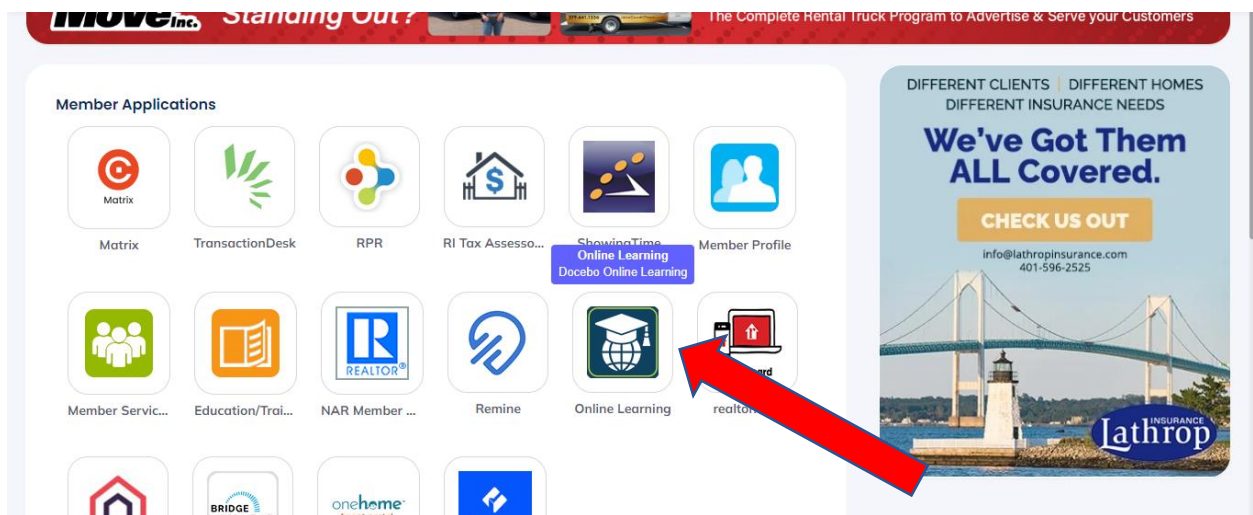
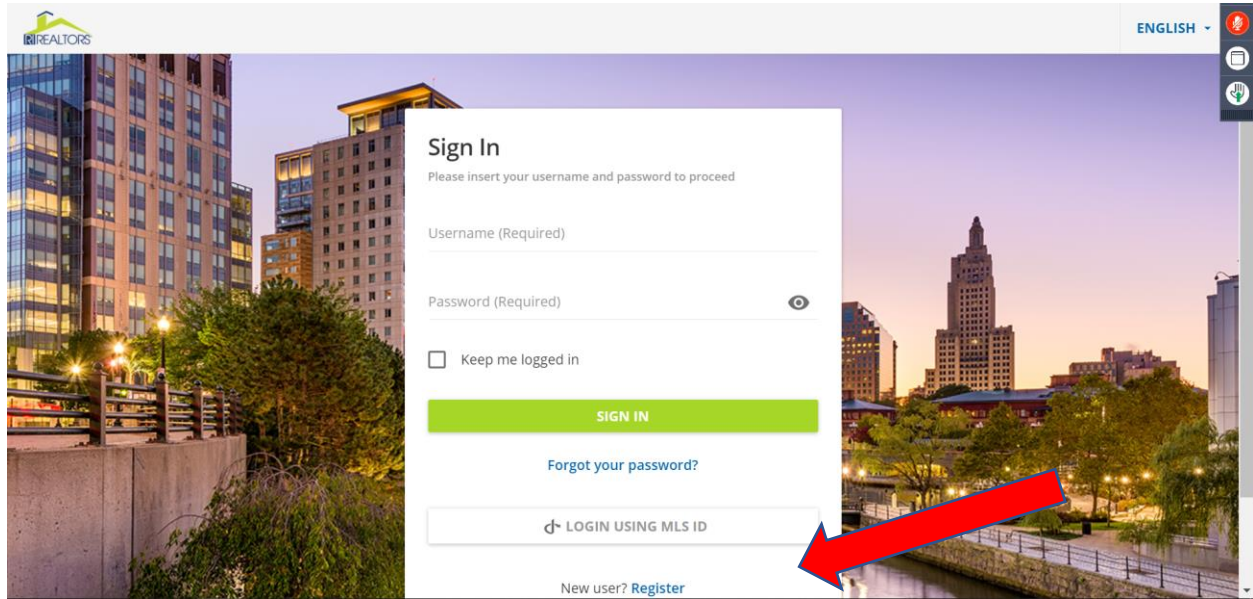




