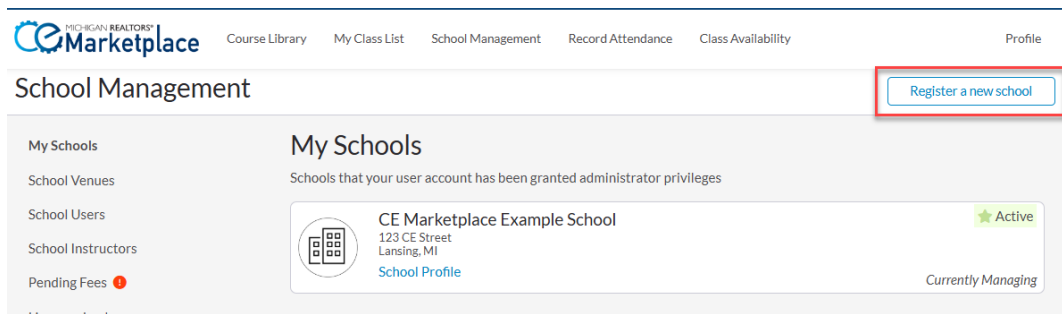# How to create a School Account on CE Marketplace for Existing Users

Before you can submit a continuing education course for certification to count towards Michigan real estate renewal requirements, a School account must be created.
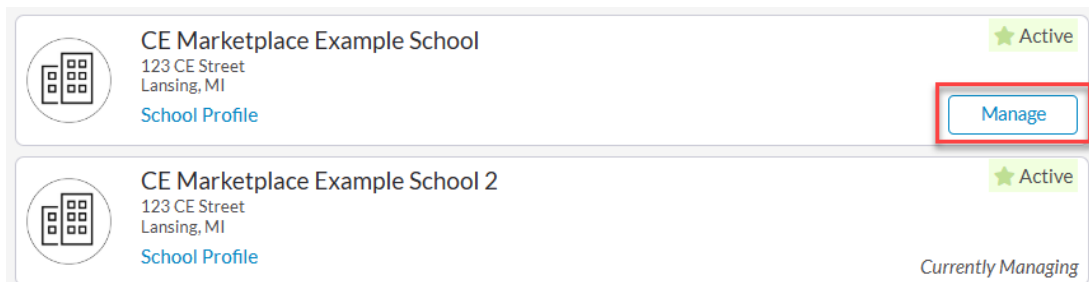
Existing Users:

Get started by logging into CE Marketplace using one of the buttons on the home page. If you have an existing School, upon login you will be redirected to your 'School Management' page. You will then click on the 'Register a New School' button in the upper right-hand corner of the page.

Next you will be asked to enter the details of your School registration. These details include the following:

- School Name (Required)
- School Web Address (If applicable)
- School Street Address, City, State and Zip Code
- Primary Contact (School Owner)
- Primary Contact Email Address
- Primary Contact Street Address, City, State and Zip Code
- Secondary Contact (If applicable)
- Types of courses offered (In Person and/or Distance Learning)
- A brief description of your course material subject matter
- A brief overview of your school

Upon approval of your additional School registration, your new School will appear under 'My Schools'. You can individually manage each school's parameters such as submitting courses, adding venues, users, instructors and pending fees by clicking on the 'Manage' button next to the school's name in your School Management portal:

If you have any questions regarding your School Account or Registration, please contact CE Marketplace at (844)642-6633 or education@cemarketplace.net.