USER REFRENCE GUIDE

Job Selection Tool (JST)

v25.11

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Introduction

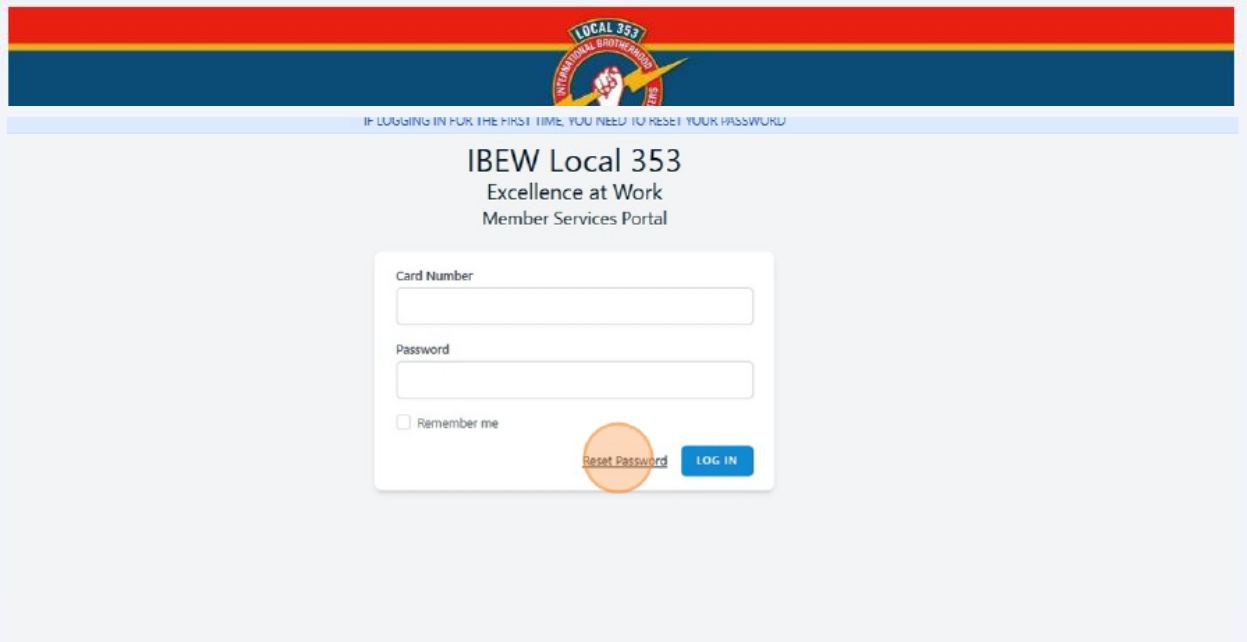
Welcome to the IBEW 353 Job Selection Tool (JST) user Reference Guide. This guide provides a step-by-step walkthrough for using the Job Selection Tool (JST) for IBEW 353 members, making the job selection process straightforward and efficient. It ensures that users can easily log in, navigate job listings, and report out-of-work submissions. By following this guide, members can optimize their job search and effectively manage their employment status, ultimately enhancing their career opportunities within the union.

Logging In

1. Before attempting to access the Job Selection Tool:

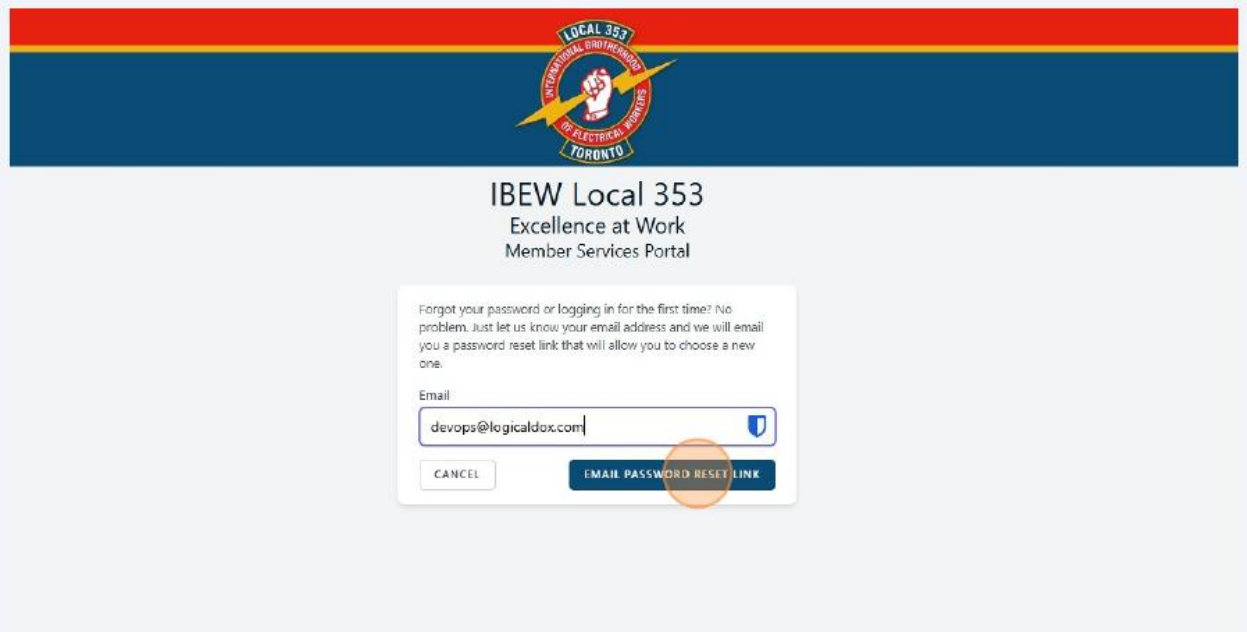
- You must be an active (dues paying) member in good standing with your Local.
- You Must have a valid card number.
- You must have access to the Internet.

If these conditions are satisfied, navigate to https://msp.ibew353.org on your device.



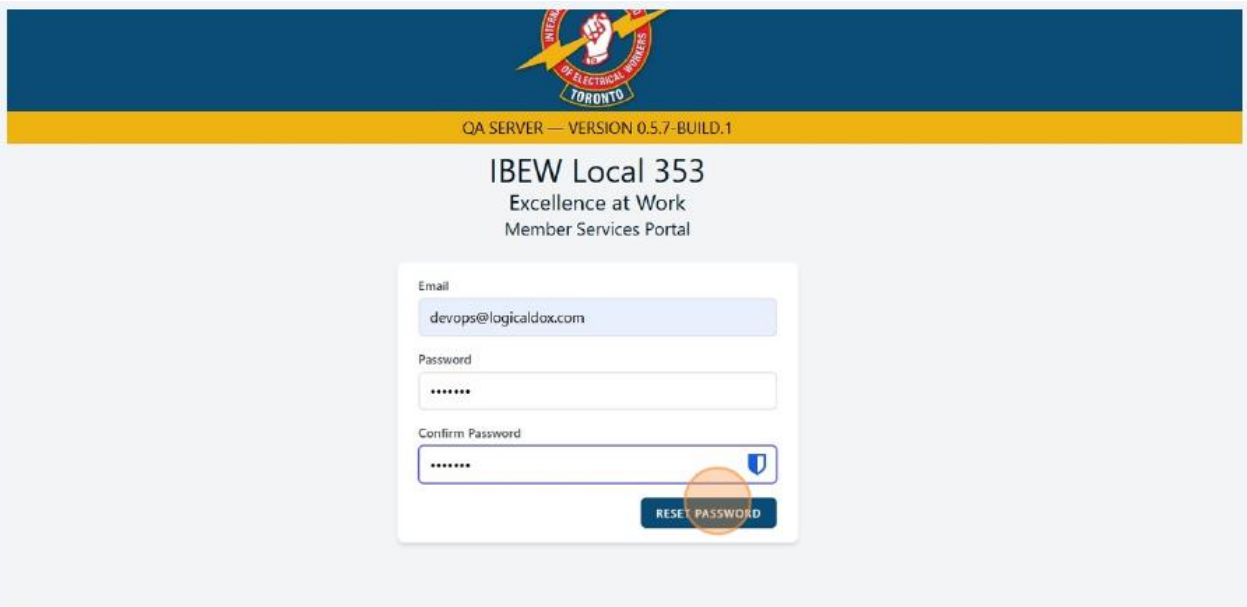
2. If logging in for the first time, you need to reset your password. Click on the 'Forgot Password' link to set your password.

