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: <u>https://nrec.igovsolution.net/online/Verification/Individual</u>
- 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.

License Type	* Email		Zip			
Educational Provider	monica.rut@nebraska.	gov	22222-222	22		
	Search	Clear				
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pplication Checklist For Educational Provid Name : Chad School of Real Estate	Application Date : 08/25/2019 Application Instructor Information Provider Information opy of the License Approval from the Nebraska Department of Ed	Today's Date : 08/29/2020	Incomplete	App Status : P	Pending	Commenti

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: <u>https://nrec.igovsolution.net/online/InstructorLogin</u>
- iii. Direct Signup page link is located at: <u>https://nrec.igovsolution.net/online/Instructor/Register</u>

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.

U	ser Login
	Individual
User Name	
User Name	
Password	
Password	
	Login
🏭 Sign up	4 Forgot password

INSTRUCTOR PROFILE LOGIN

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

nfirm Password

Previous

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

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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

Instructor Information				
Instructor - If you would like to ch	ange your name, please upload "Name C	hange Document" using the Docume	nts button above.	
First Name	Middle Name	Last Name	Suffix	
				\checkmark

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

Address Type Address1 Address2 Address3 City State Zip County Er	mail Phone Fax Edit Delete
	6 1
Work	1 S 1

c. Contact Information

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

act Information		
		Edit
Phone #	Alternate Phone	Fax
()	· ()	()
Email	Secondary Email	Preferred Method of Contact
1		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.

	e #	1	Status	r.	Issue Da	te	en E	xpiration Date	
			Non Renewed Void		12/12/19 05/28/20	177 108		12/31/2009 12/31/2010	
nt Courses - List	of Courses cu	rrently approved	to teach						
Course Number	Course	Credits	Course Type	Course Status	Course Category	ARELLO Cert	ARELLO Cert Exp	Start Date	End Dat
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
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e. Current Courses

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

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
1			Previous		
Page size : 20 V Records	: 1 - 1 of 1			Pages : 1 of 1	≪ < 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							
nent(s) Information									
nt Details - To u	pload a document, select a document type f	rom the dropdown menu. Click the "Attach" button to s	elect the document. Click the "Uploa	d Document" butt					
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Date	Document Type	File Name	Reason for Name Change	Download					
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