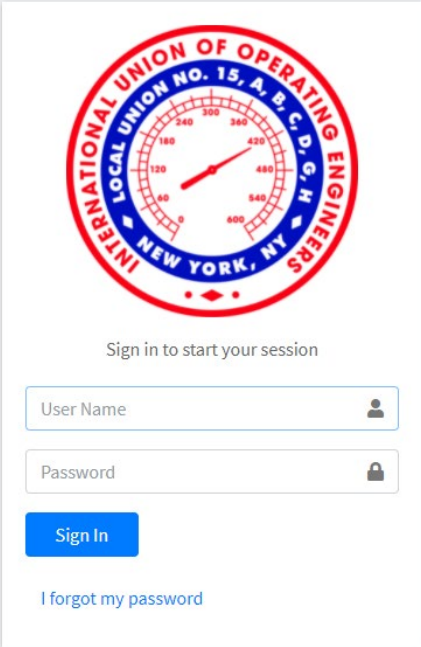



Local 15 Trainee Portal - Quick Guide


Logging In

- Open your web browser and type into the web address bar the following:
https://trainees.iuoelocal15.org/
- Enter the login credentials provided to you. If you lose these credentials, please contact the training office.
- A secure 6-digit verification code will be sent to the cell phone number on file via text message. Enter the authenticator code into the text field and click “Verify” to continue.



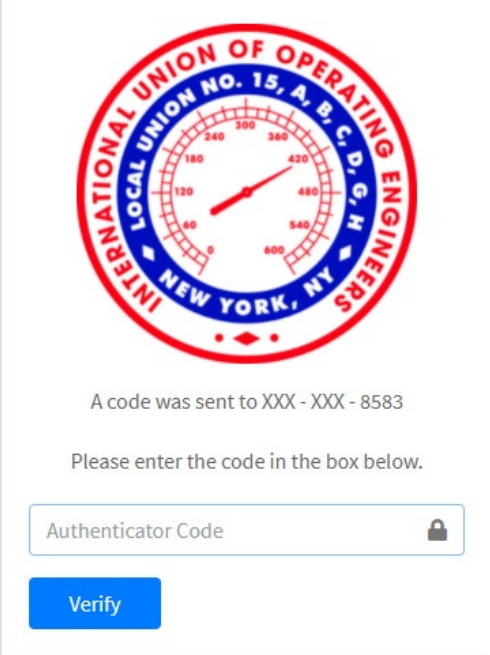
Sign in to start your session

User Name 

Password 


Sign In

[I forgot my password](#)



A code was sent to XXX - XXX - 8583

Please enter the code in the box below.

