



a web-based
On-The-Job Training (OJT)
Management System

User MANUAL

Student Trainee

This User Manual serves as a detailed guide for **Student Trainees** to efficiently navigate and use the InternTrail web application. It outlines the features, functionalities, and step-by-step instructions specific to the Student Trainee role, ensuring efficient tracking of their On-The-Job Training (OJT) progress, submission of required documents, and interaction with OJT coordinators and Host Training Establishments (HTEs).

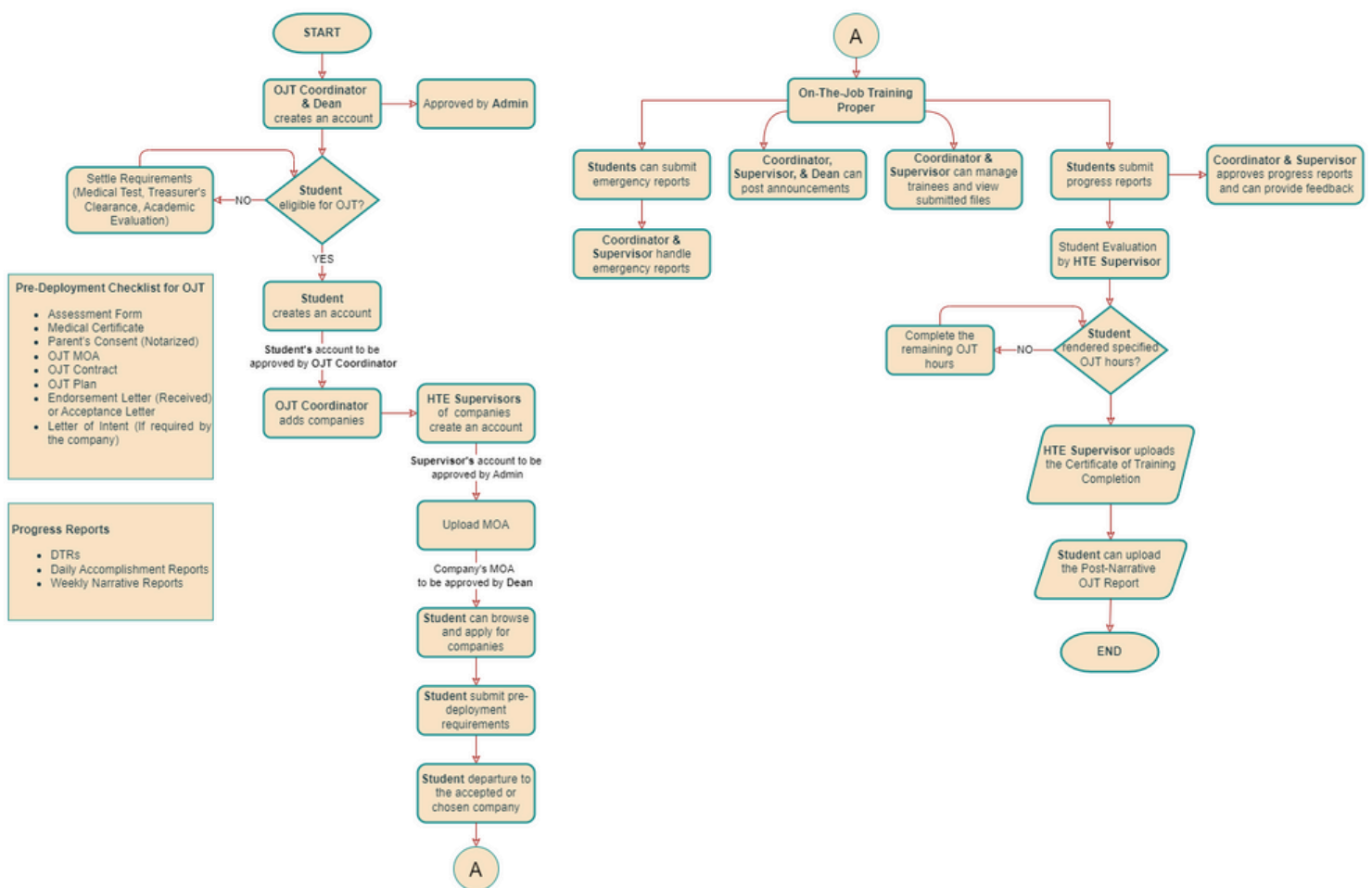


interntrail.onrender.com

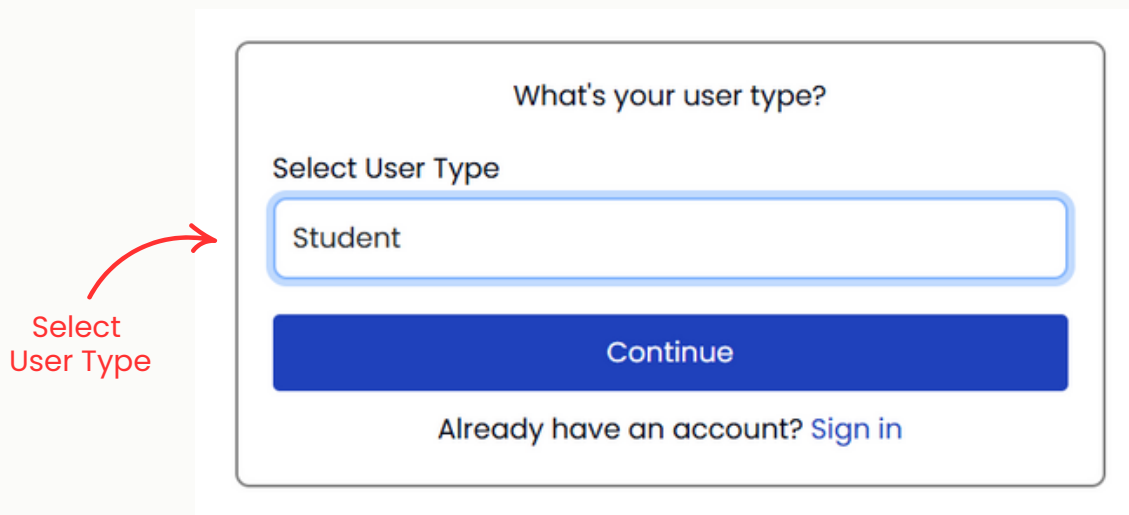
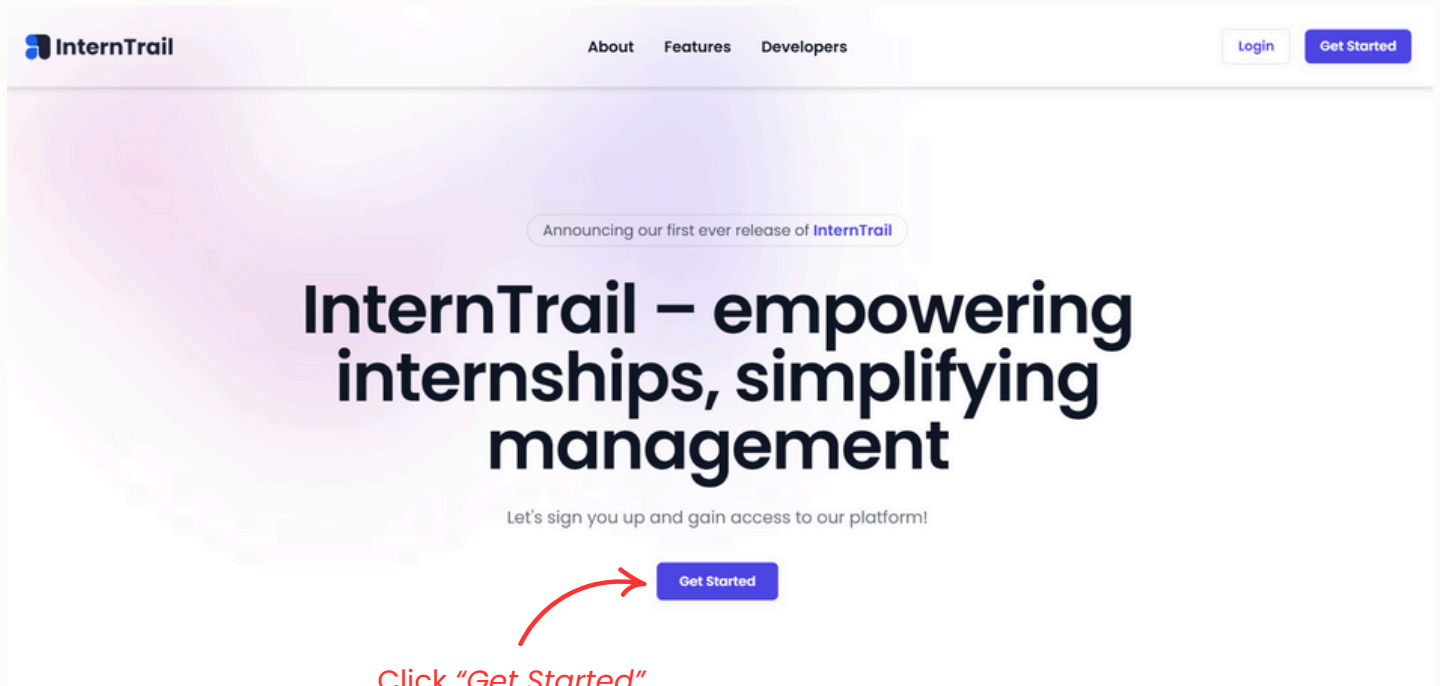
By: InternTrail Team

