



Utah Real Estate Continuing Education Provider Guide for Clarus

May 2022

Stock #094500 v0522

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Login for First Time

When logging in for the first time, access the system at: <https://utdre.useclarus.com/>. This link opens the login page:

brightlink
IMPROVING PROOF

Language ▾

Please log in.

Username:

Password:

Login

Forgot your password? [Reset it here.](#)

If you're having technical problems, please email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM ET M-F

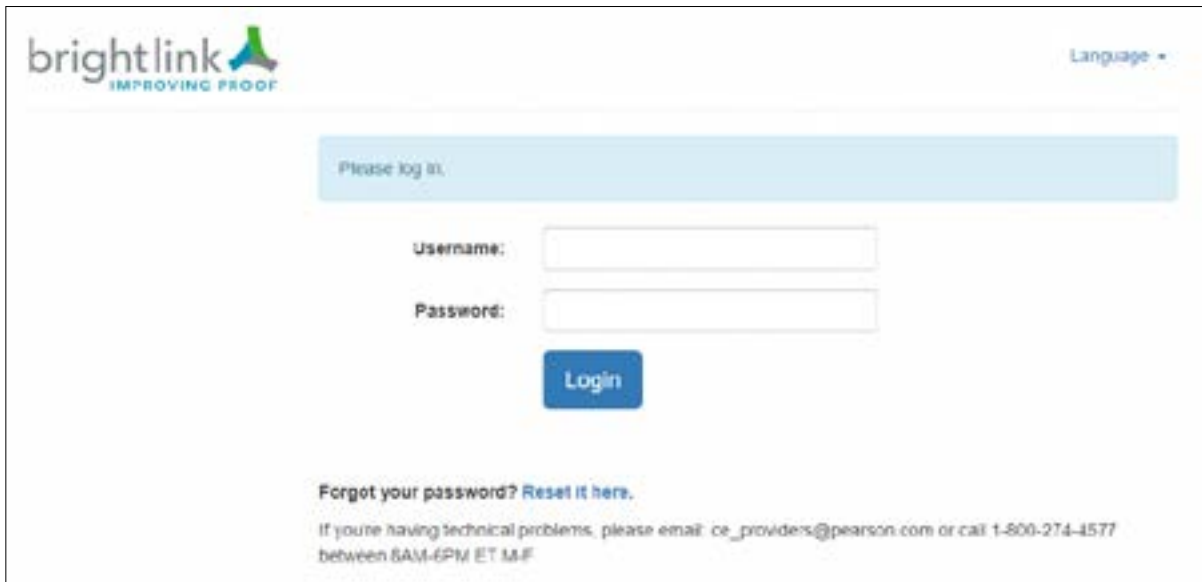
Then follow the steps in the **Forgot Password** section of this document. Your Username is your Utah Provider ID.

Login (NOT the first time)

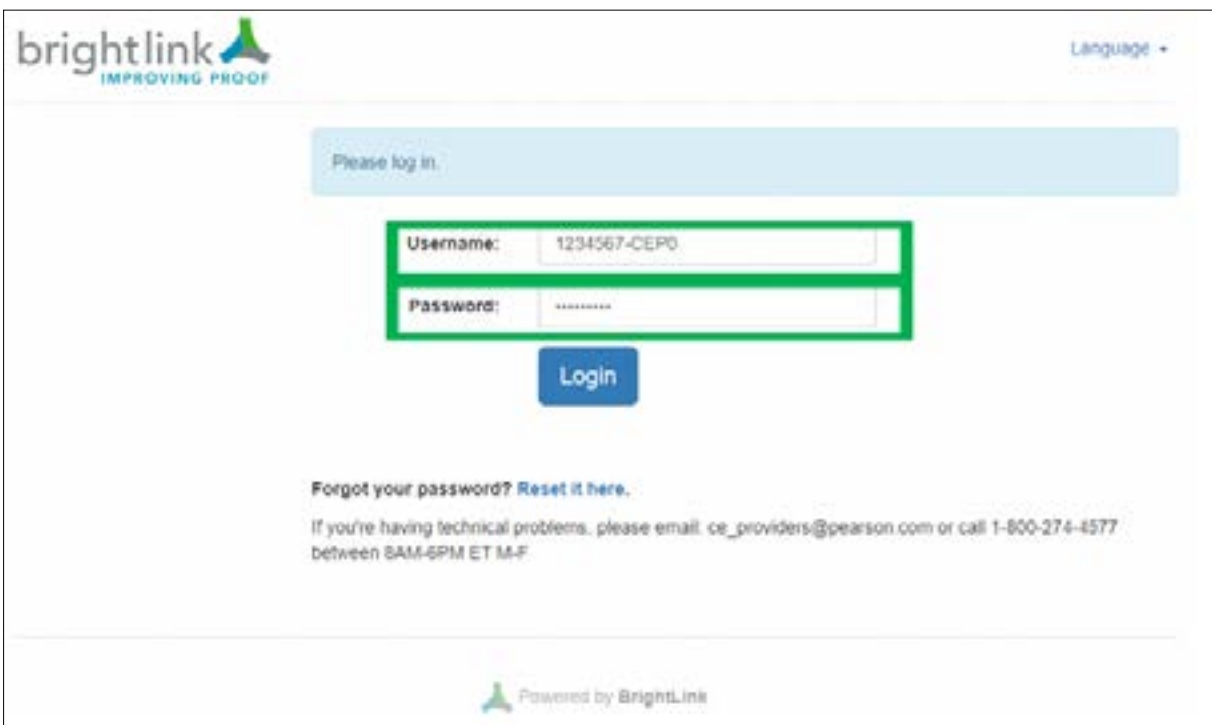
Access the CE system at: <https://utdre.useclarus.com/>

NOTES:

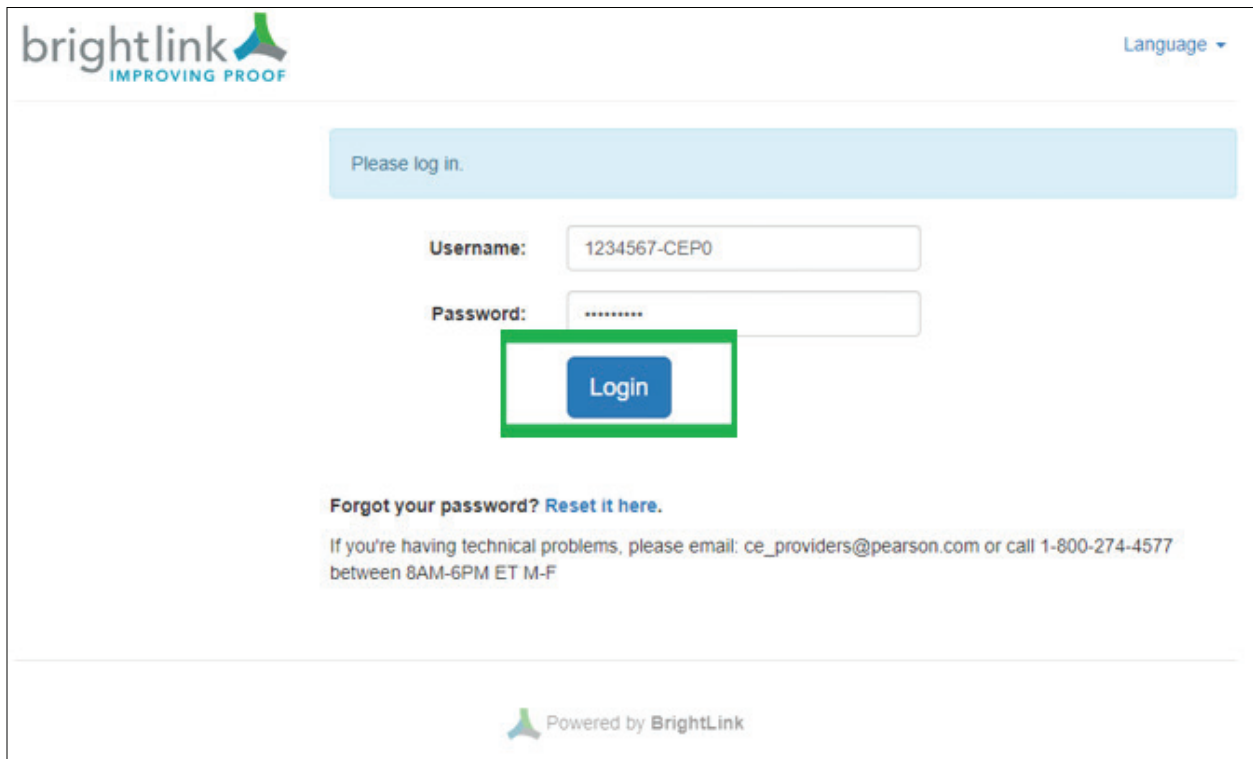
- If logging in for the very first time, see the **Login for First Time** section of this document.
- For each active Provider, one Provider account is created. To have additional user accounts created, contact Pearson VUE via email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM Eastern Monday through Friday.



Enter your username into the “Username” field and your password into the “Password” field. Your Username is your Utah Provider ID.:



Then click the “Login” button:

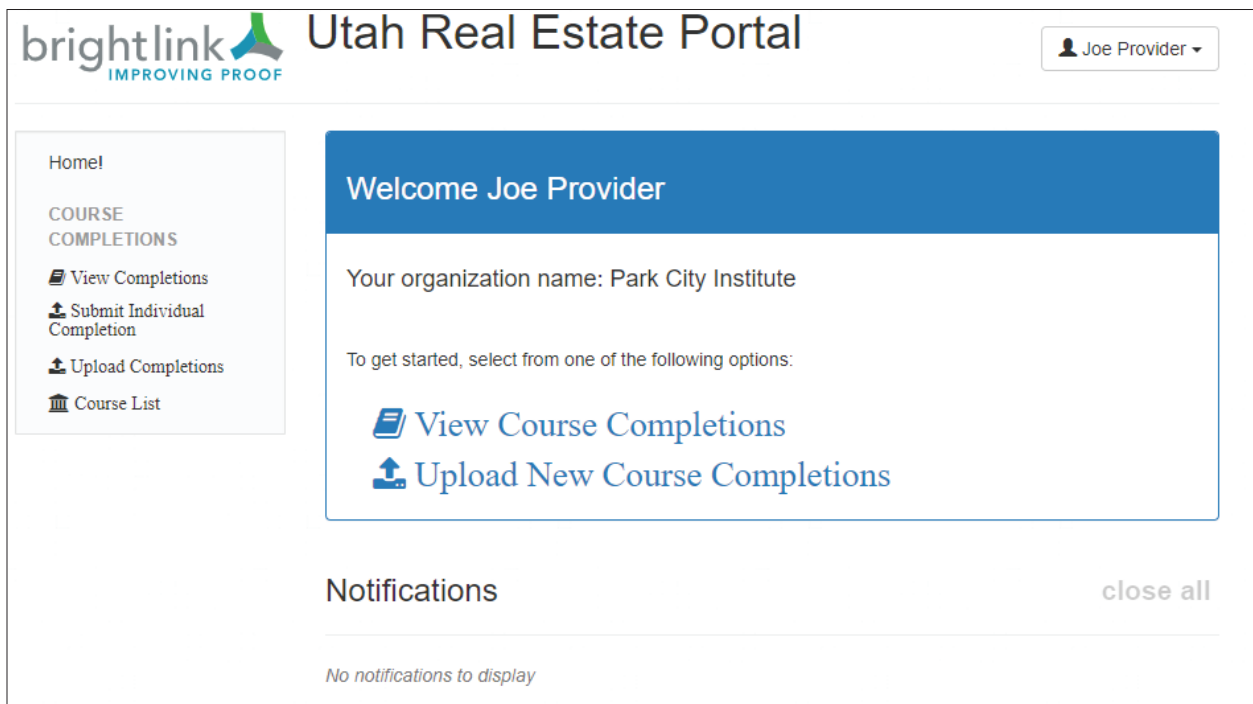


The image shows the BrightLink login page. At the top left is the BrightLink logo with the tagline "IMPROVING PROOF". At the top right is a "Language" dropdown menu. Below the logo is a light blue box with the text "Please log in." Below this are two input fields: "Username:" with the value "1234567-CEP0" and "Password:" with a masked password "*****". A blue "Login" button is highlighted with a green border. Below the login fields is a link: "Forgot your password? [Reset it here.](#)". At the bottom of the login area, there is contact information: "If you're having technical problems, please email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM ET M-F". At the very bottom of the page is a "Powered by BrightLink" logo.

NOTE: If the following error message appears, check to make sure the CAPS LOCK on your keyboard is off.

The username/password combination you entered was not recognized.

After successfully logging in, the Utah Division of Real Estate CE Banking Portal Home page will appear:



The image shows the home page of the Utah Real Estate Portal. At the top left is the BrightLink logo. To its right is the page title "Utah Real Estate Portal". At the top right is a user profile dropdown menu showing "Joe Provider". On the left side, there is a sidebar menu with the following items: "Home!", "COURSE COMPLETIONS", "View Completions", "Submit Individual Completion", "Upload Completions", and "Course List". The main content area has a blue header that says "Welcome Joe Provider". Below this, it says "Your organization name: Park City Institute". Then it says "To get started, select from one of the following options:" followed by two buttons: "View Course Completions" and "Upload New Course Completions". At the bottom of the page, there is a "Notifications" section with a "close all" link and the text "No notifications to display".

Forgot Password

NOTE: The user must have a valid email address in the system to use this feature.

