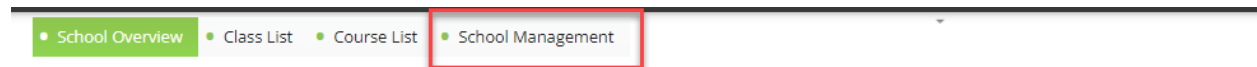


Adding New Users to School Accounts

New to CE Marketplace is the ability to add additional users to manage the School account. Once a new user has been added, the individual will be listed on the School's User Roster. School users may submit courses, schedule classes, or record attendance on behalf of the School.

To add users to your School, click on the School Management link from your School Overview page:



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.

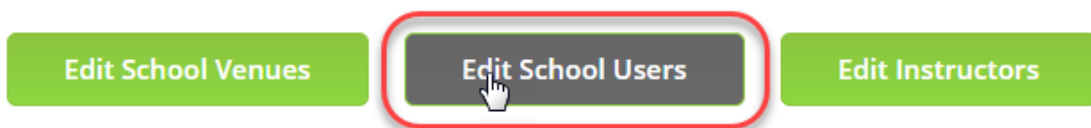
Attendees are to be uploaded no later than 10 business days from the completion date of the course. It is the responsibility of the School to verify only licensed Michigan real estate licensees are included to avoid charges for non-licensed attendees.

Once you are on the School Management page, you will first click on the School in which you will be adding users:

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

Once you are at the School Management page, click on the 'Edit School Users' button:



[Edit School Venues](#) [Edit School Users](#) [Edit Instructors](#)

Next, you will add users to your School User list by clicking the 'Add User' button:



On the next page, you will enter the user's full name and email address. Once this is completed click "Send Invitation."

School Management

Registering a company or organization as a "School" in CE Marketplace is the first step in the process to submit a course and host class sessions. All schools must be registered with CE Marketplace prior to adding instructors, submitting courses and scheduling classes. New Schools will be submitted for review and approval by CE Marketplace, a division of Michigan Realtors®. The status of Schools in which your user account are associated are listed below. Please contact CE Marketplace at 844-642-6633 with any questions or changes

Users

Manage users for: **CE Marketplace Example School**

Below is a list of users with administrative rights affiliated with your school. Use the option below if you would like to invite a new administrative user.

Person Name *

Contact Email Address *

The user will then receive an email notification from the School. If previously registered with CE Marketplace, the user will sign in with their existing credentials. If the user does not have an existing account, one will need to be created. Once your users have been added to the School's user rooster, they will have access to the administrative tools.

For additional information on CE Marketplace, visit our [Resources page](#) or give us a call at 844.642.6633.