

General Information

REGISTRATION

How to Register for a Night Class

- Login to totaltrack.org
- If you don't have a TotalTrack login, send an email to training@sheetmetal36.org with your name, cell phone number and IA member number. Allow up to two business days for a reply. You will receive an email with a temporary password.
- When you receive your temporary password, go to totaltrack.org
- Enter your email address
- Enter your temporary password
- Enter a permanent password
- Re-enter a permanent password
- Once you're in TotalTrack there will be two tabs at the top, **Home** and **My Education**. Click on **My Education**
- This is a list of any classes that you have taken. Click  Register
- There will be a list of available classes. Check the box to the left of the class that you wish to take. If the class is full, you will be put on a waiting list or you can choose a different class.

		Capacity	Enrolled
☒	 Basic TIG Welding		
☐	 Architectural Wall Panels	7	10
☐	 Advanced AutoCAD	8	1

- Then click  Add To Registration Form
- The class will be added to Register for Classes. Click submit registration to finish.

Register for Classes

Selected Classes:		
Class	Credits	Date
Basic TIG Welding	0	9/15/2020 - 12/1/2020

Submit Registration

Cancel

- You can confirm your registration on **My Education**
- If you are on the waiting list, you may have to wait until next semester to take the class if it is offered.

Sheet Metal Workers
Local 36 Training
School



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Local 36 Training School

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