3. Click 'Forgot Password' to be redirected to the password reset page. Enter the email address you have registered with IBEW 353.
   - If the email entered does not match the one on file, the following message will appear: "We can't find a user with that email address."
   - **Note:** If you receive this message, please contact the IBEW 353 Hall to have your email address added or updated in their records.
   - Once the correct email is entered, click Email password Reset Link to proceed

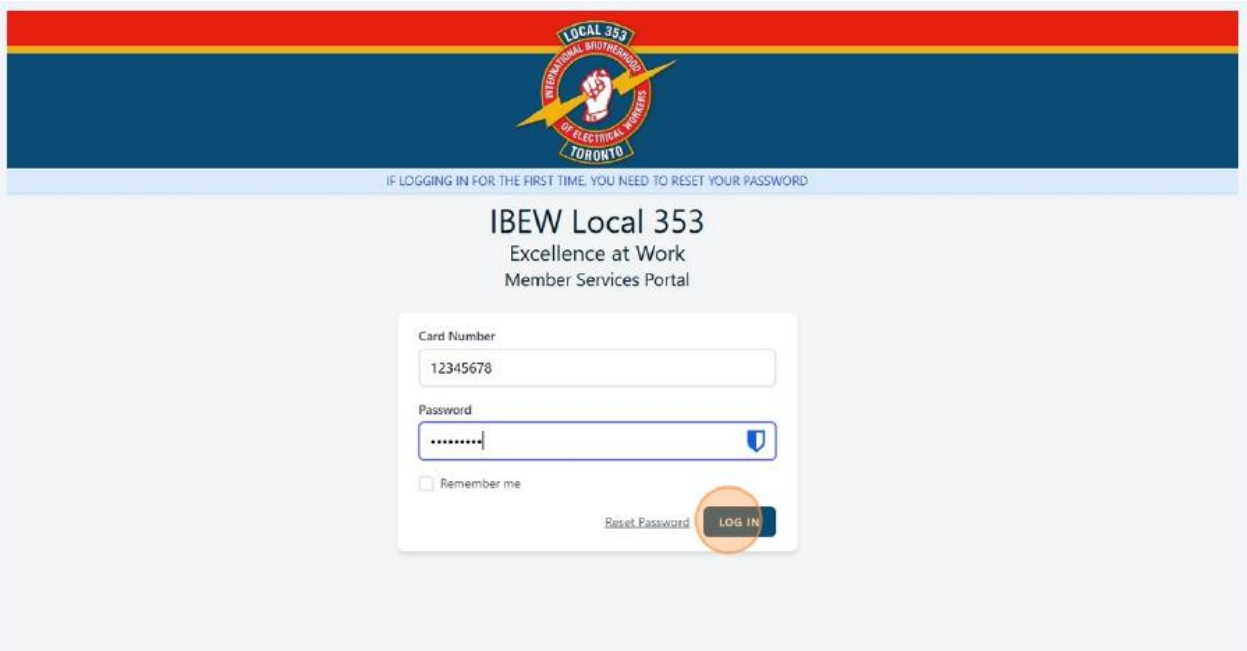


4. You will receive an email with a password reset link. Open the email and click 'reset Password'.

5. Enter the email address registered with IBEW 353 once more. Next, create your new password and confirm it by typing it again. Finally, click **Reset Password** to complete the process.

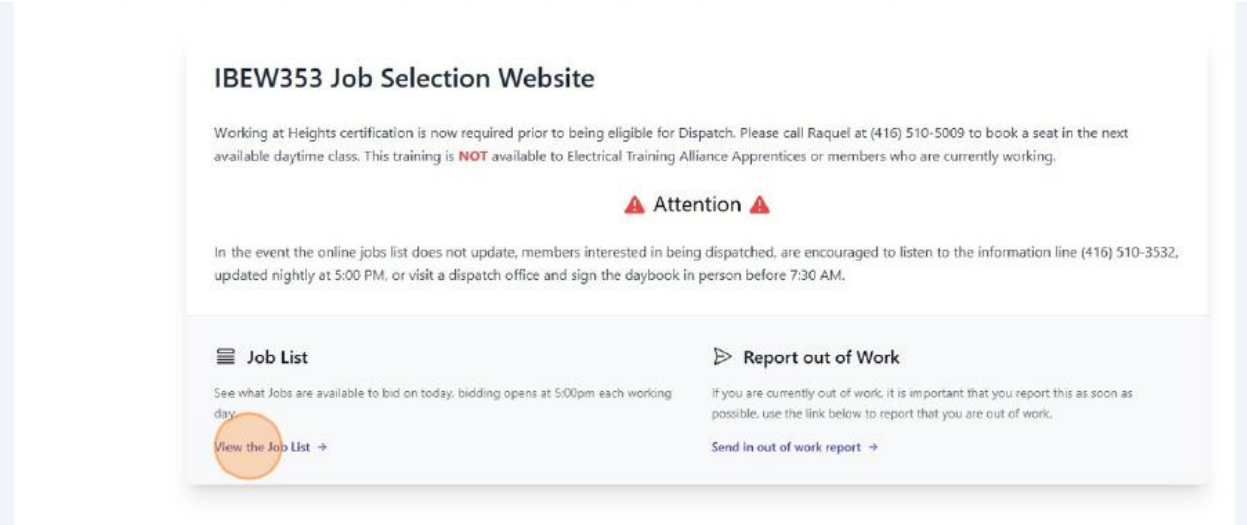


6. After your password has been reset, you will be redirected to the login page for the IBEW 353 Member Services Portal (Job Selection).
   Enter your card number and the new password you created, then click **Log In** to access your member account.