System Flowchart

InternTrail Flowchart



Registration and Login



LARANA COMPANY

Registration and Login

Let's set up your account

First Name	Middle Initial	Last Name
<input type="text" value="First name"/>	<input type="text" value="Middle initial"/>	<input type="text" value="Last name"/>

School / Institution Email

Password	Confirm Password
<input type="password" value="Enter your password"/>	<input type="password" value="Confirm your password"/>

Phone Number	Proof of Identity <i>(University ID)</i>
<input type="text" value="Enter your phone number"/>	<input type="button" value="Choose File"/> No file chosen

College	Program / Course
<input type="text" value="Select College"/>	<input type="text" value="Select Program"/>

Already have an account? [Sign in](#)

Fill up the registration form

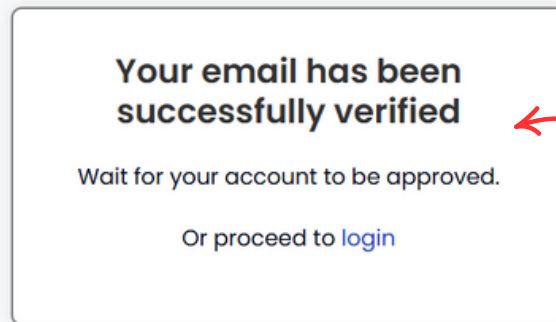
Check for email Verification

Account Successfully Registered

Please check your email for verification and wait for your account to be approved.

Proceed to [login](#)

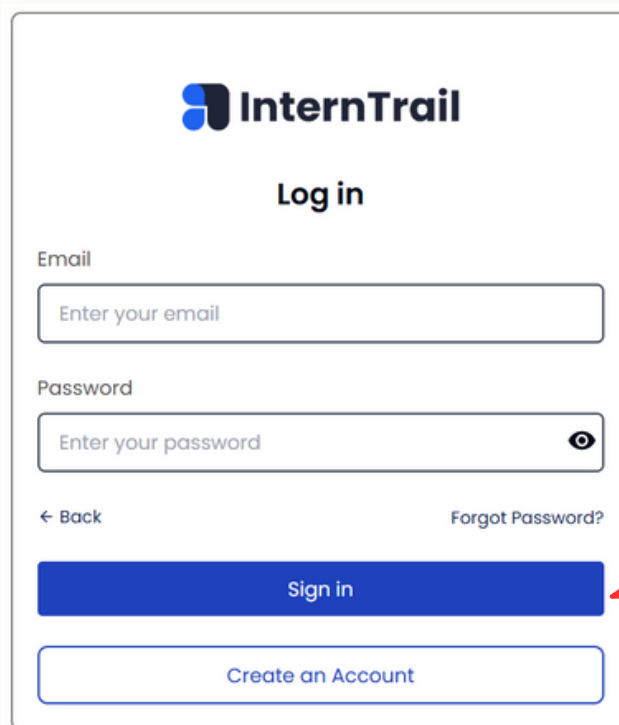
Check your email's "Spam" folder and mark the message as "Not Spam" to access the verification link.



Proceed to *login* or wait for your account to be approved

COMPANY

A notification will be sent to your email once your account has been approved.