Click on the “*Forgot your password? Reset it here*” link at the bottom of the login page.

brightlink
IMPROVING PROOF

Language ▾

Please log in.

Username:

Password:

Login

Forgot your password? [Reset it here.](#)

If you're having technical problems, please email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM ET M-F

Powered by BrightLink

On the “Reset Password” page will appear:

brightlink
IMPROVING PROOF

Language ▾

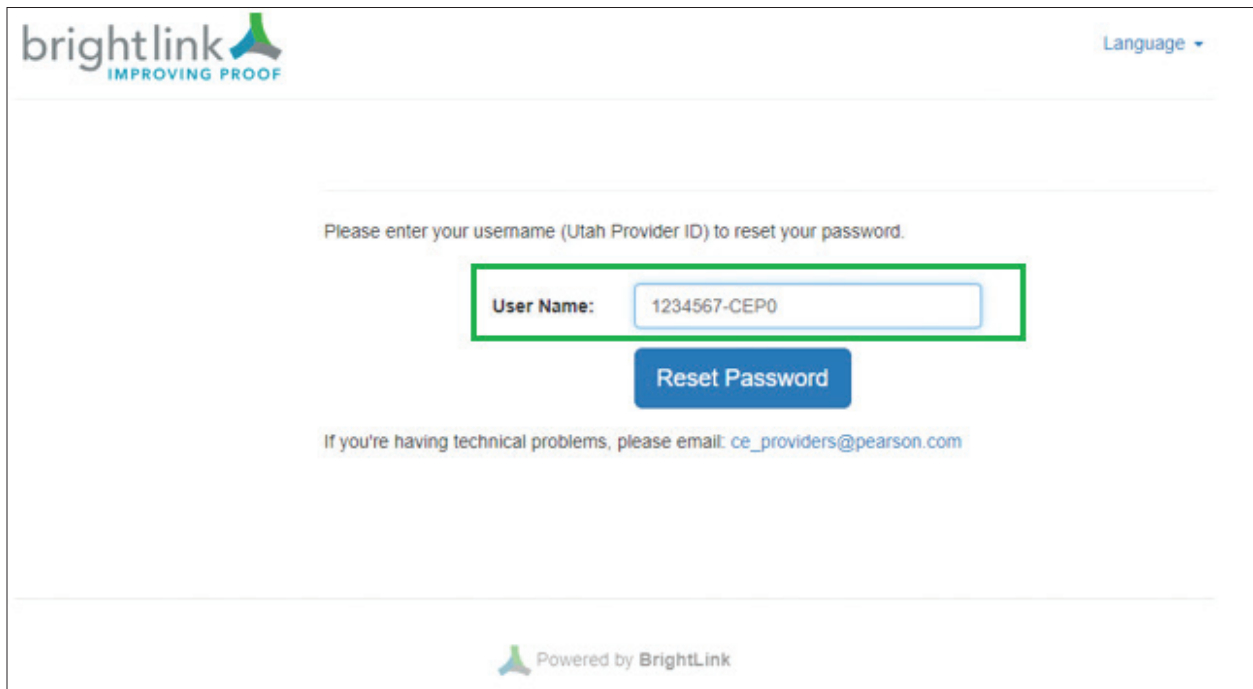
Please enter your username (Utah Provider ID) to reset your password.

User Name:

Reset Password

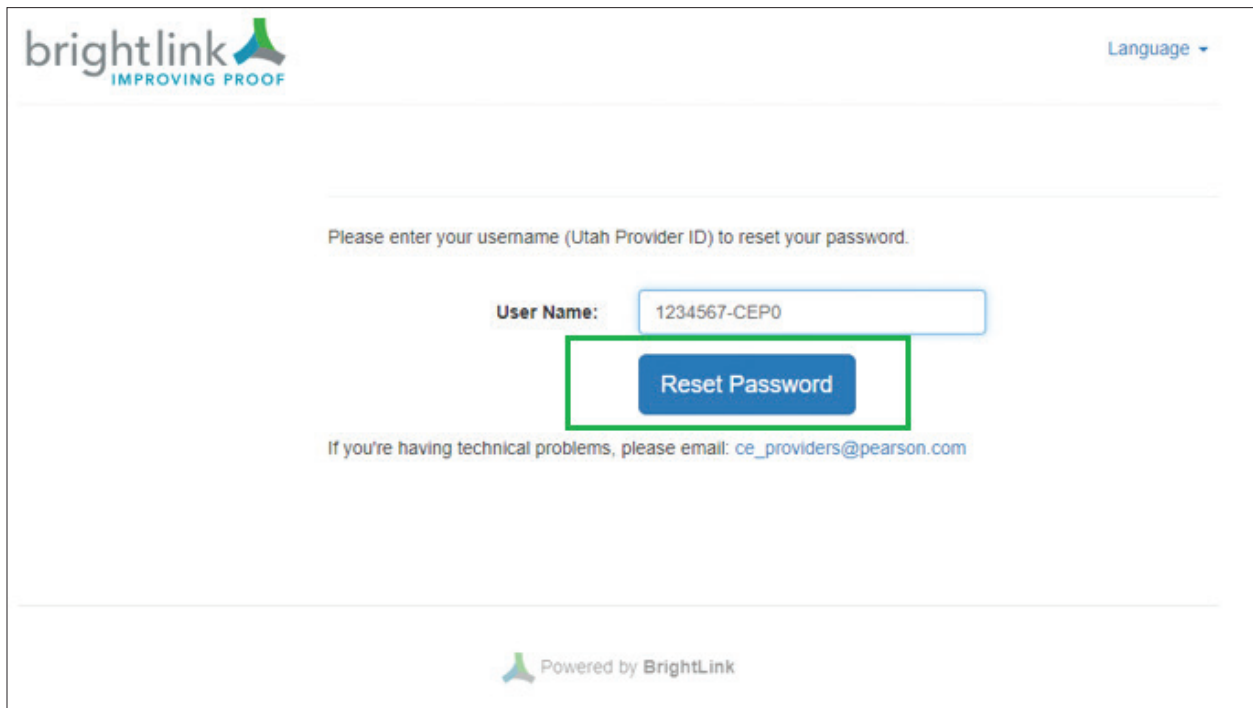
If you're having technical problems, please email: ce_providers@pearson.com

Enter your Utah Provider ID (example: 1234567-CEP0) into the "User Name" field:



The screenshot shows the BrightLink login interface. At the top left is the logo "brightlink IMPROVING PROOF". At the top right is a "Language" dropdown menu. Below the header, there is a horizontal line and the instruction "Please enter your username (Utah Provider ID) to reset your password." Below this is a form with a "User Name:" label and a text input field containing "1234567-CEP0". A blue "Reset Password" button is positioned below the input field. Below the button is the text "If you're having technical problems, please email: ce_providers@pearson.com". At the bottom center, there is a logo and the text "Powered by BrightLink". A green rectangular box highlights the "User Name:" label, the input field, and the "Reset Password" button.

Click on the "Reset Password" button to have a password reset email sent to the email address in the system.

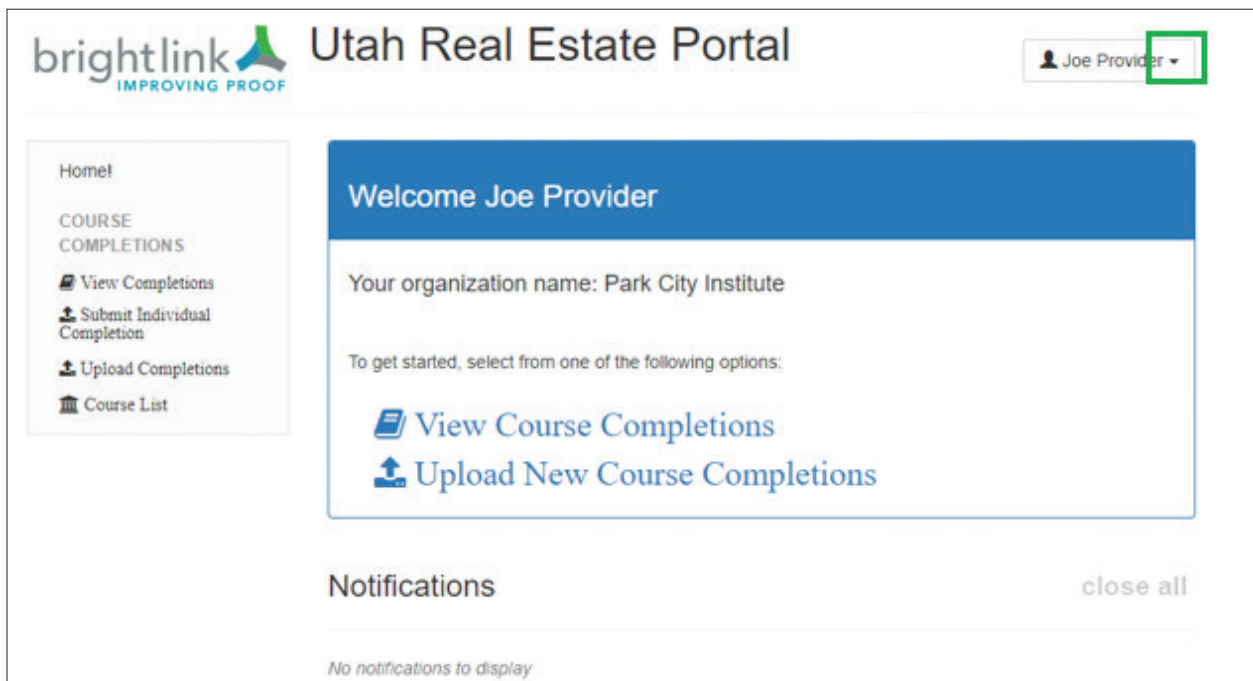


This screenshot is identical to the one above, showing the BrightLink password reset page. The "User Name:" field contains "1234567-CEP0" and the "Reset Password" button is highlighted with a green box. The rest of the page content, including the logo, header, instructions, and footer, remains the same.

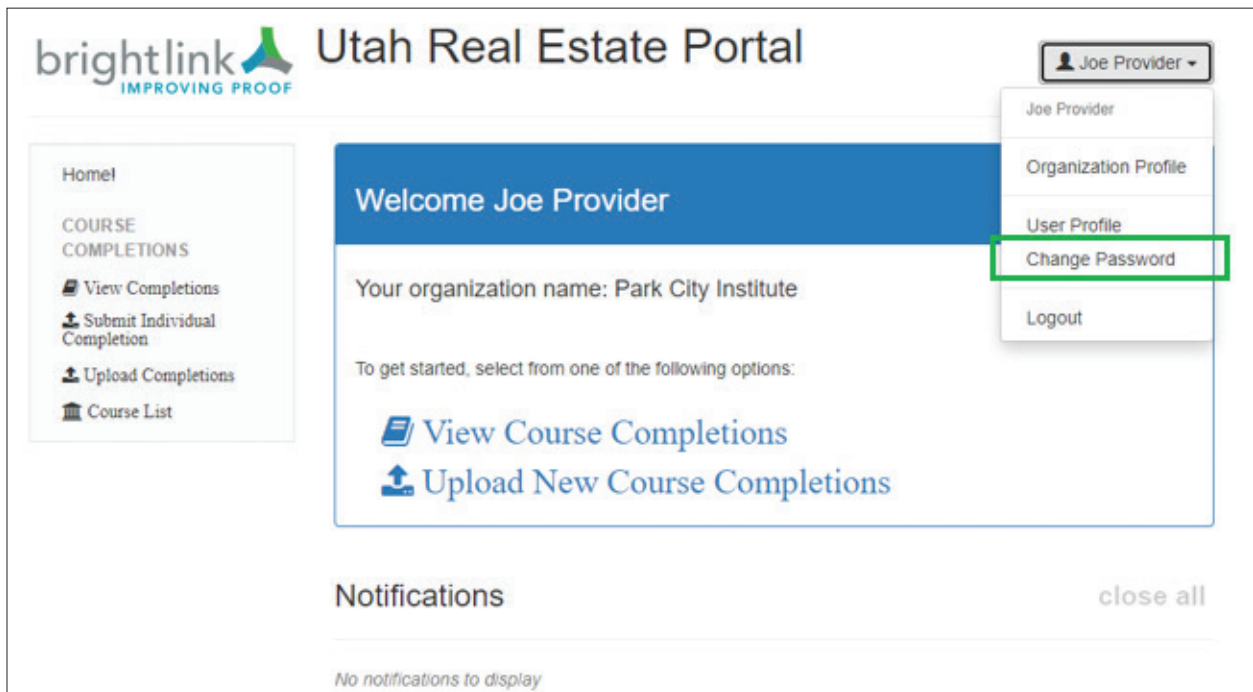
Open your email inbox. Open the password reset email. Click on the link in the email to reset your password.

Change Password

Click on the triangle behind your name in the upper-right corner of the Utah Division of Real Estate CE Banking Portal Home page to display the drop-down menu.



Click on the "Change Password" menu option on the drop-down menu:



The "Change Password" page appears:

brightlink **Utah Real Estate Portal** IMPROVING PROOF Joe Provider

Home!
COURSE COMPLETIONS
View Completions
Submit Individual Completion
Upload Completions
Course List

Change Password

Password Requirements:

- Must have at least 6 characters
- Must contain at least 1 number(s).
- Must contain at least 1 punctuation character(s) from the set !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~
- You cannot reuse the same password within 90 days.

User Name: 1234567-CEP0

Current password:

New password:

Confirm new password:

Change Password and Login

Enter your current password into the "Current password" field.

