

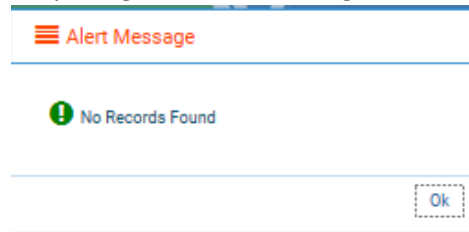
NREC Education Instructor Portal Instructions

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1. APPLICATION STATUS CHECK ONLINE APPLICATION

- a. If an applicant wants to see the status of their application but not create an online profile, they can do so by clicking on: <https://nrec.igovsolution.net/online/Verification/Individual>
- b. Applicants can check the status of their application, including the list of missing items and comments from the Commission’s staff as shown below. The “Comments” field displayed here is reading from the “Comments” field on the “Application Data” tab, also known as pending checklist tab.
- c. This will ensure there is no need for constant reminders to applicants and puts the responsibility on the applicants to check the website.
- d. Entering the Applicant Criteria
 - i. They must select the license type of Salesperson or broker
 - ii. Email address
 - iii. Zip Code
 - iv. All of these criteria must match the data in our system.
- e. If the criteria does not match, they will get an Alert message that no records were found.



- f. If the criteria matches, the following screen appears.

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type: Educational Provider

* Email: monica.rut@nebraska.gov

* Zip: 22222-2222

Application Checklist For Educational Provider

Name : Chad School of Real Estate Application Date : 08/25/2019 Today's Date : 08/29/2020 App Status : Pending

	Complete	Incomplete	Waived	N/A	Comments
Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Instructor Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provider Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Copy of the License Approval from the Nebraska Department of Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Submission of a Pre-License Education course 60 days prior to course offering	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. INSTRUCTOR PORTAL INFORMATION

a. Login Information

- i. This link must be posted on the commission’s website for Education Instructors to access.
- ii. Or you can type in the url: <https://nrec.igovsolution.net/online/InstructorLogin>
- iii. Direct Signup page link is located at: <https://nrec.igovsolution.net/online/Instructor/Register>

b. Create Login

- i. The instructors can sign up for an online account by clicking on the “Sign Up” option as soon as the Commission staff have entered the instructors name, email address and date of birth into the database.

INSTRUCTOR PROFILE LOGIN

The screenshot shows a 'User Login' form with a blue header. Below the header, there is a green checkmark icon followed by the text 'Individual'. The form contains two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button, which is circled in red. At the bottom of the form, there are two links: 'Sign up' with a person icon and 'Forgot password' with a magnifying glass icon.

ONLINE PROFILE

The screenshot shows the first step of the 'ONLINE PROFILE' registration process. It features three input fields: 'Last Name', 'Date of Birth' (with a placeholder 'MM/DD/YYYY'), and 'E-mail'. A blue 'Next' button is located to the right of the 'E-mail' field.

The screenshot shows the second step of the 'ONLINE PROFILE' registration process. It features five input fields: 'Email', 'Confirm Email', 'User Name', 'Password', and 'Confirm Password'. A blue 'Previous' button is located to the left of the 'Email' field, and a blue 'Submit' button is located to the right of the 'Confirm Password' field.

1. The Instructor may logon to their portal after finishing the account set up steps above.

2. Upon successful login, the Instructor portal shows the layout as shown below.

The screenshot displays the 'Applicant/Licensee Information' page. At the top, there is a navigation bar with the Nebraska Real Estate Commission logo and a 'Logout' link. Below the navigation bar are 'My Profile' and 'Documents' buttons. The main content area is divided into several sections:

- Applicant/Licensee Information:** Includes fields for First Name, Middle Name, and Last Name. A note states: "Applicant/Licensee - If you would like to change your name, please upload 'Name Change Document' in the Document Details section below."
- Address Information:** Includes a table for managing addresses. A note states: "Address Information - Use the Edit option in the section below to change address and to indicate primary address." There is an "Add New Address" button. The table has columns: Address Type, Address1, Address2, Address3, City, State, Zip, County, Email, Phone, Fax, Edit, Delete. The first row shows a "Work" address.
- Contact Information:** Includes fields for Phone #, Alternate Phone, Fax, Email, and Secondary Email. There is a "Preferred Method of Contact" dropdown menu and an "Edit" button.
- Courses:** A table listing courses with columns: Course Number, Course, Credits, Course Type, Course Status, Course Category, Arelfo Cert, Arelfo Count Exp, Start Date, End Date. It shows three rows of course data.
- Providers:** A table listing providers with columns: Name, Address, CISC, Status, Start Date, End Date. It shows one row of provider data.