A login form for InternTrail. At the top is the InternTrail logo (a blue square with a white 'I' shape) followed by the text "InternTrail". Below the logo is the heading "Log in". There are two input fields: "Email" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password" and an eye icon for toggling visibility. Below the fields are two links: "← Back" and "Forgot Password?". At the bottom are two buttons: a solid blue "Sign in" button and a white "Create an Account" button with a blue border.

Once approved, enter your credentials and "Sign in"

Dashboard

Dashboard

Announcements

Companies

Files

Progress Reports

Emergency Reports

InternTrail

Total Hours

360.00

Recent Time Records

3/28/2025	07:27 - 16:03	pending
3/27/2025	08:21 - 17:55	pending
3/26/2025	07:26 - 16:42	pending

PLDT

Requirements Progress

100% Complete

MOA (Required)

Submitted on 3/26/2025

Endorsement Letter

(Required)

Submitted on 3/26/2025

CV (Required)

Submitted on 3/26/2025

Upon signing in, the appropriate dashboard will be displayed

Announcements

Dashboard

Announcements

Companies

Files

Progress Reports

Emergency Reports

InternTrail

Announcements

Sort by role

Sort by date

Search announcements.

All Roles

Oldest First

Table-Grid

Grid-Table

ESLEYAN

SCHOLARSHIP

SERVICE

IPIN

Urgent

Welcome Upcoming Student Trainees!

March 24th, 2025

Posted by: Dean

You may now proceed to look for potential or prospect companies. Goodluck!!

View

New

OJT Visit

March 25th, 2025

Posted by: Dean

Kindly take note of the schedule of the OJT visit by our OJT Coordinator Engr. Galilee Villar.

View

Companies

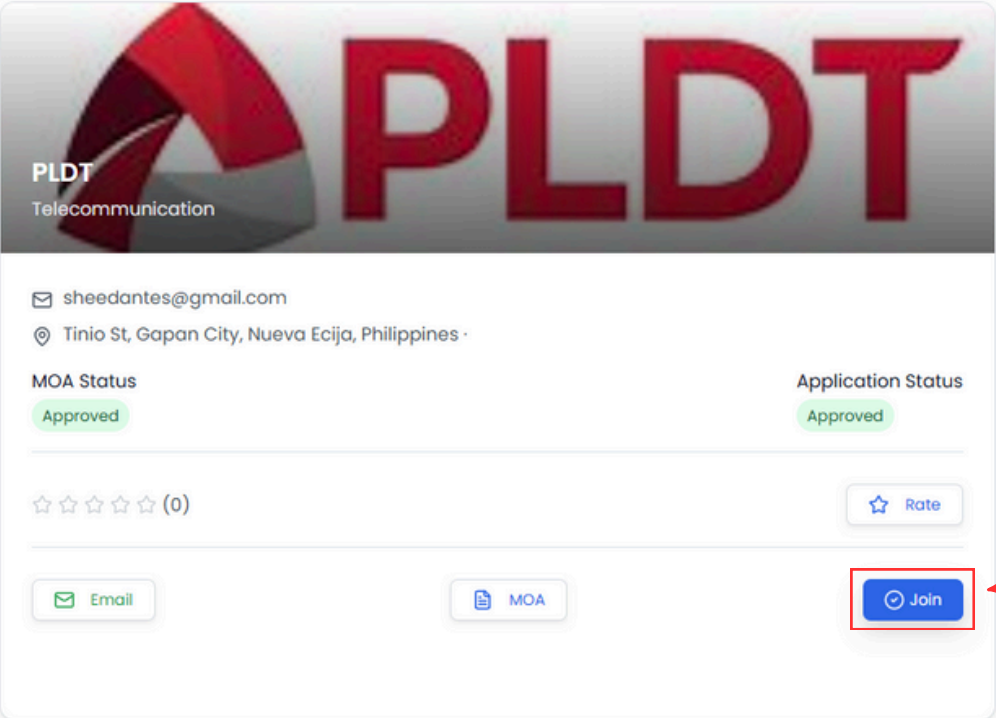
The screenshot shows the 'Companies' section of the InternTrail app. On the left is a sidebar with navigation options: Dashboard, Announcements, Companies (highlighted with a red box), Files, Progress Reports, and Emergency Reports. The main content area is titled 'Companies' and includes a filter for 'College of Engineering and Computer Technology' and 'BSECE'. A green banner states 'You have joined PLDT for your internship.' Below this is a search bar (highlighted with a red box) and a dropdown for 'All MOA Status'. Two company cards are displayed: PLDT Telecommunication and Multinet Cable Company. The PLDT card shows contact info, MOA Status (Approved), Application Status (Approved), a rating section (0 stars), and buttons for 'Email', 'MOA', and 'Joined'. The Multinet Cable Company card shows similar info and an 'Apply Now' button (highlighted with a red box). Red arrows point to the 'Email' button on the PLDT card with the annotation 'Click to email a company', to the 'Rate' button on the PLDT card with the annotation 'Give feedback to company', to the 'MOA' button on the PLDT card with the annotation 'View company MOA', and to the 'Apply Now' button on the Multinet Cable Company card with the annotation 'Click to send application'.