Enter your new password into the "New password" and the "Confirm new password" fields.

Current password:


New password:

Confirm new password:

NOTE: The password requirements are:

- Must have at least 6 characters
- Must contain at least 1 number
- Must contain at least 1 punctuation character(s) from the set !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~
- You cannot reuse the same password within the last 90 days

Click the "Change Password and Login" button:

brightlink  **Utah Real Estate Portal** Joe Provider

Home!

COURSE COMPLETIONS

- View Completions
- Submit Individual Completion
- Upload Completions
- Course List

Change Password

Password Requirements:

- Must have at least 6 characters
- Must contain at least 1 number(s).
- Must contain at least 1 punctuation character(s) from the set `!"#$%&'()*+,-./:;<=>?@[\\]^_`{|}~`
- You cannot reuse the same password within 90 days.

User Name: 1234567-CEPO


Current password:

New password:

Confirm new password:

Change Password and Login

The Utah Division of Real Estate CE Banking Portal Home page will appear:

brightlink  **Utah Real Estate Portal** Joe Provider

Home!

COURSE COMPLETIONS

- View Completions
- Submit Individual Completion
- Upload Completions
- Course List

Welcome Joe Provider

Your organization name: Park City Institute

To get started, select from one of the following options:

- [View Course Completions](#)
- [Upload New Course Completions](#)

Notifications close all

No notifications to display

Download a Course Completion Roster (.csv File) Template

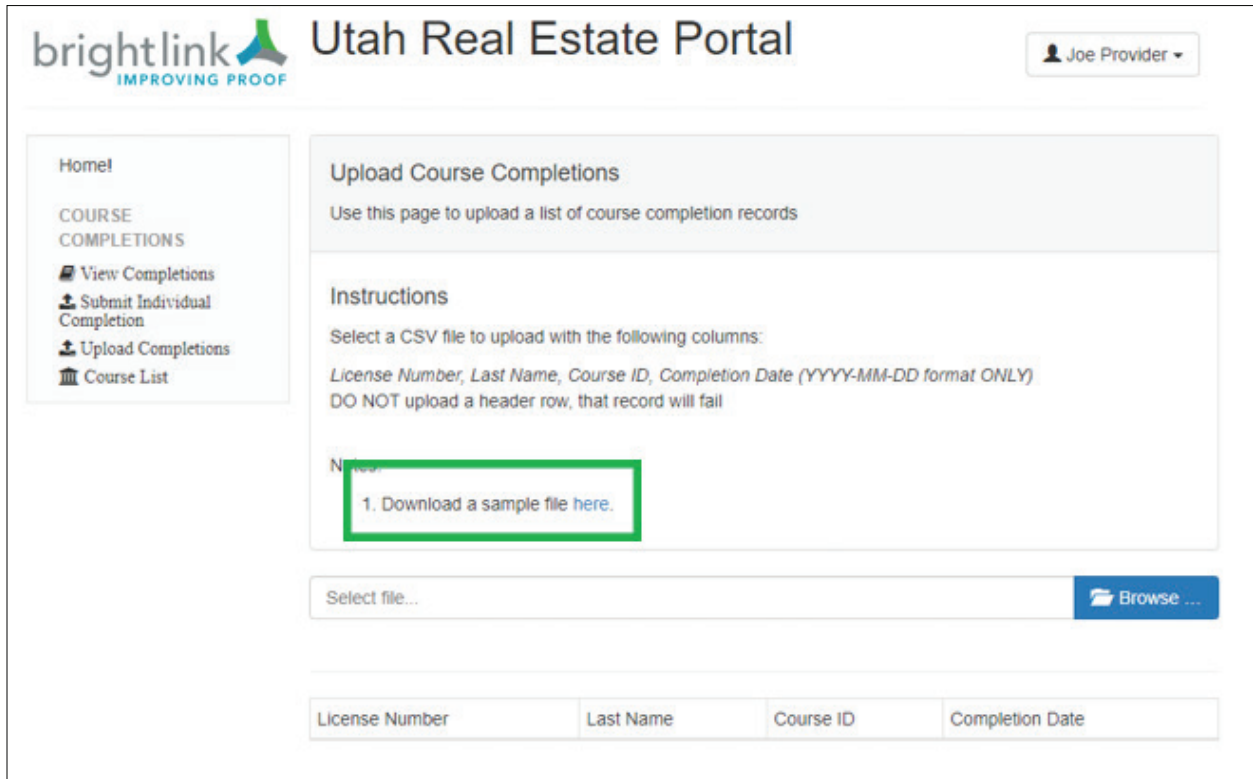
On the Utah Division of Real Estate CE Banking Portal Home page, click on the “Upload New Course Completions” link in the center of the page or click on the “Upload Completions” link in the left navigation pane:

The screenshot shows the Utah Real Estate Portal home page. The header includes the 'brightlink IMPROVING PROOF' logo and the text 'Utah Real Estate Portal'. A user profile dropdown for 'Joe Provider' is in the top right. The left navigation pane has a 'HOME!' section and a 'COURSE COMPLETIONS' section with links for 'View Completions', 'Submit Individual Completion', 'Upload Completions' (highlighted with a green box), and 'Course List'. The main content area has a blue header 'Welcome Joe Provider' and a white box containing 'Your organization name: Park City Institute' and 'To get started, select from one of the following options:'. Below this are two buttons: 'View Course Completions' and 'Upload New Course Completions' (highlighted with a green box). At the bottom, there is a 'Notifications' section with 'close all' and 'No notifications to display'.

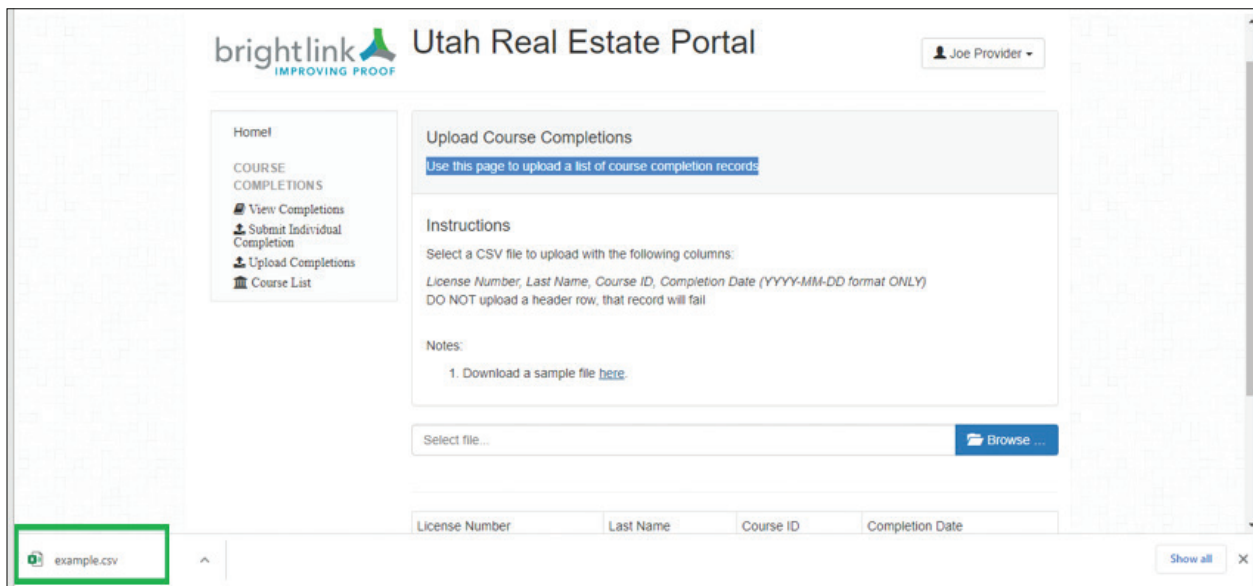
The “Upload Course Completions” page will appear:

The screenshot shows the 'Upload Course Completions' page. The header is the same as the previous page. The left navigation pane has 'Upload Completions' highlighted. The main content area has a grey header 'Upload Course Completions' and a white box containing 'Use this page to upload a list of course completion records'. Below this is an 'Instructions' section with the text 'Select a CSV file to upload with the following columns: License Number, Last Name, Course ID, Completion Date (YYYY-MM-DD format ONLY) DO NOT upload a header row, that record will fail'. A 'Notes' section contains '1. Download a sample file [here](#).' Below the instructions is a file upload field with 'Select file...' and a blue 'Browse ...' button. At the bottom, there is a table header with four columns: 'License Number', 'Last Name', 'Course ID', and 'Completion Date'.

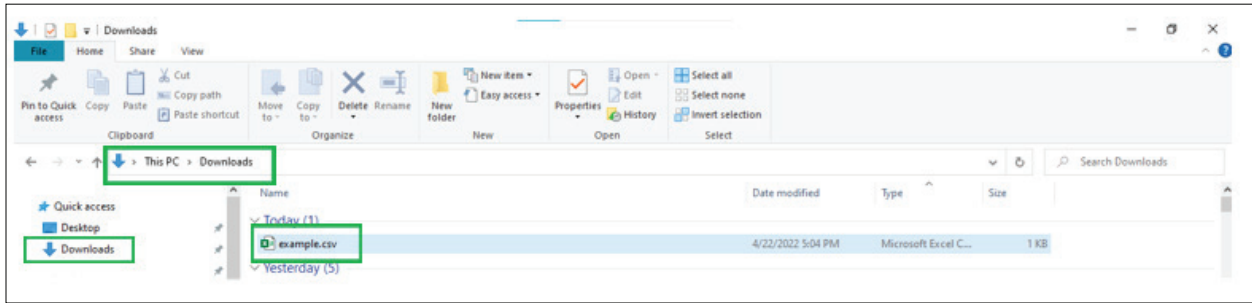
An example CSV file can be downloaded by double-clicking the blue [here](#) link in the “1. Download a sample file here” note:



The example file will pop up at the bottom left of the screen once downloaded:



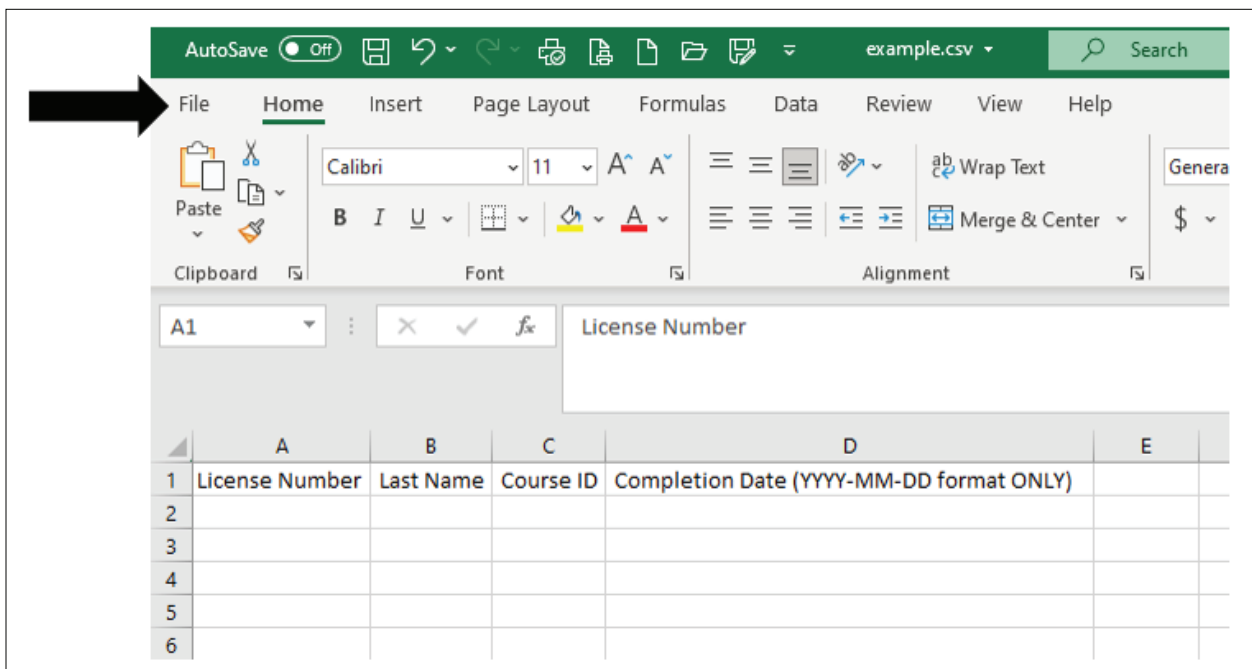
Double-click on the file to open the “example.csv” file in Excel. If the file does not pop up at the bottom left of the screen once downloaded, then check your “Downloads” folder in File Explorer:



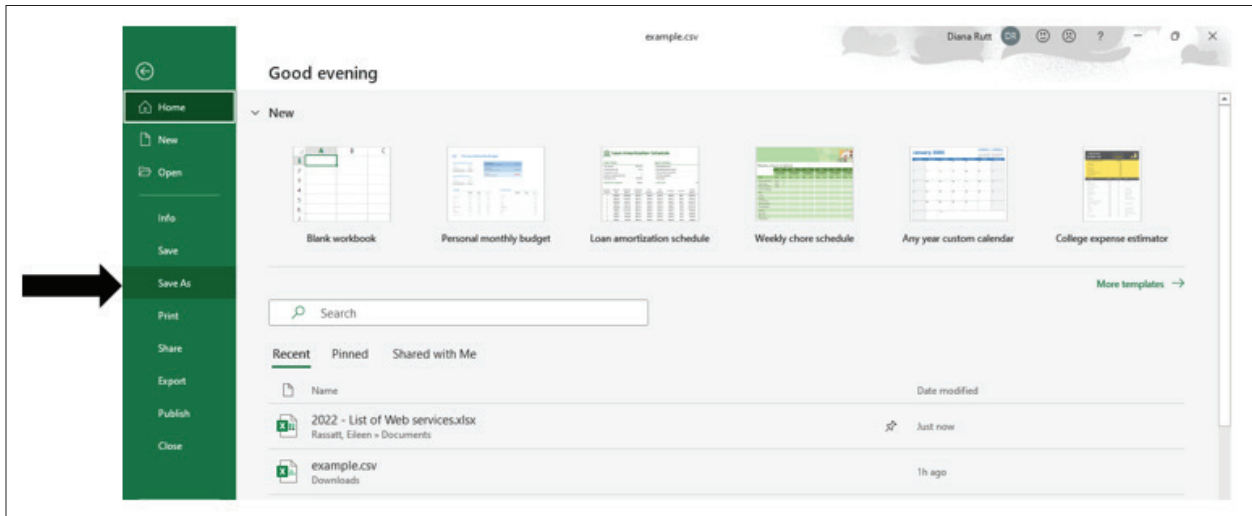
Double-click the file to open it. The “example.csv” file looks like this in Excel:

	A	B	C	D
1	License Number	Last Name	Course ID	Completion Date (YYYY-MM-DD format ONLY)
2				
3				
4				
5				
6				

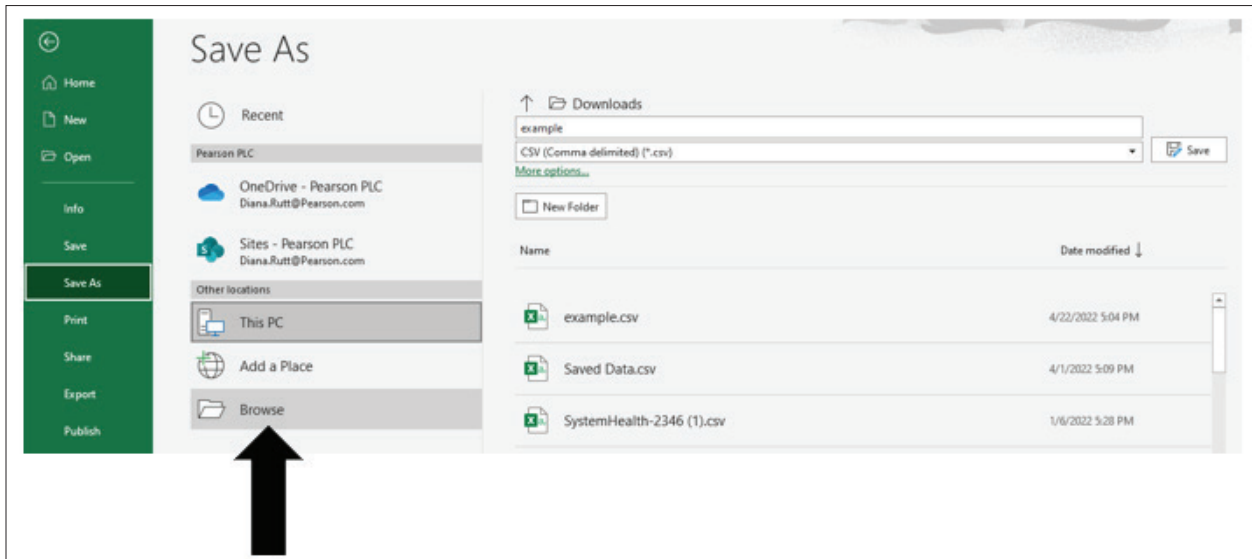
To save the “example.csv” file on your computer, click on the word “File” in the top left corner of the Excel screen:



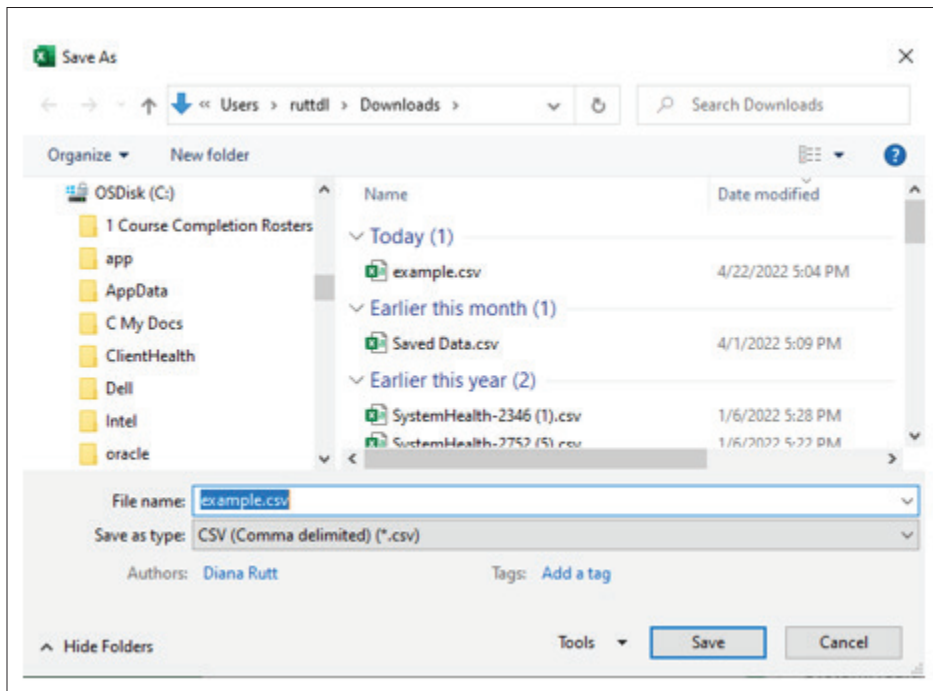
On the next page, click on "Save As:"



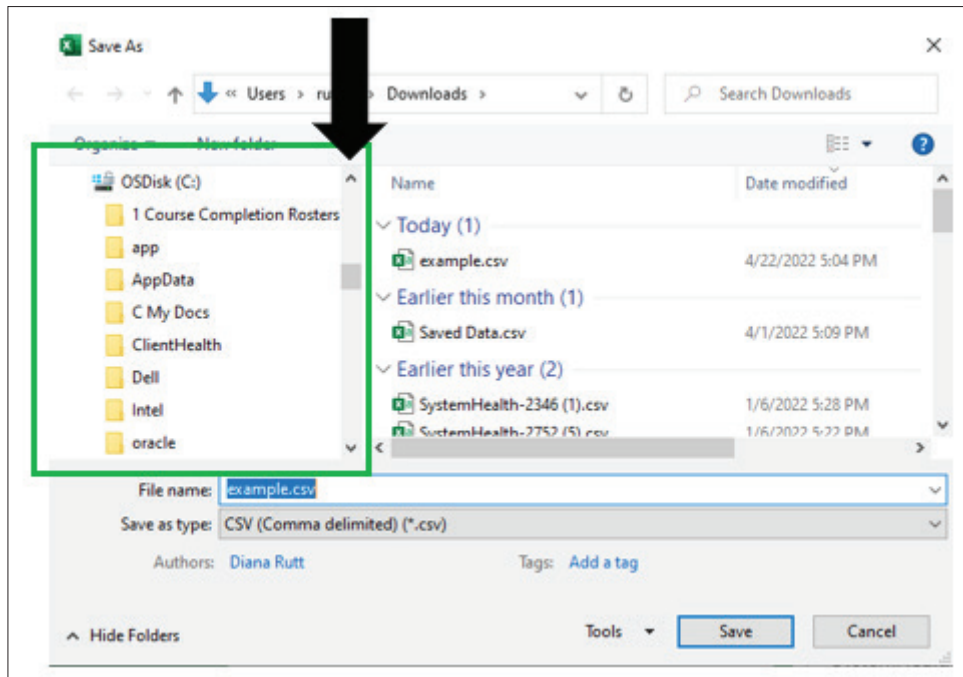
On the "Save As" page, click on "Browse:"



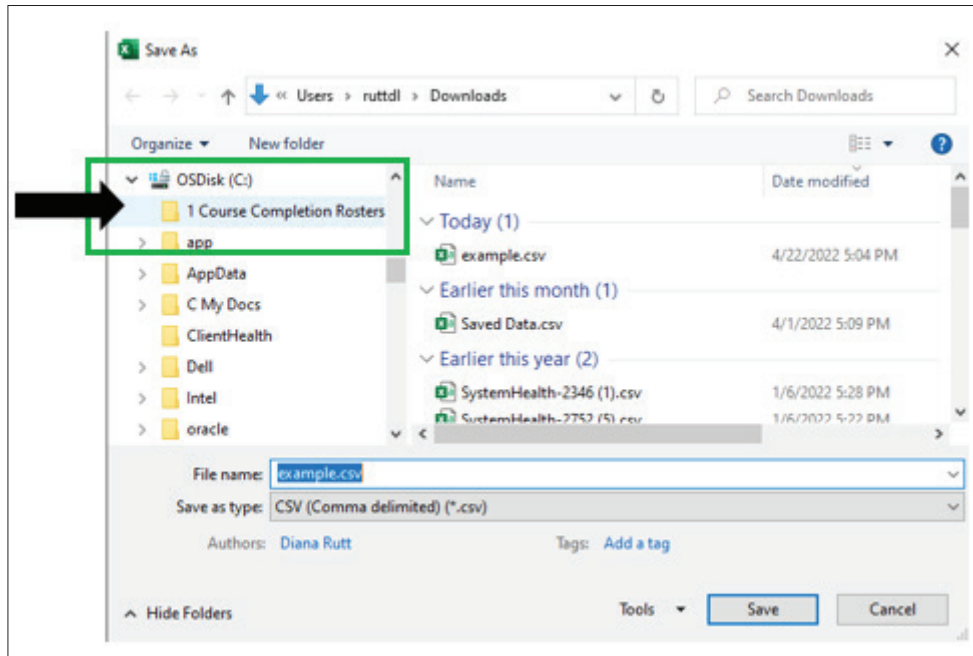
The "Save As" pop-up window will appear:



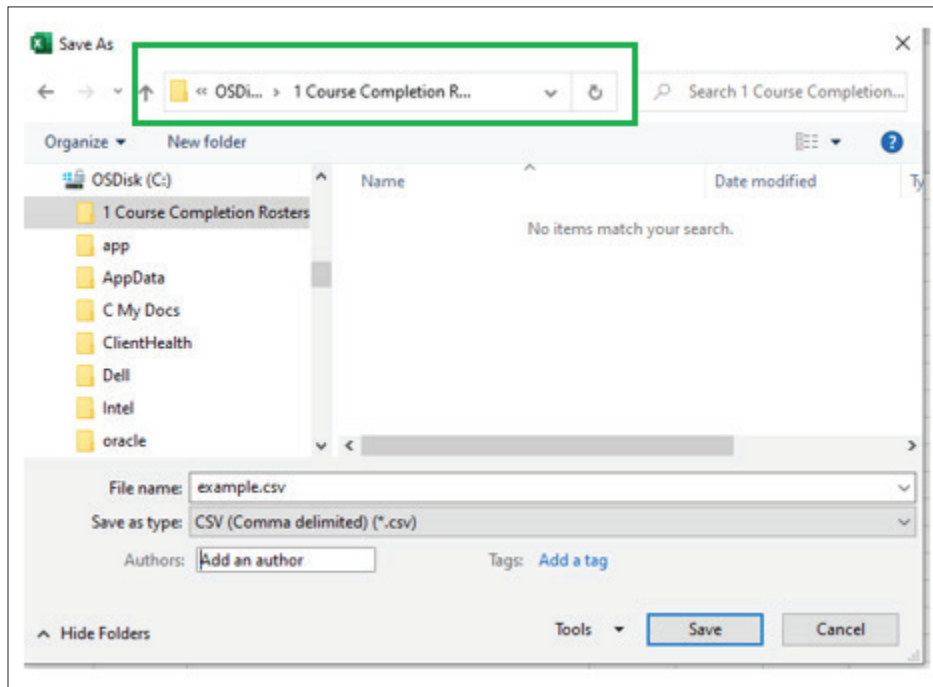
On the "Save As" pop-up window, scroll through the left panel to find the folder location on your computer in which you want to save the "example.csv" file:



