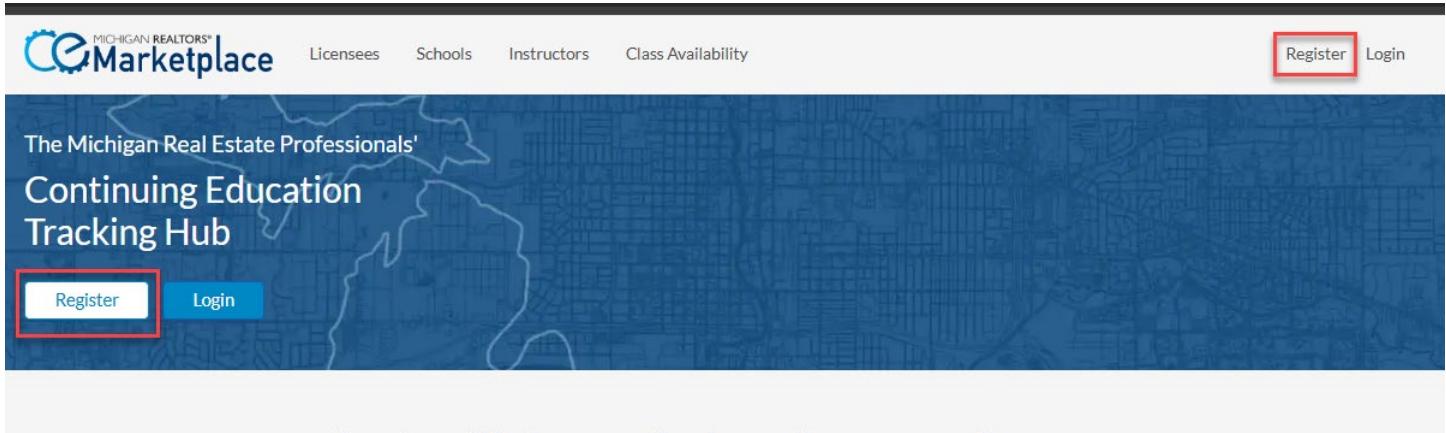


## **How to create a School Account on CE Marketplace for New Users**

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

Get started by clicking on the ‘Register’ button in the upper right-hand corner of the CE Marketplace home page:



On the next step you will select ‘School’ as your registration type:

Register User

Please select your registration type (check all that apply)

**Licensee (View CE history)**  
You are a Michigan Real Estate Licensee looking to activate your CE Marketplace profile to view your certified credits and continuing education history

**Instructor (Teach a course)**  
You would like to register yourself as an instructor so that you can be added to instruct real estate continuing education courses on behalf of other organizations.

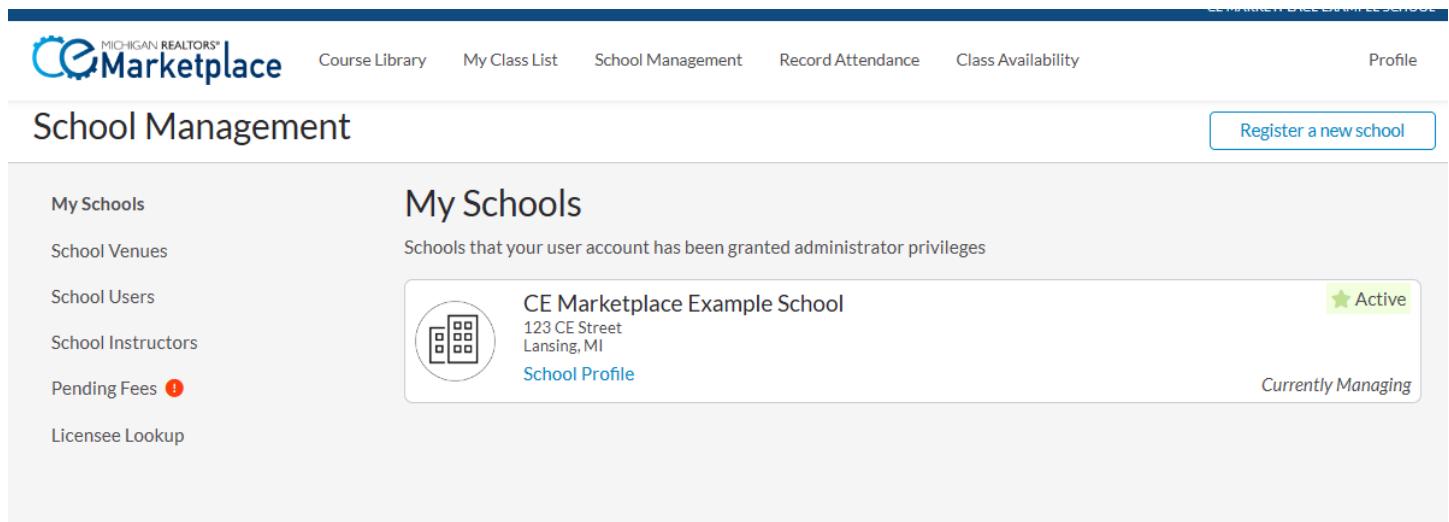
**School (Schedule a class)**  
Register an organization that will either offer real estate continuing education courses or sponsor continuing education events for Michigan real estate licensees

Continue by entering in your First Name, Last Name, Email Address and Telephone Number. Next create and verify your username and password combination. Upon login you will be directed to the School Management page. 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 review and approval** of your School registration, your new School will appear under 'My Schools' under 'School Management' where you can manage details such as adding venues, users, instructors and payment of pending fees:



The screenshot shows the 'School Management' section of the CE Marketplace website. At the top, there is a navigation bar with links: 'Course Library', 'My Class List', 'School Management', 'Record Attendance', 'Class Availability', and 'Profile'. Below the navigation bar, a large button on the right says 'Register a new school'. On the left, there is a sidebar with links: 'My Schools', 'School Venues', 'School Users', 'School Instructors', 'Pending Fees (1)', and 'Licensee Lookup'. The main content area is titled 'My Schools' and contains a sub-section titled 'Schools that your user account has been granted administrator privileges'. It shows a card for 'CE Marketplace Example School' located at '123 CE Street, Lansing, MI'. The card includes a 'School Profile' link, an 'Active' status indicator with a green star, and a 'Currently Managing' label. There is also a small icon of a school building.

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