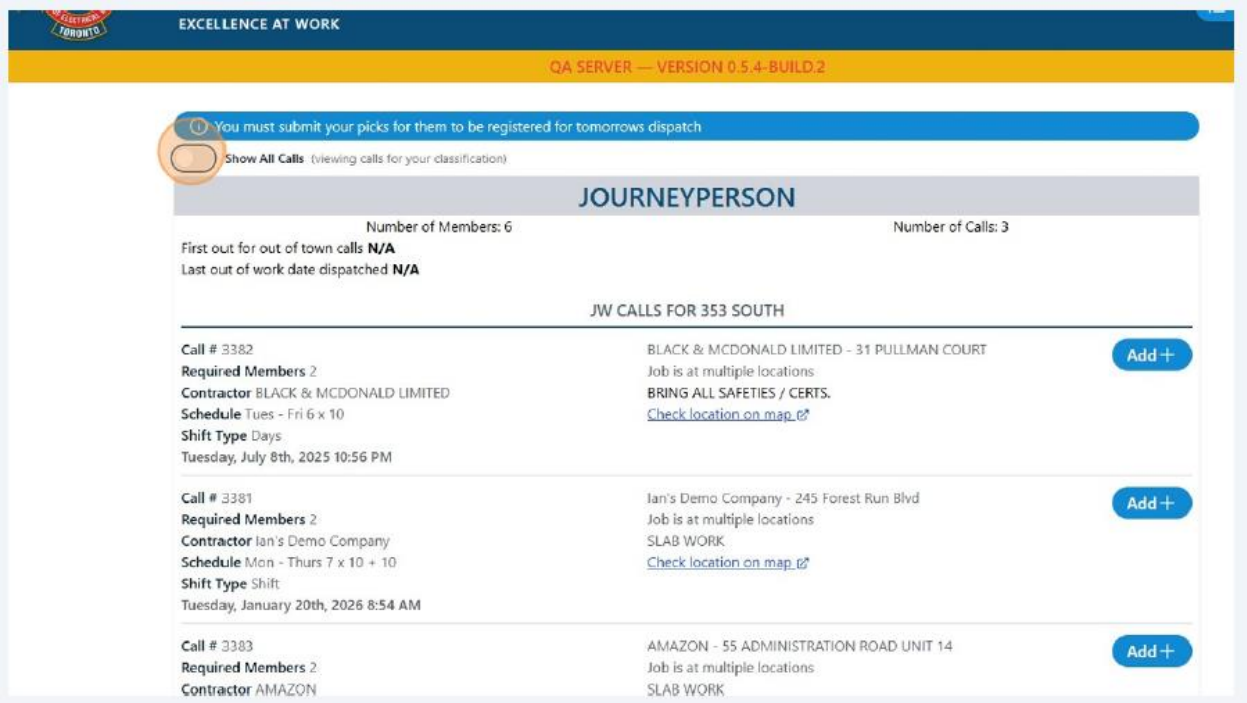


Job Selection

1. On the Home page of the Job Selection Tool, you'll find important announcements your Local is sharing with its members.
   You'll also see options for **Job List** and **Report Out of Work.** To view available jobs, click 'View the Job List'.



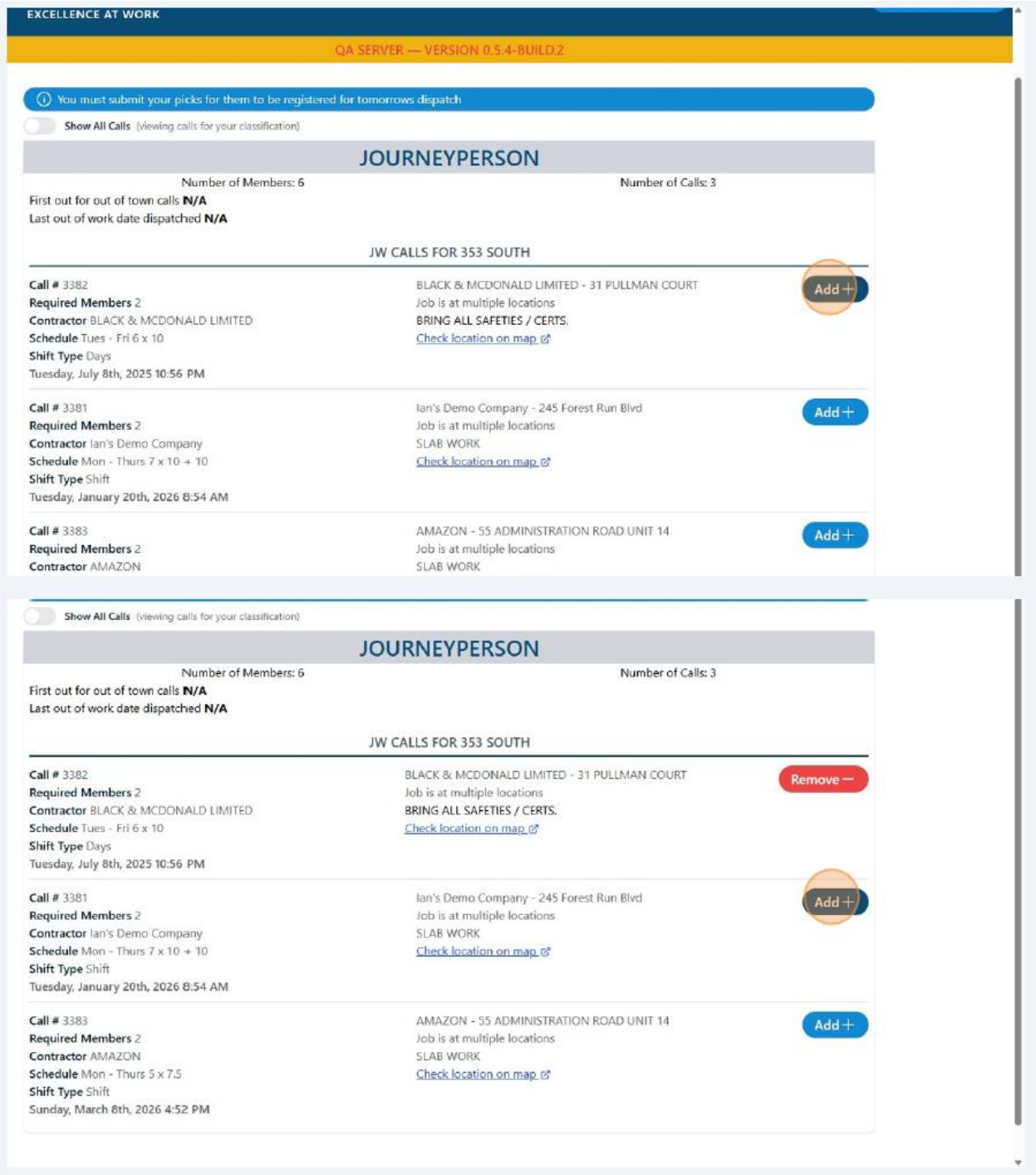
2. You will be directed to the **Job List** page.
   Note: By default, the Job List displays only the jobs you are eligible to bid on. If you would like to view all available jobs—including those you are not eligible to bid for—turn on the 'Show All Calls' toggle.



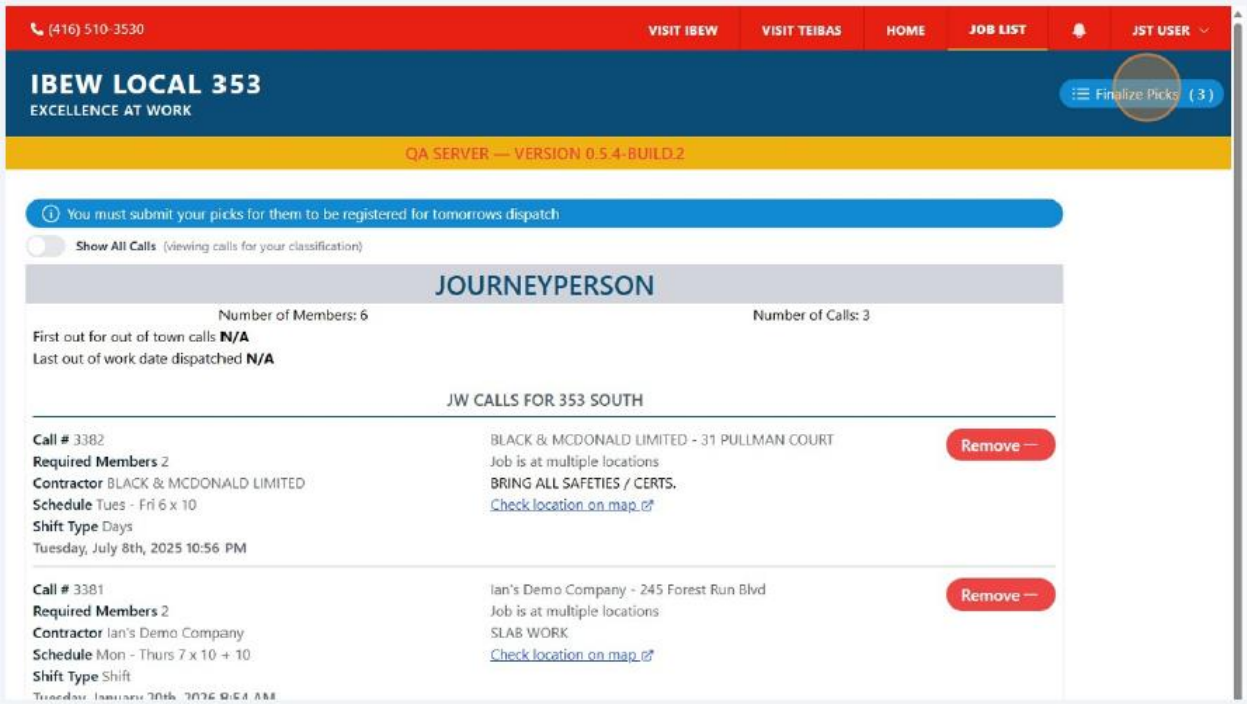
3. Click the **Add +** button beside any job you wish to select.

