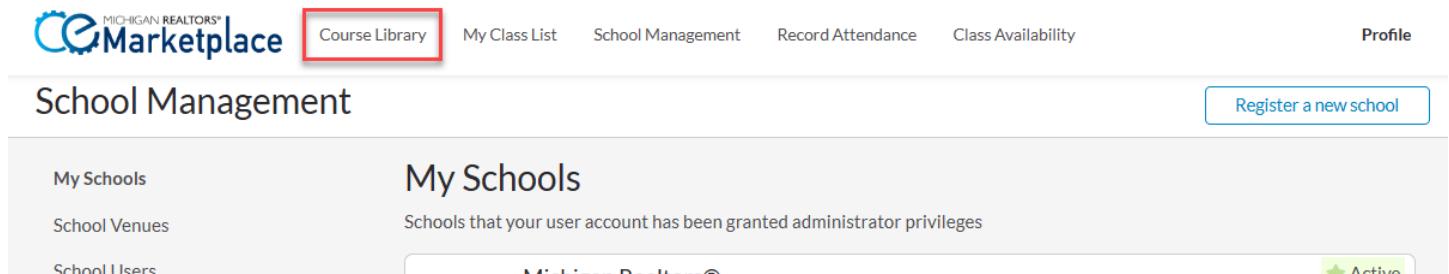


## **Adding an Instructor to your CE Marketplace Certified Course**

To add an instructor to a certified course, you will first login and navigate to your ‘School Management’ page. Next you will click on the ‘Course Library’ link as seen below.



**School Management**

**Course Library**

My Schools

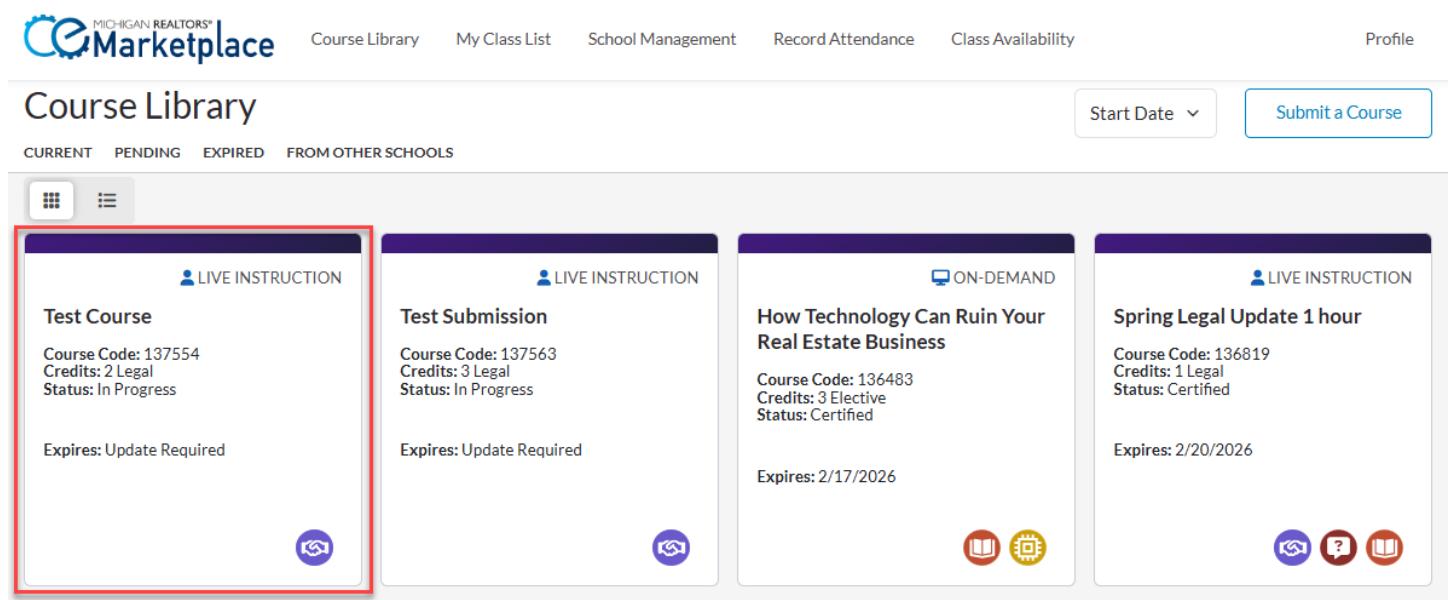
School Venues

School Users

Michigan Realtors®

Active

On the next page you will see your library of certified courses. Click on the card for the course you would like to add your instructor.



