



A new Single Sign on Dashboard is Coming – Here is what you need to know!

On Tuesday, October 6th we are changing the process by which you will log into all the services offered by Northwest Ohio Realtors (NOR) and Northwest Ohio Real Estate Information System (NORIS). You will now log into your NOR dashboard through the NOR member portal and from there will be able to connect to all services including MATRIX 360 MLS.

The new member portal will not be available on October 6th from 5:00 am – 9:00 am. This will allow us to make this upgrade to the new Single Sign on Dashboard/Member Portal.

Why are we making this change?

The member portal gives us one place to post important messages that all members need to know about. With everyone logging into all services through one entry point, we can make sure that everyone gets the messages they need to continue to doing business while staying safe and healthy through these unusual times. If you have any questions or need assistance, please call the office at 419-794-7271 or 419-535-3222 between 8:30 am and 5:00 pm.

What do you need to do?

1. Before October 6th please visit your member portal by going to https://mdweb.mmsi2.com/toledoss/ to confirm that we have the correct email. If your email is incorrect click the Edit button to change it.



- 2. On October 6th please remove all old bookmarks, shortcuts, and old URL's to the previous Clareity Single Sign on Dashboard. You should do this for all your desktop computers, laptops, tablets, and smart phones.
- Clear your cache and cookies in your browsers. These are saved entries that you may have been using to automatically connect to various services. These will no longer work so they should be purged. Here are instructions for clearing cache and cookies in the most-used browsers: <u>https://www.ccleaner.com/news/blog/how-to-clear-cookies-from-your-browser</u>

You are now ready to see your new dashboard.

- 4. Visit <u>www.nworealtors.com</u> (this page should look familiar) and click on the Member Tab.
- 5. Your new login page will look like this:



 Enter the same Agent ID and password you have used in the past. Remember Passwords are case-sensitive. If you have forgotten your password, click the Forgot/Change Password link and you will be sent an email with instructions on how to change your password. If you have forgotten your username, please contact us at 419-535-3222 or 419-794-7271.

Getting to know your new dashboard

The Dashboard is organized into several sections. At the top left is your profile. From here, you may click the Edit button to make changes in your contact information, add or change your photo, or change your Password.



Under My Profile you have My Schedule. If you have registered for a class or event this information will show up here.



You have no upcoming meetings or events.

Below My Schedule you have a brand new ShowingTime Widget. This Widget will show you if you have feedback requests, or if you have received feedback on your listings. You can also click on the icons to view appointments you have requested or any confirmed appointments on your listings.



At the top right you will see any balances owed on your Association and MLS accounts, a place to make a RPAC investment as well as a list of upcoming events the board is sponsoring that you may consider attending.

Account Balances			
• \$0.00 Association Balance	Pay Now		
\$0.00 MLS Balance	Pay Now		
RPAC			
Make a NORRPAC Investment			
Upcoming Events	All		
No upcoming events			
Committees	3		
No current committees to display			

Below on the right we still have the MarketStats Widget so you can keep an eye on the market.

MarketStats				
SALES	PRICE	SUPPLY		
Closed Sales				
1,400				
1,200 Ju	ne 2020	26		
1,000	ure MLS. 1,1.	20		
800 -	- 7	N		
600				
400 - 1-2019	1-20)20		
Entire MLS Each data point is one month of activity. Data is from August 12, 2020.				
Market Stat	S <i>by ShowingTir</i> M O	RE STATS 🖄		

The center section is for important announcements. Please be sure to read these announcements every time you log in. In addition to general announcements, specific messages that pertain to you alone will also display here, such as the need to complete a mandatory class you have not yet taken.



Down the page, are links to all the essential services offered by NORIS. Like before all the services listed under NORIS Quick Links are accessible without the need to log in again (Except for Forewarn).



Below the NORIS Quick Links are all the NOR Member Benefits that are available to you.



Below the NOR Member Benefits are a list of all upcoming classes offered by NOR and NORIS. Simply click the Register button to enroll in any class. Click the All button to view the complete calendar.

Upco	oming Courses	All
Sep 23	eProperty Watch Sep 23 @ 1:00 PM - 2:00 PM Description:	Register
Apr 16	Core Law - FINDLAY Apr 16 @ 9:00 AM - 12:00 PM Description:	Register
	Please join Northwest Ohio REALTORS® for three hours of Core Law continuing education. Presented by Alec Hagerty of Knowledge Sponge Seminars. PLEASE NOTE THIS CLASS WILL BE OFFERED AT OUR FINDLAY LOCATION.	



