



## HOW TO FOR NEMRT ON-LINE REGISTRATION SYSTEM

Never Logged in before or Forgot Password.

View the Catalog without having to login.

Login to view Training Records and print Certificates and Update Personal Information

To Register Officer's for NEMRT Classes

Department Roster (View, Add, Edit Individuals within your department)

To view all open invoices



## [First Time logging in.](#)

If you have never logged in before please try the following before contacting NEMRT:

Username: Your Last Name (ex. Doe)

Password: Your First Name + Last Four of SSN (ex. Jane1234)

If you have logged in before but don't recall your login, please visit the below link:

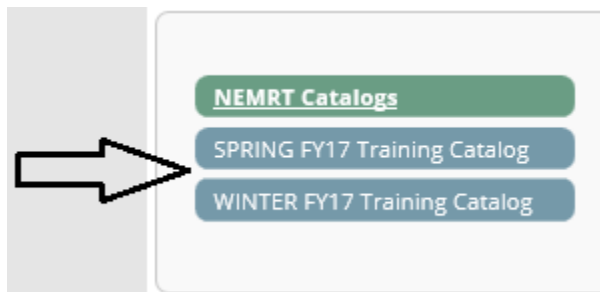
[Need Password](#)

## [View the Catalog without having to login.](#)

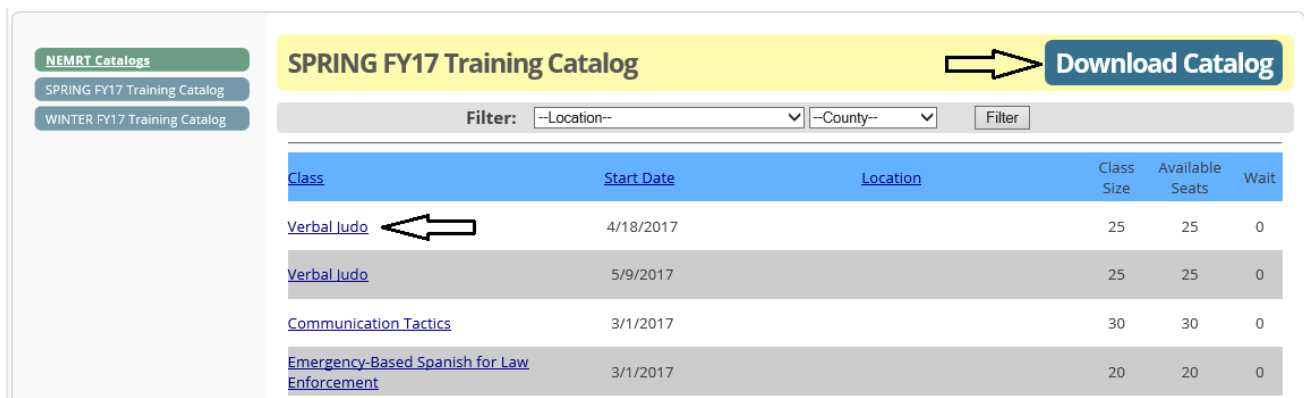
1. Go to [www.nemrt.com](http://www.nemrt.com)
2. Mouse click on the View Only button.



3. Mouse click on the catalog that you want to view.



4. To Download or View Class information:




A screenshot of the "SPRING FY17 Training Catalog" page. The page has a yellow header with the title "SPRING FY17 Training Catalog" and a "Download Catalog" button. Below the header is a filter section with dropdown menus for "Location" and "County", and a "Filter" button. Below the filter is a table with the following columns: "Class", "Start Date", "Location", "Class Size", "Available Seats", and "Wait". The table contains four rows of class information. A white arrow with a black outline points to the "Verbal Judo" link in the first row.

