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.

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

- 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.