



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:

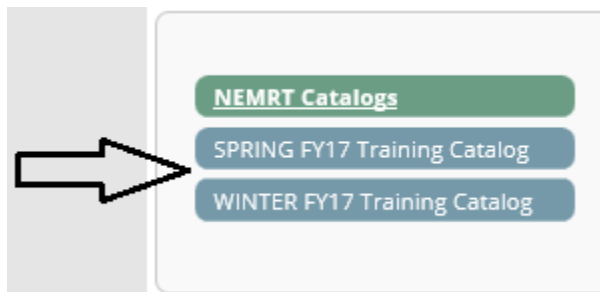
[Need Password](#)

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

1. Go to www.nemrt.com
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 |
|---|------------|----------|------------|-----------------|------|
| Verbal Judo | 4/18/2017 | | 25 | 25 | 0 |
| Verbal Judo | 5/9/2017 | | 25 | 25 | 0 |
| Communication Tactics | 3/1/2017 | | 30 | 30 | 0 |
| Emergency-Based Spanish for Law Enforcement | 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

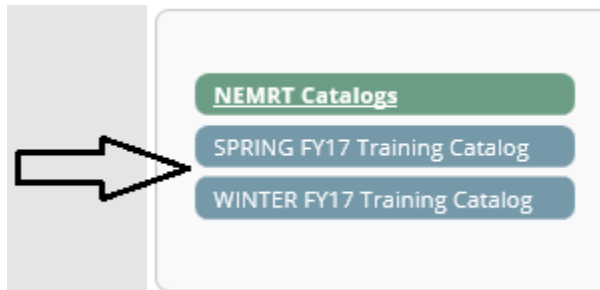
Login to view Training Records and print Certificates

1. Go to www.nemrt.com
2. Login with your credentials

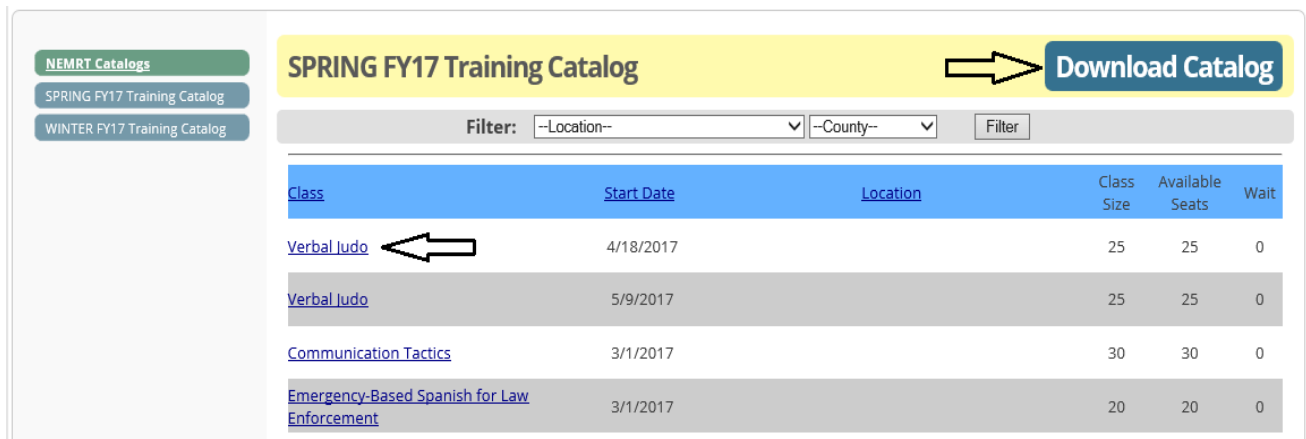


The image shows a 'REGISTRATION LOGIN' form. It has a header with the text 'REGISTRATION LOGIN'. Below the header, there is a text input field containing 'Doe'. Below that is a password input field with a masked password '.....' and a 'lost password' link. At the bottom of the form, there are two buttons: 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 |
|---|------------|----------|------------|-----------------|------|
| Verbal Judo | 4/18/2017 | | 25 | 25 | 0 |
| Verbal Judo | 5/9/2017 | | 25 | 25 | 0 |
| Communication Tactics | 3/1/2017 | | 30 | 30 | 0 |
| Emergency-Based Spanish for Law Enforcement | 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
2. Login with your credentials



REGISTRATION LOGIN

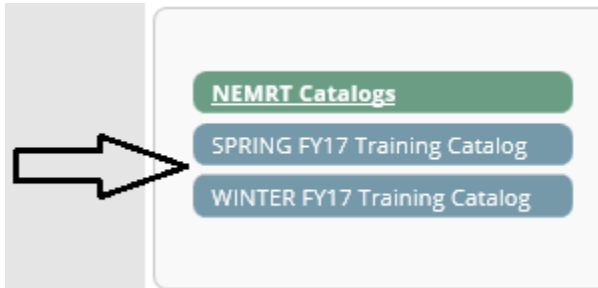
sholmes

.....

