NREC Education Provider Portal Instructions

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1. PROVIDER PORTAL INFORMATION

a. Login Information

- i. A link to the Education Portal will be posted on the commission's website for Education Providers to access.
- ii. Or you can type in the following url: https://nrec.igovsolution.net/online/ce/login

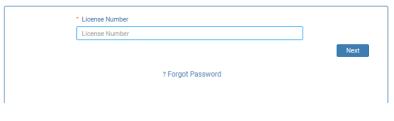
b. Create Login

- i. Providers can sign up for an online account by clicking on the "Sign Up" option and confirming their provider number.
- ii. Providers are not allowed to set up an account until they have been approved.

EDUCATION PROVIDER LOGIN



EDUCATION PROVIDER SIGN UP



EDUCATION PROVIDER SIGN UP



- 1. The Provider may logon to their portal after finishing the account set up steps above.
- 2. Upon successful login, the Provider portal shows the layout as shown below.



c. Provider Profile

- a. Provider Information
 - This section allows the provider to view/update the Provider Name by clicking on the Edit button.



- b. Physical Address Only if different than the School's Address
 - i. This section allows the provider to view/update each field.
 - 1. The change is reflected on the portal immediately.
 - 2. Address changes will be reflected as a row in the journal tab



- c. Mailing Address School's Address
 - i. This section allows the provider to view/update
 - 1. The change is reflected on the portal immediately.
 - 2. Address changes will be reflected as a row in the journal tab



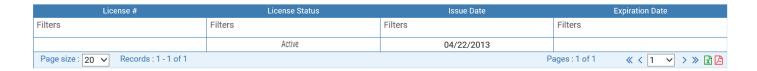
- d. Contact Information
 - i. This section allows the provider to view/update the contact information
 - 1. This information is the School and Director's information



e. License Information

- i. Once Licensed-This will provide information regarding their license.
- ii. Pending Licensure Only if adding a new subtype
 - 1. Example: The provider is currently are approved to offer prelicense education, but are applying to offer continuing education This will provide the pending checklist items and any comments that entered by clicking on the status.

License Information



f. Contact Person – If Different from the Director

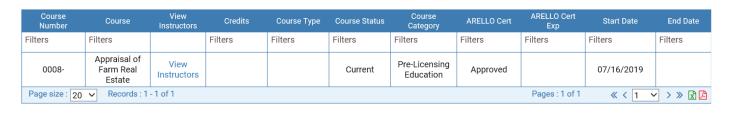
- i. This section allows the provider to view/update the contact person information
- ii. This information would only be entered if the contact is different from the Director



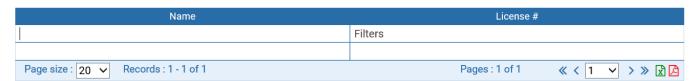
g. Current Course Details

- i. This section provides each course that is approved for them to provide.
- ii. A list of instructors per course can be reviewed by clicking on the link in "view instructors" column

Current Course Details



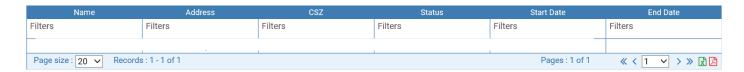
View Instructors



h. Current Instructors

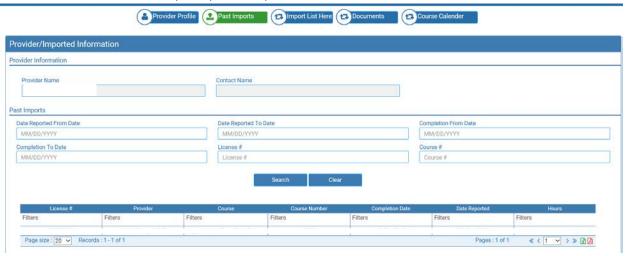
i. This section provides a list of all of the instructors that are associated with the provider.

Current Instructors



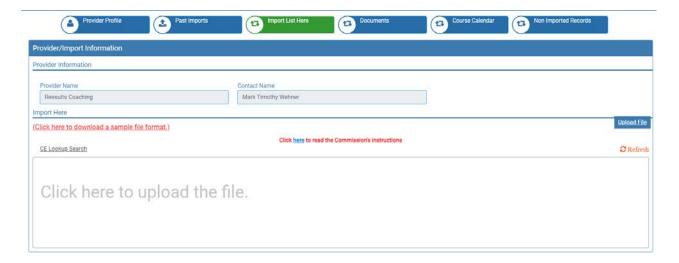
d. Past Imports

- i. Historical record of all imports done (using the iGov system).
- ii. Search for course, date, licensee, etc.



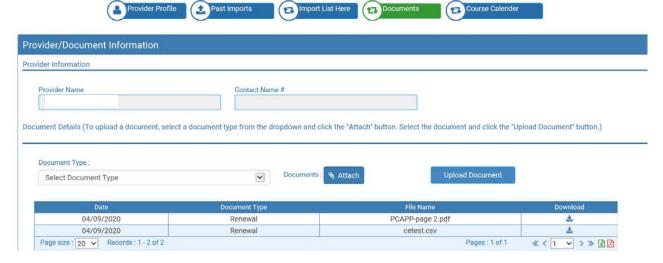
e. Import CE Here

- a. This is where the provider will upload the Verification Lists. The lists are in a CSV format. This is described in more detail below.
- b. You can download a new file for submission, view these instructions, or the CE Lookup Search will assist you in making sure you have the correct applicant/licensee name and license number.



