RTI Length Type
     e. Hours Instruction Provided?
     f. Term Length

4.9. Previous Experience

1. Enter the number of hours the Apprentice had for the required * Credit for Previous Experience
   a. Enter 0 if no prior Credit for Previous Experience
2. Enter the number of hours for Credit for Previous RTI
   a. Enter 0 if no prior Credit for Previous RTI
   ➢ **Note:** The system will pre-populate the following fields:
     a. Date Apprenticeship Begin
     b. Applicable Term Length
     c. Expected Completion Date

---

Figure 12: RTI & Previous Experience
4.10. Wage

Complete the * required fields for Wage:
1. Enter the * required dollar amount for Prior Wages
   - **Note:** Prior Wages are wages paid to an Apprentice prior to registering in the apprenticeship program
     a. Enter 0 if no prior Wage
     b. The system will disable the Prior Wage Unit field
2. Enter the * required dollar amount for Entry Wages
   a. Entry wages must be at least Federal minimum Wage, unless the worker is in an inmate training program
   b. Entry Wage cannot be more than the Start Wage
3. Select one (1) of the required * Entry Wage Units options:
   a. Hourly
   b. Weekly
   c. Monthly
   d. Quarterly
   e. Annually
4. Click the Save Progress or the Next button

4.11. Wage Schedules

Wage Schedules are also set-up during the Apprenticeship Program Registration process. If multiple Wage Schedules exist for the Program, select one (1) from the list of available Wage Schedules

1. Click the option box next to the Wage Schedule Name; the system will display the Occupation Levels
2. Click the Save Progress or the Next button

![Figure 13: Wage & Wage Schedules](image-url)
4.12. Review Apprentice

1. To ensure Apprentice data is accurate and complete, review all Register Apprentice sections
2. Click on the Save & Registration Request button

Figure 14: Review Apprentice
4.13. Apprentice Registration Request Confirmation

1. The system will display an Confirmation message and the Apprentice 12 digits RAPIDS 2.0 ID
   a. (Example: DC2017001198)
2. Click on the View Apprentice to view the Apprentice details

![Confirmation & View Apprentice](image15.png)

Figure 15: Confirmation & View Apprentice

4.14. Pending Registration Approval

The newly submitted Apprentice is now in a Pending status until the ATR approve the Apprentice

![Registration Pending](image16.png)

Figure 16: Registration Pending

4.15. Approved Apprentices

Approved Apprentices can be found under the New Apprentices FY to Date on the Program Summary page

![New Apprentices FY to Date](image17.png)

Figure 17: New Apprentices FY to Date
5. **Apprenticeship Agreement (671)**

1. Click on **Active Apprentices** link from the Program Summary page, the system will display the Apprentice Information.
2. Click on the **Apprentice Number**, the system will display the **Apprentice Summary** page.

![Figure 18: Apprentice Information (671)](image18.png)

3. Click on the Apprenticeship Agreement (671) link, the system will download a **Current Apprentice 671 Form**.

![Figure 19: View Apprenticeship Agreement (671)](image19.png)

4. Click on the **Apprentice 671** link (this will download a PDF version of the Apprentice record).
5. Click the **View Previous 671 Forms** (to View any previous 671 Forms that was Generated).
6. Click the **Generate 671** (the Generate 671 button will capture any updates to the Apprentice record).

![Figure 20: Download Current Apprentice (671) Form](image20.png)
7. Click on the Apprentices 671 link, the system will download a PDF version of the Apprenticeship Agreement 671 Form
6. Complete Apprentice

1. Click on the **Active Apprentices** link from your Program Dashboard, the system will display a list of Apprentice in this program.

![Figure 23: Complete Apprentice](image)

6.1. Select Apprentices to Complete

1. To Complete multiple Apprentices at one time, click the check box next to the **Apprentice Number**, the system will enable the **Complete** button.
2. To Complete Apprentice displayed, click the **Apprentice Number** check box.
3. To Search for Apprentice, type in the Apprentice data (Name, State, Status or Occupation) in the **Search** box.

