Guide to the Online Reporting Tool

Twice a year (once at the end of each semester), BAC students are **required to submit two kinds of forms** to Practice: **Practice Report** and **Practice Registration Form**. Both of these forms are completed during Practice Reporting Period via the Online Reporting Tool*.

*Firefox is the recommended browser for utilizing the Online Reporting Tool. Otherwise, formatting issues may occur.

**Practice Report**

*Reporting Practice Hours, Unemployed, and Non-Related*

The **Practice Report** is used to report any **Hours you worked during the previous reporting period** (i.e. December 7 – May 9; May 10 – December 6, etc.). Your Practice Report must be signed by your work supervisor and emailed to **practice@the-bac.edu** by the Practice Clearance Deadline.

Students can report Hours for the following: **Architecture Firm, Interior Design Firm, Landscape Firm, Related Office, Design Competition, Gateway, Independent Project, and Travel Hours**.

Students who did not work in one of the approved Practice settings will report **Unemployed** or **Non-Related Office**.

**Steps for Submitting Practice Report:**

1/ Log into **Practice Forms** using your BAC Outlook Username and Password.
2/ Select **Create New Practice Report**. [Note: If you haven't already done so, you will also need to complete the **Practice Registration Form**. You will have the opportunity to return to the Main Menu and “Create New Practice Registration” after completing the Practice Report.]

3/ Enter your **Preferred Phone Number** and **Degree Program** information. **All fields are required.**
4/ Select your Employment Type from the drop-down menu.

*If you selected Architecture Firm, Interior Design Firm, Landscape Architecture Firm, or Related Office: You have the option of selecting a previously reported company from the drop-down menu under Previous Company.

If you select Gateway you will see a drop-down menu of active Gateway Projects to select from. Be sure to enter your Start Date (varies from project to project).

Select "No" if you are reporting Unemployed or Non-Related.
5/ If you did not select a Previous Company, you will need to enter your New Company information. Click “Next,” and enter your company information on the next page. **All fields are required.**

If you selected **Gateway** you will not see this page.

6/ Enter any Practice Hours worked in the categories listed on the next page. Once you've entered your Practice Hours, click “Next.”

If you selected **Independent Project, Design Competition, or Travel Hours**, you will be asked for the Faculty and Instructor names. **Faculty** indicates the Practice staff member who approved your project; **Instructor** refers to your project supervisor.
7/ Verify that the information on the page is correct. If it is correct, select the checkbox “I agree that the above information is correct” and click “Next.” If you need to edit your hours, click “Back” or “Start Over.” *Please note: if you submit more than 45 hours/week, you may be asked for additional verification.
8/ This is your confirmation page. **You must print this page and have your supervisor sign it.** Once your supervisor signs this page, you must return it to the Practice Department by the Registration Clearance Deadline in order for your Practice (Registration) STOP to be lifted.

**Please note:** You will receive a confirmation number in your BAC email inbox letting you know that you have successfully completed the online form, but your submission will not be “Complete” until you send the signed form to practice@the-bac.edu.
Practice Registration Form
Registering Employment Status and Information

The Practice Registration Form is used to register your employment status and information for the new (aka current) reporting period. Your Practice Registration Form must be signed by your work supervisor (if you are working) and emailed to practice@the-bac.edu by the Practice Clearance Deadline.

Students can register for the following: Architecture Firm, Interior Design Firm, Landscape Firm, Related Office, Design Competition, Gateway, Independent Project, and Travel Hours.
*Please note: Design Competitions, Independent Projects, and Travel Hours require prior approval from a Practice staff member. Visit the Alternative Practice Options page for more information.

Students who are not currently working in one of the approved Practice settings will report Unemployed or Non-Related Office.

Steps for Submitting Practice Registration Form:

1/ Log into Practice Forms using your BAC Outlook Username and Password.
2/ Select “Create New Practice Registration.” *If you have not already done so, be sure to complete a Practice Report as well. You will have the opportunity to return to the Main Menu after completing the Practice Registration Form.*

3/ Enter your Preferred Contact, Program, and Degree information. **All fields are required.**

Select “No” only if you are registering your employment status as *Unemployed* or *Non-Related.*
4/ Select "Employment Type" from the drop-down menu.

If you select **Unemployed** or **Nonrelated** you will be asked to confirm your submission on the next page. Once you check “Agree” and click the Submit button, your submission will be complete. [Return to top.]

If you select **Gateway** and have not yet joined, you will be assigned to a project once you've been accepted. If you are not accepted, your submission will change to "Unemployed."

If you submitted hours or registered information for the same company in the past, you can select it from the drop-down menu under **Previous Company**.

If you plan to participate in an **Independent Project, Design Competition, or Travel Project** but have yet to receive approval from Practice, **do not** register as such until you receive approval from Practice. Once you receive approval, you will need to fill out another Practice Registration Form to register these projects.

If you select **Gateway** and have not yet joined, you will be assigned to a project once you've been accepted. If you are not accepted, your submission will change to "Unemployed."
5/ Enter your Company Information, then click “Next.” All fields are required.

You will only see this page if you selected Architecture Firm, Interior Design Firm, Landscape Architecture Firm, or Related Company and have not selected from the Previous Company dropdown menu.

6/ Verify that the Practice Registration employment information you entered is correct. If everything is correct, select the checkbox next to “I agree that the above information is correct” and click “Next.” If it is not correct, click “Back” or “Start Over.”
7/ This is your confirmation page. You must print out this page and have your supervisor sign it. Once your supervisor signs this page, you must return it to the Practice Department by the Registration Clearance Deadline in order for your Practice (Registration) STOP to be lifted.

**Please note:** You will receive a confirmation number in your BAC email inbox letting you know that your information has been processed; however, it will not be considered “Complete” until you have obtained your supervisor’s signature and submitted this to practice@the-bac.edu.