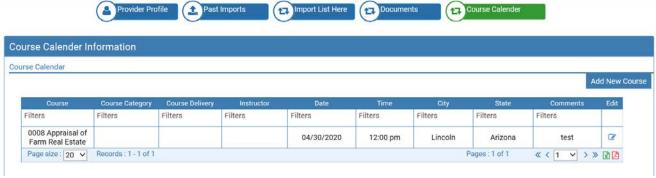
f. Documents

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

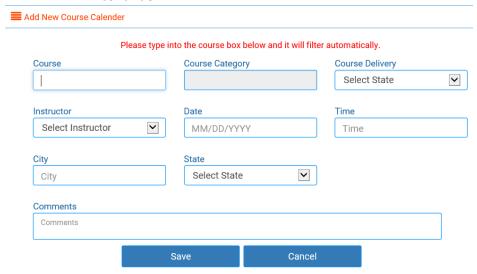


g. Course Calendar

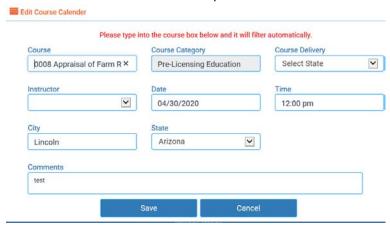
- a. Entering Pre-License Education and Continuing Education Courses
 - i. Providers may view/edit/add courses to the calendar to be viewed by the Commission and the Public.



- ii. Add New Course
 - 1. Click on Add New Course button
 - 2. Enter the fields to provide the course details for licensees to attend and click save to continue

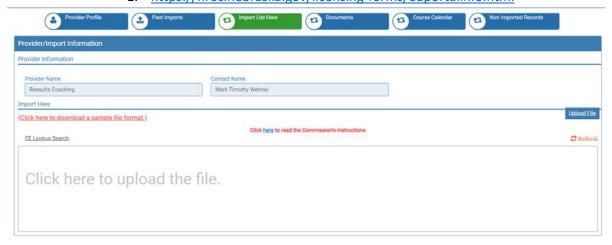


- iii. Edit Course Details
 - 1. Click on the icon in the edit column
 - 2. The fields can be updated and saved as needed.

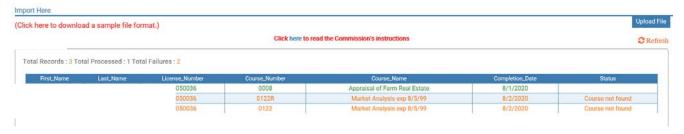


2. DETAILED IMPORT INSTRUCTIONS

- a. Log into the portal
 - i. The link will be available on our website or you can enter the url: https://nrec.igovsolution.net/online/ce/login
- b. Navigate to the Import List Here Tab
 - i. The "Import List Here" tab allows the providers to upload Verification Lists for licensees and applicants.
 - ii. A sample file format is provided for the providers.
 - iii. A link to the Commissions website for instructions is also provided on the portal.
 - 1. https://nrec.nebraska.gov/licensing-forms/edportalinfo.html



- iv. The begin by clicking on the Upload file button and selecting the file to upload
- v. Once the file is selected, it will appear in the grid as shown below



c. Import List

- i. Click on the "Import List Here" Tab
- ii. A sample file format is available in the "Import List Here" Tab or by clicking here: https://nrec.igovsolution.net/online/cedetails/ce_format.csv?2020
- iii. The columns to be included in the file are:
- iv. First Name
- v. Last Name
- vi. License Number
- vii. Course Number
- viii. Course Name
- ix. Completion Date

Α	В	С	D	E	F
First Name	Last Name	License Number	Course Number	Course Name	Completion Date
John	Smith	11111111	1111	Real Estate Commission	1/1/2019

- x. Click on the section that says "Click here to upload the file" to select and upload your file
- xi. Click on the "Upload File" button
- xii. The system will process the entries and provide the results in the "Status" column.

d. Reviewing File Uploads

- i. The system will display the number of records you submitted, how many of those records were processed and how many returned failure statuses.
- ii. In the scenario below, there is one record that was submitted to the Commission office. There are two records which need to be corrected and resubmitted.



e. Submitted Records

i. Only if the "Error" column is blank has the record imported.

f. Failed Records

- i. Those which show a failure status in the "Error" column must correct the record and resubmit the corrected record.
- ii. Please upload a file containing only the corrected records again using the same steps described above. Please do not re-upload the entire file.



- iii. These are possible failed statuses:
 - 1. Invalid Course Date
 - 2. Invalid license status
 - 3. This record has already been imported
 - 4. License Number Invalid
 - 5. First Name or Last Name Invalid
 - 6. Course Not found

g. Troubleshooting the errors prior to re-uploading:

i. If no results appear on the screen

1. Make sure you are selecting the correct file format, it must be a ".csv" file. Click on the "refresh" button and try to upload the correct file.

ii. NREC System Verification

- 1. The system first verifies the data against the license number.
- 2. If there is no license number created, such as an applicant, then it is verified against the first and last name fields to a pending application. Do not enter any numbers in the license number field

iii. Fixing the statuses

- 1. Invalid Course Date
 - a. Contact the Commission Office. This course may not be offered prior to approval or the first offer date.
- 2. Invalid license status
 - a. The licensee is not allowed to take this course due to their license status.
 - b. All valid licenses statuses are allowed.
- 3. This record has already been imported
 - a. Do not resubmit as it has already be reported to our office
- 4. License Number Invalid
 - a. Resubmit with the correct license number unless it is an applicant.
 - b. Applicants will be submitted with a blank license number field.
- 5. First Name or Last Name Invalid
 - a. Resubmit using the licensees correct name.
- 6. Course Not found
 - a. Contact the Commission Office. We do not have this course listed as an approved course for you to submit.
 - b. If you submitted the incorrect course number, correct the course number and resubmit.