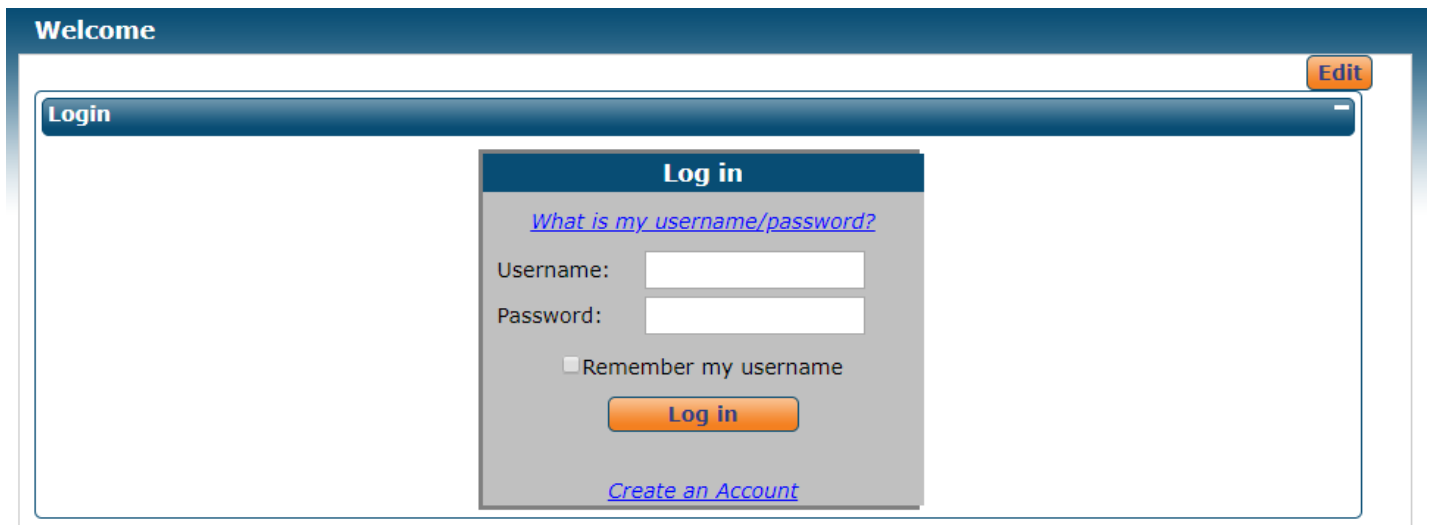
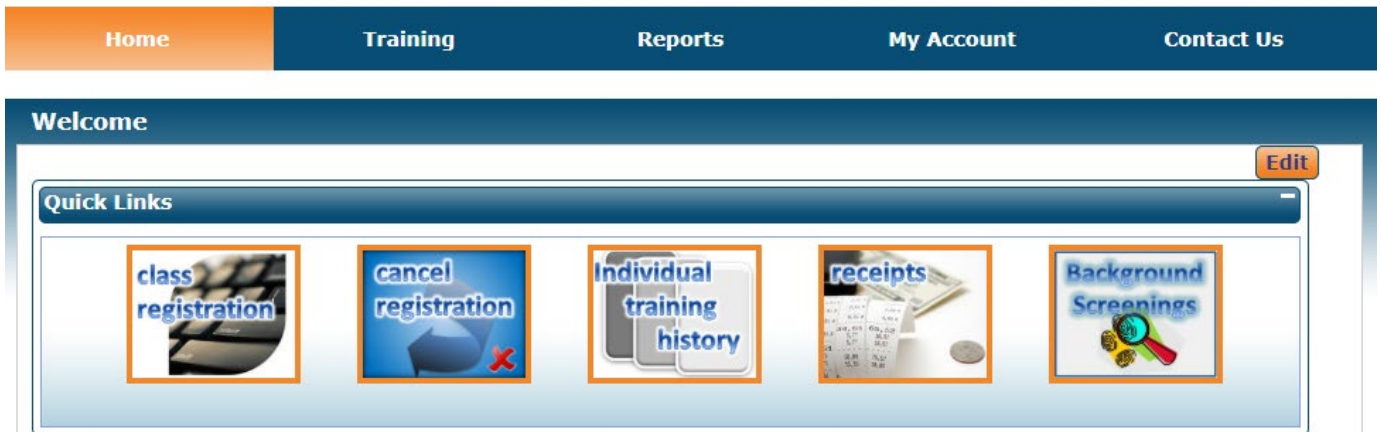


1. Log on to website at <https://training.trma.org>
2. Enter username and password.



3. Select class registration



4. Enter student identifier and then click submit:
 - Student identifier could be one of the following
 - i. Student's full Social Security Number
 - ii. TRMA Student ID number
5. Select the payment and click submit
6. Select the training curriculum (facility student will be working at)
7. Select the date of training
8. Select 7:00am

Training Center Registration

1 Please enter student information Change Student

✔ DemoAcct1111 TestingOnly1111 (102971) View Training History

2 Please select a registering/billing company (employer) Change Employer

✔ Three Rivers Safety Center - Member Benefits (7753)

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

Payment Method: Invoice
 Purchase Order Number:
 Job Number:
✔ Promotion Code:

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

Three Rivers Safety Center - Joliet, IL
 CITGO Lemont Refinery
 Monday 12/28/20
 7AM

Required	Schedule	Course	Grouping	Date	Time	Length	Current Status
<input type="checkbox"/>	Auto Schedule	Basic Orientation Plus - ARSC Reciprocal (28BOP)		Monday 12/28/20	7AM	6 Hours, 30 mins	
<input type="checkbox"/>	Don't Schedule	Basic Orientation Plus Refresher - ARSC Reciprocal (28BOPR)				1 hr. 45 mins.	
<input type="checkbox"/>	Don't Schedule	CITGO Petroleum CBT \$18 (28CP)				2 hours	
<input type="checkbox"/>	Auto Schedule	Fall Protection User CBT \$16 (28FPCBT)		Monday 12/28/20	130PM	1 hour	
<input type="checkbox"/>	Auto Schedule	Fall Protection User Hands-on \$30 (28FPHO)		Monday 12/28/20	230PM	45 mins.	

Submit

9. System defaults to "Auto Schedule". By clicking submit, the system will register the student for all of courses available on that date. You also have the option to manually schedule different dates by pulling down the schedule. You may also select "Don't schedule" for classes that are not needed by the individual.

Note: BOPR (Basic Orientation Refresher) is only available to students who have passed the BOP (Basic Orientation Plus) in the past 4 years from a reciprocal safety council (ARSC).

10. You can print the training confirmation when needed.

Note: You may only take one site specific or the two fall protection classes in one day with the 6.5 hr basic orientation plus class. Please schedule accordingly.

Confirmations

Status	Date/Time	Training Site	Course
(S) Scheduled	Tues. 12/29 7AM	Three Rivers Safety Center - Joliet, IL	CITGO Petroleum CBT \$18 (28CP)
(S) Scheduled	Mon. 12/28 7AM	Three Rivers Safety Center - Joliet, IL	Basic Orientation Plus - ARSC Reciprocal (28BOP)
(S) Scheduled	Mon. 12/28 130PM	Three Rivers Safety Center - Joliet, IL	Fall Protection User CBT \$16 (28FPCBT)
(S) Scheduled	Mon. 12/28 230PM	Three Rivers Safety Center - Joliet, IL	Fall Protection User Hands-on \$30 (28FPHO)

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