

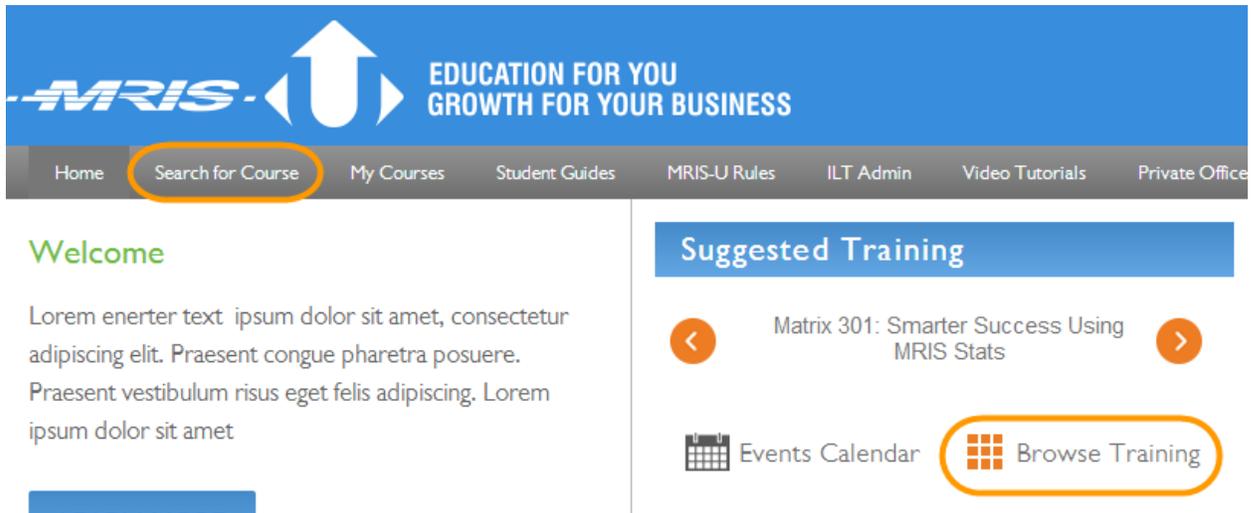
How to Search and Register for Training

Search for Training:

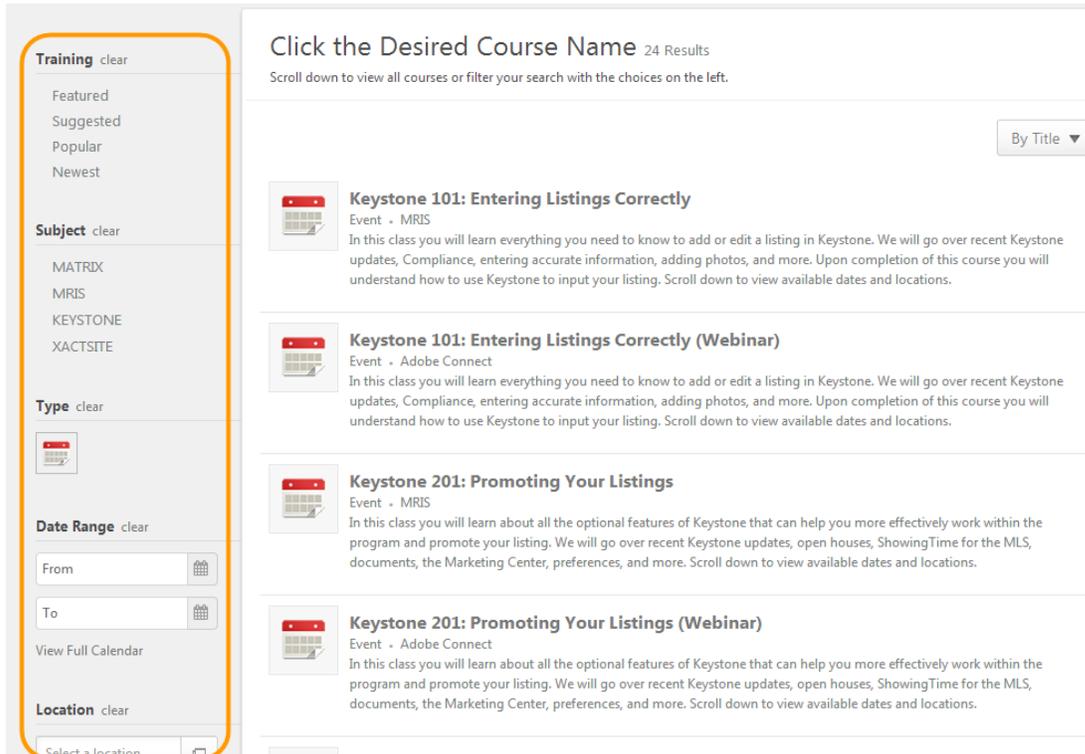
When you log into [MRIS-U](#) using your Username and Password, you are able to search and register for courses 3 different ways: [Browse for Training](#), [Events Calendar](#), and the [Search Bar](#).

