2016 ALTERRA/AllRegs Continuing Education Course Instructions

Loan Officers:
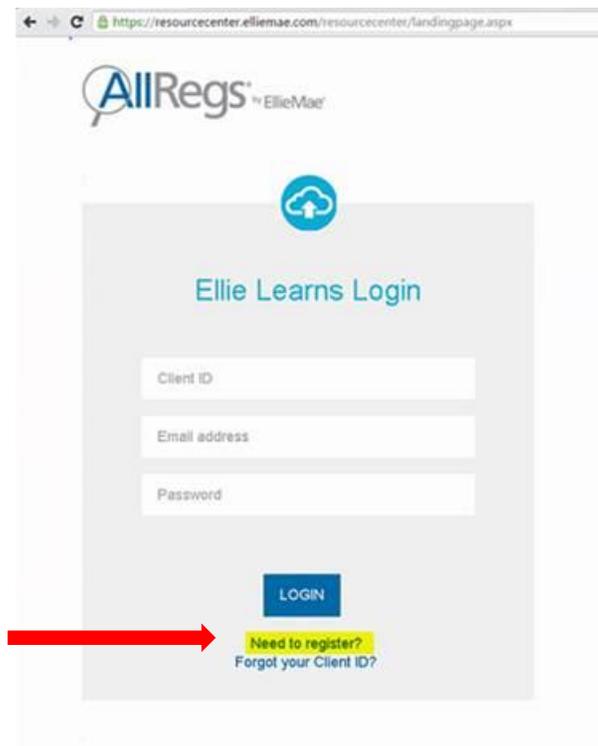
Please read the following instructions carefully. They provide a step-by-step guide to:

- **Registering yourselves on the AllRegs website**
- **Navigating to the CE portion of the website**

STEP 1: USER REGISTERATION

You will be registering yourselves on the EllieLearns website.

- Go to Ellie Learns Landing Page
- Click "**Need to Register**"
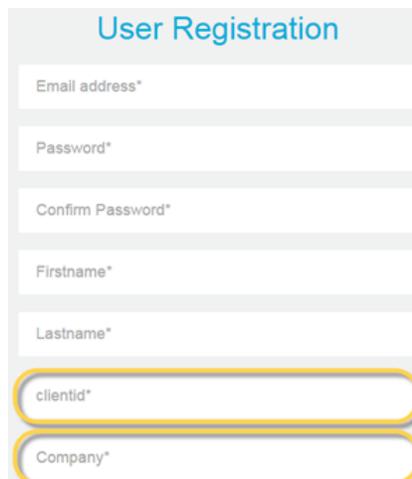
- You will then be prompted to type in your **Client ID**.

Please Enter your ClientID

CID

SUBMIT   CANCEL

- Our Client ID is: **11161191**.
  - *IMPORTANT: The "**Forgot your Client ID**" link will not work for you until you have completed your initial registration.*

You will then be taken to the **User Registration** page.

- Provide ALL the required information requested:

User Registration

Email address*

Password*

Confirm Password*

Firstname*

Lastname*

clientid*

Company*

At the conclusion of the registration process, you will receive an on-screen confirmation notification as well as an email with the same information sent to the email address provided during registration.

- **Write down your User ID** – *it will NOT be sent to your email address.*

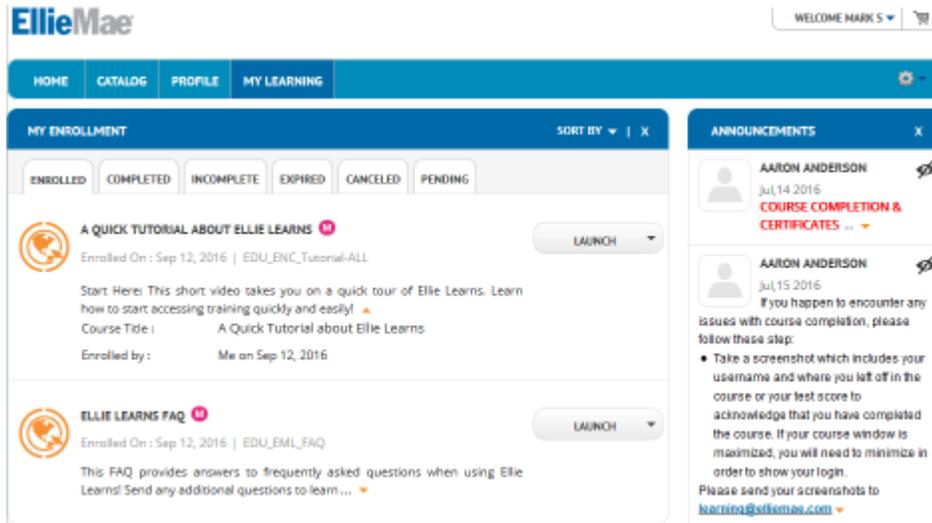Click "CONTINUE" and you will automatically be logged into the system.