Class	Start Date	Location	Class Size	Available Seats	Wait
<a href="#">Verbal Judo</a>	4/18/2017		25	25	0
<a href="#">Verbal Judo</a>	5/9/2017		25	25	0
<a href="#">Communication Tactics</a>	3/1/2017		30	30	0
<a href="#">Emergency-Based Spanish for Law Enforcement</a>	3/1/2017		20	20	0

5. Return back to the list of classes:

[NEMRT Catalogs](#)  
[SPRING FY17 Training Catalog](#)  
[WINTER FY17 Training Catalog](#)

## Verbal Judo - COM004R

 [Return to Catalog](#)


**\*\*Cancellations for this class must be received by NEMRT 7 days prior to the start of the program in order to avoid being billed!\*\***

Location:		End Date:	4/19/2017
Start Date:	4/18/2017	End Time:	04:00 PM
Start Time:	08:00 AM	NonMember Fee:	\$210.00
Member Fee:	\$0.00		
Speaker(s):	Ross K. Horne		
Department Max:	2		

**THIS COURSE MEETS THE FOLLOWING ILLINOIS STATE MANDATE(S)**  
Civil Rights; Lead Homicide Investigator; Constitutional and Proper Use of Law Enforcement Authority; Use of Force; Cultural Competency; Human Rights

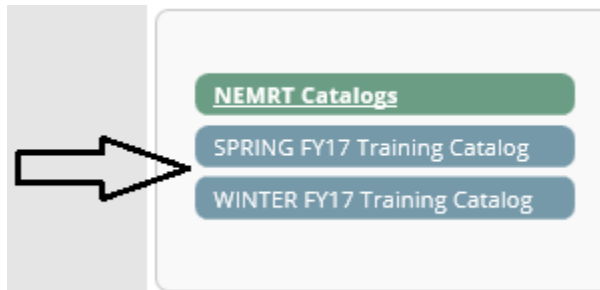
## Login to view Training Records and print Certificates

1. Go to [www.nemrt.com](http://www.nemrt.com)
2. Login with your credentials

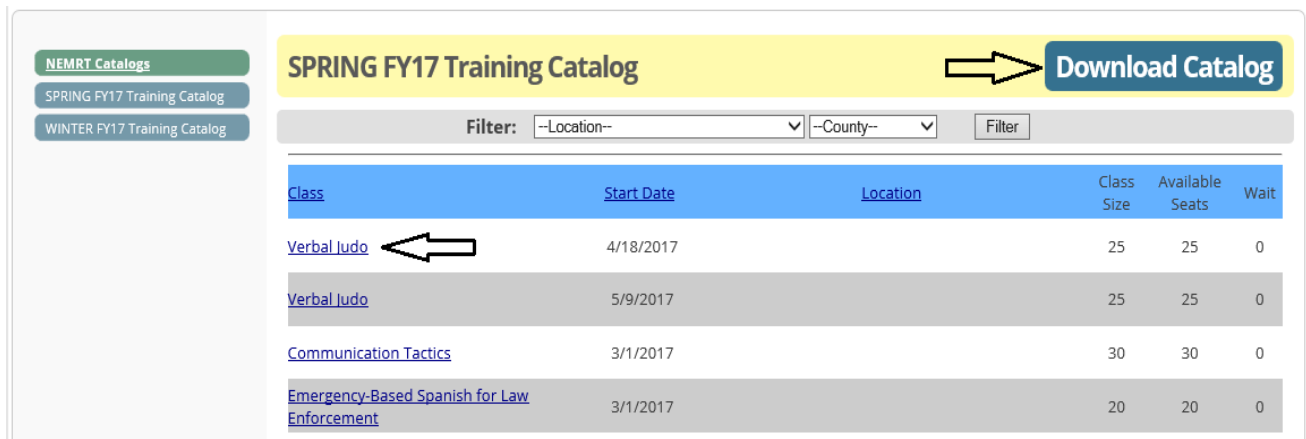


The image shows a 'REGISTRATION LOGIN' form. It has a header with the text 'REGISTRATION LOGIN'. Below the header, there is a text input field containing 'Doe'. Below that is a password input field with a masked password '.....' and a 'lost password' link. At the bottom of the form, there are two buttons: a green 'VIEW ONLY' button and a blue 'LOGIN' button. A white arrow points to the 'LOGIN' button.