How to Use the RI REALTORS® Virtual Learning Center

RI REALTORS® is pleased to bring you professional development content using our virtual learning platform, Docebo. This document will guide you through the registration and/or login process.

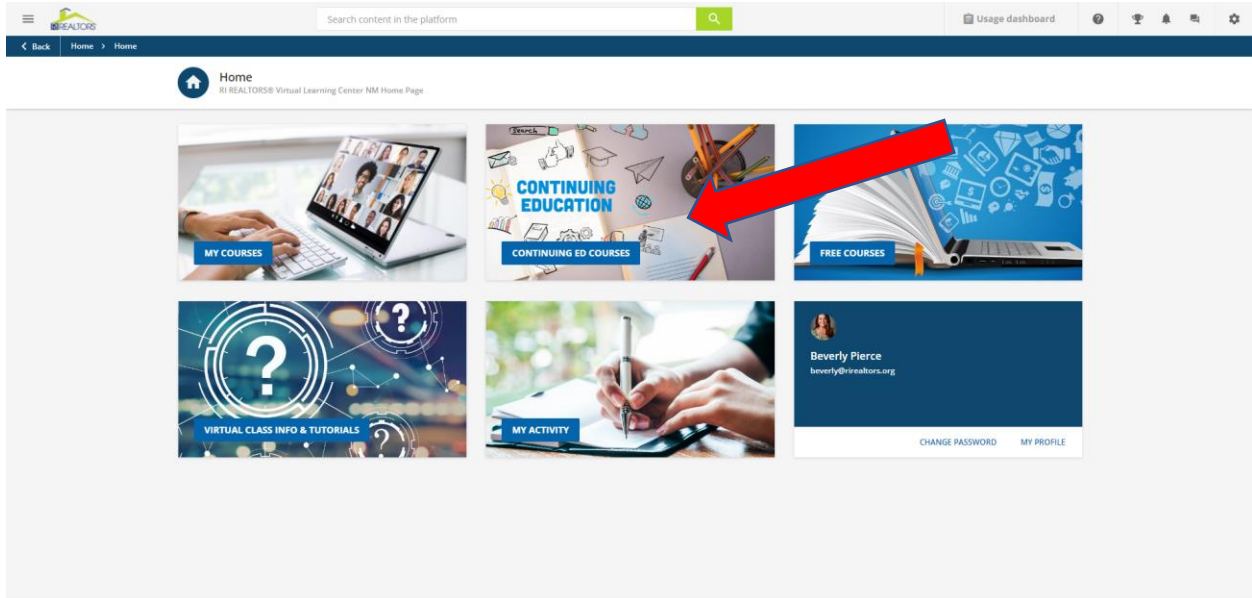
RIAR members can access Docebo by logging in to the [Member Dashboard](#) and selecting the Online Learning tile. Non-members may create an account here: <https://rirealtors.docebosaas.com/>



