

## Instructions for Scheduling Training

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

**Log in 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



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 the payment mode and click submit

- Select the appropriate training curriculum (facility student will be working) , Select Date, Select time.

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

2 Please select a registering/billing company (employer) [View Training History](#)

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

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

Three Rivers Safety Center - Joliet, IL

LyondellBasell

TOMORROW : Friday 11/17/17

7AM

Required	Schedule	Course	Grouping	Date	Time	Length	Current Status
<input type="checkbox"/>	Auto Schedule	(CSO/CSR) CSO - 4 1/2 Hr. Orientation (TRCSO)	CSO/CSR	TOMORROW : Friday 11/17/17	7AM	5 hours	
<input type="checkbox"/>	Auto Schedule	(CSO/CSR) CSR - 2 1/2 Hr. Refresher (TRCSR)	CSO/CSR	No Available Dates	No Available Times	3 hours	
<input type="checkbox"/>	Auto Schedule	LyondellBasell Site Specific CBT (open seating) (TRLCC)		TOMORROW : Friday 11/17/17	7AM	1 hour	

[Submit](#)

- System defaults to Auto Schedule if student has no current training. By clicking submit, system will register student for all course available on that date. You also have the option to manually schedule different dates by pulling down the schedule or not scheduling a particular training by selecting don't schedule.

Three Rivers Safety Center - Joliet, IL

CITGO

TOMORROW : Friday 11/17/17

Required	Schedule	Course	Grouping	Date	Time	Length	Current Status
<input type="checkbox"/>	Auto Schedule	(CSO/CSR) CSO - 4 1/2 Hr. Orientation (TRCSO)	CSO/CSR	No Available Dates	No Available Times	5 hours	
<input type="checkbox"/>	Don't Schedule	(CSO/CSR) CSR - 2 1/2 Hr. Refresher (TRCSR)	CSO/CSR			3 hours	
<input type="checkbox"/>	Auto Schedule	CITGO Petroleum (TRCP)		No Available Dates	No Available Times	2 hours	
<input type="checkbox"/>	Don't Schedule	CITGO Lemont Refinery Addendum (i.e. Grating and (TRCPADD))				30 mins.	
<input type="checkbox"/>	Manual Schedule	Fall Protection User CBT (TRFPGBT)		Monday 11/20/17	7AM	1 hour	
<input type="checkbox"/>	Manual Schedule	Fall Protection User Hands-on (TRFPHO)		Monday 11/20/17	1PM	45 mins.	

[Submit](#)

- Follow the prompts on the screen. You can print the training confirmation when needed.

**Confirmations**

Status	Date/Time	Training Site	Course
(5) Scheduled	Mon, 11/20 7AM	Three Rivers Safety Center - Joliet, IL	LyondellBasell Site Specific CBT (open seating) (TRLCC)
(5) Scheduled	Tues, 11/14 7AM	Three Rivers Safety Center - Joliet, IL	ExxonMobil Joliet Refinery (TREM)
(5) Scheduled	Mon, 11/13 7AM	Three Rivers Safety Center - Joliet, IL	CITGO Petroleum (TRCP)
(5) Scheduled	Mon, 11/13 7AM	Three Rivers Safety Center - Joliet, IL	CSO - 4 1/2 Hr. Orientation (TRCSO)
(5) Scheduled	Mon, 11/13 7AM	Three Rivers Safety Center - Joliet, IL	Fall Protection User CBT (TRFPGBT)
(5) Scheduled	Mon, 11/13 1PM	Three Rivers Safety Center - Joliet, IL	Fall Protection User Hands-on (TRFPHO)

[Go to all my available records](#)  
[Go to attendance reports and registrations](#)  
[Print/Email this confirmation](#)