![Figure 24: Complete Apprentices](image)

4. Enter **Completion Wage** (**Completion Wage** must be greater than **Start Wage**)
5. Click the **Save & Submit Completion** button.
6. The system will display **Apprentices Completed Successfully** message and return you back to the Apprentice Information page.
7. The Apprentice Status will change to **Completion Pending** (pending approval by the ATR).
Figure 25: Save & Submit Completion

- Apprentice Completed Successfully confirmation

Figure 26: Apprentices Completed Successfully
7. **Davis-Bacon Certification**

1. Click on the **Davis-Bacon** link in the Apprentice Summary page, the system will display the **Davis Bacon Certification** page

![Figure 27: Davis-Bacon](image)

2. Enter the * required fields for **Recipient**
3. Click the **Save** button, the system will display the **Davis-Bacon Certification Documents** page

![Figure 28: Recipient](image)

4. Click the **Request a New Davis-Bacon Certification** button

![Figure 29: Request a New Davis-Bacon Certification](image)
5. Click the **Generate** link to generate a copy of the Apprentice record in its current state
6. Click the **Download** link to view the **Davis-Bacon Certification**, the system will download the Apprentice data in a PDF file:
   a. Ensure your system allows for downloads to your computer, Click the **Renew** link to renew a previous Davis-Bacon Certification
7. Repeat steps as needed

**Figure 30: Download Davis Bacon Certification**

**Figure 31: Sample Davis-Bacon Certification**
8. Cancel Apprentice

To Cancel an Apprentice:
1. Click on the Active Apprentices link

2. Click the check box next to the Apprentice Number, the system will enable the Cancel button
3. Click on the Cancel button, the system will display the Cancel Apprentice page

4. Complete the following required * Apprentice data to Cancel Apprentice
   a. Exit Wage
   b. Reason
   c. Cancellation Date
   d. Cancellation in Probation Period
   e. Appeal Rights Explained
   f. Requested By
      i. Sponsor
      ii. Apprentice

5. Click the Submit Cancellation button
6. The system will display Apprentice Cancelled Successfully confirmation message.
9. User Accounts

9.1. Add New User Accounts

To grant Users an Account to your Programs:

1. Click the User Accounts link from the Program Summary page, the system will display the Add User page

![Figure 34: New User Accounts](image)

2. Click on the Add New User Account button, the system will display the Add User page

![Add New User Account](image)

3. Enter the * required fields for Add User
   a. The system will search the entered email address to verify if the account exists. If so, the system will pre-populate the User First and Last name

4. Click the Save button
5. The system will display a confirmation the user was added successfully

6. The system will send the User a system generated **Access Granted** email on your behalf
   a. The system will also send the User their temporary sign in requirements via email

---

**Figure 35: Add User Accounts**

**Figure 36: Access Granted to Program Sample Email**
9.2. Remove Users from Program

To Remove User Accounts:

1. Click the check box next to the User
    name, the system will enable the Remove From Program button
2. Click the Remove From Program button

![Figure 37: Remove Users from Program](image1)

![Figure 38: User Removed successfully from Program](image2)
Appendix A: Microsoft Internet Employer Browser Settings

RAPIDS 2.0 Quick Reference Guide—Internet Explorer (IE) Display Settings

Change or reset Internet Explorer settings

- Step 1: Open Internet Explorer (IE)
- Step 2: Click on the Tools button
- Step 3: Select Internet options
- Step 4: Click the Advanced tab
- Step 5: Select Reset button

![Image of Internet Explorer settings]

- Step 6: Check the Delete personal settings box and click the Reset button
- Step 7: When Internet Explorer finishes applying default settings, select Close, and then select OK
- Step 8: Restart your PC to apply changes
Appendix A: Microsoft Internet Employer Browser Settings Continued

Add RAPIDS 2.0 https://dol.appiancloud.com to IE Trusted Site

- Step 9: Open Internet Explorer (IE)
- Step 10: Click on the Tools button
- Step 11: Select Internet options
- Step 12: Click the Security tab
- Step 13: In the Select a Web content zone to specify its current security settings box, click Trusted Sites, and then click Sites
- Step 14: Enter https://dol.appiancloud.com/suite/sites/or is in the Add this website to the zone
- Step 15: Click the Add button to add site to Websites list
- Step 16: Click the Close button, then click OK

GETTING HELP
To get help for RAPIDS 2.0, send an email to: Apprenticeship.IIhelp@dol.gov