Courses you are currently enrolled in will be visible on the **My Learning** landing page under the **ENROLLED** tab.
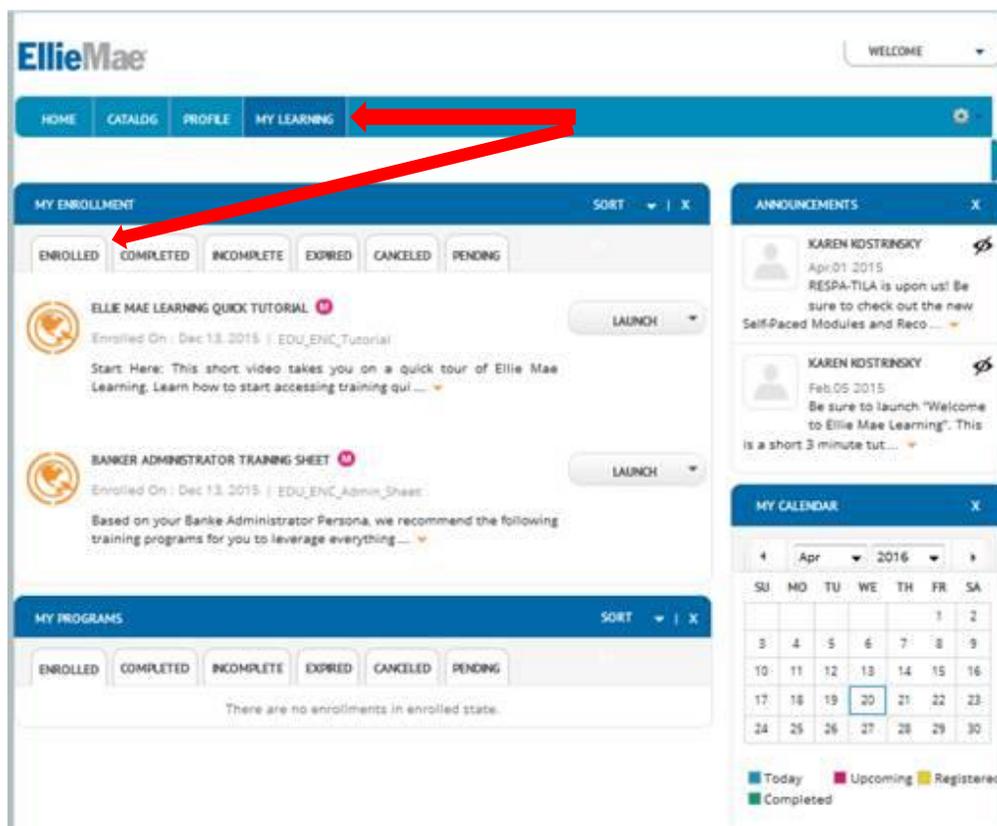
STEP 2: GET STARTED

Please launch "**A QUICK TUTORIAL ABOUT ELLIE LEARNS**" which will provide you with an overview of how the system works.


Then if necessary, you can access **"ELLIE LEARNS FAQ"** for obtaining additional information regarding additional system features.

STEP 3: REGISTER FOR YOUR CLASSES

OK, now you need to register for your classes. Remember that the Federal requirement is 8 hours, 7 of which are mandated, and the last one can be a State CE. If you are licensed in multiple states, you will need multiple State CE classes.