3. Mouse click on the catalog that you want to view.



4. To Download or View Class information:



The image shows the 'SPRING FY17 Training Catalog' page. It has a header with the text 'SPRING FY17 Training Catalog' and a 'Download Catalog' button. Below the header, there is a filter section with two dropdown menus: '--Location--' and '--County--', and a 'Filter' button. Below the filter section, there is a table with the following columns: 'Class', 'Start Date', 'Location', 'Class Size', 'Available Seats', and 'Wait'. The table contains four rows of data:

Class	Start Date	Location	Class Size	Available Seats	Wait
<a href="#">Verbal Judo</a>	4/18/2017		25	25	0
<a href="#">Verbal Judo</a>	5/9/2017		25	25	0
<a href="#">Communication Tactics</a>	3/1/2017		30	30	0
<a href="#">Emergency-Based Spanish for Law Enforcement</a>	3/1/2017		20	20	0

A white arrow points to the 'Verbal Judo' link in the first row of the table.


5. Return back to the list of classes:

**NEMRT Catalogs**

SPRING FY17 Training Catalog

WINTER FY17 Training Catalog

## Verbal Judo - COM004R



\*\*Cancellations for this class must be received by NEMRT 7 days prior to the start of the program in order to avoid being billed!\*\*

Location:	
Start Date: 4/18/2017	End Date: 4/19/2017
Start Time: 08:00 AM	End Time: 04:00 PM
Member Fee: \$0.00	NonMember Fee: \$210.00
Speaker(s): Ross K. Horne	
Department Max: 2	

THIS COURSE MEETS THE FOLLOWING ILLINOIS STATE MANDATE(S)

Civil Rights; Lead Homicide Investigator; Constitutional and Proper Use of Law Enforcement Authority; Use of Force; Cultural Competency; Human Rights

6. View Current Enrolled Classes

**NEMRT Catalogs**

SPRING FY17 Training Catalog

WINTER FY17 Training Catalog

**Personal Information**

Current Enrolled Classes

Class History / Print Certs

Update Personal Settings

Logged in as: Jane Doe

LOGOUT

## SPRING FY17 Training Catalog

Registrant Name	Class Name	Start Date	Class Status
Jane Doe	Communication Tactics	3/1/2017	Confirmed
Jane Doe	Verbal Judo	4/18/2017	Confirmed

7. View Class History and Print Certificates

**NEMRT Catalogs**

SPRING FY17 Training Catalog

WINTER FY17 Training Catalog







**Personal Information**

Current Enrolled Classes

Class History / Print Certs

Update Personal Settings

## Training History for Jane Doe

Class Name	Date	NEMRT Certificate	ILETSB Certificate
Close Quarter Handgun Skills: Level I	10/15/2014		
10 Hour Basic Evidence Technician Program (Kirby)	1/19/2015		
Close Quarter Handgun Skills: Level II	3/31/2015		

## 8. Change personal login information

**NEMRT Catalogs**

- SPRING FY17 Training Catalog
- WINTER FY17 Training Catalog

**Personal Information**

- Current Enrolled Classes
- Class History / Print Certs
- Update Personal Settings

**Logged In as: Jane Doe**

LOGOUT

### Personal Information for: Jane Doe

**Currently Assign to:**

**Name: Jane Doe**

**Current Username: jdoe** Edit

Username to:  Save Changes

**Password:**

Change Password to:  Save Changes

**Current Email: jane.doe.nemrt@gmail.com** Edit

Change Email to:  x Save Changes

## To Register Officer's for NEMRT Classes

1. Go to [www.nemrt.com](http://www.nemrt.com)
2. Login with your credentials



REGISTRATION LOGIN

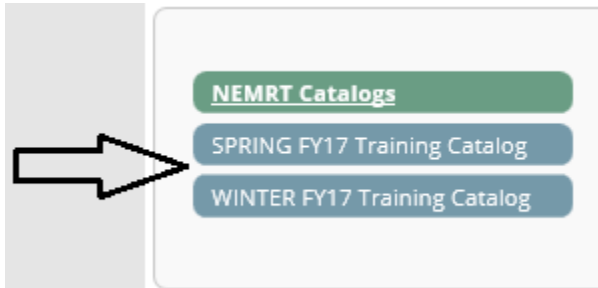
sholmes

.....