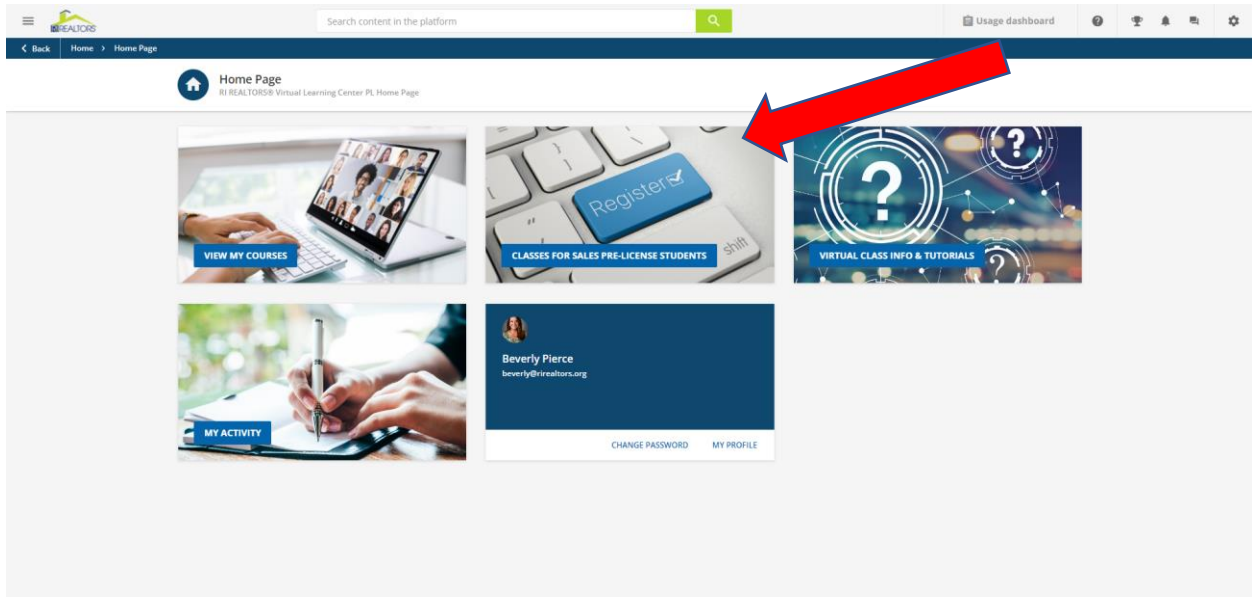
Have questions or need assistance? Call 401-785-9898 option 1 or email professionaldevelopment@rirealtors.org. Business hours are Monday through Friday 8:30 am – 4:30 pm.



Once registered and logged in, you will see **EITHER** a Continuing Ed Courses catalog **OR** a Classes for Sales Pre-License Students catalog on the home page. This is where you will find courses available to you. (Stay tuned to the catalog for future offerings.)



