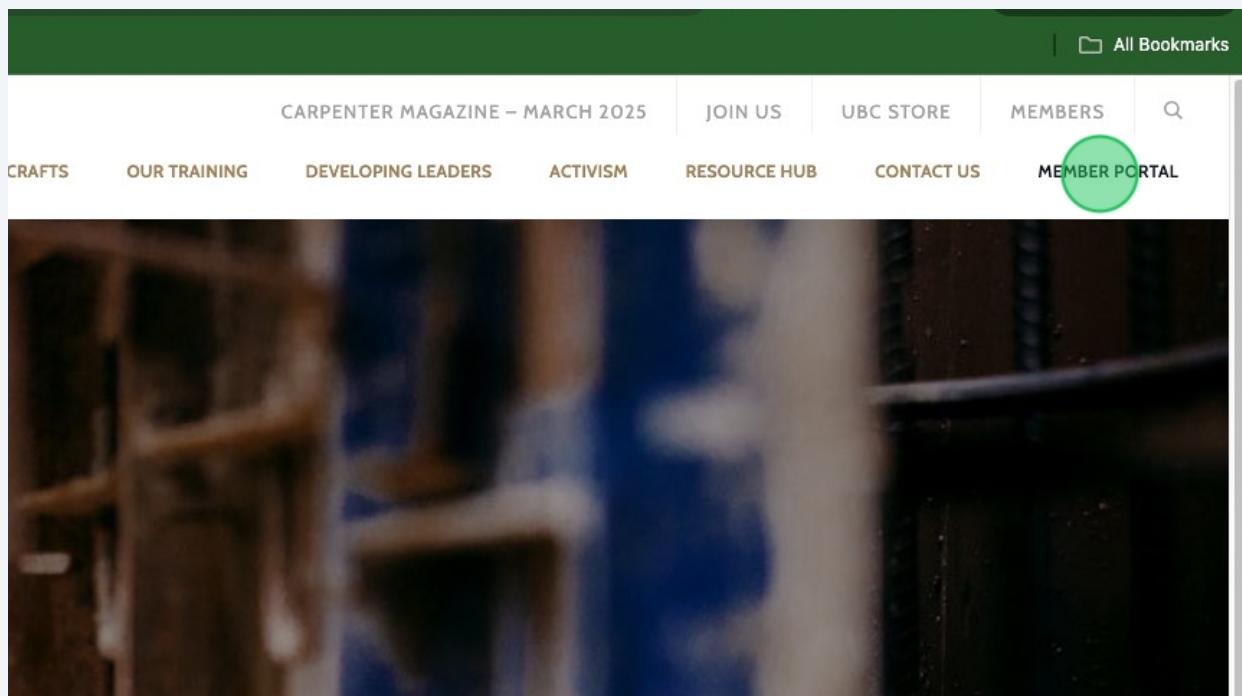


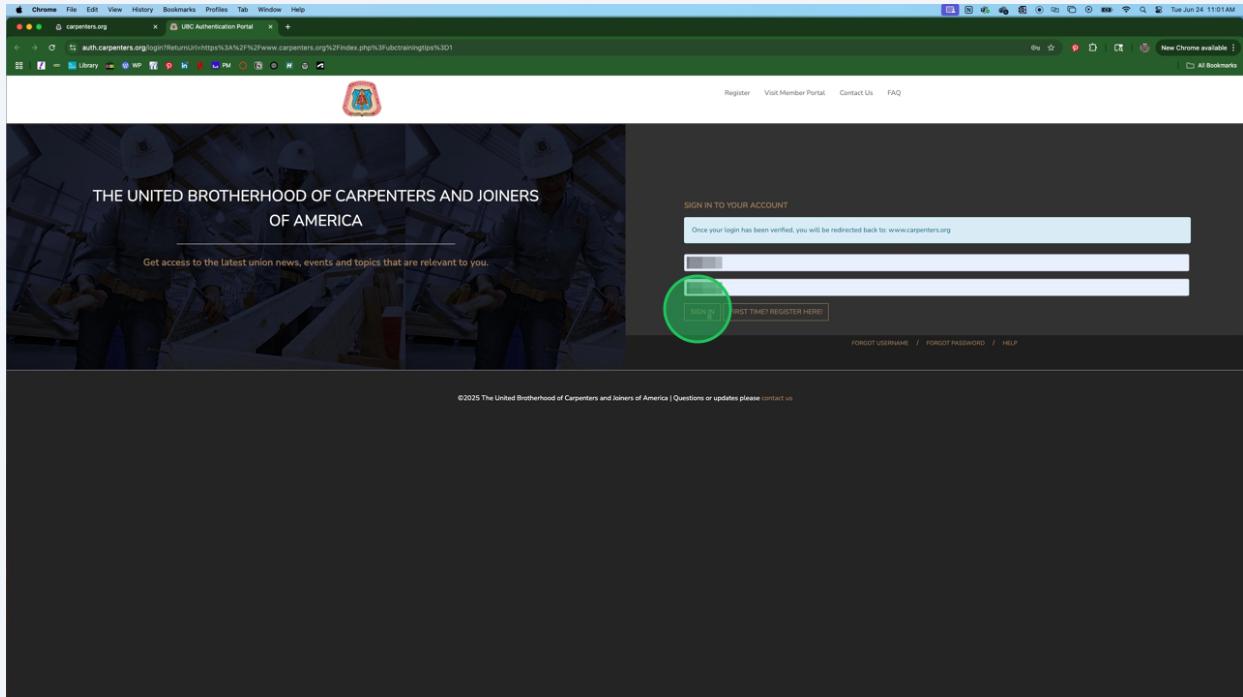
# How to Request an Enhancement Class through Member Portal on Carpenters.org

