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Introduction

The My Tasks feature allows the SkilledTradesBC Customer Service team to communicate with apprentices and sponsors in the SkilledTradesBC portal.

SkilledTradesBC can use My Tasks to assign tasks to users, remind them of important deadlines that require immediate attention and send them personalized notes regarding their profiles.

Key Features

Users can perform the following functions on My Tasks:

- View assigned tasks
- Mark tasks as completed

Access My Tasks

Users can access the My Tasks section through the My Activities section on the left corner of the screen.

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	SkilledTradesBC Customer Service				
	SkilledTradesBC Customer Service is open M	Ionday to Friday 8 - 4:30. Ask us about industry t	training and apprenticeship, incl	uding registration, examinations and certification. W	e're here to help!

Click on My Tasks under My Activities to view the assigned tasks. The following fields are displayed:

Subject

- Description a summary of the assigned task
- Due Date the last date by which users are required to complete the assigned task
- Status status of the assigned task

Users can search for a specific task by typing the keywords in the screen's search box at the top right corner.

Tasks can also be sorted in ascending / descending order by clicking on the arrow next to each entity.

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	SkilledTradesBC Customer Service SkilledTradesBC Customer Service is op	ce	training and apprenticeship, in	ncluding registration, examinations and certification. We	re here to help!

Completed Task

Once a task is assigned to the user, the status of the task is then set to **Open**.

Users are required to complete the task by the assigned due date.

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	SkilledTradesBC Customer Service	londay to Friday 8 - 4:30. Ask us about industry t	raining and apprenticeship, including regi	stration, examinations and certification. We're here to help!		_

Upon successful completion of the assigned task, users can mark it as Complete. Click the check mark under Completed.

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Click OK to confirm the action.

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	SkilledTradesBC Customer Service	Monday to Friday 8 - 4:30. Ask us about industry t	raining and apprenticeship, including reg	istration, examinations and certification.	We're here to help!

Once the task is marked as completed, the status of the task changes to Portal Complete and a green check appears under Completed.

The green check indicates that the user has completed the task.

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	SkilledTradesBC Customer Service SkilledTradesBC Customer Service is oper		raining and apprenticeship, inclu	uding registration, examinations and certification. We're	: here to help!

The SkilledTradesBC will review the task to ensure that it is completed appropriately.

Upon review, the SkilledTradesBC will mark it as complete if no further action is required.

The task status changes to Completed. This indicates that there is no further action required from the user.

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Sign out	portal task			Completed	0
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	SkilledTradesBC Customer Service SkilledTradesBC Customer Service is open	n Monday to Friday 8 - 4:30. Ask us about industry i	raining and apprenticeship, in	ncluding registration, examinations and certification. We're l	nere to help!

The number next to My Tasks changes to signify the number of pending tasks.

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Sign out	portal task			Completed	Ø
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SkilledTradesBC Customer Service

The My Tasks page also contains the SkilledTradesBC Customer Service contact details.

Users can reach out to the SkilledTradesBC through the contact information below for assistance.

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My Apprentice Requests	SkilledTradesBC Customer Service		
Scheduled Exams	SkilledTradesBC Customer Service is open Monday to Friday 8 - 4:	30. Ask us about industry training and apprenticeship, including registration, examinations and certification. We're here to help!	
My Tasks 🕕	Call	778 328 8700	
🏥 My Registration	Toll Free in BC	1 866 660 6011	
🛱 Guides & Resources	Fax	778 328 8701	
Sign out	Email	customerservice@skilledtradesbc.ca	
	Need help with this? View My Tasks User Manual		