   Note:

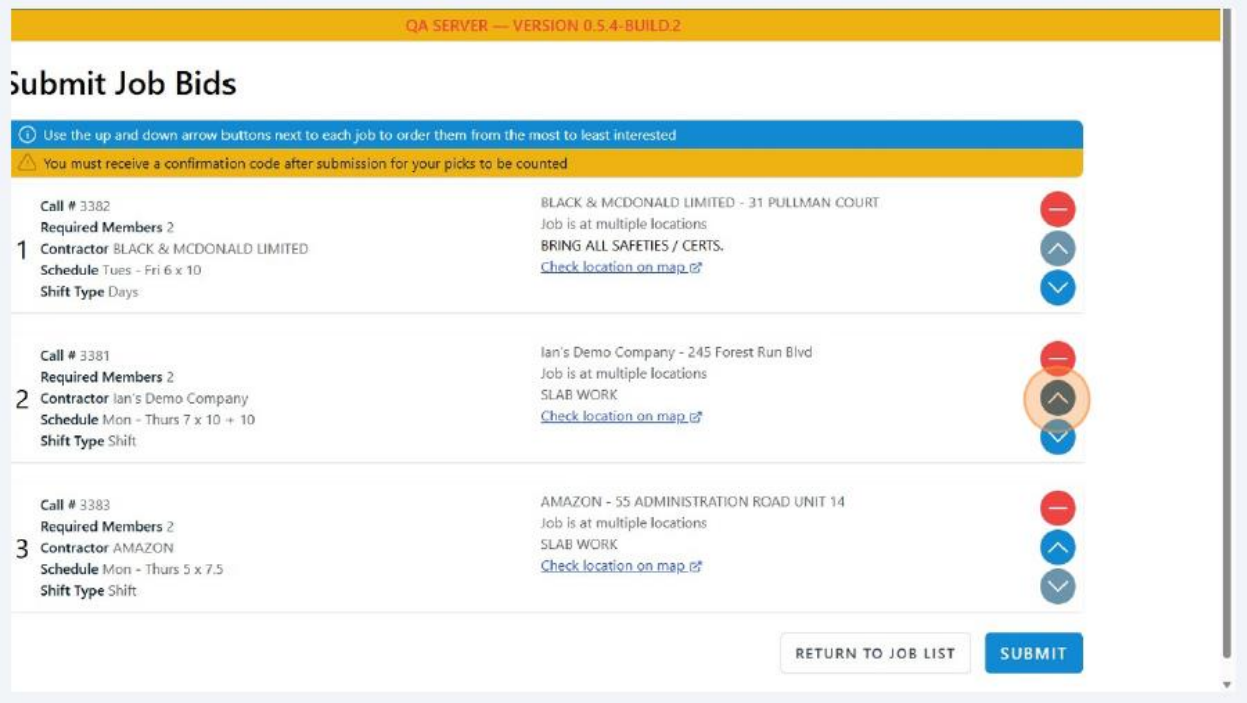
   - To view a job's location on a map, click Check Location on Map.
   - To deselect a job you no longer wish to bid on, click the Remove – button.



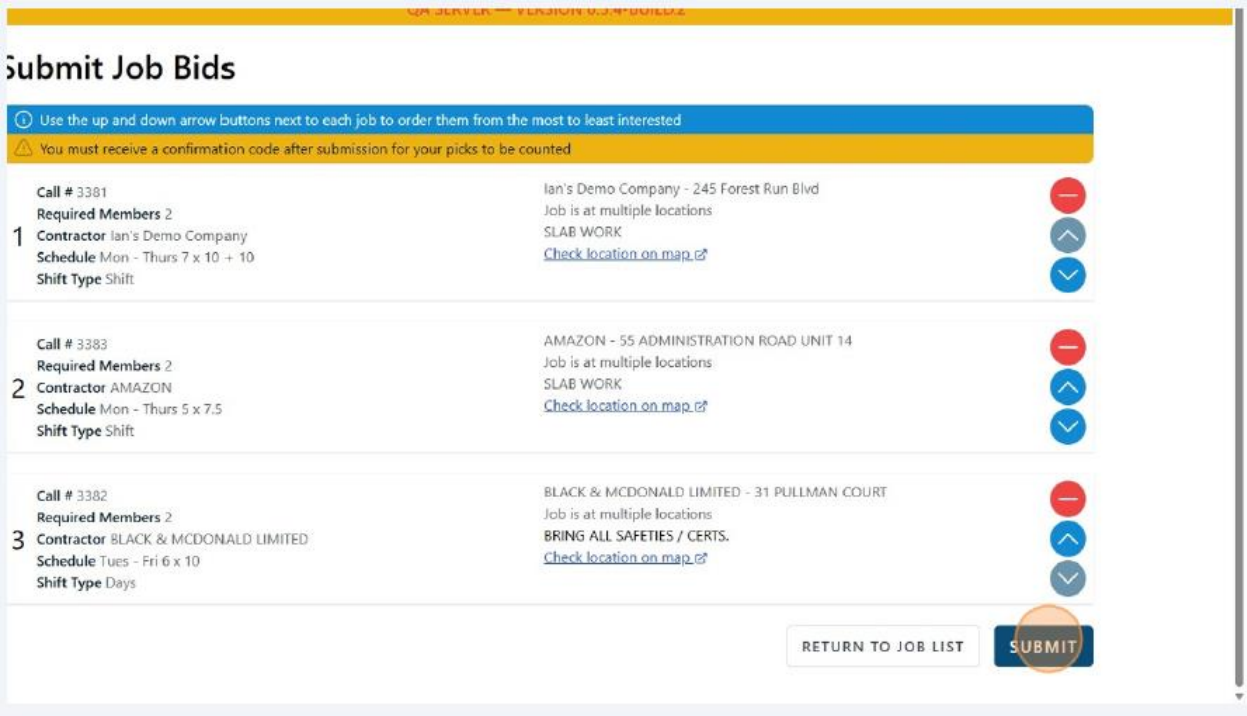
4. Once you are satisfied with your job selection, click 'Finalize Picks'.