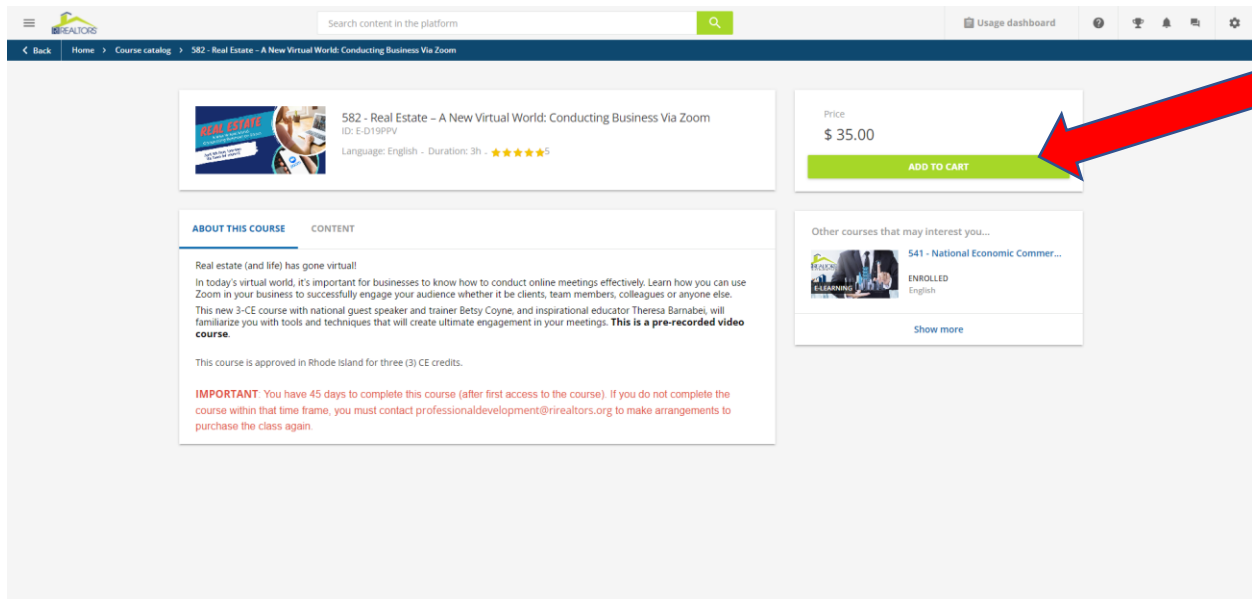
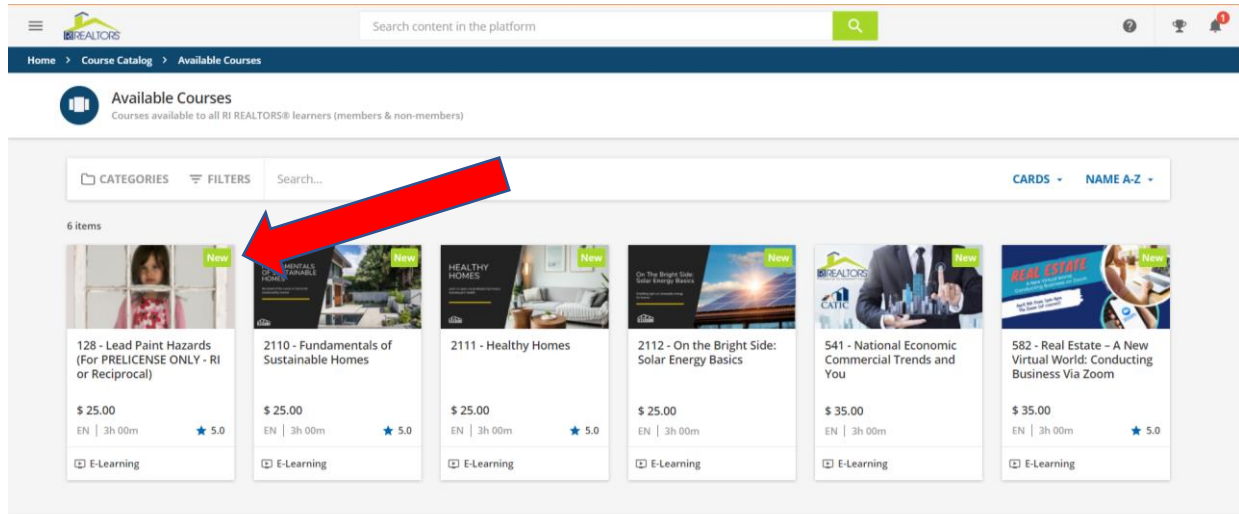
OR