Authenticator Code 

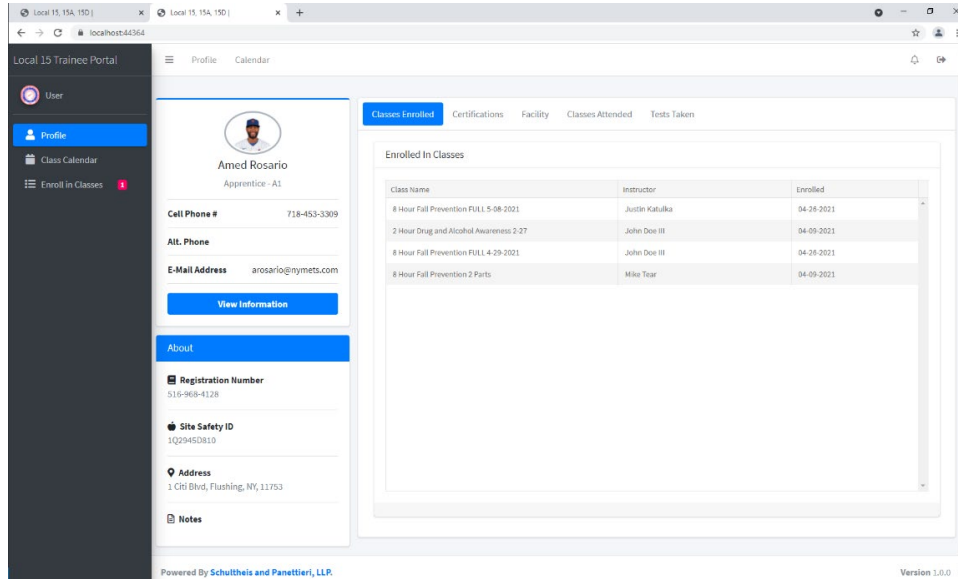
Verify

View Profile

- After logging in successfully, you will be brought to the homepage, which displays your user profile. There are three tabs along the top portion of the profile. Click **Classes Enrolled** to view all the courses that you have been enrolled in, their dates, and your attendance history. Click **View** to visit the lesson information such as course description, class description, date/time, and location.
- Click **Certifications** to view your issued certifications.

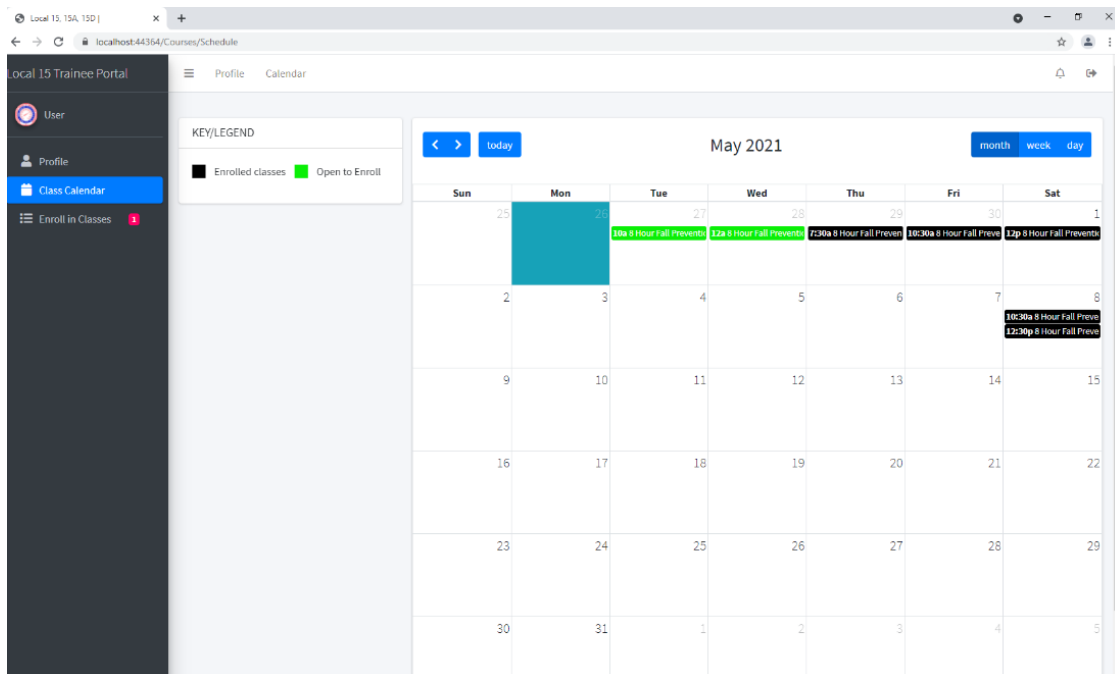
L15 Trainee Portal - Quick Guide

- Click **Facility** to view your sign-ins on record.
- Click **Classes Attended** to view your attendance history.
- Click **Tests Taken** to see all the assessments you've completed.



Class Calendar

- Click **Calendar** to see a calendar view of your enrollment. All of the lessons you have been signed up for will appear on the calendar in **black**. Lessons that are open for you to enroll in are shown in **green**.



L15 Trainee Portal - Quick Guide

- When there are classes open to enrollment, you will see an indicator next to **Enroll in Classes** along the sidebar. If this is the case, select this option to navigate to the screen which displays classes available to enroll in. Here you will see a list of a list of all available classes.
- Click **Enroll** on a particular lesson to view the class detail page.
- If you plan to enroll in a class, verify you are able to attend, and then click **Enroll** from the class detail screen.

