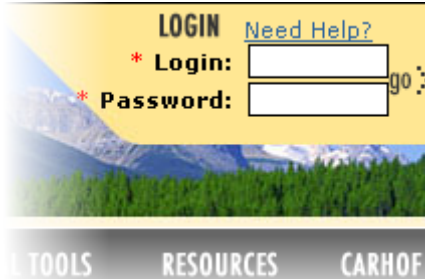


## Colorado Association of REALTORS® Course Registration Guide

1. Go to [www.ColoradoREALTORS.com](http://www.ColoradoREALTORS.com). Sign in with your Login name and Password in the upper right corner of the screen. (Your email is the default Login name and your NRDS # is the default password.)

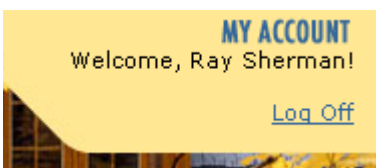


LOGIN [Need Help?](#)

\* Login:

\* Password:  go

TOOLS RESOURCES CARHOF



MY ACCOUNT

Welcome, Ray Sherman!

[Log Off](#)

- NOTE: If you would like to change your Login & Password click on the **My Account** link in the upper right corner of the screen. Click on View/Update This Information (shown below).

Email Address	mgavin@ColoradoREALTORS.com
Web Page	http://
<a href="#">[ View/Update This Information ]</a>	
<input type="checkbox"/> WEB ACCOUNT INFORMATION	
Account Login	mg

2. Click on the Education link on the main navigation menu.



3. Click on Search/Register for Courses



4a. Search for Course by Education Center. Select the board/association hosting the course from the menu. *Please note: It is **not necessary** to use all search parameters.*

A screenshot of the "Course Search Parameters" form. The "Education Center" dropdown menu is open, showing a list of boards: Spanish Peaks Board of REALTORS, Steamboat Springs Board of REALTORS, Summit Association of REALTORS, Telluride Association of REALTORS, Tri-City Education Foundation, Vail Board of REALTORS, and Aurora Association of REALTORS. A red arrow points to the "Aurora Association of REALTORS" option. Other fields include "Program" (dropdown), "City" (dropdown with "\*\*\*\*Not Selected\*\*\*\*"), and "Course Title" (text input). There are "Search" and "Course Calendar" buttons.

OR

4b. Search for Course by Title. Type in first few words of the course title. *Please note: It is **not necessary** to use all search parameters.*


A screenshot of the "Course Search Parameters" form. The "Course Title" text input field contains the text "nar ethics". A red arrow points to this field. Other fields include "Program" (dropdown), "Education Center" (dropdown), "City" (dropdown with "\*\*\*\*Not Selected\*\*\*\*"), and "Course Code" (text input). There are "Search" and "Course Calendar" buttons.

5. Click on Sign Up after finding course in search results


A screenshot of the "Available Courses" table. The table has columns: Course Name, Program, Description, Status, City, Course Date(s), and Cost. A row is visible for "Ethics and Professional Practices" with a "view" button, "Open" status, "Castle Rock" city, "11/02/2006" date, and "\$75.00" cost. A "Sign Up" button is located to the right of the row, with a red arrow pointing to it. Above the table is a "Proceed To Checkout" button.

Course Name	Program	Description	Status	City	Course Date(s)	Cost	
<a href="#">Ethics and Professional Practices</a>	Board Policy & Procedures (COE)	<a href="#">view</a>	Open	<a href="#">Castle Rock</a>	11/02/2006	\$75.00	<a href="#">Sign Up</a>

6. A Red flag appears next to the Course Title after the course has been selected. Click on Proceed to Checkout. *Note there is a Proceed to Checkout button on the top and bottom of the page.*

 [Proceed To Checkout](#)

**Available Courses** [Attendance/Cancellation Policy](#)

Course Name	Program	Description	Status	City	Course Date(s)	Cost	
 <a href="#">Ethics and Professional Practices</a>	Board Policy & Procedures (COE)	<a href="#">View</a>	Open	<a href="#">Castle Rock</a>	11/02/2006	\$75.00	<a href="#">Sign Up</a>

7. Type in Credit Card number and other information or select E-Check to pay for course by electronic check.

## Checkout


**Registered Items**


Item Name	Item Type	Item Date	Start Time	End Time	Quantity	Cost	
NAR Ethics	course	9/26/2006	9:00 AM	1:00 PM	1	\$40.00	<a href="#">Remove</a>


**Total: \$40.00**

**Payment Details** [Click to Make Payment by E-Check](#)

\* **Credit Card#:**

\* **CID:**  

\* **Credit Card Type:**  

\* **Exp. Month/Year:**  

\* **Name On Card:**

8. Complete the entire form and click on Process Payment. The credit card will be charged and a receipt will be sent to the email address shown on the screen.
9. The registration for the course is complete.