**Course Library**

CURRENT PENDING EXPIRED FROM OTHER SCHOOLS

Start Date **Submit a Course**

**Test Course** LIVE INSTRUCTION

Course Code: 137554 Credits: 2 Legal Status: In Progress

Expires: Update Required

**Test Submission** LIVE INSTRUCTION

Course Code: 137563 Credits: 3 Legal Status: In Progress

Expires: Update Required

**How Technology Can Ruin Your Real Estate Business** ON-DEMAND

Course Code: 136483 Credits: 3 Elective Status: Certified

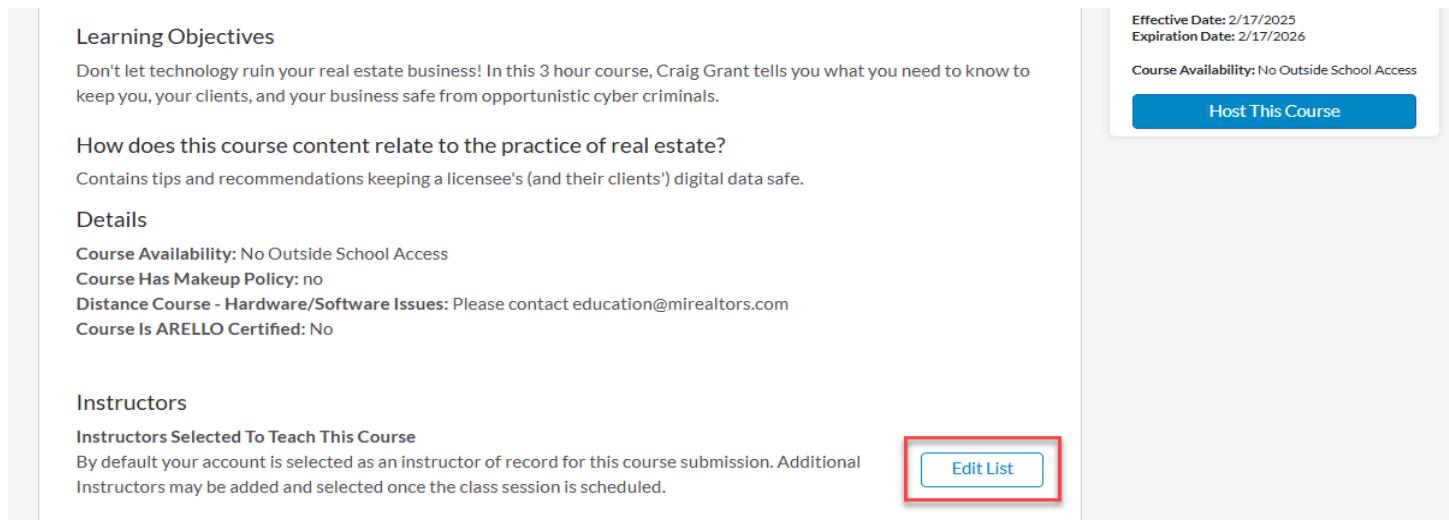
Expires: 2/17/2026

**Spring Legal Update 1 hour** LIVE INSTRUCTION

Course Code: 136819 Credits: 1 Legal Status: Certified

Expires: 2/20/2026

Once you have clicked on the card you will be directed to the Course detail page. To add an instructor to this specific course, you will click the ‘Edit List’ button next to the Instructor section of the course details.



**Learning Objectives**

Don't let technology ruin your real estate business! In this 3 hour course, Craig Grant tells you what you need to know to keep you, your clients, and your business safe from opportunistic cyber criminals.

**How does this course content relate to the practice of real estate?**

Contains tips and recommendations keeping a licensee's (and their clients') digital data safe.

**Details**

Course Availability: No Outside School Access

Course Has Makeup Policy: no

Distance Course - Hardware/Software Issues: Please contact education@mirealtors.com

Course Is ARELLO Certified: No

**Instructors**

**Instructors Selected To Teach This Course**

By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.

**Edit List**

Effective Date: 2/17/2025  
Expiration Date: 2/17/2026  
Course Availability: No Outside School Access  
**Host This Course**

On the following screen you will see a list of all the instructors who have been added to your instructor roster. In the drop-down next to the instructor name change the status from ‘Unassigned’ to ‘Assigned’ and click the ‘Save’ button.



Once the instructor status has been changed to ‘Assigned’ you will now be able to select them during the process of hosting your course.

If you have any questions or issues with adding an instructor to your certified course, please contact CE Marketplace at (844)642-6633 or [education@cemarketplace.net](mailto:education@cemarketplace.net).