North East Multi-Regional Training, Inc.

355 Smoke Tree Plaza Dr. • North Aurora, IL 60542-1723 General Office: (630) 896-8860 • Facsimile: (630) 896-4422 • Web Address: WWW.NEMRT.COM "Committed to the Career Development and Professionalization of Law Enforcement Officers"

Logging In to the NEMRT Database

- 1. Go to <u>www.nemrt.com</u>
- 2. Username= last name
- 3. Password= firstname+last4SSN (all one word, no spaces)
- 4. You should then be prompted to provide
 - a. Username
 - b. Password
 - c. Email address
 - d. Year of birth

This completes the initial login and update of your account

To Get Your Training History/certificates:

- 1. Once you are logged in you should see several links on the page.
- 2. Select the link that says "View Your Class History"
- 3. You will see a complete history of every class you ever taken through NEMRT
 - a. There is a list of your classes on the left side of the page
 - b. There are two columns to the right of the classes
 - 1. The first column is a link to the NEMRT Certificate for that class
 - 2. The second column is a link to the State Certificate for the class, if it has one
- 6. If you need an official transcript for college admissions please contact the Registrar, or call the NEMRT office to request an "Individual Training History.". The request form is downloadable via the "NEMRT Downloads" tab, on the right side of the options toolbar on the NEMRT homepage.

Any questions or problems; call the office at 896-8860 and a staff member will get you sorted out.