

## Instructions for Scheduling Training

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

**trma**  
Three Rivers Manufacturers' Association

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

**Log in**

[Create an Account](#)

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3. Select Class Registration

**Welcome** Edit

**Quick Links**

- class registration
- cancel registration
- Individual training history
- receipts
- Background Screenings

4. Enter the full SSN and click submit
5. Select the payment mode and click submit
6. Select Three Rivers Safety Center as the training site
7. Select the appropriate training curriculum (plant to work at)
8. Select the courses by checking the box to the left of the course name
9. Select the course data and time from the drop down menu. Click submit.

10. Follow the prompts on the screen. You can print the training confirmation when needed.
11. See screen display

### Training Center Registration

**STEPS** 1 2 3 4

**1 Please enter student information** [Change Student](#)

✓
SAMPLE WORKER 
View Training History

**2 Please select a billing company (employer)**

✓
Three Rivers Safety Center (7753) - Member Benefits

**3 Please choose how the training will be paid for (payment applied on day of class)** [Change Billing](#)

✓
Payment Method: Credit Card Number on file

**4 Please select training site, course, date and time for each registration**

Schedule	Course	Grouping	Date	Time	Current Status
<input type="checkbox"/>	(CSO/CSR) CSO - 4 Hr. Orientation (TRCSO)	CSO/CSR			<span style="color: orange;">●</span> No Training
<input type="checkbox"/>	ExxonMobil Refinery (TREM)				<span style="color: green;">●</span> 08/18/05
<input type="checkbox"/>	Exxon T/A Local (TREMTA)				<span style="color: orange;">●</span> No Training

Submit

Confirmations

Status	Date/Time	Training Site	Course
(C) Cancelled	Fri. 12/13 7AM	Three Rivers Safety Center - Joliet, IL	Cifgo Petroleum (TRCP)
(I) Absent	Thurs. 12/12 12AM	Three Rivers Safety Center - Joliet, IL	Background Check - Graded (TRBCG)
(X) Completed	Thurs. 12/12 12AM	Three Rivers Safety Center - Joliet, IL	Background Check - Graded (TRBCG)