

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

User Login

User Name

Password

Login

Sign up

Forgot password

EDUCATION PROVIDER SIGN UP

License Number

Next

? Forgot Password

EDUCATION PROVIDER SIGN UP

Email

Confirm Email

User Name

Password

Confirm Password

Previous

Submit

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.



- [Provider Profile](#)
- [Past Imports](#)
- [Import List Here](#)
- [Documents](#)
- [Course Calendar](#)

Provider/Import Information

c. Provider Profile

a. Provider Information

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

Provider Information Edit

(Click the edit button to make changes to your information)

Provider Name <input type="text"/>	Contact Name <input type="text"/>
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b. Physical Address – Only if different than the School’s Address

- This section allows the provider to view/update each field.
 - The change is reflected on the portal immediately.
 - Address changes will be reflected as a row in the journal tab

Physical Address Edit

(Click the edit button to make changes to your information)

* Address <input type="text"/>	Suite/Apt# <input type="text"/>	* City <input type="text"/>
* State Select State <input type="text"/>	* Zip <input type="text"/>	* County Select County <input type="text"/>

c. Mailing Address – School’s Address

- This section allows the provider to view/update
 - The change is reflected on the portal immediately.
 - Address changes will be reflected as a row in the journal tab

Mailing Address Edit

(Click the edit button to make changes to your information)

Address <input type="text"/>	City <input type="text"/>	State Select State <input type="text"/>
Zip <input type="text"/>	County Select County <input type="text"/>	

d. Contact Information

- This section allows the provider to view/update the contact information
 - This information is the School and Director’s information

Contact Information Edit

(Click the edit button to make changes to your information)

Phone # <input type="text"/>	Alternate Phone <input type="text"/>	Primary Email gokul@igovsolution.com
Secondary Email <input type="text"/>	Preferred Method of Contact Select Contact Method <input type="text"/>	Preferred Correspondence Email Select Email <input type="text"/>

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

License #	License Status	Issue Date	Expiration Date
Filters	Filters	Filters	Filters
	Active	04/22/2013	

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

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

Contact Person Information

[Edit](#)

(Click the edit button to make changes to your information)

<input type="text" value="Contact Last Name"/>	<input type="text" value="Contact First Name"/>	<input type="text" value="Contact Middle Name"/>
<input type="text" value="Title"/>	<input type="text" value="Phone Number () - -"/>	

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

Course Number	Course	View Instructors	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	View Instructors			Current	Pre-Licensing Education	Approved		07/16/2019	

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

[View Instructors](#)

Name	License #
	Filters

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

h. Current Instructors

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

Current Instructors

Name	Address	CSZ	Status	Start Date	End Date
Filters	Filters	Filters	Filters	Filters	Filters
Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1 << < 1 > >> [X] [A]					

d. Past Imports

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

Provider Profile Past Imports Import List Here Documents Course Calendar

Provider/Imported Information

Provider Information

Provider Name Contact Name

Past Imports

Date Reported From Date Date Reported To Date Completion From Date
MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY

Completion To Date License # Course #
MM/DD/YYYY License # Course #

Search Clear

License #	Provider	Course	Course Number	Completion Date	Date Reported	Hours
Filters	Filters	Filters	Filters	Filters	Filters	Filters
Page size : 20 Records : 1 - 1 of 1 Pages : 1 of 1 << < 1 > >> [X] [A]						

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.

Provider Profile Past Imports Import List Here Documents Course Calendar Non Imported Records

Provider/Import Information

Provider Information

Provider Name Contact Name

Import Here

[\(Click here to download a sample file format.\)](#) [Click here to read the Commission's instructions](#) [Upload File](#)

CE Lookup Search [Refresh](#)

Click here to upload the file.

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.

Provider Profile
 Past Imports
 Import List Here
 Documents
 Course Calendar

Provider/Document Information

Provider Information

Provider Name Contact Name #

Document Details (To upload a document, select a document type from the dropdown and click the "Attach" button. Select the document and click the "Upload Document" button.)

Document Type: Documents: Attach

Date	Document Type	File Name	Download
04/09/2020	Renewal	PCAPP-page 2.pdf	
04/09/2020	Renewal	cetest.csv	

Page size: Records: 1 - 2 of 2 Pages: 1 of 1

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.

Provider Profile
 Past Imports
 Import List Here
 Documents
 Course Calendar

Course Calendar Information

Course Calendar

Course	Course Category	Course Delivery	Instructor	Date	Time	City	State	Comments	Edit
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	
0008 Appraisal of Farm Real Estate				04/30/2020	12:00 pm	Lincoln	Arizona	test	

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

- 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

Add New Course Calendar

Please type into the course box below and it will filter automatically.

Course <input type="text"/>	Course Category <input type="text"/>	Course Delivery Select State <input type="text"/>
Instructor Select Instructor <input type="text"/>	Date MM/DD/YYYY <input type="text"/>	Time Time <input type="text"/>
City City <input type="text"/>	State Select State <input type="text"/>	

Comments

iii. Edit Course Details

1. Click on the icon in the edit column
2. The fields can be updated and saved as needed.

Edit Course Calendar

Please type into the course box below and it will filter automatically.

Course 0008 Appraisal of Farm R X	Course Category Pre-Licensing Education	Course Delivery Select State
Instructor [Dropdown]	Date 04/30/2020	Time 12:00 pm
City Lincoln	State Arizona	

Comments
test

Save Cancel

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>

Provider Profile | Past Imports | **Import List Here** | Documents | Course Calendar | Non Imported Records

Provider/Import Information

Provider Information

Provider Name Reesults Coaching	Contact Name Mark Timothy Wehner
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Import Here

(Click here to download a sample file format.)

Upload File

CE Lookup Search

Click here to read the Commission's instructions

Refresh

Click here to upload the file.

- 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

Import Here

(Click here to download a sample file format.)

Upload File

Click here to read the Commission's instructions

Refresh

Total Records : 3 Total Processed : 1 Total Failures : 2

First_Name	Last_Name	License_Number	Course_Number	Course_Name	Completion_Date	Status
		050036	0008	Appraisal of Farm Real Estate	8/1/2020	
		050036	0122R	Market Analysis exp 8/5/99	8/2/2020	Course not found
		050036	0122	Market Analysis exp 8/5/99	8/2/2020	Course not found

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

A	B	C	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.

Import Here

(Click here to download a sample file format.)

Click here to read the Commission's instructions

Total Records : 3 Total Processed : 1 Total Failures : 2

First_Name	Last_Name	License_Number	Course_Number	Course_Name	Completion_Date	Error
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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.**

Import Here

(Click here to download a sample file format.)

Click here to read the Commission's instructions

Total Records : 2 Total Processed : 0 Total Failures : 2

First_Name	Last_Name	License_Number	Course_Number	Course_Name	Completion_Date	Error
			0008	Appraisal of Farm Real Estate	8/1/2020	This record has already been imported
			0122R	Market Analysis exp 8/5/99	8/2/2020	Invalid course date

- 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.