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 | |
|--|------------|-----------------------------------|------------|-----------------|------|--------------------------|
| Verbal Judo | 1/17/2017 | Riverdale Police Department | 25 | -1 | 3 | Register |
| Verbal Judo | 2/21/2017 | Schaumburg Police Department | 25 | 0 | 13 | Register |
| Communication Tactics | 12/15/2016 | Fox River Grove Police Department | 30 | 9 | 0 | |
| Emergency-Based Spanish for Law Enforcement | 1/11/2017 | Niles Police Department | 20 | 1 | 1 | |
| 40 Hour Basic Crisis Negotiations | 2/6/2017 | Mundelein Police Department | 25 | 2 | 0 | Register |
| Telecommunicator Response to Domestic Violence Calls | 2/8/2017 | Algonquin Police Department | 25 | 14 | 0 | Register |
| Telecommunicator Response to Domestic Violence Calls | 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 | + |
|-----------------|--------|-----|------|------------|--------------|---|
|-----------------|--------|-----|------|------------|--------------|---|

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 | + |
|--------------------|--------|-----|------|------------|--------------|---|
| -- 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 | + |
|-----------------|--------|-----|------|------------|--------------|---|
| 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:

Communication Tactics - COM009R

[Return to Catalog](#)

Mouse click on the "Use Selected Individual" button

Registration for Jane Doe

Status: **Confirmed**

Select Individual:

Communication Tactics - COM009R

[Return to Catalog](#)

Mouse click on View Current Enrollment to verify

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

| 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

| 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

First Name

Middle Name

Last Name

PTBID

SSN

Rank (Title)

Status

Member

Hourly Wage

Email

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 | |
|-----------------|----------------|--------|-----------------------------|---|
| 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

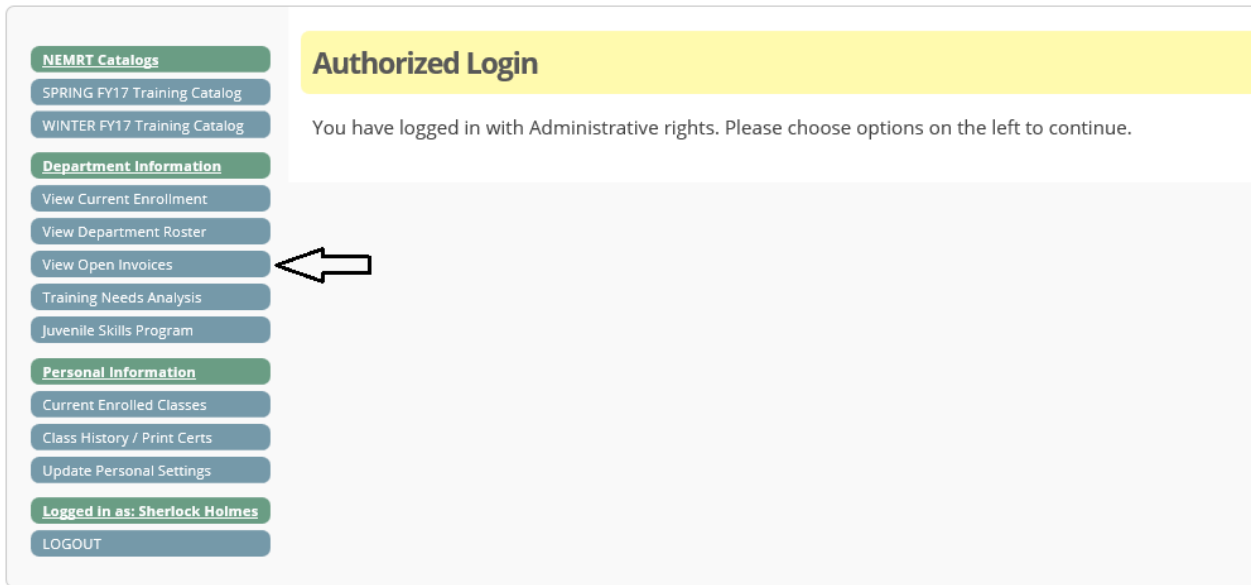
| Blues Brothers Police Department | | | | |
|----------------------------------|----------------|--------|-----------------------------|---|
| Name | Rank | Status | Approved for NEMRT Training | |
| Jane Doe | Patrol Officer | FTS | Yes |  ← |
| Sherlock Holmes | Chief | FTS | Yes |  |

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 |