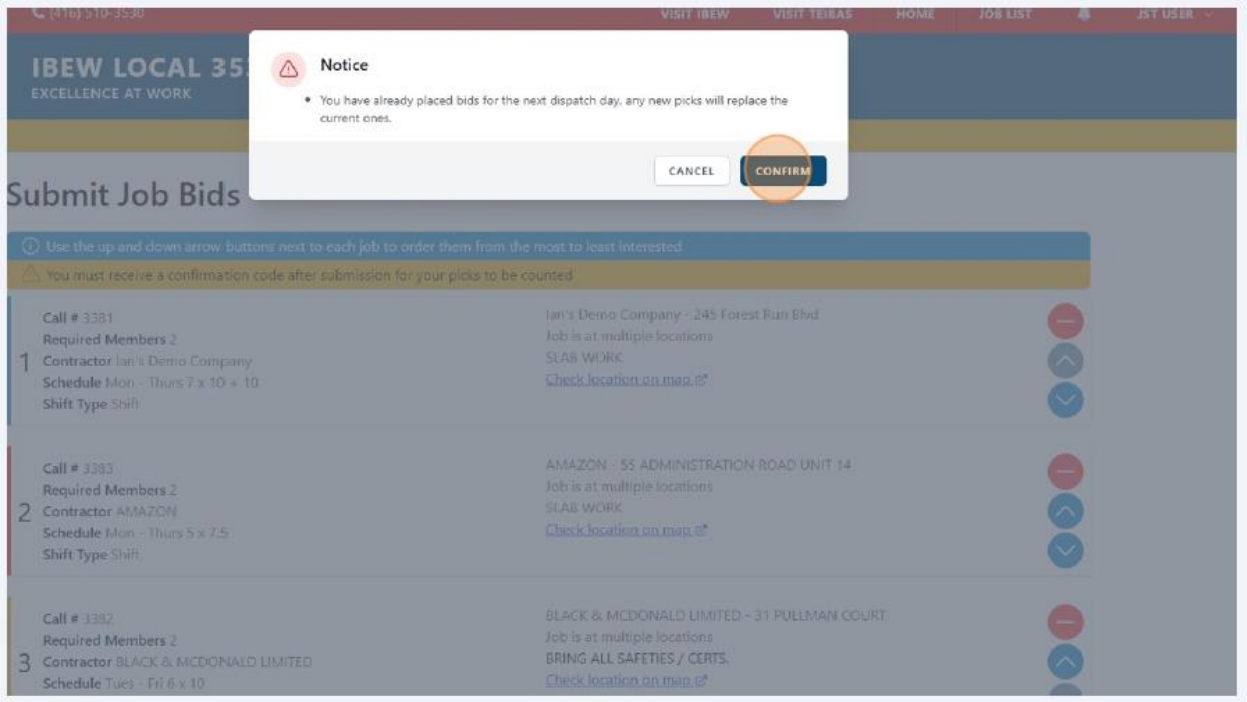
5. You will be directed to the **Job Bid Submissions** page. Here, you can rank your selected jobs by using the arrows beside each job to rearrange them in your preferred order.



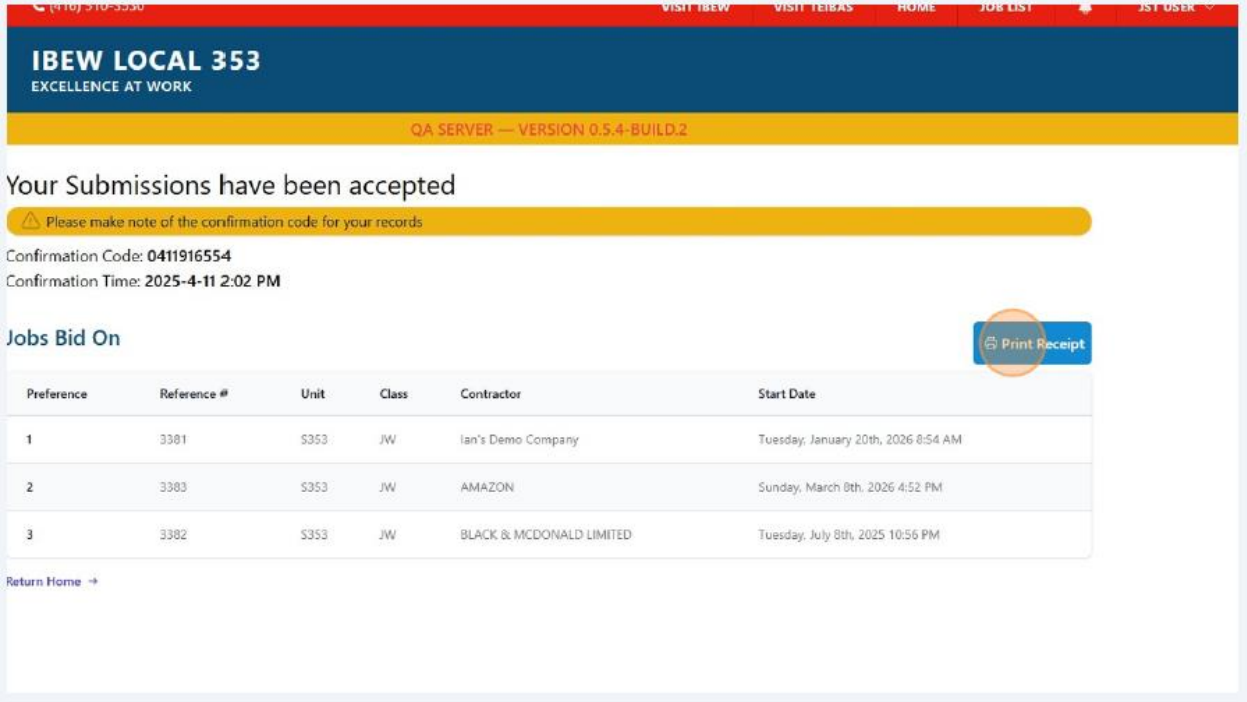
6. Once you are satisfied with your job selections and preference ranking, click **Submit**.



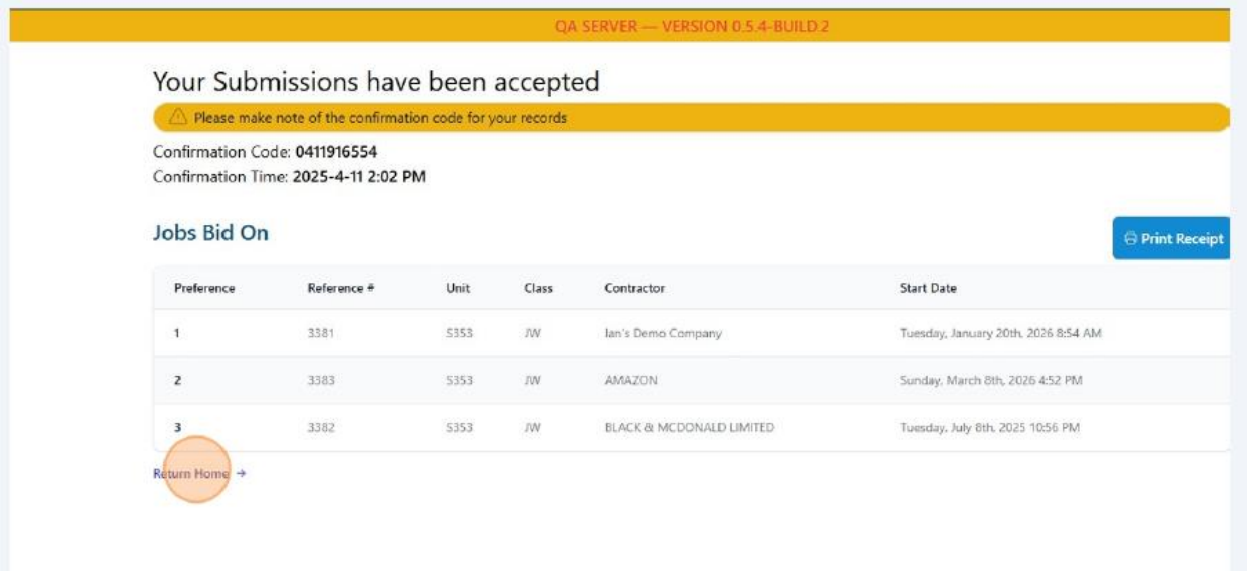
Note: If you had placed bids beforehand, you will get this warning. Click "Confirm".



7. After submitting, you will receive a confirmation code. Please record this code for your records. If you wish to view or print your job selection receipt, click **Print Receipt** and follow the on-screen instructions.