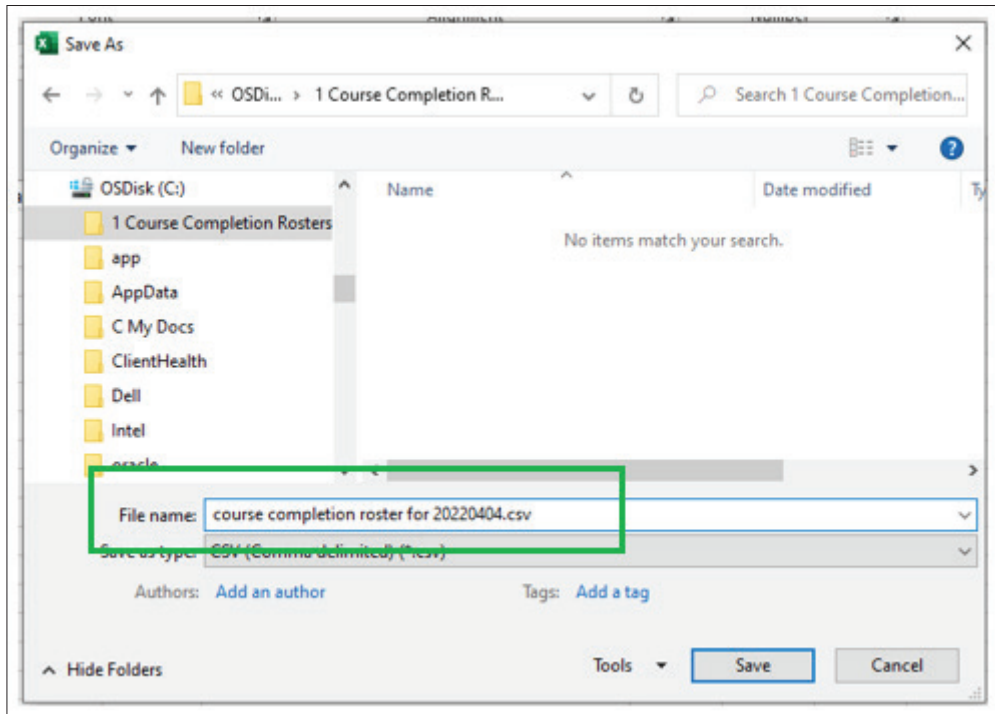
Click on the folder in which you want to save the sample file to select it:



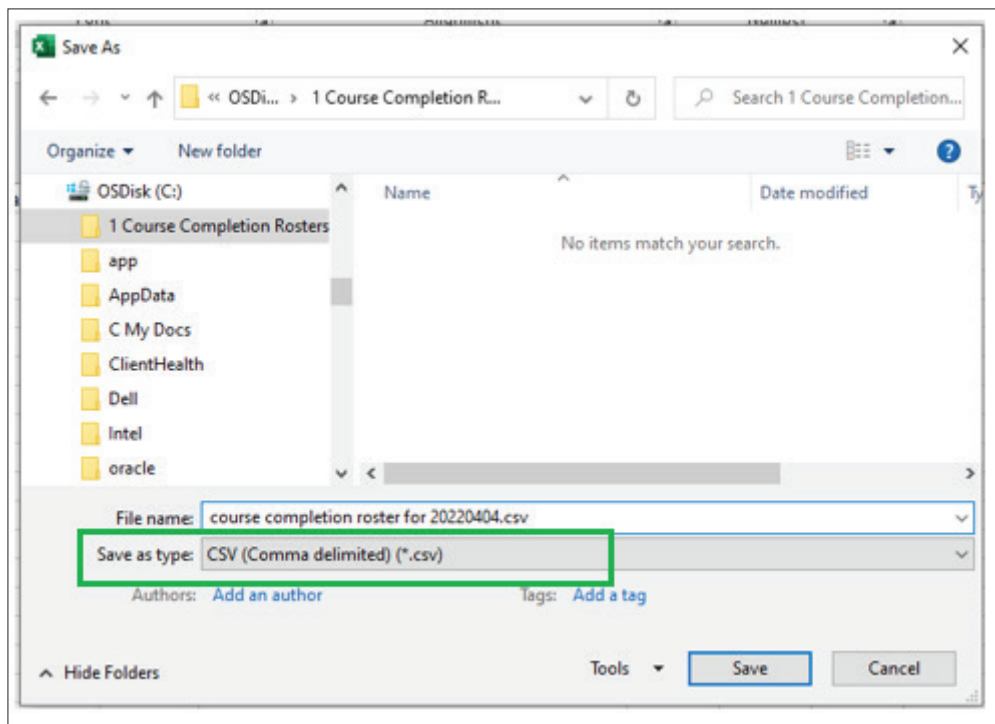
The folder you selected should be displayed at the top of the "Save As" window:



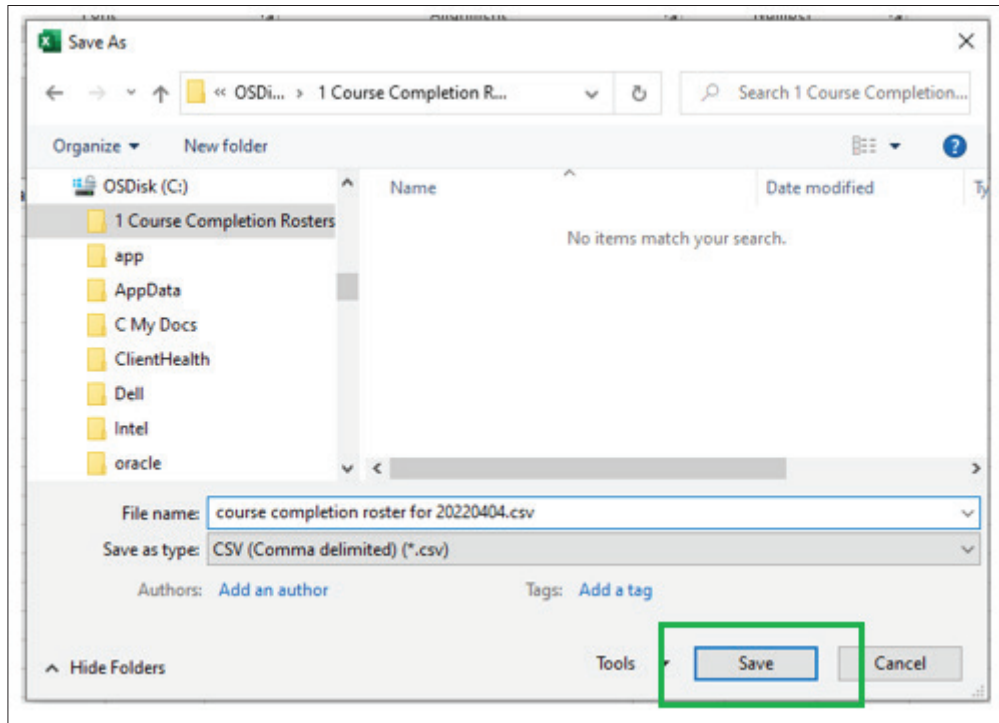
Click into the "File name" field where "example.csv" is displayed and type in your new file name:



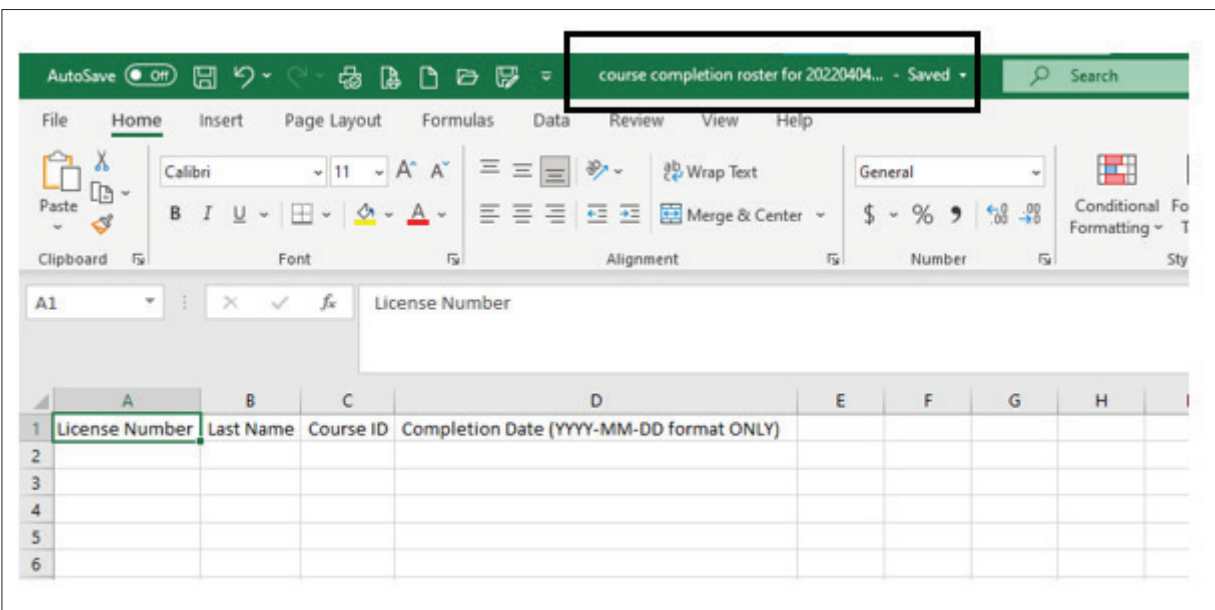
Be sure the "save as type" field is set to: CSV (Comma delimited) (*.csv):



Then, click on the "Save" button at the bottom of the pop-up window to save the file:



The "Save As" window will close and the newly-saved file (e.g., course completion roster for 20220404.csv) file will remain open in Excel. The new file name will display at the top of the window as show below:



Create a Course Completion Roster (.csv file) to Upload

All the following information MUST be entered into the CSV file for each student that has completed the course:

- A. License Number
- B. Last Name
- C. Course ID
- D. Completion Date (YYYY-MM-DD format ONLY)

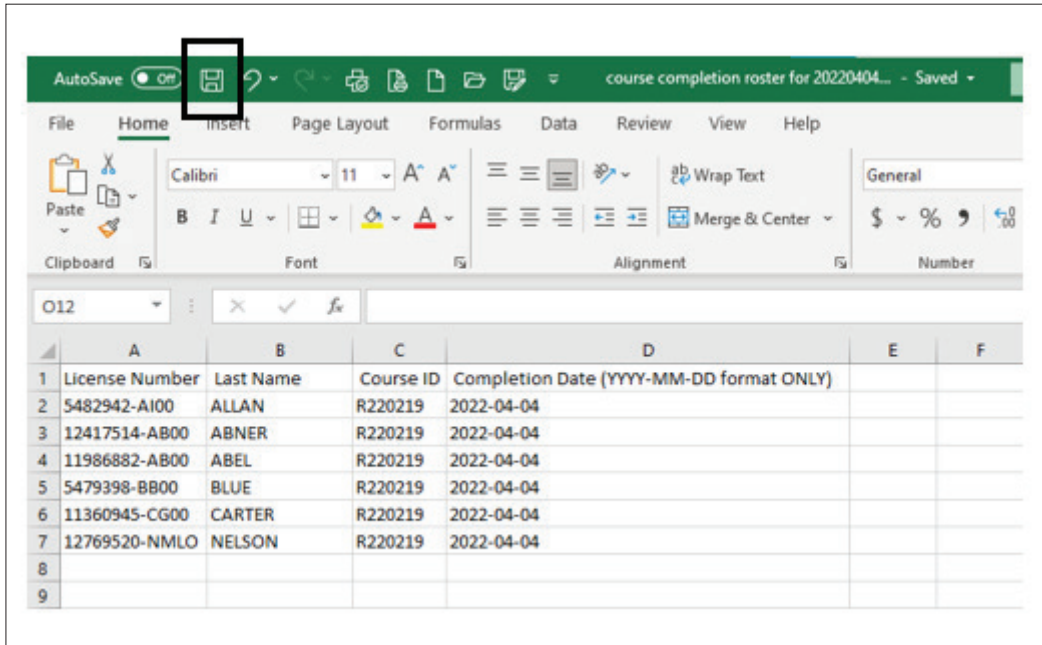
NOTES:

1. All four data elements listed above are required for each student.
2. Course completions for a course completed on more than one date may be submitted in the same file.
3. Course completions for more than one course may be submitted in the same file.
4. The header row with column headings (Excel row 1) can be included in the file, however that row/record will error.
5. However, all other rows/records will not be impacted; the system will process the rest of the rows/records in the file even if the header row with column headings (Excel row 1) errors.
6. If you do not want to receive an error for the header row with column headings, then exclude it from the file that is uploaded.

