



Unleash The Power!

Getting Started for the New Agent

(Web Based Training – 1 hour)

Course Overview

“Getting Started for the New Agent” is an online course for MetroList Participants and Subscribers, which provides the basics and covers the essentials of the Prospector MLS system. Within this course, you will learn key elements to the system which include, the Log In process, how to navigate the Home Page, Administration set-up and more!

Course Length:

1 hour (Web Based Training)

Location

From the convenience of any computer connected to the internet

Covered Topics

Subscriber Log In (Menu Bar, Log In and Token Registration Process) – Home Page (Modules and Customizing Your Home Page) – Administration Functions (Preferences: How to set up System Defaults, Modify Your Profile: How to Upload Agent Photo, Change Password, and Manage Contact Phone Numbers) – MetroList Information Center (Links, Forms & Documents)

Register For Training Online

You can now register for MetroList Training classes online. To register, log onto Prospector and in the **Single Sign-On** module select the **Training/Events** icon. Select **Register for Training, Seminars and Events** link, and register for your class. Registering online is fast and easy.

Important Registration Information For Accessing Web Based Training

- All students must register **2 business days**, prior to the start of class.
- Valid email address in Prospector is required.
- Telephone connection is required.
- Prior to the start of class, registrants will receive an email with log in instructions.
- Class participants must be logged in 10 minutes prior to the start of your web based training course.
- Attendees who fail to log in, prior to the start time of the course, will be restricted from doing so and will need to take the course at a later time.
- For best viewing results, high speed internet connection is strongly recommended.

For any questions regarding Web Based training, email training@metrolist.net