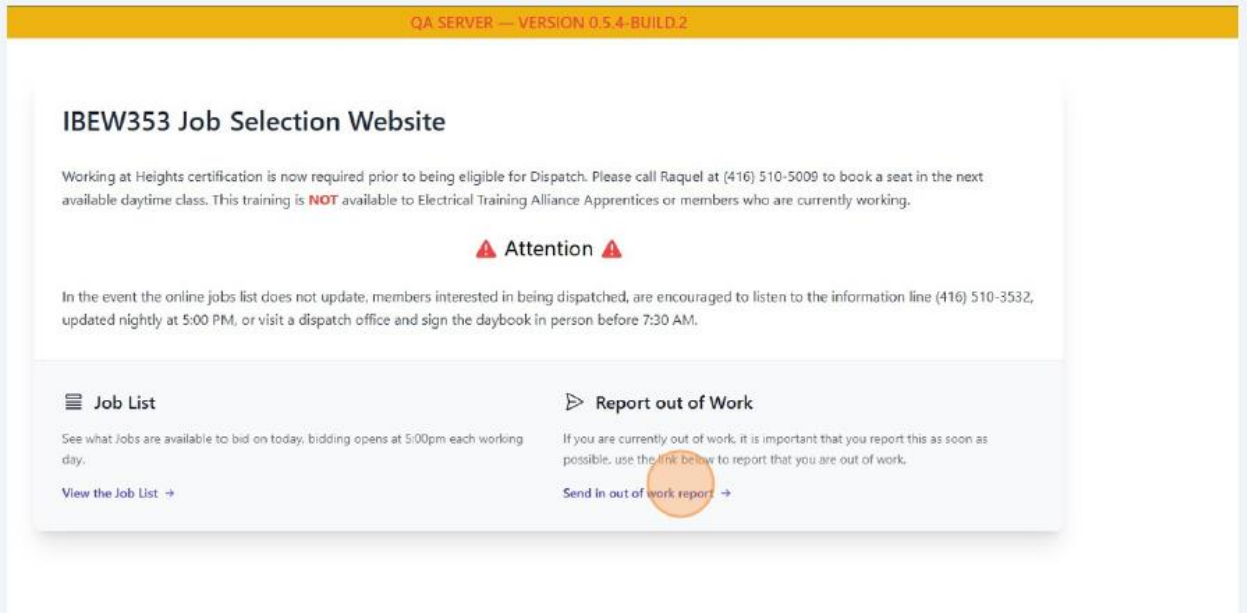


Otherwise click on 'return Home' to return to the home page.

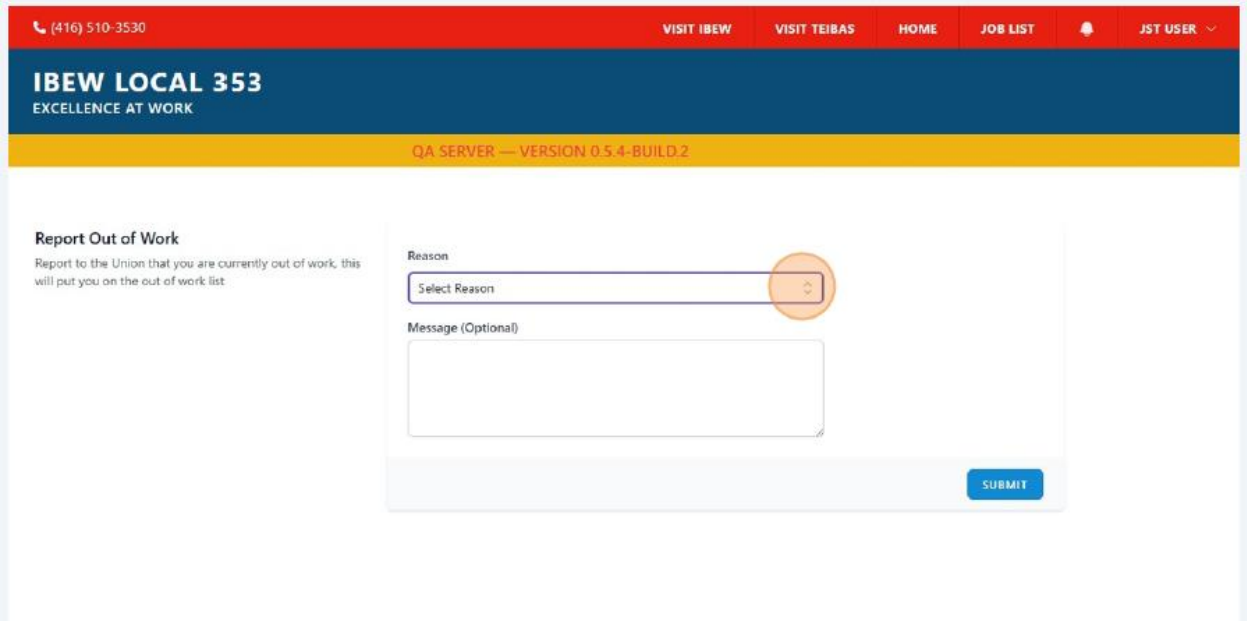


Report Out of Work

1. Once logged in to the JST, click **Send In Out of Work Report** if you wish to report that you are out of work.



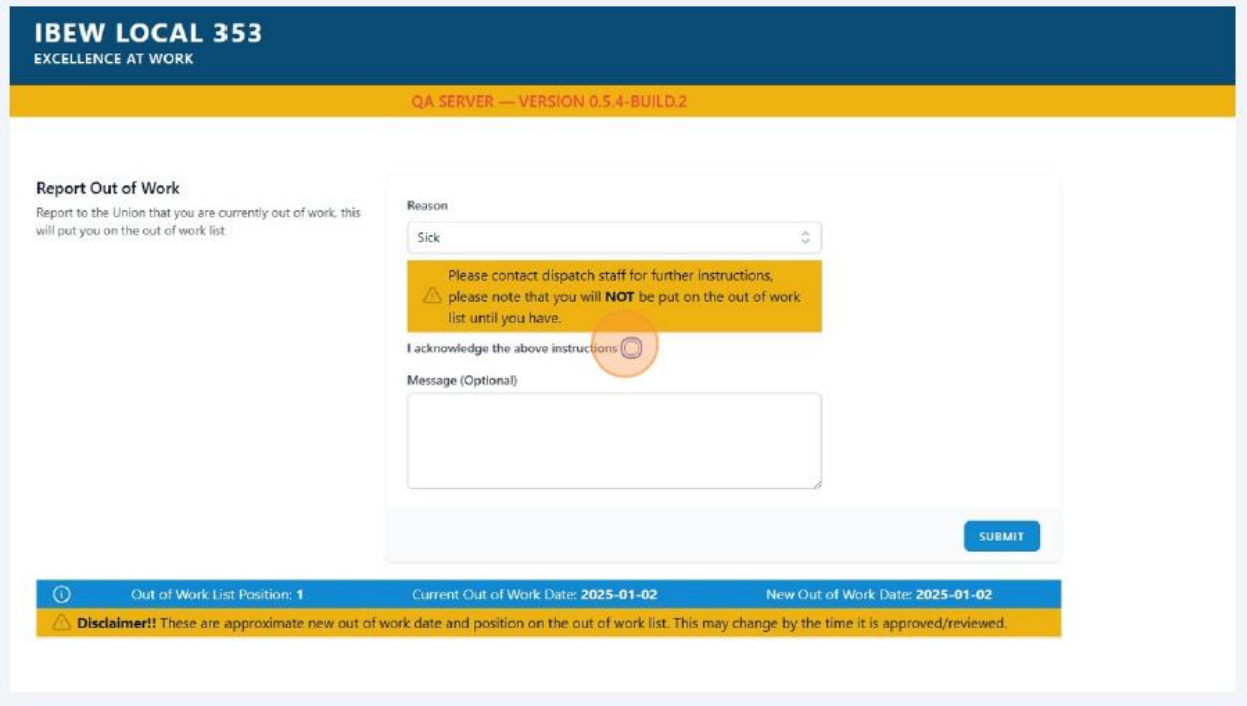
2. You will be directed to the 'Report out of work' page. You will be required to select an Out of work reason from a dropdown list. To do this, Click "Select Reason".



