

January 2020: Step-By-Step Guide

Now that you have access to your product suite through your Stellar Dashboard, including read only access to Matrix, here is our quick checklist of things to do to get you started!

Log in to Your Stellar Dashboard

1. Your first login to the Stellar Dashboard (which includes Matrix) must be done from a desktop/laptop computer with a keyboard. After your first login, you can login from a mobile device going forward if you choose.
2. To access Matrix and your product suite through your Stellar Dashboard, visit **StellarMLS.com** and login with:

Username: Your current NRDS ID (You will use your ID number, not a login name)

Your temporary password: Password1

3. Be sure to read and complete your user agreements upon logging in.

Explore Matrix in 5 Steps

As a reminder, in this phase you currently have read only access to Matrix. Beginning in February you will have full access to Matrix, including the ability to add or edit your listings.

1. Click on the **Matrix** icon from your Stellar Dashboard.
2. Once inside Matrix, click on the **My Matrix** tab, and select **My Information**.
3. Verify your member record within the **Information** tab. If any of your information is incorrect, contact OMCAR to update your record.
4. Matrix has various personal branding options within the **My Information** section. Learn how to set up your branding by watching our step-by-step tutorial:
<https://vimeo.com/365584459>
5. Try searching for properties within Matrix. (Note: You will be able to see OMCAR listings in Matrix beginning in February 2020).
For step by step instructions on how to search in Matrix, view our tutorial:
<https://vimeo.com/336634941>

Sign up for events and training opportunities at: StellarMLS.com/OMCAR

For help with Stellar MLS
products and services:

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Email: support@stellarmls.com

Hours:
Mon. – Fri. 8AM– 6:30PM
Sat. 8AM – 6PM