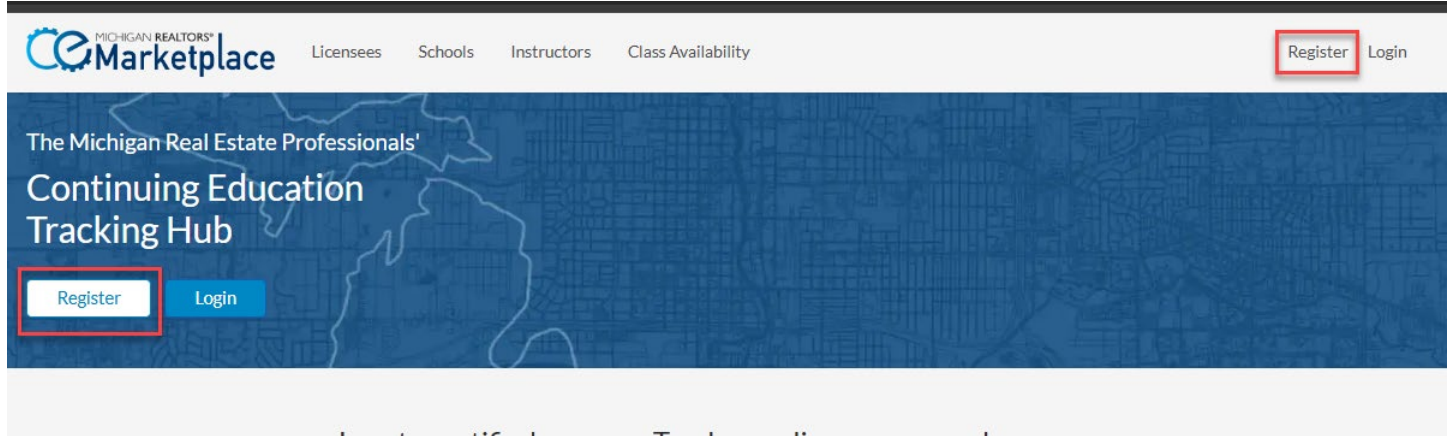


How to create a School Account on CE Marketplace for New Users

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:


The image shows a "Register User" form. At the top, it says "Please select your registration type (check all that apply)". There are three options, each in a separate box. The first option is "Licensee (View CE history)" with an unchecked checkbox. The second option is "Instructor (Teach a course)" with an unchecked checkbox. The third option is "School (Schedule a class)" with a checked checkbox, and this entire box is highlighted with a red rectangular border. Below the options, there is a horizontal line.

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:



Course LibraryMy Class ListSchool ManagementRecord AttendanceClass AvailabilityProfile

School Management

Register a new school

My Schools

School Venues

School Users


School Instructors

Pending Fees !

Licensee Lookup

My Schools

Schools that your user account has been granted administrator privileges



CE Marketplace Example School

123 CE Street
Lansing, MI

[School Profile](#)

★ Active

Currently Managing

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