

## Instructions for Ordering a Background Screening

1. Logon to website at <https://training.trma.org>
2. Enter username (e-mail address) and password. This is the same logon you have been using.

LOG IN | FEEDBACK  
Powered by iLEVEL

Login to access your account

⚠ Either your session has expired or you have not logged in yet. Please login to continue.  
If you have questions: Please contact the TRMA at (815) 744-3884.

**Log in**

[What is my username/password?](#)

Username:

Password:

Remember my username

[Create an Account](#)

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3. Select Class Registration

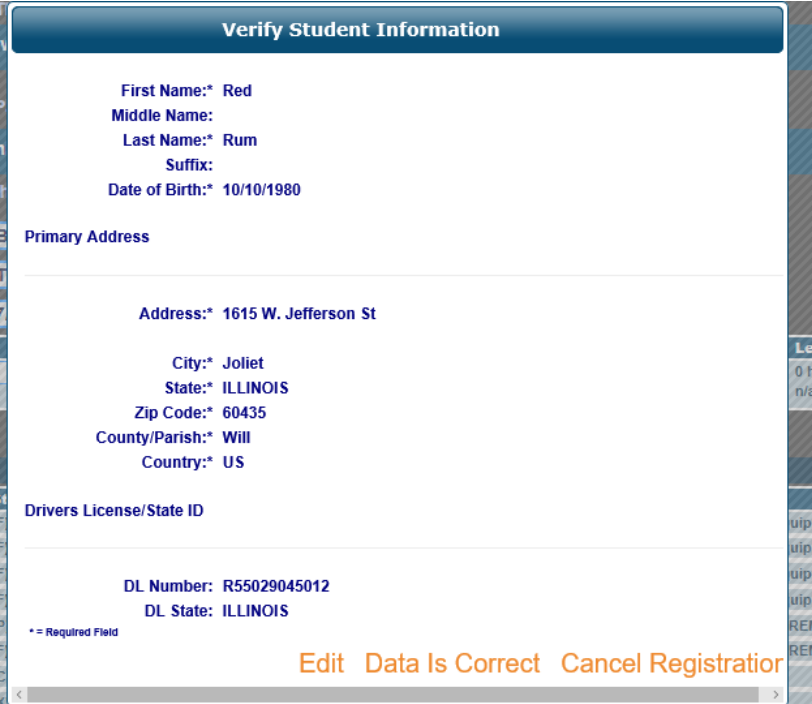


4. Enter Student Identifier as either:
  - Full social security number (no spaces or dashes for first time registrations)
  - TRMA unique student ID
  - Badge ID or last four digits of social security number.
5. Select [credit card](#) payment mode and click submit (invoice option cannot be used for background screenings)

6. Select the Background Search/date/time/auto schedule/submit



- Verify Student Information; complete all starred fields by selecting edit. If fields are completed correctly, select Data is Correct. Confirm you are authorized to order and that you have a signed consent form. Sample form available at: [http://www.trma.org/pdf/S2Verify\\_Consent\\_Form.pdf](http://www.trma.org/pdf/S2Verify_Consent_Form.pdf). Click yes, background screening processed.



7. To print receipt, click home, receipts icon, generate report, click on receipt next to name, click on print icon.

8. Once screening is completed and graded, you will receive an email from S2Verify indicating report is available to view. See instructions to view results: <http://www.s2verify2.com/New User Guide- View Reports.pdf>

9. After the background check is ordered, you may select another payment method and curriculum to complete the training registration. Detail instructions are at <http://www.trma.org/pdf/Registration.pdf>