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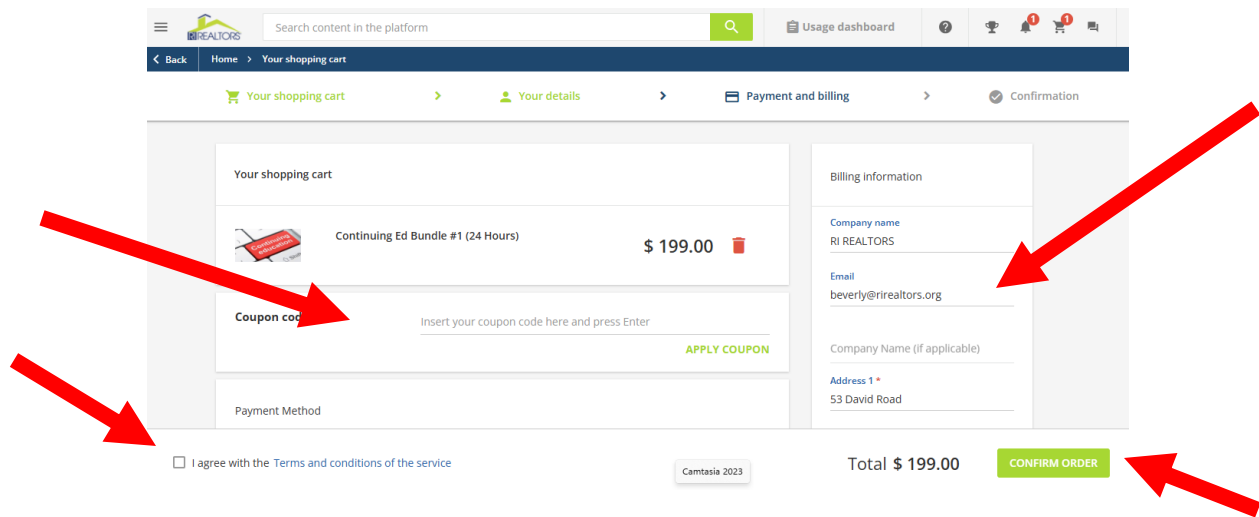
Click on the desired class/course to view the details, preview content, and enroll. To enroll in the course, click **Add to Cart**.



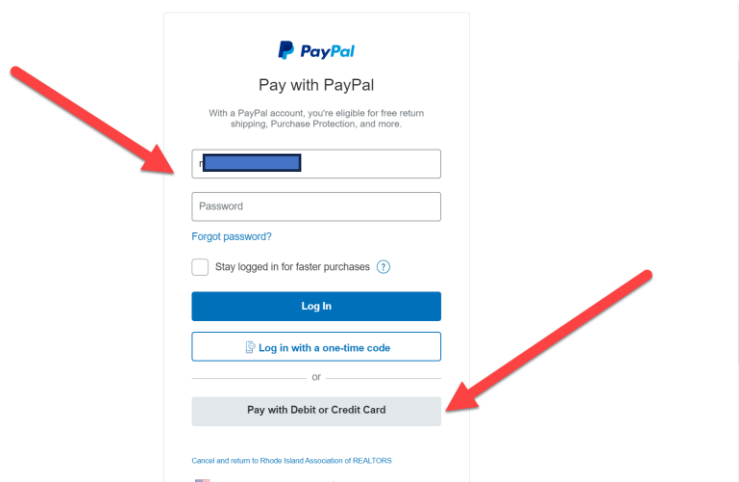
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Click **Checkout** once course selection(s) is made. Enter a coupon code in the appropriate box, if applicable, and click the “Apply Coupon” button. Enter your billing address in the fields on the right. Check the box stating, **I Agree...** and then **Confirm Order**. (PayPal is selected as the payment method by default.)



If you'd like to pay using PayPal, enter your PayPal account credentials to log in. Otherwise, select **Pay with Debit or Credit Card**. **(YOU DO NOT NEED A PAYPAL ACCOUNT TO CONTINUE BUT PAYPAL WILL PROCESS THE CARD PAYMENT.)**



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You may be asked for your email address:

(NOTE: YOU DO NOT NEED A PAYPAL ACCOUNT):

A screenshot of the "Pay with PayPal" form. It features the PayPal logo at the top, followed by the heading "Pay with PayPal" and the text "We've got you covered for quick, secure checkout with millions of merchants." Below this is a text input field labeled "Enter email" with a cursor. Underneath the field is a blue button labeled "Continue to Payment". At the bottom of the form, there is a link that says "Already have an account? Log in".

If PayPal finds an account using that email address, you will be given the choice to use the PayPal account or check out as a guest.