So the first thing you'll do is register for the class titled, "**7 Hour Core: Cornerstone - #6377**"
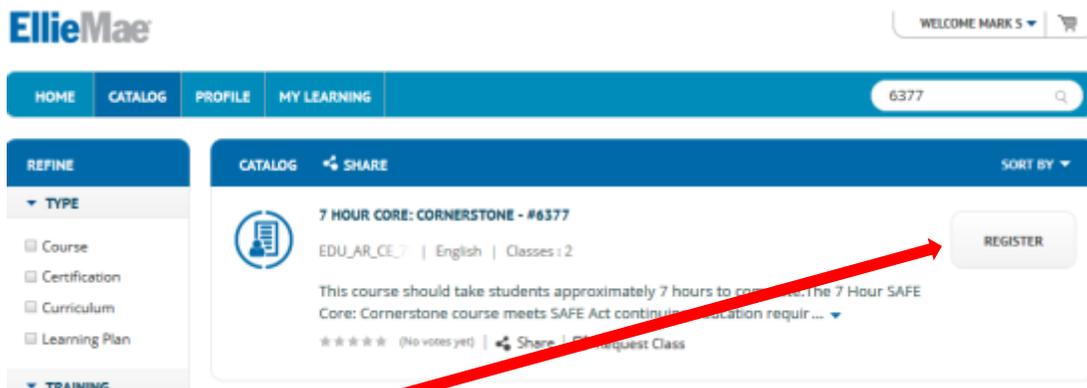
- Click on **Catalog**
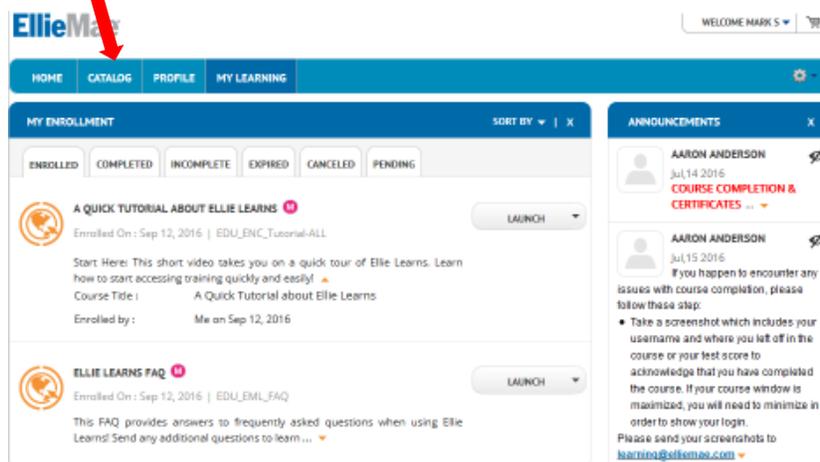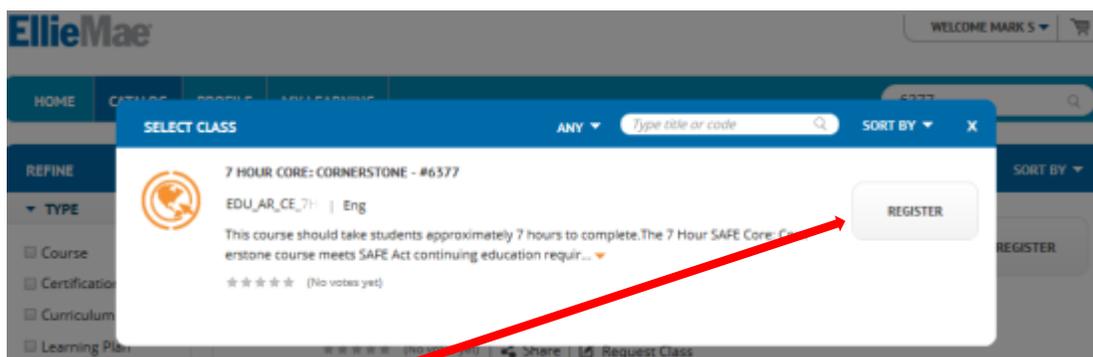
- In the Search Box, type in: **6377**

