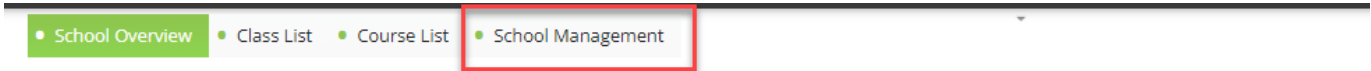


To add instructors to your certified courses first you will go to the CE Marketplace homepage and click on **Login** in the upper right-hand corner. After logging in you will be taken to the "School Overview Page." Once you are on this page, click on the "School Management" link in the middle of the screen.



School Overview • Class List • Course List • **School Management**

School Overview

Schools that your user account have been granted administrative privilege are listed below:
Select a School and corresponding School Activity below to get started.

SCHOOL	STATUS	OPTIONS
CE Marketplace Example School 123 CE Street Lansing, MI	Active	Submit a New Course Resubmit a Course Course List Host A Class Class List Record Class Attendance Pending School Fees

Note: To report attendance for your scheduled class sessions, please use the following spreadsheet for all class types:

[Download Attendance Verification Spreadsheet \(.xls\)](#)

The School providing the education session is responsible for verifying the licensee information on the spreadsheet is correct and that attendance information is uploaded to the correct Class Session ID. Information included on the Attendance Verification Spreadsheet is used to award credits to licensee profiles.

A charge of \$1.00 will be added to the outstanding balance due in your School Management page for each licensee uploaded for attendance verification.

Attendees are to be uploaded no later than 10 business days from the completion date of the course. It is the responsibility of the School to verify only licensed Michigan real estate licensees are included to avoid charges for non-licensed attendees.

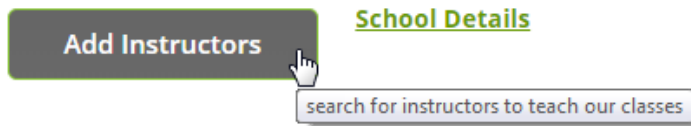
After you click on "School Management," you will see a list of the Schools, which you have created or been added to as an administrator. Click on the name of the School to edit School venues, users, and instructors. You will now be able to see all of the instructors who have been invited to teach for the School and add new ones.

Schools that your user account have been granted administrative privilege are listed below:
Click on a school name to view or manage details about that school

SCHOOL	STATUS
CE Test School 1234 Drive Escanaba, MI	Active

You will click on "Edit Instructors" to add instructors to the selected School. At the

bottom of the following page, you will click on “Add Instructors” to manage your list of invited teachers.



On the next page, you will search for the first and last name of the instructor that you would like to add.

**Keep in mind that an instructor must have a user account registered in our system to add the instructor to the School account.*

Next, click on the name of the instructor you will be adding:

Darryl Garvin dgarvin@mihealthors.com bio/more	CE Test School 9999999999 Lansing, MI 49829	Active
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The instructor will then receive an email notification from the School. If they are already a registered user, the instructor will sign in with their existing credentials. If the instructor does not have an existing account, one will need to be created for them. Once your instructors have been added to the School’s instructor roster, you may add them to your courses.