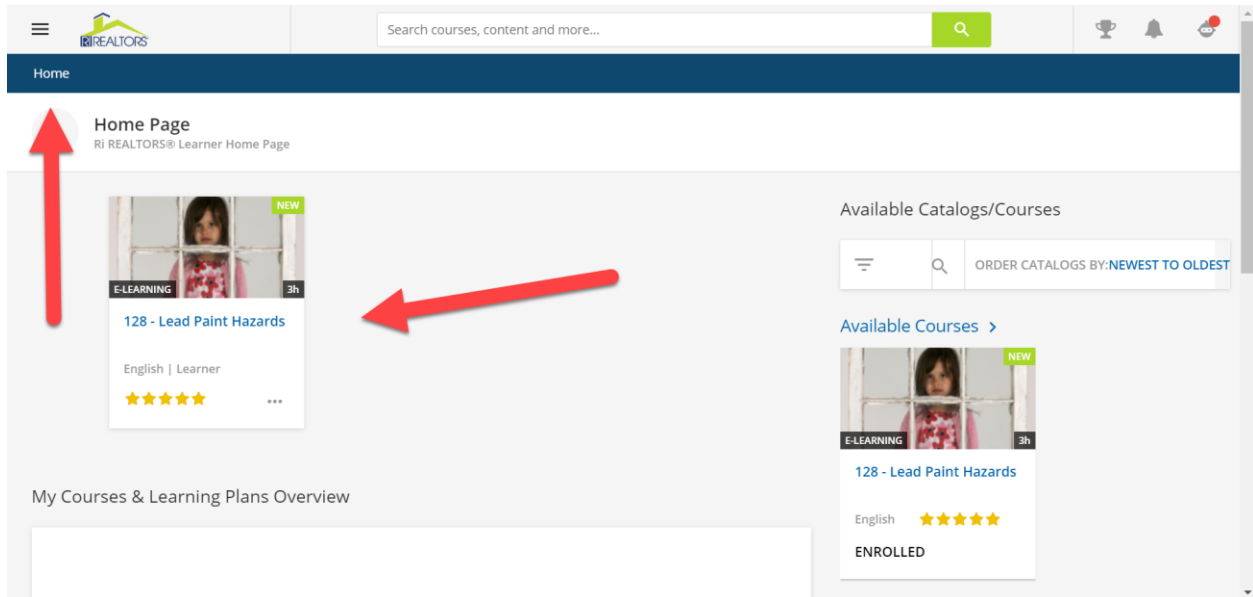
Enter your credit card information on the PayPal Guest Checkout form.

A screenshot of the PayPal Guest Checkout form. At the top, it shows the PayPal logo and a cart icon with "\$25.00 USD". The heading is "PayPal Guest Checkout" with the subtext "We don't share your financial details with the merchant." Below this is a dropdown menu for "Country/Region" set to "United States". There are icons for credit cards: Mastercard, American Express, VISA, Discover, and UnionPay. The form includes a "Card number" field, "MM / YY" and "CVV" fields. Under the heading "Billing address", there are fields for "First name", "Last name", "Street address", and "Apt., ste., bldg. (optional)". A red arrow points to the "Card number" field, and another red arrow points to the "Last name" field. To the right of the form is a graphic of shopping bags and a shield, with the text "PayPal is the safer, easier way to pay" and "No matter where you shop, we keep your financial information secure."