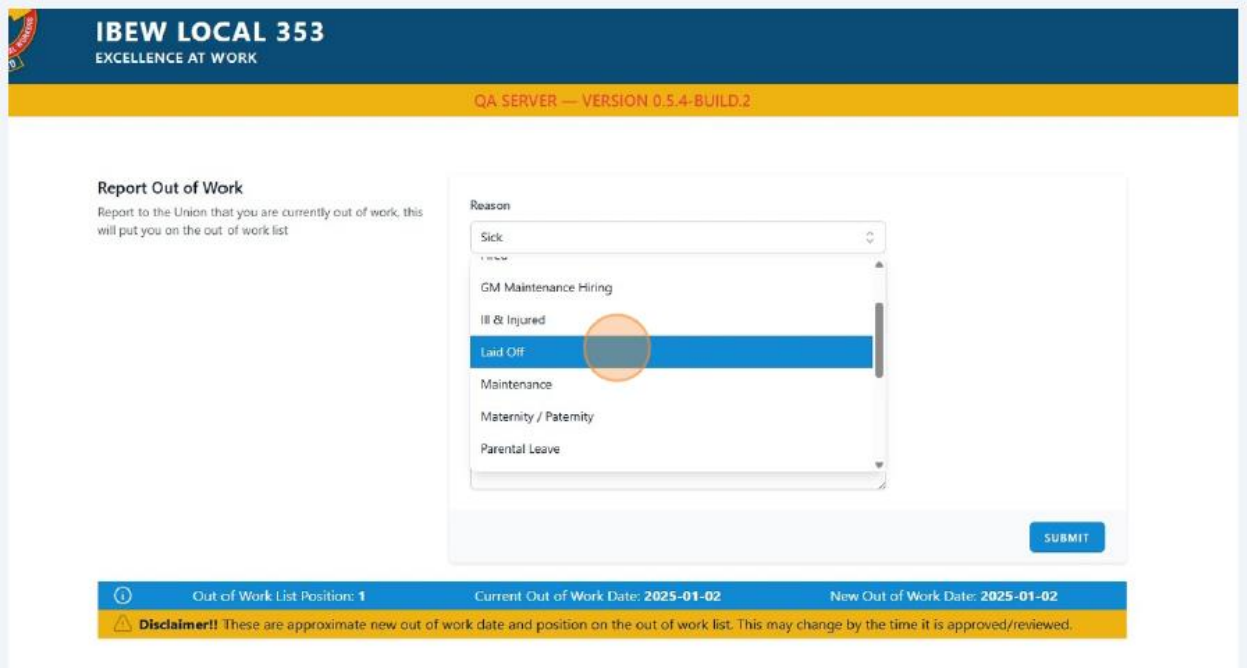
3. For certain reasons—such as **Sick**—you will be required to contact the dispatch staff for further instructions.

   Note:

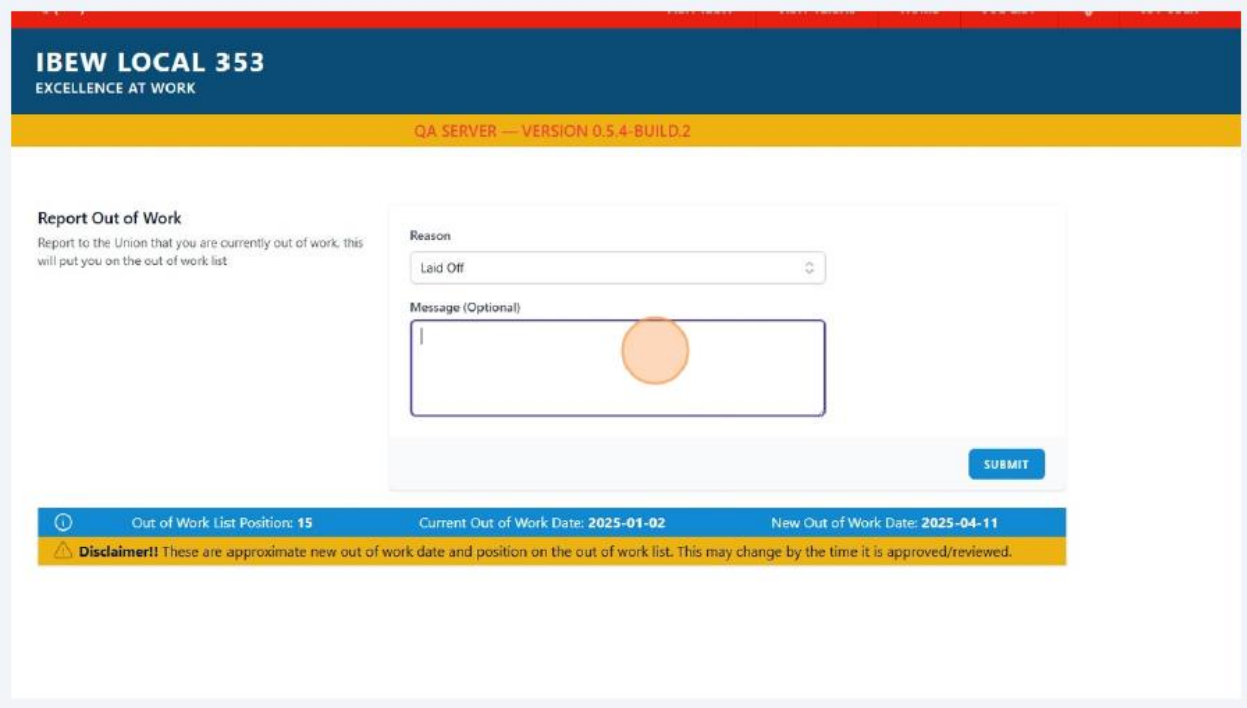
   - You will not be placed on the out-of-work list until you speak with dispatch staff.
   - Check the 'I acknowledge the above instructions' box to proceed.



4. Otherwise, simply select your reason from the dropdown list to proceed.



5. If you wish to provide additional details about your out-of-work report, you may enter them in the **Message (Optional)** field.