Apply to a company modal

The screenshot shows a modal titled 'Apply to Multinet Cable Company' with the instruction 'Please upload the required documents to complete your application.' The form contains four document upload sections: 'MOA' (marked as 'Optional'), 'Endorsement Letter *' (marked as 'Required'), 'CV *' (marked as 'Required'), and 'Letter of Intent *' (marked as 'Required'). Each section has a dashed box for file upload with the text 'Drag & drop a file here, or click to select one'. A red arrow points to the 'MOA' section with the annotation 'Tap to upload requirements'. At the bottom right is a blue 'Submit Application' button (highlighted with a red box).

A notification will be sent to your email once you have been accepted to the company.

If multiple companies accept your application, click **“Join”** to select the company where you wish to undertake your OJT.



PLDT
Telecommunication

✉ sheedantes@gmail.com
📍 Tinio St, Gapan City, Nueva Ecija, Philippines ·

MOA Status
Approved

Application Status
Approved

☆☆☆☆☆ (0) [★ Rate](#)

[✉ Email](#) [📄 MOA](#) [⌚ Join](#)

Click to Join the company

Files

Dashboard

Announcements

Companies

Files

Progress Reports

Emergency Reports

InternTrail

Files

Current directory

Root

Search files...

Table-Grid
Grid-Table

Upload File

New Folder

NAME	TYPE	SIZE	MODIFIED	TAG	UPLOADED BY	ACTIONS
Emerging-Reviewer.html	file	0.01 MB	2025-03-26	MOA	BSECE Coordinator	Download/Delete

Select the tag of
a file to upload

Upload File

Select a tag for the file before uploading.

File

n2a2logo.png

Tag

Select a tag

MOA
Parental Consent
Requirement
Accomplishment
Personal
Important
Archive

Progress Reports

Dashboard

Announcements

Companies

Files

Progress Reports

Emergency Reports

Progress Reports

Progress Overview

Monthly Progress

24.43/360.00 hours

Daily

8.27h

Weekly

24.43h

Monthly

24.43h

Print Report

March 2025

MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

24

8.3h

Time Entry

Wednesday, March 26

Time In

07:26 AM

Time Out

04:42 PM

Update Time

Reports & Feedback

Reports

Feedbacks

Evaluation

Certificate

Monday

March 24, 2025

N/A - N/A Pending

Add your daily report here...

Tuesday

March 25, 2025

N/A - N/A Pending

Add your daily report here...

Wednesday

March 26, 2025

07:26 - 16:42 pending

Add your daily report here...

Thursday

March 27, 2025

08:21 - 17:55 pending

Add your daily report here...

Select a date

Submit daily reports

Expect feedback from OpenAI, your Coordinator, and your Company Supervisor

Interact with your Coordinator and Supervisor

Reports & Feedback

Reports

Feedbacks

Evaluation

Certificate

AI Assistant

EP

AI

Mar 26, 2025

Overall, the intern has shown a strong willingness to learn and contribute in their daily tasks. Their involvement in the orientation session and being appointed as a Project Leader demonstrates their ability to take on leadership roles and responsibilities.

One area for improvement could be the need to further develop their troubleshooting skills, particularly in dealing with technical issues such as the errors in the PMIS. It would be beneficial for them to seek out additional training or guidance from more experienced team members to enhance their problem-solving abilities.