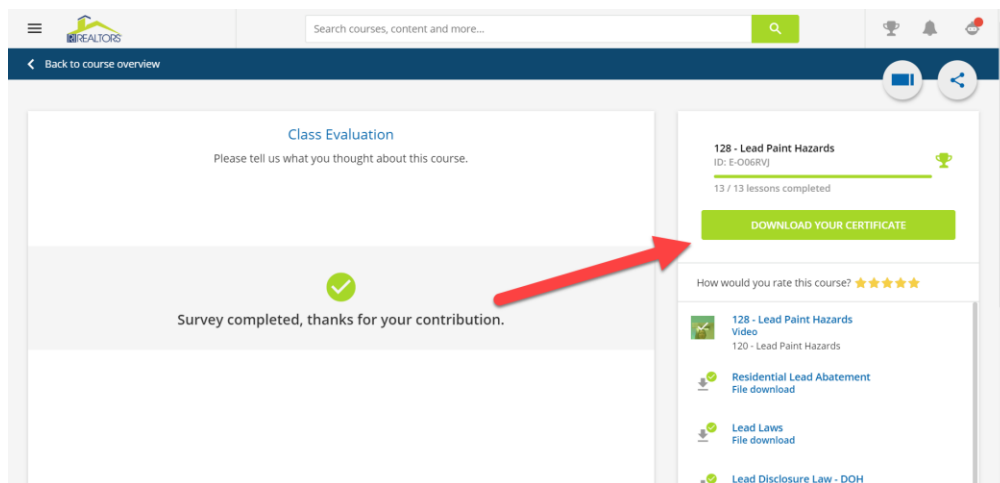
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Once your payment is processed you will be brought to the Docebo home page, where you will see the courses you're enrolled in and all Course Catalogs. Click the course link to access the training materials.



Click the Start Learning Now button to begin. You have three hundred and sixty-five (365) days after you begin to complete the course and pass the exam. You must complete all course materials by viewing the video and **selecting and downloading** each class handout. Once all modules have been viewed you must complete and pass the test (70% or better) and then complete the evaluation to complete the course. Once all materials have been completed, you can view and download your certificate.



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Your access to the course will expire in three hundred and sixty-five (365) days so it is strongly recommended that you download the certificate to a safe place on your computer. If you need to find the certificate later, within 365 days, click on the course link from your Docebo home page. If you need access to your certificate after the course has expired, download it from the Home page by selecting My Activities → Courses. You will see your certificates to the right of all completed courses. Select the Certificate icon to download a PDF copy of your certificate.

| COURSE CODE | COURSE NAME | USER STATUS | ENROLLED | EXPIRATION DATE | COURSE COMPLETION | CREDITS (CEUS) | TOTAL TIME | SCORE |
|-------------|---|-------------|------------|-----------------|-------------------|----------------|------------|--------|
| PLREV | Sales Pre-License Review | COMPLETED | 6/20/2019 | | 6/20/2019 | | 9h 60m | 93.33 |
| BRWEB | Intro to MLS for New Brokers | COMPLETED | 10/1/2019 | 8/16/2021 | 10/1/2019 | | 2h 40m | 100.00 |
| BF1-31-20 | Broker Forum - January 31st, 2020 | COMPLETED | 3/26/2020 | | 3/26/2020 | | 0h 4m | |
| 128 | 128 - Lead Paint Hazards | IN PROGRESS | 5/12/2020 | 2/12/2022 | | | 7h 59m | 0.00 |
| BF7342020 | Broker Forum July 24, 2020, Surviving COVID... Past, Present & Future | COMPLETED | 7/25/2020 | | 9/26/2020 | | 1h 34m | |
| RIZOOM | How to Register for & Attend an RI REALTORS® Zoom Meeting | COMPLETED | 8/20/2020 | | 9/25/2020 | | 0h 5m | |
| VCCode | RI REALTORS® Virtual Classroom Code of Conduct | COMPLETED | 9/1/2020 | | 9/23/2020 | | 0h 10m | |
| LEADER1 | Wearing the Same Shirt Doesn't Make You a Team | COMPLETED | 9/19/2020 | | 9/19/2020 | | 0h 10m | 100.00 |
| VIRMOB | How to attend an RI REALTORS® Zoom Meeting on a Mobile Device | COMPLETED | 9/22/2020 | | 9/25/2020 | | 0h 7m | |
| BUUB | Understanding Behavioral Styles to Improve Communication - Nov. 5th at 9 am | SUBSCRIBED | 11/17/2020 | | | | 0s | |

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GOT IT

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