lost password

VIEW ONLY LOGIN

3. Mouse click on the catalog you want to view





4. Mouse click on the Registration button to register for that class

**WINTER FY17 Training Catalog** Download Catalog

Filter: --Location-- --County-- Filter

Class	Start Date	Location	Class Size	Available Seats	Wait	
<a href="#">Verbal Judo</a>	1/17/2017	Riverdale Police Department	25	-1	3	<a href="#">Register</a>
<a href="#">Verbal Judo</a>	2/21/2017	Schaumburg Police Department	25	0	13	<a href="#">Register</a>
<a href="#">Communication Tactics</a>	12/15/2016	Fox River Grove Police Department	30	9	0	
<a href="#">Emergency-Based Spanish for Law Enforcement</a>	1/11/2017	Niles Police Department	20	1	1	
<a href="#">40 Hour Basic Crisis Negotiations</a>	2/6/2017	Mundelein Police Department	25	2	0	<a href="#">Register</a>
<a href="#">Telecommunicator Response to Domestic Violence Calls</a>	2/8/2017	Algonquin Police Department	25	14	0	<a href="#">Register</a>
<a href="#">Telecommunicator Response to Domestic Violence Calls</a>	12/15/2016	Cal Comm Center	25	10	0	

5. Mouse click on the + symbol

**Current Registrants For North East Multi-Regional Training**

Registrant Name	Status	Fee	Mbr?	Date Added	Event Status	+
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6. Mouse click on the dropdown and select individual you want to register for the class

**Current Registrants For North East Multi-Regional Training**

Registrant Name	Status	Fee	Mbr?	Date Added	Event Status	+
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-- no selection --

Create Registration

7. Mouse click on the "Create Registration" button

**Current Registrants For North East Multi-Regional Training**

Registrant Name	Status	Fee	Mbr?	Date Added	Event Status	+
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Sherlock Holmes

Create Registration

8. Return to the list of all events

Current Registrants For North East Multi-Regional Training						
Registrant Name	Status	Fee	Mbr?	Date Added	Event Status	
Sherlock Holmes	FTS	\$0.00	Y	1/15/2017	Wait List	

**Verbal Judo - COM004R**

[Return to Catalog](#)

9. View Current Enrollments, cancel or switch registrants

**NEMRT Catalogs**

SPRING FY17 Training Catalog

WINTER FY17 Training Catalog

**Department Information**

View Current Enrollment

View Department Roster

View Open Invoices

Training Needs Analysis

**WINTER FY17 Training Catalog**

Registrant Name	Class Name	Start Date	Class Status	
Sherlock Holmes	Verbal Judo	2/21/2017	Wait List	
Jane Doe	Communication Tactics	3/1/2017	Confirmed	
Jane Doe	Verbal Judo	4/18/2017	Confirmed	

10. Cancel registrant

**WINTER FY17 Training Catalog**

Registrant Name	Class Name	Start Date	Class Status	
Sherlock Holmes	Verbal Judo	2/21/2017	Wait List	
Jane Doe	Communication Tactics	3/1/2017	Confirmed	
Jane Doe	Verbal Judo	4/18/2017	Confirmed	

11. Switch registrant

**WINTER FY17 Training Catalog**

Registrant Name	Class Name	Start Date	Class Status	
Sherlock Holmes	Verbal Judo	2/21/2017	Wait List	
Jane Doe	Communication Tactics	3/1/2017	Confirmed	
Jane Doe	Verbal Judo	4/18/2017	Confirmed	

Mouse click on the dropdown and select replaced officer

### Registration for Jane Doe

Status: **Confirmed**

Select Individual: Jane Doe

Use Selected Individual

## Communication Tactics - COM009R

Return to Catalog

Mouse click on the "Use Selected Individual" button

### Registration for Jane Doe

Status: **Confirmed**

Select Individual: Sherlock Holmes

Use Selected Individual

## Communication Tactics - COM009R

Return to Catalog

Mouse click on View Current Enrollment to verify

- NEMRT Catalogs
- SPRING FY17 Training Catalog
- WINTER FY17 Training Catalog
- Department Information
- View Current Enrollment**
- View Department Roster
- View Open Invoices
- Training Needs Analysis
- Juvenile Skills Program

### Current Registrants For North East Multi-Regional Training

Registrant Name	Status	Fee	Mbr?	Date Added	Event Status	
Sherlock Holmes	FTS	\$0.00	Y	1/15/2017	Confirmed	