Browse for Training:

1. Click [Browse for Training](#) on the homepage or [Search for Course](#) in the drop down menu:

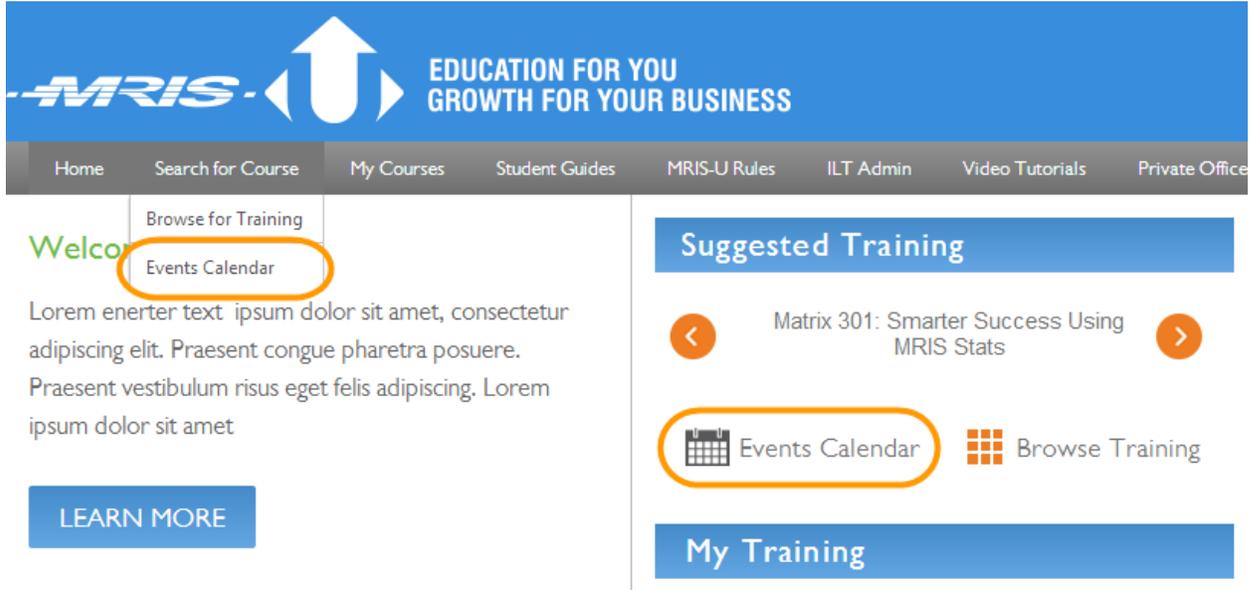


2. The page will appear with a list of all the classes available, filters are available on the left to narrow down the courses shown. Scroll down to find the class you want. [Click here for steps to REGISTER.](#)

