# How to Access the New ITSO MLS® Courses

The new ITSO MLS<sup>®</sup> courses can be accessed by clicking on the following link to the MyAcademy learning hub portal: <u>https://hub.realtorlink.ca/orea/pages/257/itso-courses</u>. To access this portal, you will need to use your MLS<sup>®</sup> credentials and log in to REALTORLink.ca.

To expand the menu in the top left corner click on the hamburger symbol.



Then select "ITSO Courses" from the menu.



The ITSO Course Page will then open, which will have thumbnails for the two courses.

## Welcome to ITSO MLS® Rules, Policies, and REALTOR® Code Training

If any REALTORS® do not see the ITSO Course page in the MyAcademy menu they can contact

#### training@itsosystems.ca.

If any REALTORS® have difficulty enrolling in the courses, accessing the courses, or obtaining the completion certificates please contact

#### leadership@orea.com.

If any REALTORS® get a notice that the course is locked or that it has expired and if any REALTORS® get a notice that the course is locked, contact

leadership@orea.com.



To enroll in the introductory course, please click on the thumbnail that reads "*Introduction to the ITSO MLS® Rules, Policies, and REALTOR® Code Training*". To take the refresher, please click on the thumbnail that reads "*Updates to the ITSO MLS® Rules, Policies, and REALTOR® Code Training*".

Each course must be completed within 30 days since you start it.

Instructions on how to navigate the course and how to save one's progress are provided on both the ITSO Course page and inside each course. To exit the course and return to the same spot at a later time, students must save their progress first and then click on the X in the upper right-hand corner of their web page.

When the course is finished, students will be required to complete a short survey. Then they will be prompted to download their certificate of completion.



### Support

- If you do not see the ITSO Course page in the MyAcademy menu, please contact <u>training@itsosystems.ca</u>.
- If you encounter any difficulty when trying to enroll in the courses, access the courses, or obtain your certificate of completion, please contact <u>leadership@orea.com</u>.
- If you get a notice similar to the ones shown below stating either that the course is locked or that is has expired please contact <u>leadership@orea.com</u>.