- Hit Search, and the following should pop up:
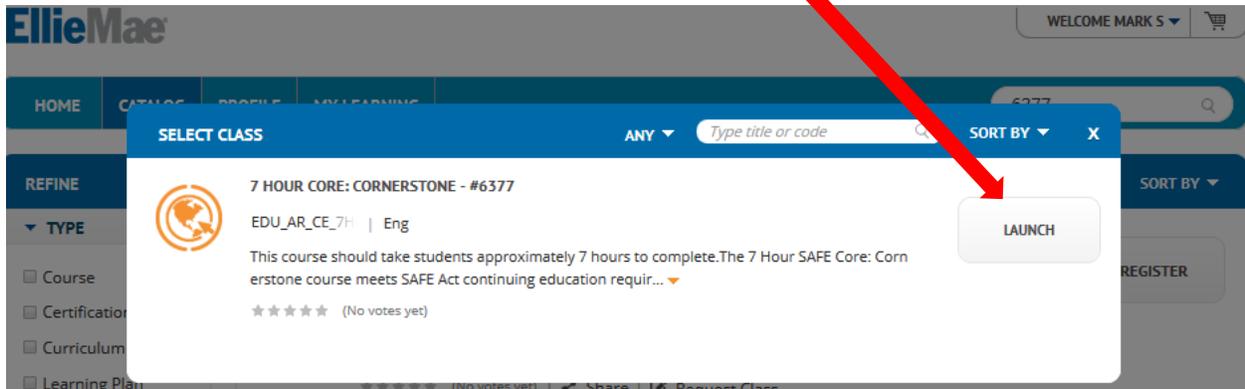

- Click **REGISTER**
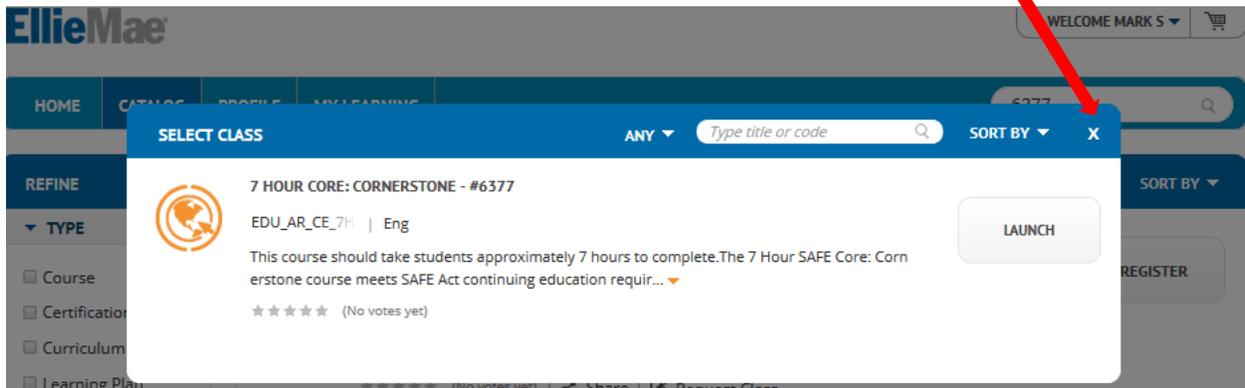
The following should pop up:

- Click **REGISTER** again

NOW YOU HAVE A CHOICE. You can either register other classes for your state specific CEs, or you can begin the CE class immediately
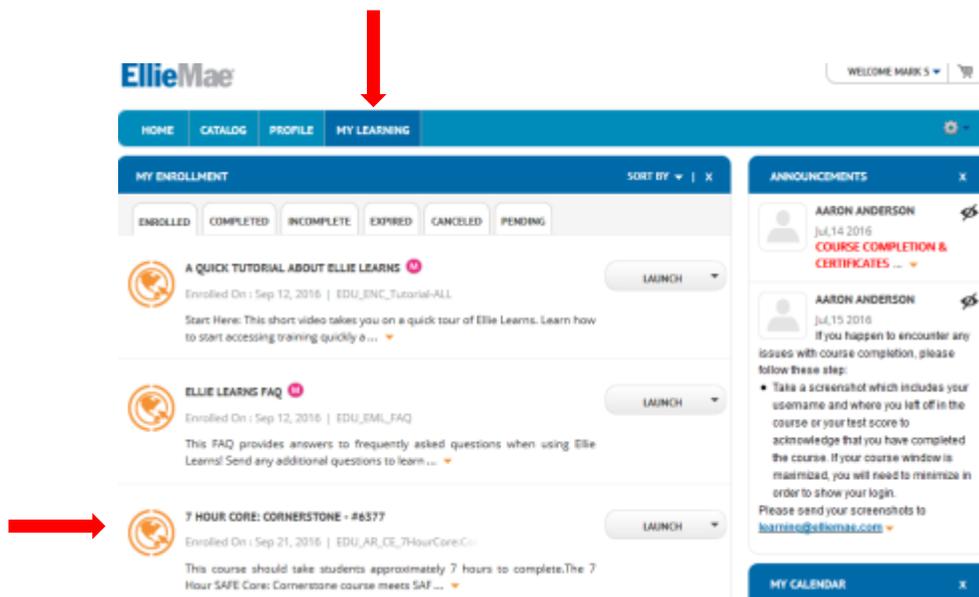
- If you want to begin the class immediately, click **LAUNCH**

- If you want to begin the class at a later time, simply **"X-Out"** of the window:

If you choose to **"X-Out"** the course will be automatically added to your "Learning" tab for access later on:

AT THIS TIME, ONLY FOLLOWING STATE'S CEs ARE OFFERED THROUGH ALLREGS: **GA, NV & WA**.

The following States allow you to take an elective of your choice, *as long as you did not take the same class last year*: **FL, IL, TX**. **These electives CAN be taken on AllRegs**.

If you need to add additional State CE classes to your "My Learning" tab, you can do so by going back into the Catalog,
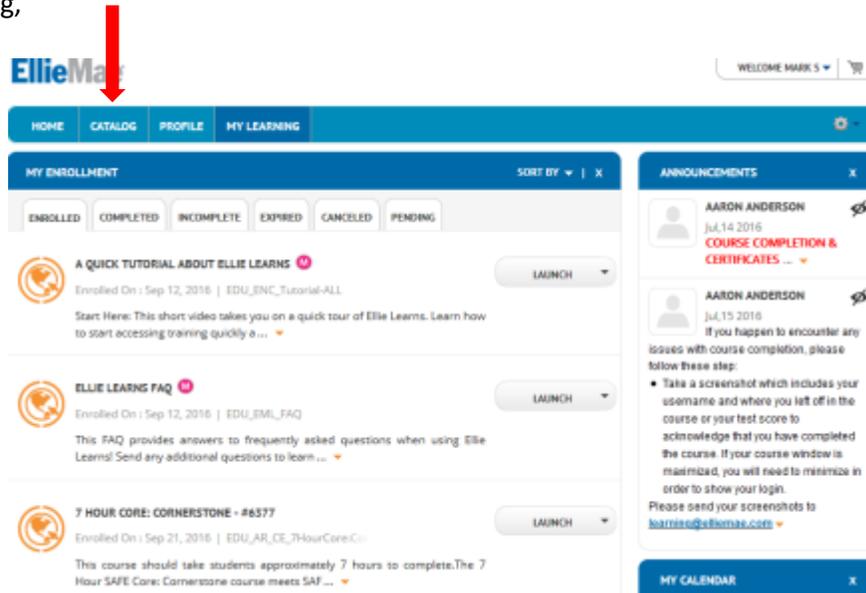
Then Searching for your State in the Search Box, type in **SAFE CE: (state abbreviation).**
Ex.: **SAFE CE: NV** and going through the same process that you just did to add the 7-hour Core class to your "My Learning" tab.

The following States have State specific CE requirements **NOT provided by AllRegs**: **AZ, CA, CO, NJ, PA**. We will get you more information on these states at a time in the very near future.