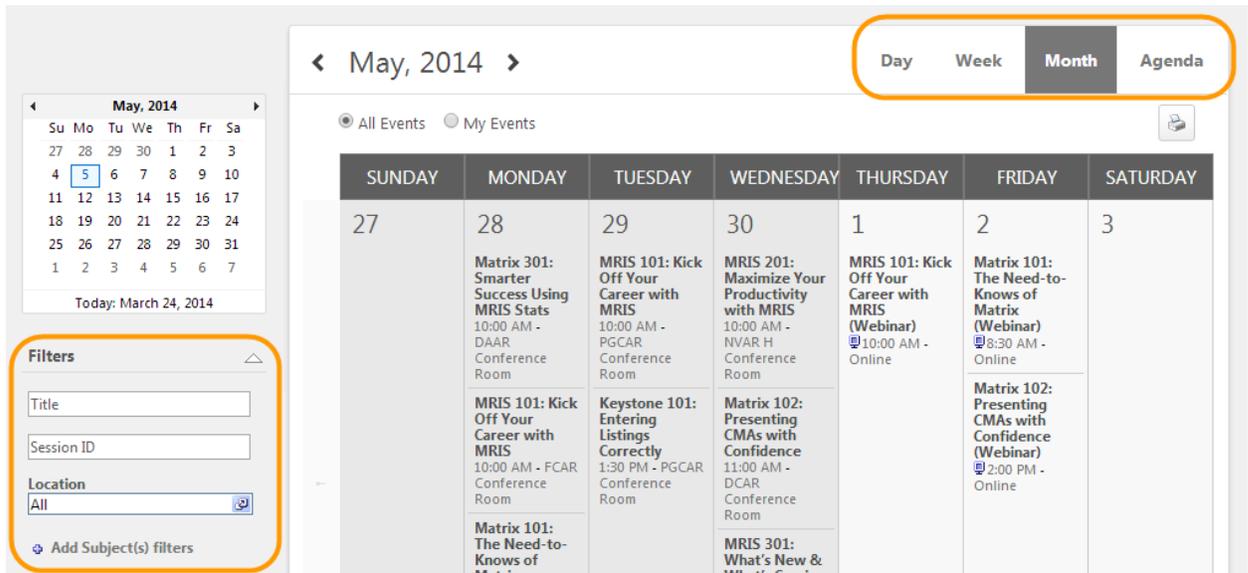


Events Calendar:

1. Click **Events Calendar** from the homepage or from under the Search for Course tab.



2. Select the view you would like to see courses in: Day, Month, Week, or Agenda and narrow down results by location, title, and subject.

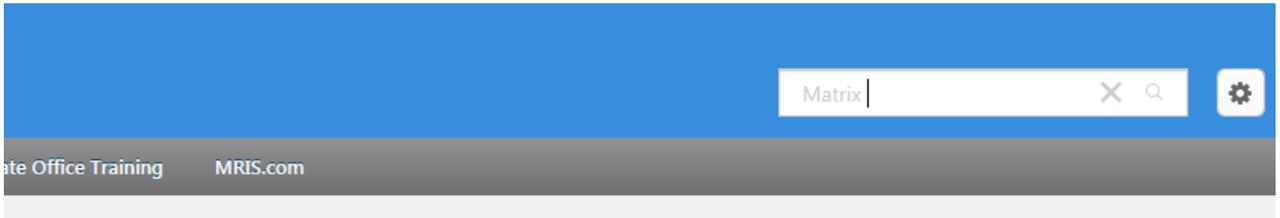


3. Hover over the event for more information, and/or select the name of the course you'd like to attend. [Click here for steps to REGISTER.](#)

