

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.

 Alert Message

 No Records Found

Ok

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type
Educational Provider

* Email
monica.ruf@nebraska.gov

* Zip
22222-2222

Search

Clear

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	☐	☒	☐	☐	
Instructor Information	☐	☒	☐	☐	
Provider Information	☐	☒	☐	☐	
Copy of the License Approval from the Nebraska Department of Education	☐	☒	☐	☐	
Submission of a Pre-License Education course 60 days prior to course offering	☐	☒	☐	☐	

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' form. It contains 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' form. It contains 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.

Nebraska Real Estate Commission Logout

[My Profile](#) [Documents](#)

Applicant/Licensee Information

Applicant/Licensee - If you would like to change your name, please upload "Name Change Document" in the Document Details section below.

First Name: Middle Name: Last Name:

Address Information - Use the Edit option in the section below to change address and to indicate primary address. Add New Address

Address Type	Address1	Address2	Address3	City	State	Zip	County	Email	Phone	Fax	Edit	Delete

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

Contact Information

Phone # Alternate Phone Fax Edit

Email Secondary Email Preferred Method of Contact Select Contact Method

Courses

Course Number	Course	Credits	Course Type	Course Status	Course Category	Arrears Cert	Arrears Cert Exp	Start Date	End Date
0045	Real Estate Sales & Brokerage		R	Current	Pre Licensing	Approved		10/19/2007	
0045	Real Estate Sales & Brokerage		R	Current	Pre Licensing	Expired	09/16/2014	10/19/2007	
0604	License Law Agency Review	3.00	R	Current	Pre Licensing	Approved		03/03/2010	

Page size: 20 Records: 1 - 3 of 3 Pages: 1 of 1

Providers

Name	Address	CSZ	Status	Start Date	End Date
			Current		

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

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 change your name, please upload "Name Change Document" using the Documents button above.

First Name Middle Name Last Name Suffix

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 Information - Use the Edit option in the section below to change address and to indicate primary address.

Add New Address

Address Type	Address1	Address2	Address3	City	State	Zip	County	Email	Phone	Fax	Edit	Delete
Work												

Page size: 20 Records: 1 - 2 of 2 Pages: 1 of 1

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 	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
	Non Renewed	12/12/1977	12/31/2009
	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		<< < 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 << < 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 :
 Select Document Type ▾
 Documents :  Attach
 

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 << < 1 ▾ > >> 