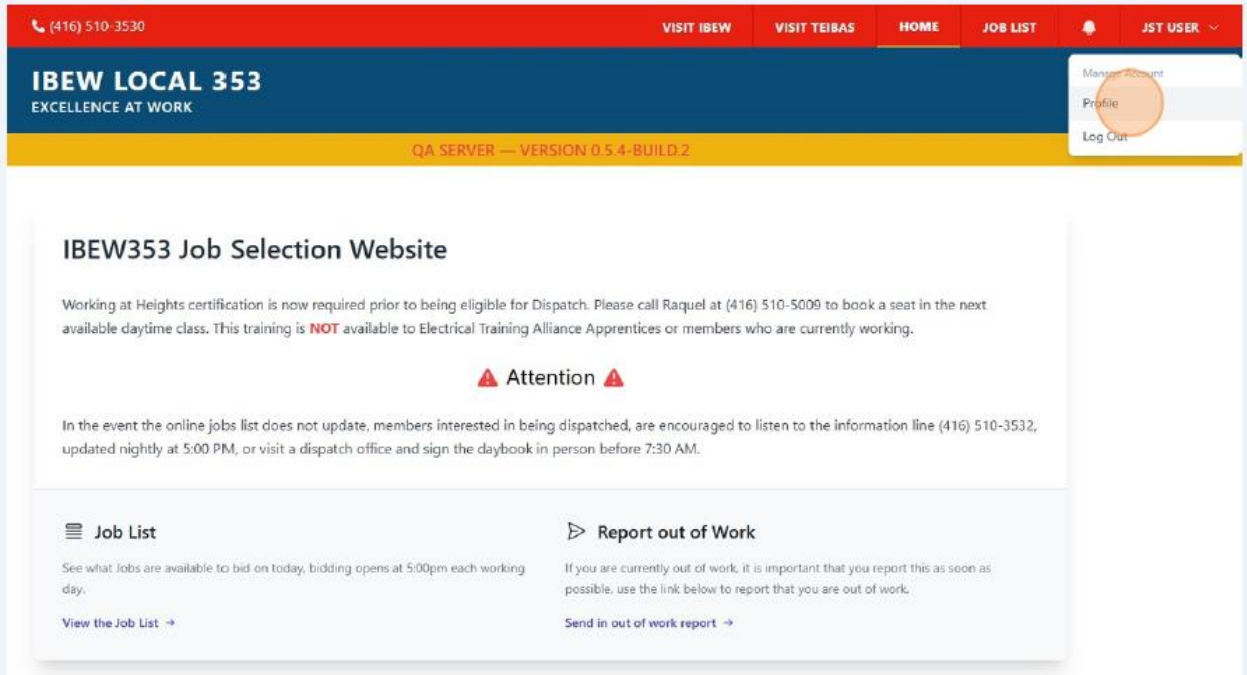


6. Once you are satisfied with the reason and message, click "Submit".

Profile

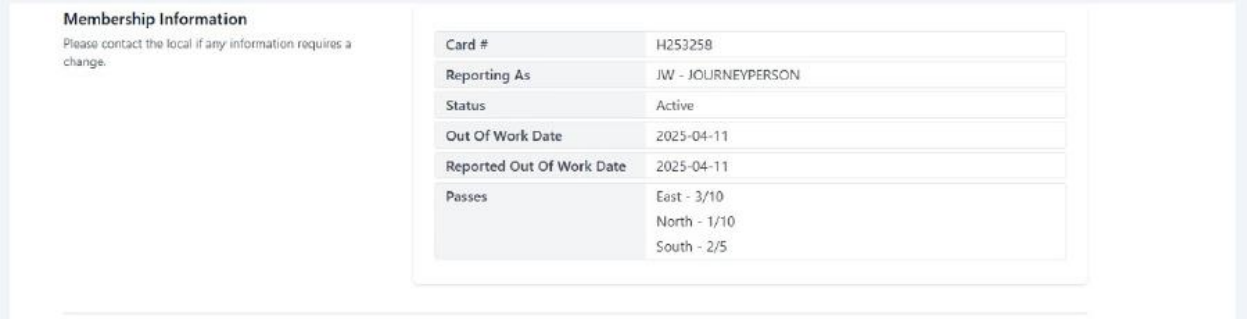
1. To access your member account profile, click **Profile** under your name in the top-right corner. You will be directed to the Profile page. Here you can:

- View Membership Information
- Update your password (Encouraged)
- Enable/Disable Notifications



Membership Information

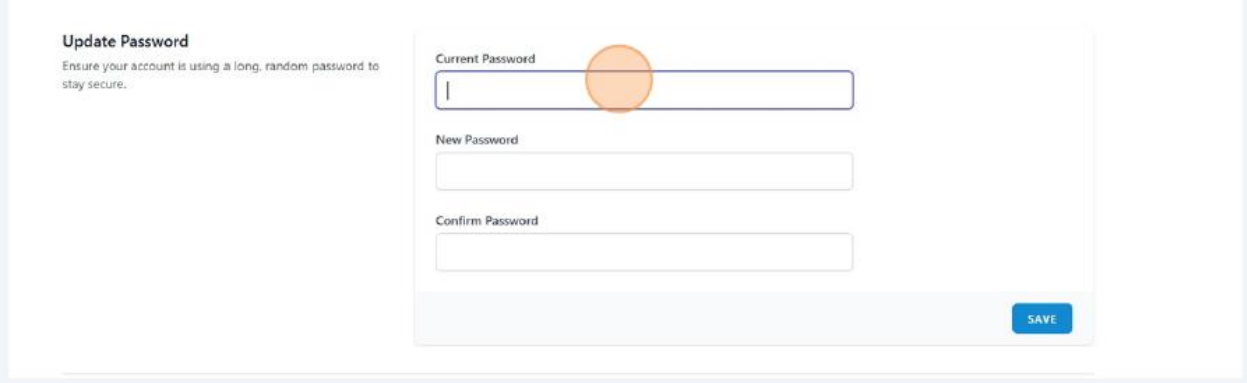
Membership information is displayed at the top of the profile page. You can view your: **Card number, reporting classification, Membership Status, Out of work date, Reported out of work date, and pass counts for each unit.**



Update Your Password

To change your password:

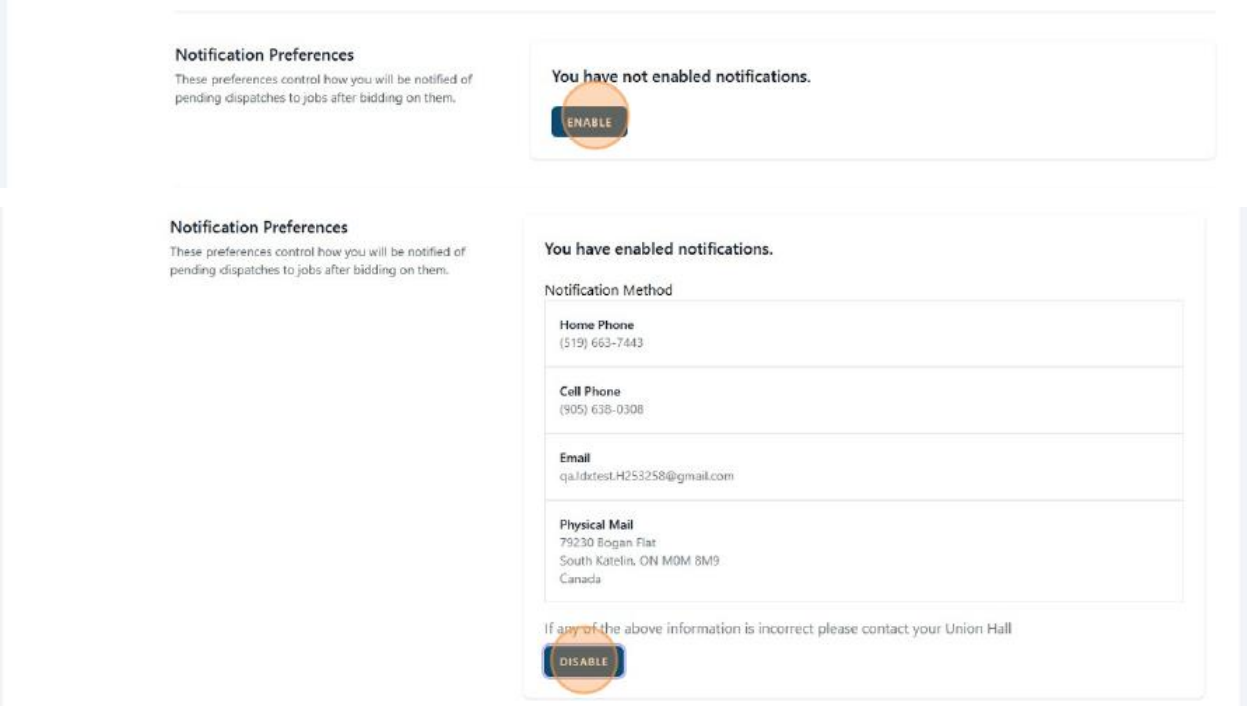
- Enter your current password.
- Enter your new desired password.
- Confirm your new password by entering it again. Click Save and confirm.



Enable/Disable Notifications

To Enable notifications, Click "Enable". Select your preferred method of notification: Phone, or email.

To Disable, click ‘Disable’.



Quick Links

Notifications

To view your notifications, click on the bell icon at the top.

IBEW Website

To visit the IBEW website, click "Visit IBEW".

Teibas Website

To visit the Teibas website, click "Visit Teibas".