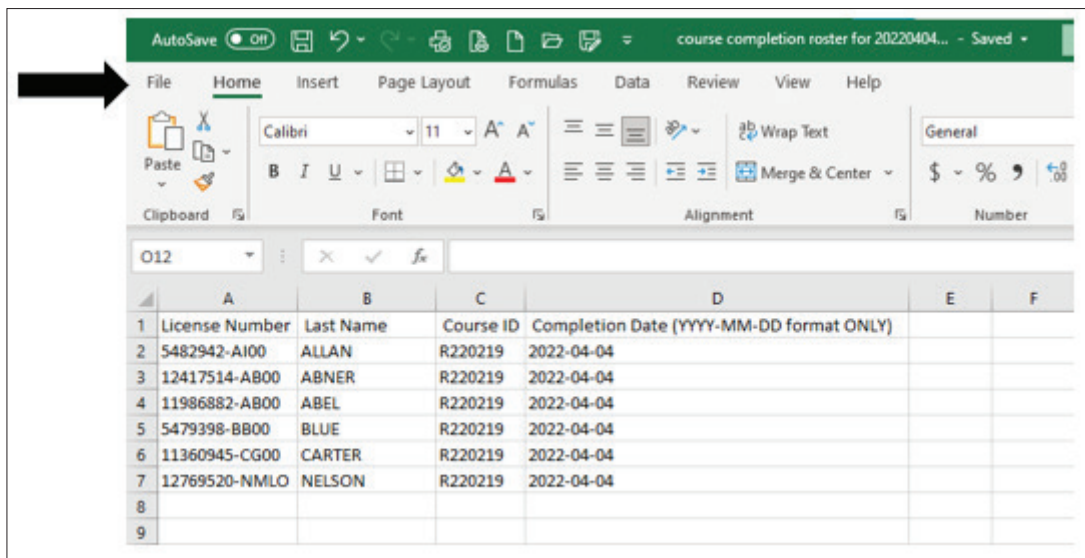
Enter the required data into the file. Here's an example:

	A	B	C	D	E
1	License Number	Last Name	Course ID	Completion Date (YYYY-MM-DD format ONLY)	
2	5482942-AI00	ALLAN	R220219	2022-04-04	
3	12417514-AB00	ABNER	R220219	2022-04-04	
4	11986882-AB00	ABEL	R220219	2022-04-04	
5	5479398-BB00	BLUE	R220219	2022-04-04	
6	11360945-CG00	CARTER	R220219	2022-04-04	
7	12769520-NMLO	NELSON	R220219	2022-04-04	
8					
9					
10					

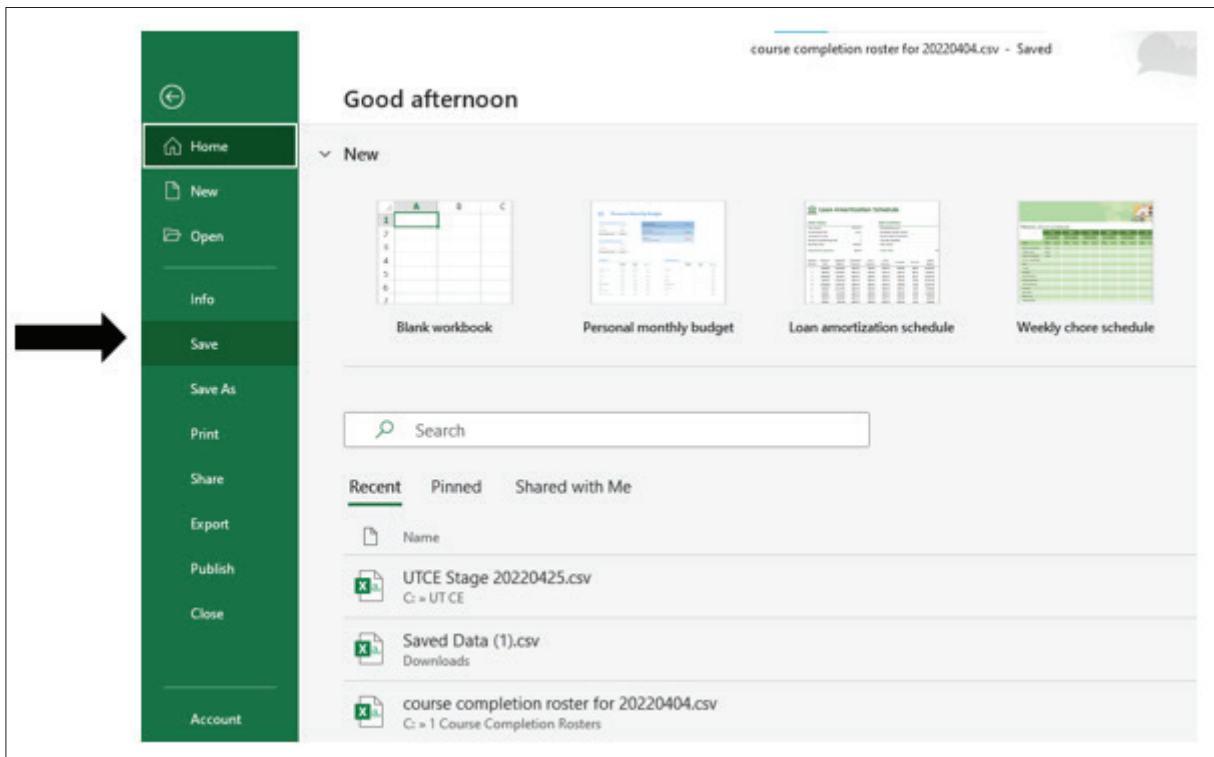
After all data is entered, save the file on your computer by clicking on the “save” button on the top of the Excel screen:



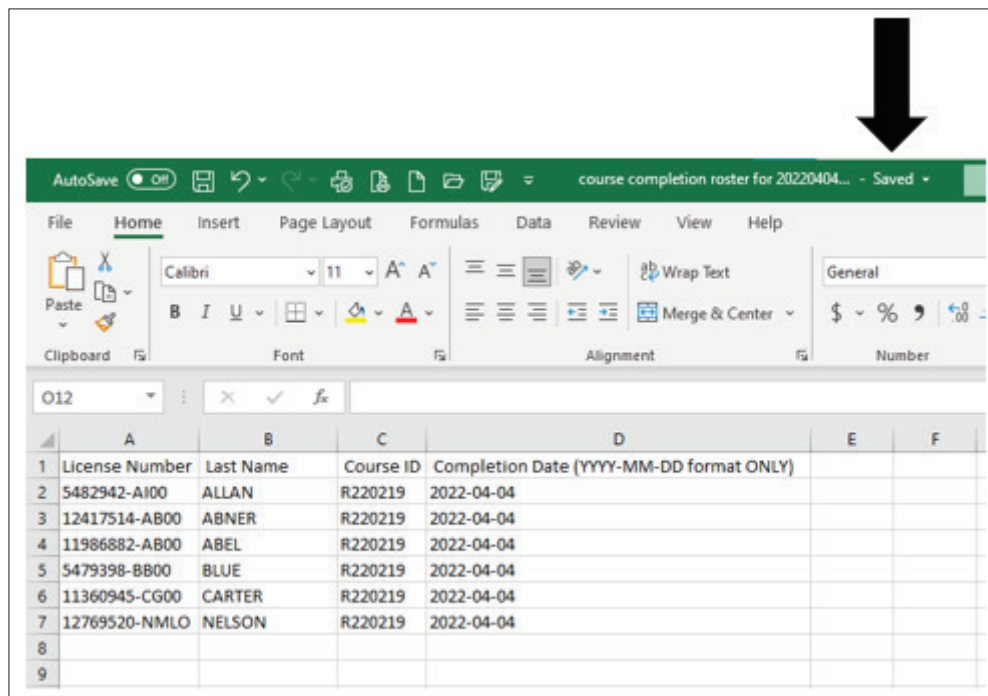
Or, click on the word “File” in the top left corner of the Excel screen:



On the next page, click on "Save" on the left side of the page:



The window will close and the file will be saved, as noted at the top of the file in Excel:



Follow the instructions in the **"Upload New Course Completion Roster (via a .csv file)"** section of this document (page 20) to upload the file.

Upload New Course Completion Roster (via a .csv file)

On the Utah Division of Real Estate CE Banking Portal Home page, click on the “Upload New Course Completions” link in the center of the page or click on the “Upload Completions” link in the left navigation pane:

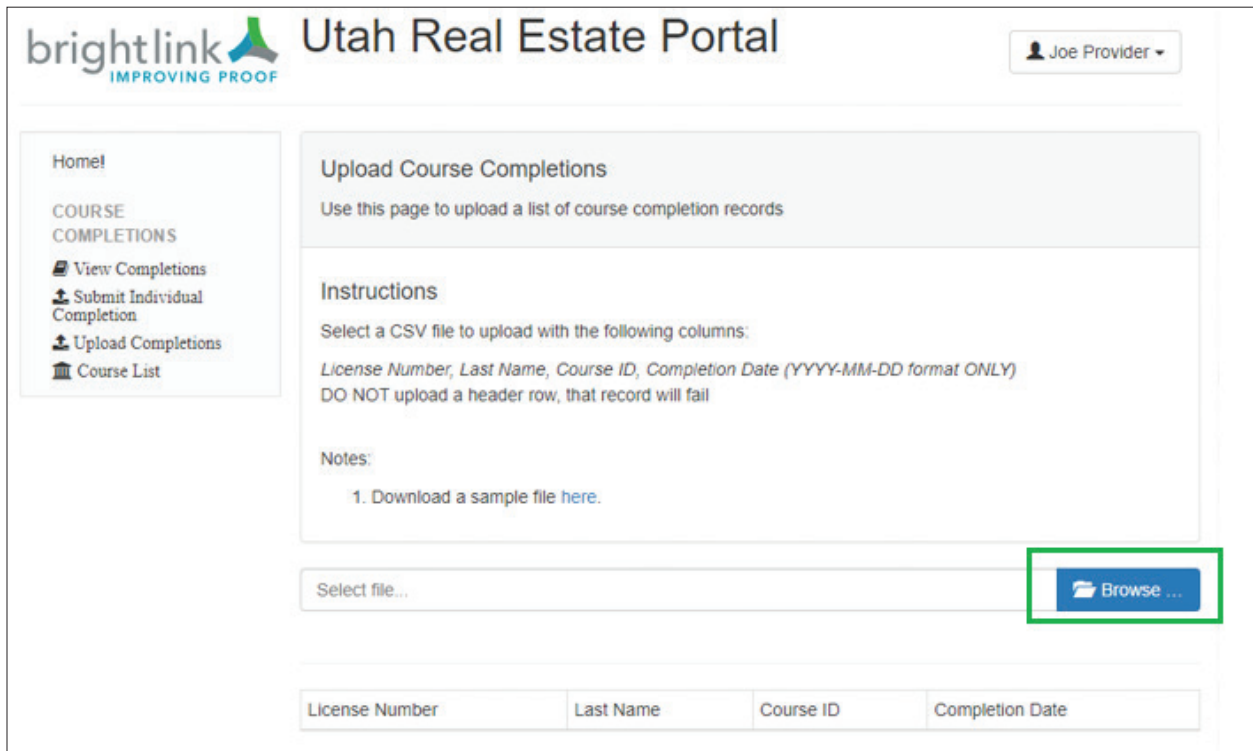
The screenshot shows the Utah Real Estate Portal home page. The header includes the 'brightlink IMPROVING PROOF' logo and the text 'Utah Real Estate Portal'. A user profile dropdown for 'Joe Provider' is in the top right. The left navigation pane has a 'HOME!' section and a 'COURSE COMPLETIONS' section with links for 'View Completions', 'Submit Individual Completion', 'Upload Completions' (highlighted with a green box), and 'Course List'. The main content area features a blue header 'Welcome Joe Provider' and a white box containing the text 'Your organization name: Park City Institute' and 'To get started, select from one of the following options:'. Below this are two buttons: 'View Course Completions' and 'Upload New Course Completions' (highlighted with a green box). At the bottom, there is a 'Notifications' section with a 'close all' link and the text 'No notifications to display'.

The “Upload Course Completions” page will appear:

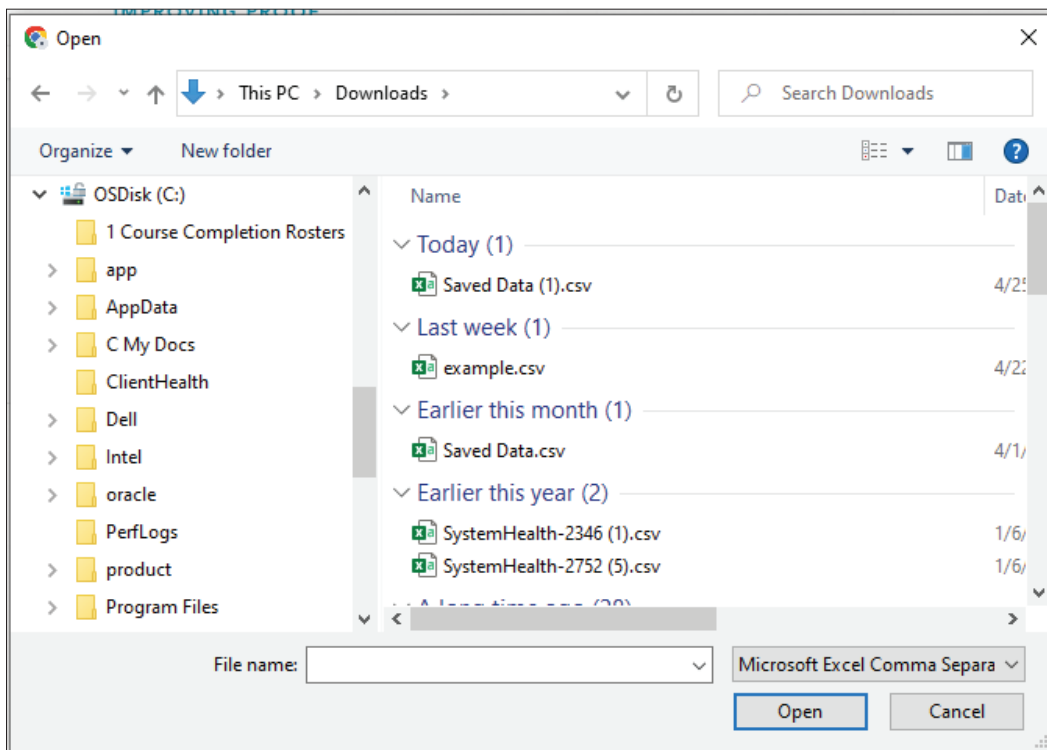
The screenshot shows the 'Upload Course Completions' page. The header includes the 'brightlink IMPROVING PROOF' logo and the text 'Utah Real Estate Portal'. A user profile dropdown for 'Joe Provider' is in the top right. The left navigation pane has a 'HOME!' section and a 'COURSE COMPLETIONS' section with links for 'View Completions', 'Submit Individual Completion', 'Upload Completions', and 'Course List'. The main content area features a grey header 'Upload Course Completions' and the text 'Use this page to upload a list of course completion records'. Below this is an 'Instructions' section with the text 'Select a CSV file to upload with the following columns: License Number, Last Name, Course ID, Completion Date (YYYY-MM-DD format ONLY) DO NOT upload a header row, that record will fail'. A 'Notes' section contains the text '1. Download a sample file [here](#).' Below the instructions is a file upload field with the text 'Select file...' and a blue 'Browse ...' button. At the bottom, there is a table header with the following columns: License Number, Last Name, Course ID, and Completion Date.