1

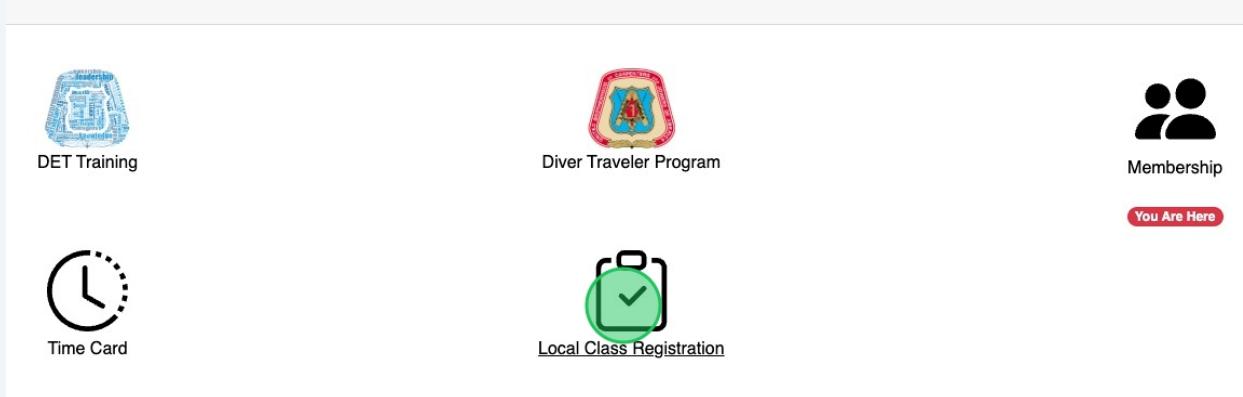
Navigate to [Carpenters.org](https://carpenters.org) on your device and select "Member Portal"



2 Sign in to [Carpenters.org](https://carpenters.org) - options for signing up for first time users and for looking up user name and/or password



