Guide to the Online Reporting Tool

**Three times per year** (in alignment with the fall, spring, and summer academic semesters), BAC students must 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*

ThePractice Report is used to report the total number of hours worked during a single reporting cycle (i.e. Fall 2015, Spring 2016, 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/ Click the “Report Hours” button next to the company name. (Note: if you did not already register your employment information for the previous semester, you will need to do this first. Then you will return to the main menu and report your hours.)

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

**Note:** You will only be submitting a Practice Report of hours worked during the previous semester. If you are entering the Spring 2016 semester, you will report hours from Fall 2015.
4/ 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.
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 **Register Employment Information** under the appropriate reporting period (aka the semester you are now entering).

![Practice Forms Main Menu](image1)

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

![New Practice Submission](image2)

If you **are not working in a design-related setting** you will be asked to select **Unemployed/Non-Related** at the next page. Once you confirm your submission, it will be considered complete.

[Return to top.]
4/ Select “Employment Type” from the drop-down menu.

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.”

**Note:** 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.

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 drop-down 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.”
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.