Use this page to upload a list or roster of course completion records.

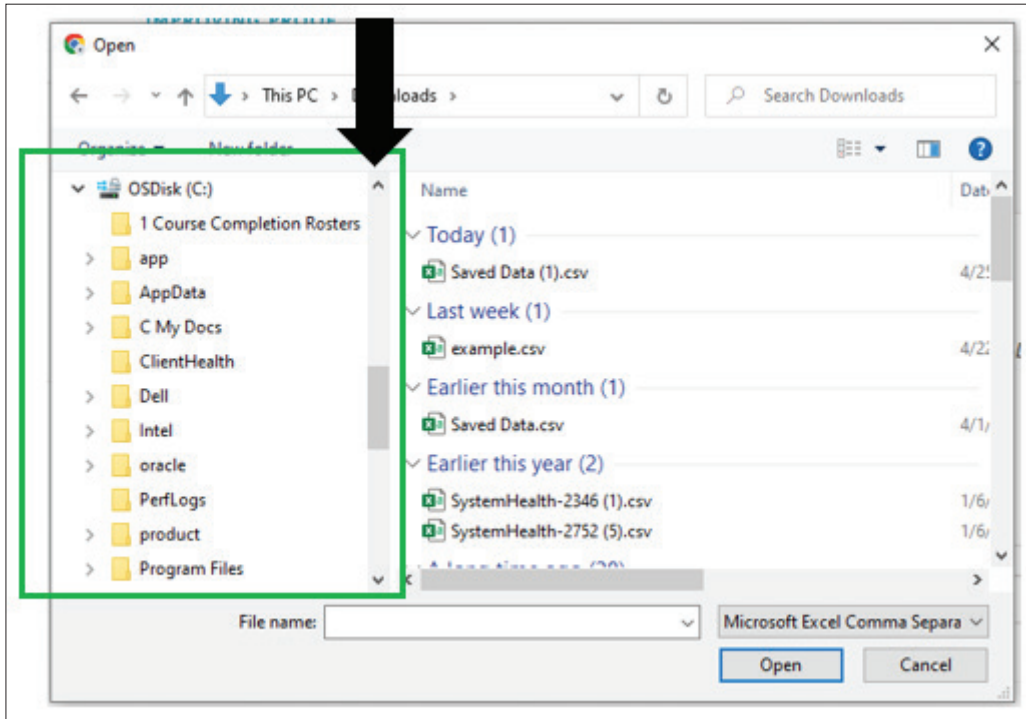
Click the “Browse” button on the right side of the page to browse your computer for the .csv file to upload.



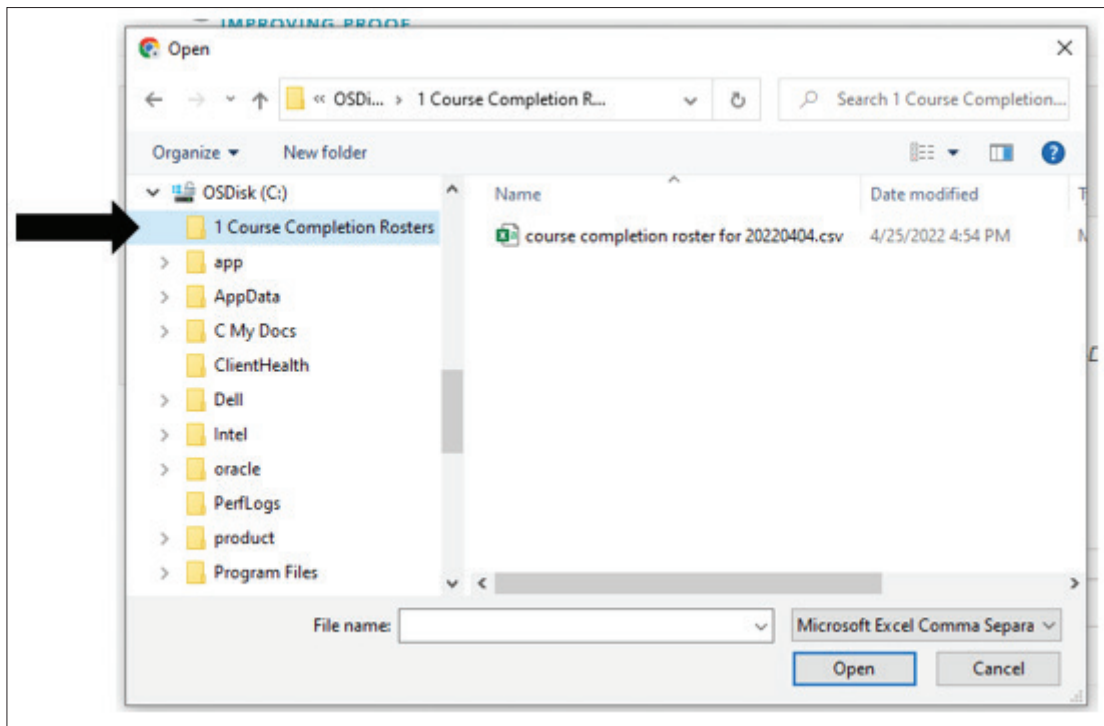
The “Open” pop-up window will appear:



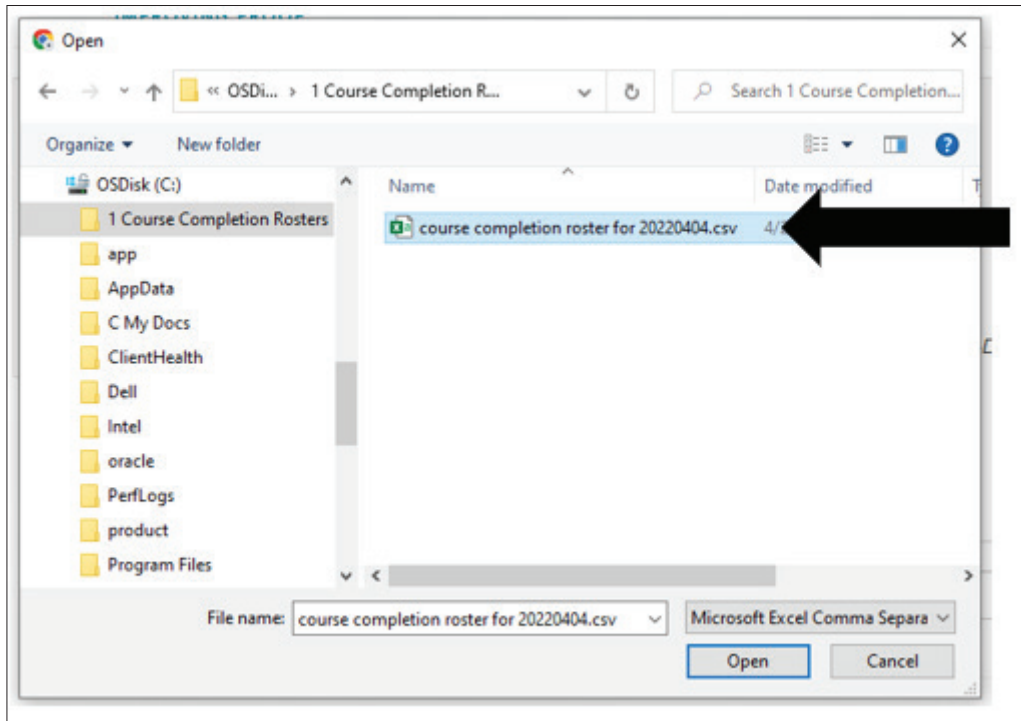
On the “Open” pop-up window, scroll through the left panel to find the folder location on your computer that contains the course completion roster (.csv file) to upload:



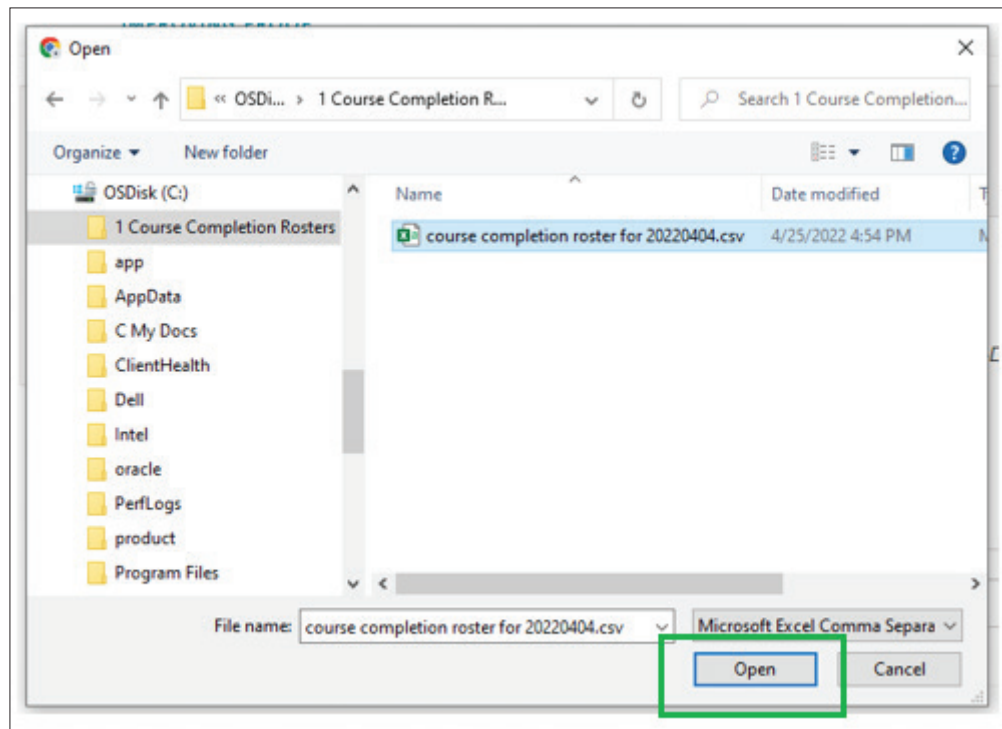
Double-click on the folder in which your file is located to select and open it:



Click on the file name to highlight it:



Then, click on the "Open" button at the bottom of the pop-up window to upload the file:



The CE system will review the file and provide the Total number of records in the file as well as list the number of rows/data in the file:

course completion roster for 20220404.csv Remove Browse ...

0% Run Import

Total	Processed	Success	Errors
7	0	0	0

License Number	Last Name	Course ID	Completion Date
License Number	Last Name	Course ID	Completion Date (YYYY-MM-DD format ONLY)
5482942-AI00	ALLAN	R220219	2022-04-04
12417514-AB00	ABNER	R220219	2022-04-04
11986882-AB00	ABEL	R220219	2022-04-04
5479398-BB00	BLUE	R220219	2022-04-04
11360945-CG00	CARTER	R220219	2022-04-04
12769520-NMLO	NELSON	R220219	2022-04-04

Click the “Run Import” button to import/upload the records into the system.

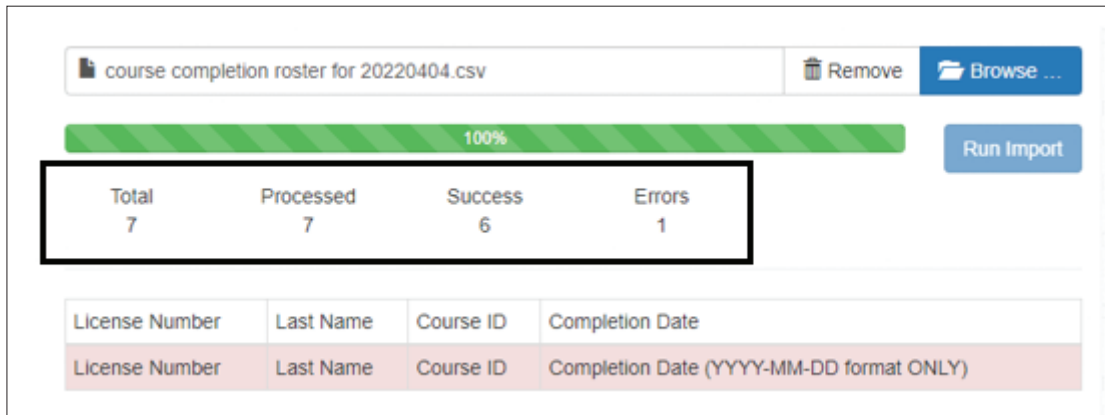
course completion roster for 20220404.csv Remove Browse ...

0% Run Import

Total	Processed	Success	Errors
7	0	0	0

License Number	Last Name	Course ID	Completion Date
License Number	Last Name	Course ID	Completion Date (YYYY-MM-DD format ONLY)
5482942-AI00	ALLAN	R220219	2022-04-04
12417514-AB00	ABNER	R220219	2022-04-04
11986882-AB00	ABEL	R220219	2022-04-04
5479398-BB00	BLUE	R220219	2022-04-04
11360945-CG00	CARTER	R220219	2022-04-04
12769520-NMLO	NELSON	R220219	2022-04-04

Once the file is 100% processed by the CE system, the Processed, Success, and Error numbers on the page will be updated.