3 Click "Local Class Registration"

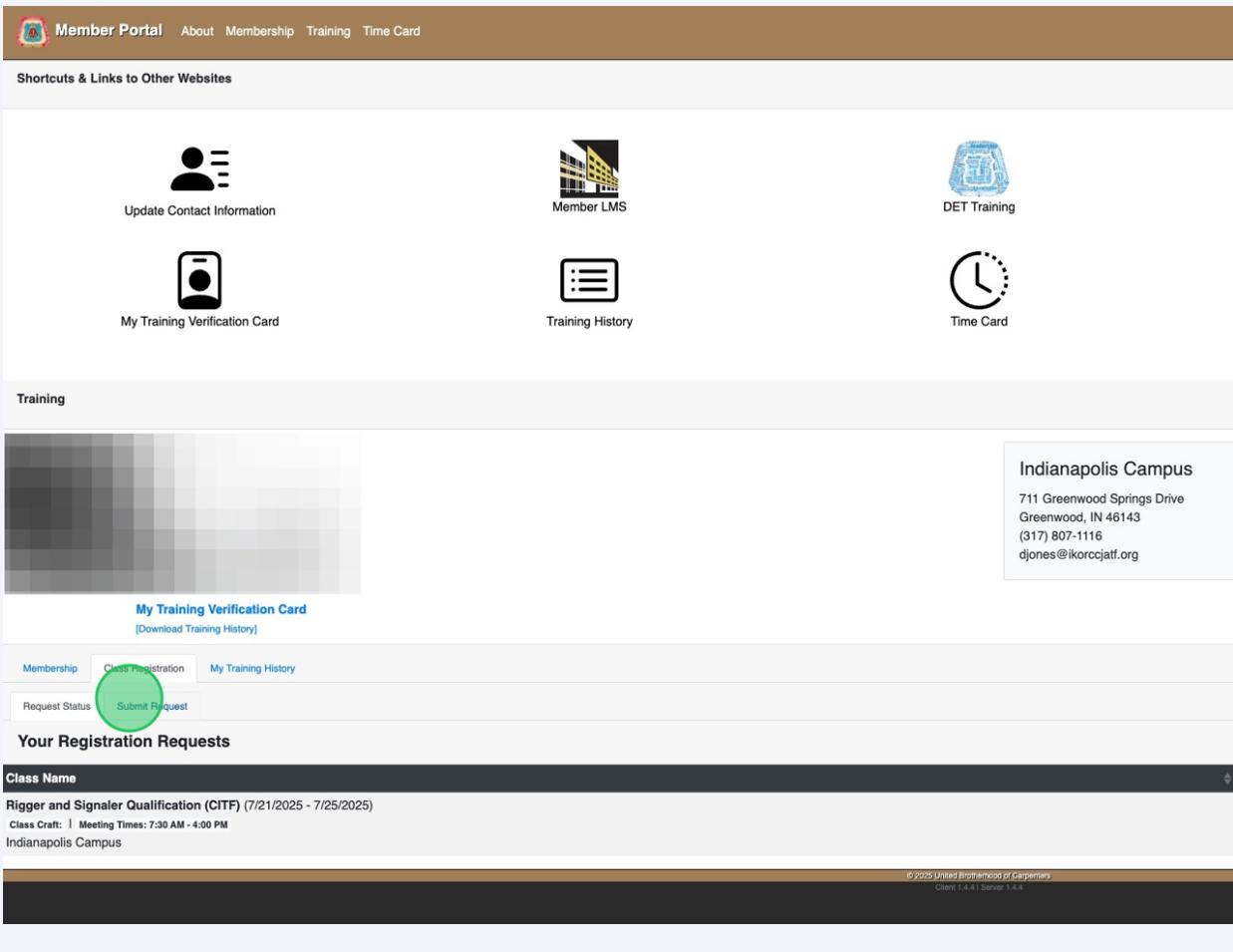


#### Indianapolis Campus

711 Greenwood Springs Drive  
Greenwood, IN 46143  
(317) 807-1116  
[dinnes@ikorcciaf.org](mailto:dinnes@ikorcciaf.org)

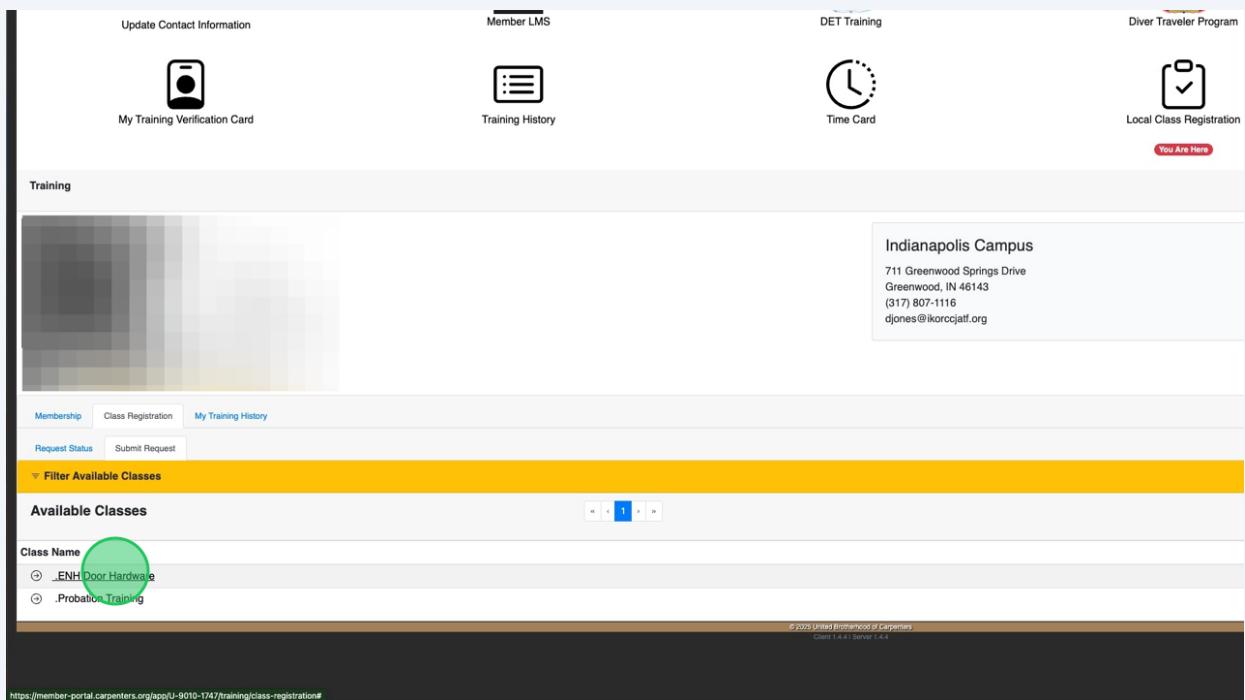
4

Click "Submit Request"



The screenshot shows the Member Portal interface. At the top, there is a navigation bar with links for Member Portal, About, Membership, Training, and Time Card. Below this is a section titled "Shortcuts & Links to Other Websites" containing six icons: "Update Contact Information" (user icon), "Member LMS" (building icon), "DET Training" (blue shield icon), "My Training Verification Card" (phone icon), "Training History" (list icon), and "Time Card" (clock icon). A "Training" section follows, featuring a large blurred image and a "My Training Verification Card" button with the sub-link "[Download Training History]". Below this are tabs for Membership, Class Registration, My Training History, Request Status, and a green-highlighted "Submit Request" button. To the right, there is a box for the "Indianapolis Campus" with address details: 711 Greenwood Springs Drive, Greenwood, IN 46143, (317) 807-1116, and djones@ikorccjaff.org. At the bottom, there is a "Your Registration Requests" section for a "Rigger and Signaler Qualification (CITF)" class from 7/21/2025 to 7/25/2025, located at the Indianapolis Campus. The "Submit Request" button is circled in green. The footer includes copyright information: © 2025 United Brotherhood of Carpenters, Client 1.4.1, Server 1.4.

5 Select the Enhancement Class you want to attend.



Update Contact Information Member LMS DET Training Diver Traveler Program

My Training Verification Card Training History Time Card Local Class Registration You Are Here

