

Using your iLEVEL training account



Use this guide to sign in, manage upcoming registrations, find training records and receipts, run reports, and update your account. The options you see may depend on your account access.

Sign in

1. Go to the iLEVEL sign-in page at **ndsc.ilevel.org**.
2. Enter your username and password, then select **Log In**.
3. If you do not have an account, select **Create an Account**. If you cannot sign in, select **Forgot username/password?** on the sign-in page.

You can also find the **iLEVEL Login** link in the footer of the NDSC website. Use the iLEVEL account to manage training and account records; other online courses may have separate sign-in pages.

Find your account tools

After signing in, the Home page has quick links for **Cancel Registration**, **Individual Training History**, and **Receipts**. The top menu also includes **Reports** and **My Account**.

Cancel or reschedule an upcoming registration

1. On **Home**, select **Cancel Registration**.
2. Find the scheduled class in the registration list and select the pencil icon in its row.
3. Choose **Cancel Registration** or **Reschedule**, then select **Select**. Follow any remaining prompts and review the result.

The registration list may show other employees at your company if your account has permission to manage their registrations.

Find an individual training record

1. On **Home**, select **Individual Training History**. You can also open **Training History** from the top menu.
2. Choose **Training History**, enter a student identifier, and select **Search**. The screen lists accepted identifiers, including an ID number, email address, or last name.
3. For a specific search field, select **Advanced**, choose the field, enter the matching information, and search. Open the correct result to view its record.

A screenshot of the NDSC iLEVEL Training History page. The page has a dark blue header with navigation links: Home, Training, Reports, My Account, and Contact Us. Below the header, the page title is "ID Cards/Training History". The main content area is divided into two columns. The left column contains a "Select the class type:" section with radio buttons for "Training History" (selected) and "Curriculum". Below this is a "Show All Training" dropdown menu. The "Student details:" section includes a "Student Identifier:" text input field with a green plus icon to its right. A blue "Search" button is at the bottom of this section. The right column contains "INSTRUCTIONS:" text, a list of search methods (Driver's License #, Student ID #, Employee ID, Email Address, Last Name, Multi Student Lookup), "Search Results" text, and "Security Enforced Restrictions" text. The "Advanced" label is visible at the bottom right of the page.

Tip: The search box on Home and the Individual Training History page show different instructions. Use the instructions beside the search box on the page you opened.

Find a receipt

1. On **Home**, select **Receipts**.
2. To find a company payment, select **Registered by Company**.
Adjust the class date range to include the registration, then select **Generate Report**.
3. Open the matching result and save or print the receipt if the option is available.

The Receipts report is intended for credit card payments made for class registrations. If a receipt does not appear, widen the date range and check the other available filters.

The screenshot shows the 'Back to Reports List' page with tabs for 'New Report' and 'Saved Report'. Under the 'New Report' tab, there are several filter sections. The 'Registered by Company' section has a red circle around the checkbox. The 'Class dates' section has a red box around the 'Specific Date Range' radio button and the date input fields (8/24/2026 and 10/24/2026). At the bottom, there is a blue 'Generate Report' button.

Run an attendance report

1. In the top menu, select **Reports**, then **Run Reports**.
2. Select **Attendance Reports** and **Registrations**.
3. Choose the course or courses you want to review. Set the attendance date range to the period you need.
4. Select **Generate Report** and review the results. Use the report to see past attendance when planning renewals.

The screenshot shows the 'Run Reports' page with various filter sections. The 'Registered by company' checkbox is checked and circled in red. The 'Course 2' dropdown is set to 'CPRI/AED/First Aid Adult (CPRFA)' and is also circled in red. The 'Filter by attendance date during the selected time period' section has a red box around the 'Specific Date Range' radio button and the date input fields (9/17/2022 and 9/24/2026). At the bottom, there is a blue 'Generate Report' button with a red arrow pointing to it.

Update your account

1. Select **My Account** in the top menu.
2. Use **Personal Details** and **Edit Information** to update available contact information. Use **Password Management** to change your password.
3. Review the other tabs for company and membership information available to your account.

The screenshot shows the 'My Account' page with a top navigation bar. The 'My Account' tab is highlighted with a red box. Below the navigation bar, there are tabs for 'Personal Details', 'Password Management', 'Courses', 'Companies', 'Subscriptions', 'Payment Profile', and 'Other'. The 'Personal Details' tab is active, showing a form with fields for 'Display Name', 'First Name', 'Last Name', 'Title', 'Email', 'Phone Number', 'Fax Number', 'Company Address 1', 'Company Address 2', 'City', 'State', 'Zip Code', 'Manager Name', and 'Manager Email'. The 'Demo Account' information is displayed on the right side of the form. At the bottom right, there is a blue 'Edit Information' button.

Need help?

If a record is missing or you need help with account access, contact the North Dakota Safety Council at **701-223-6372** or **ndsc@ndsc.org**.