Additionally, the intern could work on improving their communication skills, particularly in terms of providing updates or seeking help when faced with challenges. Clear and effective communication is essential in a team setting, and by working on this skill, the intern can become a more valuable member of the team.

Overall, the intern is off to a good start and has the potential to grow and excel in their role with continued dedication and effort.

Add Feedback

Write your feedback here...

Submit Feedback

Reports & Feedback

Reports

Feedbacks

Evaluation

Certificate

Performance Evaluation

[View Evaluation](#)

Once available, view your performance evaluation

Reports & Feedback

Reports

Feedbacks

Evaluation

Certificate

Uploaded Certificates

Edrick Pili_Certificate.pdf

Uploaded on 3/26/2025 by PLDT Company



View



Download

Once available, view/download your training certificate

Emergency Reports

Emergency Reports will become available only after you have joined a company.

InternTrail

Dashboard

Announcements

Companies

Files

Progress Reports

Emergency Reports

Emergency Reports

Manage and track emergency incidents

College of Engineering and Computer Technology

BSECE

Currently assigned to PLDT

Search reports...

All Reports

Type Reporter Location Date & Time Status Severity Actions

No reports found

Click to report an emergency

View your submitted reports here

Fill up the form to submit a report

PLDT

Reporting for this company

Your Name

Edrick Pili

Location of Incident

Building, floor, room number, etc

Department

Your department or unit

Date and Time of Incident

03/26/2025 03:10 PM

Type of Emergency

Hazard/Equipment Failure

Medical

Disaster

Harassment

Severity Level

Low

Moderate

High

Critical

Details of the Emergency

Please provide as much detail as possible about the incident...

0 characters


Include any relevant information such as injuries, damage, witnesses, or immediate actions taken.

Cancel

Submit Report


Click to submit


User Profile





College of Engineering and Computer Technology (CECT)

Managing 3 Programs

**8**
8 Deployed

**4**
4 MOA Approved

**3**
With Certificates

**0**
0 Pending

Program Overview

BS-IT
1 of 1 Deployed

BSCpE
4 of 4 Deployed


BSEcE
3 of 3 Deployed


Recent Announcements


Hi from Dean March 23
Posted by Dean Dean

Hi from IT Coordinator
May seminar kayo
Posted by Cathy Tugaff

Hi from Dean
Test 1
Posted by Dean Dean



 Options

 Logout


Click to view "Profile Settings" or "Logout"

Click each field to edit personal information

Profile Settings

General

Security



Giovanni Lacabe
dean

First Name

Giovanni

Middle Initial

L

Last Name

Lacabe

Email

dean@gmail.com

Phone

09475478620

Cancel

Save Changes

Change Password settings

Discard or Save Changes

Change/Forgot Password

Fill up required fields to change password

Profile Settings

GeneralSecurity


Current Password

New Password

Confirm Password

Discard or Save Changes

CancelSave Changes



Log in

Email

Password

← BackForgot Password?

Sign in

Create an Account

Click "Forgot Password"

The image shows two sequential screens for password reset. The first screen, titled "Enter your Email", features an "Email" label above a text input field. Below the input field is a blue button labeled "Send Reset Link". At the bottom of the screen is a link that says "Proceed to login". A red arrow points from the text "Enter the email address associated to your account" to the input field. Another red arrow points from the text "Click 'Send Reset Link'" to the blue button. The second screen displays the message "A reset link has been sent to your email" in bold, with a blue button labeled "Back to Login" below it.

Enter your Email

Email

Enter the email address associated to your account

Send Reset Link

Click "Send Reset Link"

Proceed to [login](#)

A reset link has been sent to your email

Back to Login

Check your email for the reset password link. Then, [click the link](#)

The image shows two sequential screens for password reset. The first screen, titled "New Password", features two text input fields: "Enter your new password" and "Confirm your new password". Below the input fields is a blue button labeled "Reset Password". A red arrow points from the text "Enter new password and confirm it" to the first input field. Another red arrow points from the text "Click 'Reset Password'" to the blue button. The second screen displays the message "Success" in large green font, followed by "Your password has been reset successfully." in grey. A red arrow points from the text "Password reset successfully" to the confirmation message.

New Password

Enter your new password

Confirm Password

Confirm your new password

Enter new password and confirm it

Reset Password

Click "Reset Password"

Success

Your password has been reset successfully.

Password reset successfully

You may now login using your new password.