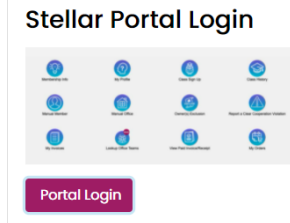


- 1) Go to www.stellarmls.com/lsc
- 2) Click on “Portal Login”. Enter your MLS ID and password.



- 3) Click on *Agent Education*.

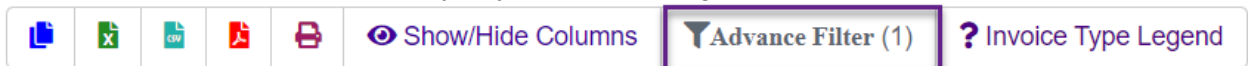


- 4) Use the Search bar on the top right to search for a specific member

Search:

OR

Click on “Advance Filter” to filter by any of the following:



Basic Req Met – new members who have met or not met their MLS Basic class requirement

Compliance Req Met – new members who have met or not met their MLS Compliance 101 requirement

AddEdit Req Met – new members needing Add/Edit access who have met or not met the Adding & Editing Listings course requirement

Expires In – Existing members with their bi-annual Compliance Refresh requirement Past Due, due with the next 30 Days, next 60 days, next 90 days, or 120+ days.

Access Level – the member’s MLS access level (see separate document for legend)

Status – If the member’s MLS account is active or inactive

Office Name - filter by specific office name

Office ID - filter by specific office MLS ID

Filters Active - 1 Reset All

<p>Basic Met Req</p> <p>No 3</p> <p>Yes 20</p>	<p>Add/Edit Req Met</p> <p>No 3</p> <p>Yes 20</p>	<p>Compliance Req Met</p> <p>No 5</p> <p>Yes 15</p>
<p>Expires In</p> <p>+120 Days 880</p> <p>120 days 115</p> <p>30 days 23</p> <p>90 days 143</p> <p>Past Due 65</p>	<p>Access Level</p> <p>Agent Assistant - Enter or modify listings only for t... 2</p> <p>Agent Level - Enter or modify only his or her own li... 13</p> <p>Agent Special Level - Enter or modify only his or h... 1</p> <p>Base Level - Search capabilities only 4</p> <p>Head Office(Firm Level) - Enter or modify listings o... 1</p> <p>ISC Staff 1</p>	<p>Status</p> <p>Active 23</p>
<p>Office Name</p> <p>BHHS Florida Properties Group 1</p> <p>Blessed Home Realty Inc 1</p> <p>Bullfrog and Dog Realty Inc 1</p> <p>Century 21 Myers 2</p> <p>Coldwell Banker Realty 2</p> <p>Diversified Real Estate Ventur 1</p>	<p>Office Id</p> <p>255002171 1</p> <p>261015120 1</p> <p>265500286 4</p> <p>265500492 1</p> <p>265502292 1</p> <p>265522421 1</p>	

Close

Click "Close" once filter is selected.

5) View filtered report.

Agent Education

First Name	Last Name	Agent Id	Basic Met Req	Add/Edit Req Met	Compliance Req Met	Compliance Due date	Expires In
Adniel	Charlot	271001388	No	No	No	07/10/2021	30 days
Amanda	Wright	265578704	Yes	Yes	Yes	07/06/2021	30 days

6) Export to excel, create a PDF or print the report.

Show/Hide Columns
Advance Filter (1)
Invoice Type Legend