Training

Membership Class Registration My Training History Request Status Submit Request

Filter Available Classes

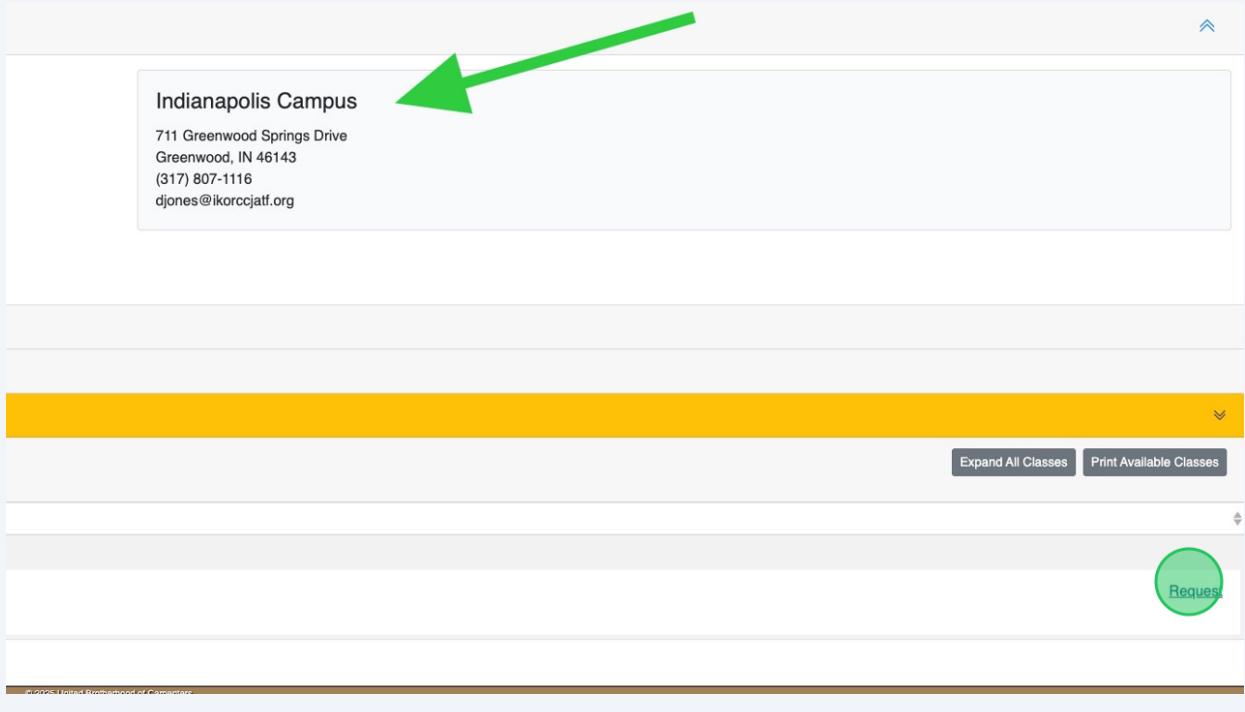
Available Classes

Class Name  ENH\_Door\_Hardware  .Probation\_Training

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(317) 807-1116  
djones@ikorccjatf.org

https://member-portal.carpenters.org/app/U-9010-174/training/class-registration#

6 Click "Request" **You can only request classes at your registered training center**



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711 Greenwood Springs Drive  
Greenwood, IN 46143  
(317) 807-1116  
djones@ikorccjatf.org

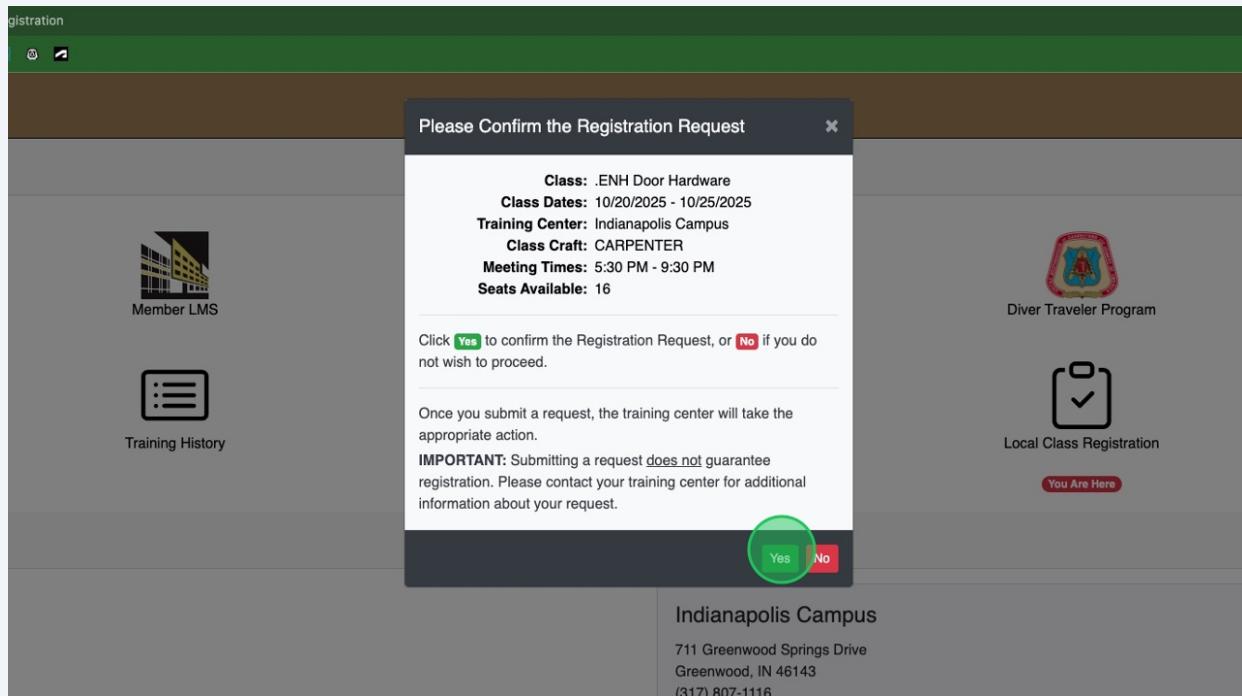
Expand All Classes Print Available Classes