## Communication Tactics - COM009R

Return to Catalog

## Department Roster (View, Add, Edit Individuals within your department)







1. Mouse click on View Department Roster

**Blues Brothers Police Department**

Name	Rank	Status	Approved for NEMRT Training	
Jane Doe	Patrol Officer	FTS	Yes	  
Sherlock Holmes	Chief	FTS	Yes	  

2. Mouse click on the + symbol to add individual

**Blues Brothers Police Department**

Name	Rank	Status	Approved for NEMRT Training	
Jane Doe	Patrol Officer	FTS	Yes	  
Sherlock Holmes	Chief	FTS	Yes	  







3. Enter all information and mouse click on "Save Changes" button

Form fields and buttons:

- First Name:
- Middle Name:
- Last Name:
- PTBID:
- SSN:
- Rank (Title):
- Status:
- Member:
- Hourly Wage:
- Email:
- Buttons: [Save Changes](#), [Cancel and Return](#)

4. Mouse click on the pencil icon to edit individual

Blues Brothers Police Department

Name	Rank	Status	Approved for NEMRT Training	
Jane Doe	Patrol Officer	FTS	Yes	  
Sherlock Holmes	Chief	FTS	Yes	  

5. Modify officers then mouse click on Save Changes or Cancel and Return

Form fields for officer information:

- First Name: Jane
- Middle Name: Middle Name
- Last Name: Doe
- PTBID: 15151515
- SSN: 123-45-6789
- Rank (Title): Patrol Officer
- Status: FTS
- Member: Yes - Approved For Training
- Hourly Wage: 0.00
- Email: jane.doe.nemrt@nemrt.com

Buttons: Save Changes, Cancel and Return

6. Mouse click on report icon to view officers training history or print certificates



**NEMRT Catalogs**

- SPRING FY17 Training Catalog
- WINTER FY17 Training Catalog













**Department Information**


- View Current Enrollment
- View Department Roster
- View Open Invoices






**Blues Brothers Police Department**


Name	Rank	Status	Approved for NEMRT Training	Report Icon
Jane Doe	Patrol Officer	FTS	Yes	
Sherlock Holmes	Chief	FTS	Yes	






7. Click on the either report buttons to print certs and Return to Roster to view all officers

Training History for Jane Doe				Return To Dept Roster
Class Name	Date	NEMRT Certificate	ILETSB Certificate	
Close Quarter Handgun Skills: Level I	10/15/2014	 ←	 ←	
40 Hour Basic Evidence Technician Program (Kirby)	1/19/2015			
Close Quarter Handgun Skills: Level II	3/31/2015			
Police Urban Rifle/Carbine Tactical Shooting Skills	5/27/2015			
Stops: Strategies And Tactics Of Patrol Stops	6/4/2015			
VORTEX: Vehicle Operations and Rescue Tactics	8/15/2015			

8. Mouse click on the  button to remove an officer from your department

Blues Brothers Police Department				
Name	Rank	Status	Approved for NEMRT Training	
Jane Doe	Patrol Officer	FTS	Yes	 
Sherlock Holmes	Chief	FTS	Yes	  

9. Mouse click on the  button to print all training records

Blues Brothers Police Department				
Name	Rank	Status	Approved for NEMRT Training	
Jane Doe	Patrol Officer	FTS	Yes	 
Sherlock Holmes	Chief	FTS	Yes	  

## To view all open invoices

1. Mouse click on View Open Invoices

**NEMRT Catalogs**

- SPRING FY17 Training Catalog
- WINTER FY17 Training Catalog

**Department Information**

- View Current Enrollment
- View Department Roster
- View Open Invoices
- Training Needs Analysis
- Juvenile Skills Program

**Personal Information**

- Current Enrolled Classes
- Class History / Print Certs
- Update Personal Settings

**Logged in as: Sherlock Holmes**

- LOGOUT

**Authorized Login**

You have logged in with Administrative rights. Please choose options on the left to continue.

**Blues Brothers Police Department**

Invoice #	Class Name	Event Date	Balance
213115	Physical Surveillance for Law		150