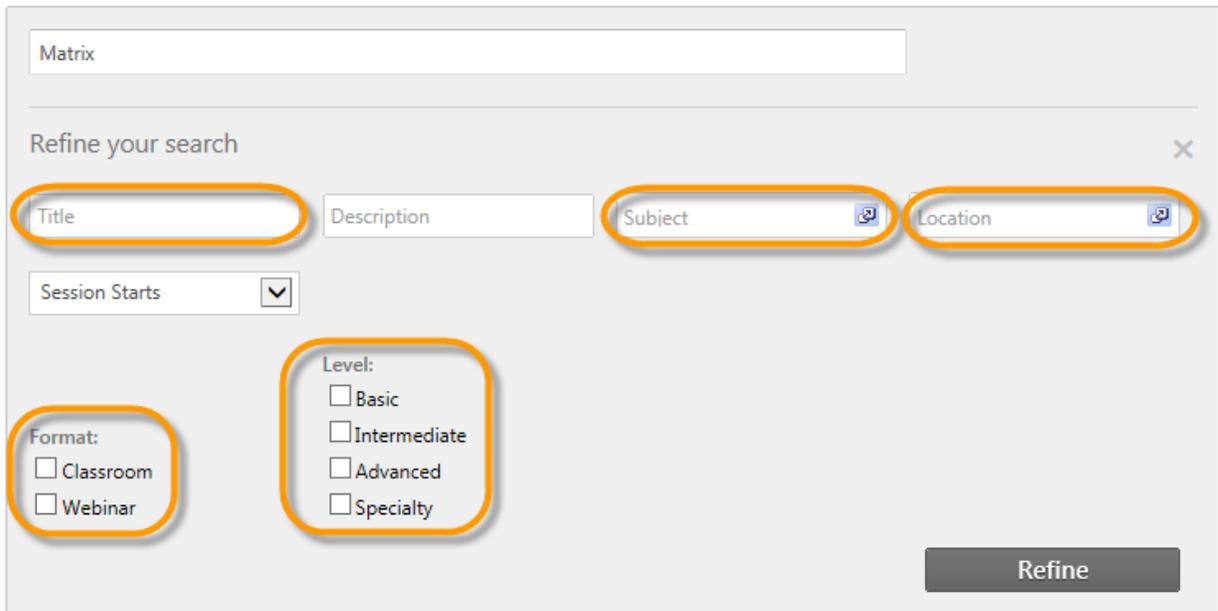
4	<p>MRIS 101: Kick Off Your Career with MRIS (Webinar) 8:30 AM - Online</p> <p>MRIS 201: Maximize Your Productivity with MRIS 10:00 AM - CCAR Conference Room</p> <p>Matrix 201: Customize Matrix to Fit Your Business 1:30 PM - CCAR Conference Room</p>	<p>Keystone 101: Entering Listings Correctly (Webinar) 11:00 AM - Online</p>	<p>MRIS 102: Simple Solutions to Use Public Records (Webinar) 9:00 AM - Online</p>	8
		<p>MRIS 201: Maximize Your Productivity with MRIS 3/5 - 3/5</p> <p>10:00 AM - 12:30 PM CCAR Conference Room</p> <p>In this class you'll be introduced to the often overlooked products that are already included with your MRIS subscription. These tools and features are designed to save you time and money, as well as adding an extra level of service to your clients. Scroll down to view available d...</p>		

Search Bar:

1. Enter your desired search terms in the search bar at the top right.



2. Choose “**refine search**” to narrow by title, subject, location, format, and level and click **Refine** to view search results.



3. Select the Name of the class you want to attend. DO NOT CLICK REQUEST.

Register for Training:

1. **Scroll down** to view all of the available dates, times and locations of each session. Click on the **session name** of the class you would like to attend.

Sessions Available ▾ View Full Calendar

Available Sessions (5)		Available / Waitlist
 Keystone 101 - Fredericksburg, VA Session • MRIS • 2 hours, 30 minutes FAAR Conference Room, Fredericksburg Area Association (FAAR)		45/0
Starts 3/27/2014 - 10:00 AM	Ends 3/27/2014 - 12:30 PM	

2. Select the **Request** button.

Training Details


Keystone 101: Entering Listings Correctly
 Session • MRIS • 2 hours, 30 minutes

Request Calendar View Print View Event

3. If you are taking classroom training, review the **No Show Acknowledgement** policy. Select the I Agree checkbox, and click Submit to register.

***Please note, you are only responsible for the No Show Acknowledgement for classroom training, not webinars.**

No Show Acknowledgement
 You will be assessed a \$25 fee if you do not attend or fail to cancel at least 48 hours prior to your class start date and time (excluding holidays and weekends).

No Show Acknowledgement Details

I agree:

Submit

4. You are redirected to your training Transcript where it shows your status **Registered** for the session.

Transcript: DR Test 1

Active Completed Archived

✚ Add External Training 🖨️ 📄

Title All Training 🔍 « Previous 1-1 of 1 Next »

Title	Type	Due Date	Status	Options
 Keystone 101: Entering Listings Correctly (Starts 3/27/2014)	Session	None	Registered	Withdraw