Request

https://member-portal.carpenters.org/app/U-9010-174/training/class-registration#

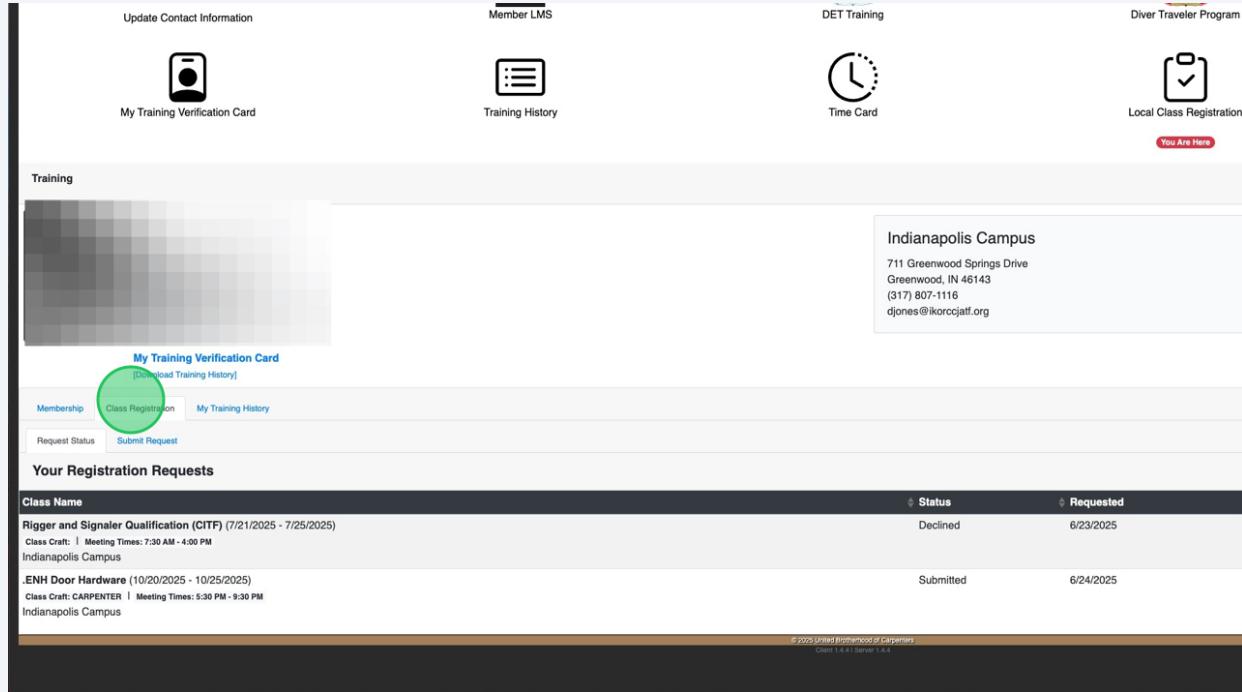
7

Click "Yes" to Confirm and send the request to the training center



8

Click "Class Registration" to see your requests



9 If your schedule has changed, you can cancel the request by clicking here

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Greenwood, IN 46143  
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[View Available Classes](#) [Print Requests](#)

Status	Requested	Processed
Declined	6/23/2025	6/23/2025
Submitted	6/24/2025	<a href="#">[Cancel Request]</a>

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Client 1.4.4 | Server 1.4.4

10 Click "Yes" to confirm your cancellation

Cancel Registration Request ×

Please confirm that you want to cancel your request.

**Class:** .ENH Door Hardware  
**Class Dates:** 10/20/2025 - 10/25/2025  
**Training Center:** Indianapolis Campus  
**Class Craft:** CARPENTER  
**Meeting Times:** 5:30 PM - 9:30 PM  
**Seats Available:** 16

Click **Yes** to cancel the Registration Request, or **No** if you do not wish to cancel.

**Yes** **No**

Member LMS   
Training History   
Diver Traveler Program   
Local Class Registration   
You Are Here 