c. My Profile Tab

a. Instructor Information

i. This section allows the instructor to view their name

1. Updates will need to be submitted via the documents tab

The screenshot shows the 'Instructor Information' section. It features a blue header with the text 'Instructor Information'. Below the header is a note: "Instructor - If you would like to change your name, please upload 'Name Change Document' using the Documents button above." The form contains four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Suffix' field is a dropdown menu.

b. Address Information

i. This section allows the instructor to view/edit/add an address

1. The change is reflected on the portal immediately.

2. Address changes will be reflected as a row in the journal tab

The screenshot shows the 'Address Information' section. It includes a note: "Address Information - Use the Edit option in the section below to change address and to indicate primary address." There is an "Add New Address" button. Below the note is a table with columns: Address Type, Address1, Address2, Address3, City, State, Zip, County, Email, Phone, Fax, Edit, Delete. The first row shows a "Work" address. The table has a page size of 20 and 2 records.

c. Contact Information

- i. This section allows the instructor to view/edit
 - 1. The change is reflected on the portal immediately.

Contact Information Edit

Phone # () - - -	Alternate Phone () - - -	Fax () - - -
Email [Redacted]	Secondary Email	Preferred Method of Contact Select Contact Method

d. License Information

- i. Once Licensed-This will provide information regarding their license.
- ii. Pending Licensure - This will provide the pending checklist items and any comments that entered by clicking on the status.

License Information

License #	Status	Issue Date	Expiration Date
[Redacted]	Non Renewed	12/12/1977	12/31/2009
[Redacted]	Void	05/28/2008	12/31/2010

Current Courses - List of Courses currently approved to teach

Course Number	Course	Credits	Course Type	Course Status	Course Category	ARELLO Cert	ARELLO Cert Exp	Start Date	End Date
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters

Page size: 20 Records: 0 - 0 of 0 Pages: 0 of 0

Application Checklist Details

Checklist	Status	Comments
Designation	Complete	test
Areas of Approval	Pending	
High school diploma	Pending	
Instruction Experience for last 5 years	Pending	
Name of School for whom you will teach	Pending	

e. Current Courses

- i. This section allows the instructor to view the courses associated with and can teach

Current Courses - List of Courses currently approved to teach

Course Number	Course	Credits	Course Type	Course Status	Course Category	ARELLO Cert	ARELLO Cert Exp	Start Date	End Date
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
0008-	Appraisal of Farm Real Estate			Current	Pre-Licensing Education	Approved		01/09/2020	

Page size: 20 Records: 1 - 1 of 1 Pages: 1 of 1

f. Current Provider

- i. This section allows the instructor to view the providers associated with and can teach for if applicable

Current Provider - List of Providers currently associated with

Name	Address	CSZ	Status	Start Date	End Date
Filters	Filters	Filters	Filters	Filters	Filters
			Previous		

Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1

d. Documents Tab

- a. Instructors may upload documents as part of their profile here.
- b. NREC to determine what type of documents they should be allowed to submit.

My Profile Documents

Document(s) Information

Document Details - To upload a document, select a document type from the dropdown menu. Click the "Attach" button to select the document. Click the "Upload Document" button.

Document Type : Documents

Date	Document Type	File Name	Reason for Name Change	Download
01/09/2020	Licensee Name Change	New Microsoft Word Document.docx		
12/30/2019	Address Change	Sample.pdf		
12/30/2019	Licensee Name Change	Sample.pdf		
12/30/2019	Entity Name Change	Sample.pdf	smpale2222	
12/30/2019	Citizenship Documentation	ASample.pdf		
12/30/2019	Entity Name Change	Sample.pdf	asasaa	
12/30/2019	Convicted Felony Offense	Sample.pdf		
12/30/2019	Check Copy	Sampl test.pdf	test	
12/30/2019	Change in Contact	Sampl test.pdf	test	

Page size : 20 Records : 1 - 9 of 9 Pages : 1 of 1