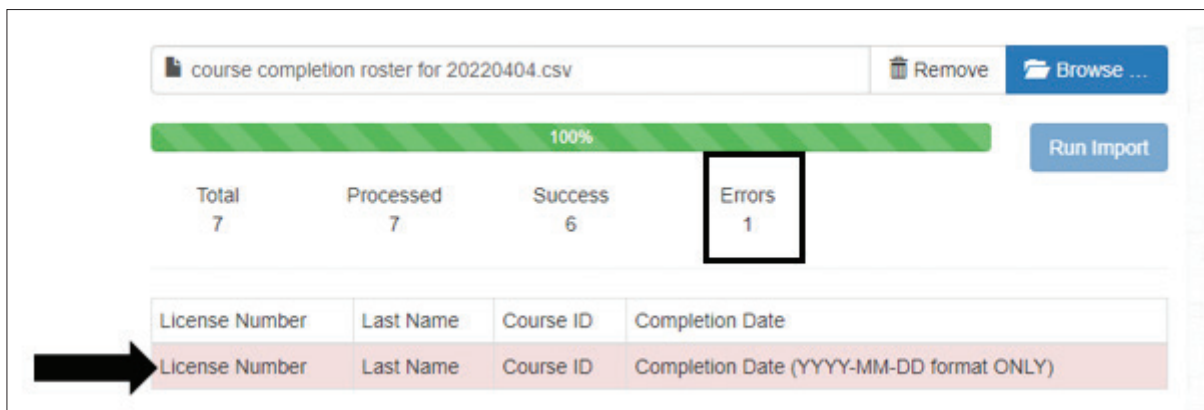


The screenshot shows a file upload interface. At the top, a file named "course completion roster for 20220404.csv" is listed with "Remove" and "Browse ..." buttons. Below this is a green progress bar labeled "100%". To the right of the progress bar is a "Run Import" button. Below the progress bar is a summary table with the following data:

Total	Processed	Success	Errors
7	7	6	1

Below the summary table is a table with the following columns: License Number, Last Name, Course ID, and Completion Date. The first row is a header row, and the second row is a data row with the text "Completion Date (YYYY-MM-DD format ONLY)".

If there are errors with records in the file, the record(s) will be highlighted in pink:



This screenshot is similar to the previous one, but the "Errors" cell in the summary table is highlighted with a black border. Below the summary table, the first row of the data table is highlighted in pink, and a black arrow points to it from the left.

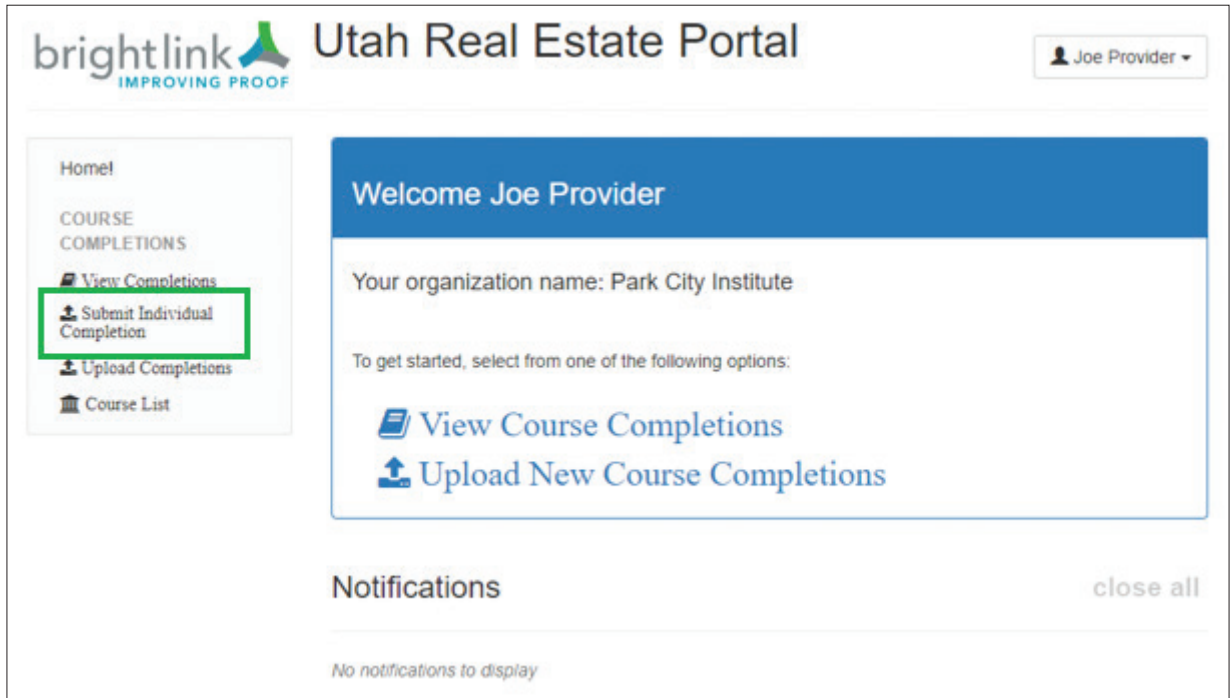
NOTE: If the header row IS included in the .csv file, it will error as show above. Also as shown above, the rest of the rows/records in the file are processed even though the header row erred.

REMINDER: Exclude the header row from the file if you do not want that record to error.

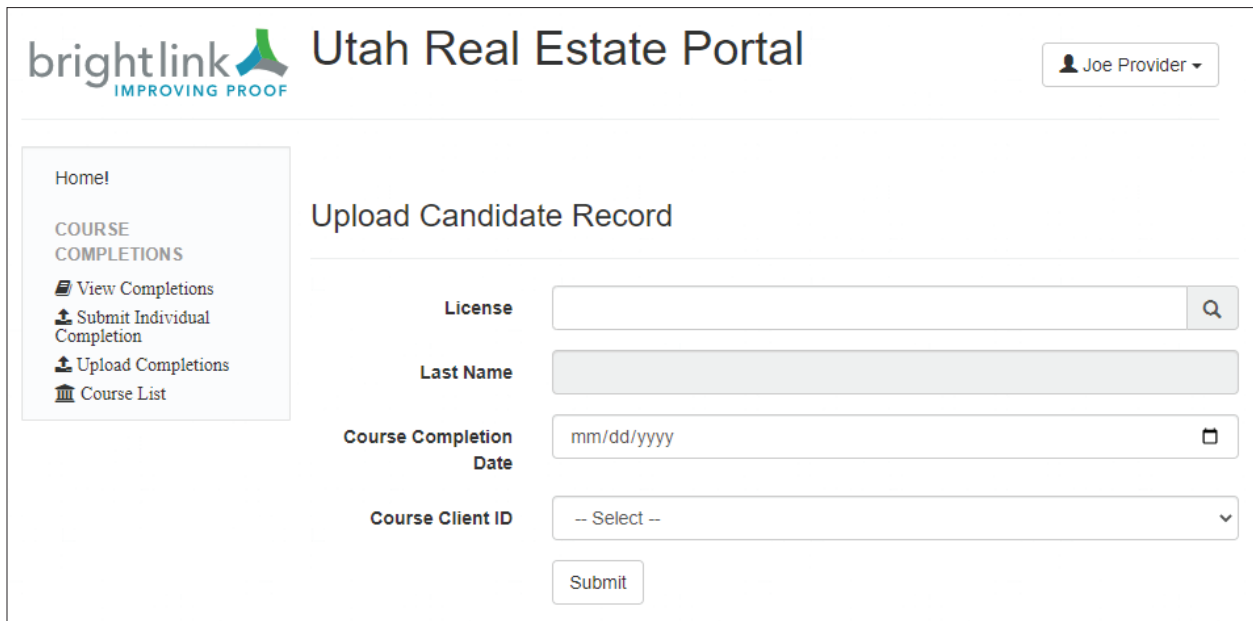
Correct the erred records and submit those records in a new file.

Submit Individual Course Completion — for Individual Students

On the Utah Division of Real Estate CE Banking Portal Home page, click on the “Submit Individual Completion” link in the left navigation pane.



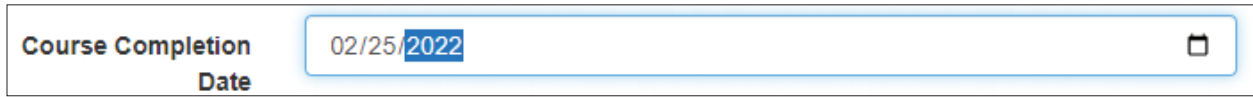
The “Upload Candidate Record” page will appear:




Enter the license number of the student that completed the course into the "License" field.

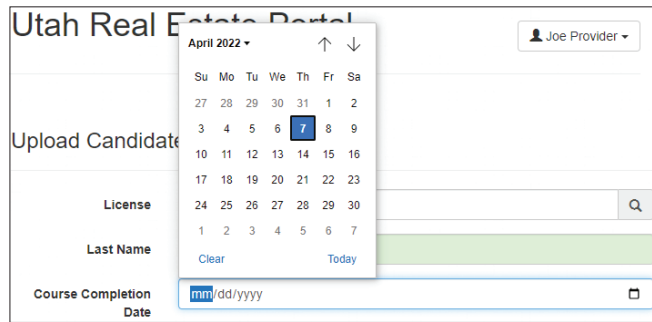
Enter the last name of the individual in the "Last Name" field.

Click in the "Course Completion Date" field to enter the course completion date (in mm-dd-yyyy format).



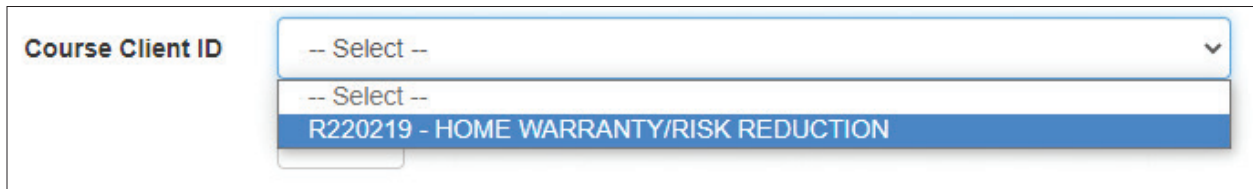
A screenshot of a form field labeled "Course Completion Date". The field contains the text "02/25/2022" and a calendar icon on the right side.

Or click on the calendar button  in the right side of the "Course Completion Date" field to make the calendar pop up. Then click on the correct date.



A screenshot of the "Course Completion Date" field with a calendar pop-up. The calendar shows April 2022, with the date 7th highlighted. The form fields for "License", "Last Name", and "Course Completion Date" are visible in the background.

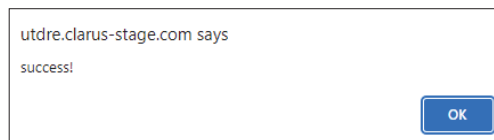
Click on the "Course Client ID" field to display all active courses. Scroll to find the correct course and then click on it to select the course.



A screenshot of a dropdown menu labeled "Course Client ID". The menu is open, showing a list of options. The option "R220219 - HOME WARRANTY/RISK REDUCTION" is selected and highlighted in blue.

After all information is entered, click the "Submit" button at the bottom of the page.


A pop-up window will display a "success!" message if the course completion was submitted successfully:



A screenshot of a success message pop-up window. The text reads "utdre.clarus-stage.com says success!". There is an "OK" button at the bottom right.

Click the "OK" button to close the pop-up window.

View Course Completions (Previously Submitted)

brightlink  **Utah Real Estate Portal** IMPROVING PROOF Joe Provider

Home!

COURSE COMPLETIONS

- View Completions**
- Submit Individual Completion
- Upload Completions
- Course List

Welcome Joe Provider

Your organization name: Park City Institute


To get started, select from one of the following options:

- View Course Completions**
- Upload New Course Completions

Notifications close all

No notifications to display

The most recently submitted course completions are displayed:

brightlink  **Utah Real Estate Portal** IMPROVING PROOF Joe Provider

Home!

COURSE COMPLETIONS

- View Completions**
- Submit Individual Completion
- Upload Completions
- Course List

Search

License Number	First Name	Last Name	Course	Completion Date
5482942-AI00	MATTHEW	ALLAN	R220219	2022-04-04
11360945-CG00	SUSAN	CARTER	R220219	2022-04-04
11986882-AB00	SARAH	ABEL	R220219	2022-04-04
12769520-NMLO	DYNNAKA	NELSON	R220219	2022-04-04
5479398-BB00	MICHAEL	BLUE	R220219	2022-04-04
12417514-AB00	RYAN	ABNER	R220219	2022-04-04
6103845-SA00	MATTHEW	SMITH	R220219	2022-02-25
5486933-PB00	ALEXANDER	MILLER	R220219	2022-02-20

Note: a maximum of 25 results can be returned per query. Click "Search" to refine your query.

Click on the Course number to see the course name:

me	Course	Completion Date
	R220219	2022-04-04
	HOME WARRANTY/RISK REDUCTION	2022-04-04
	R220219	2022-04-04
	R220219	2022-04-04

NOTE: A maximum of 25 results can be returned per query. Click the "Search" button to refine your query:

The screenshot shows the 'Utah Real Estate Portal' interface. At the top left is the 'brightlink' logo with the tagline 'IMPROVING PROOF'. To the right is the user name 'Joe Provider'. Below the logo is a navigation menu with 'Home!' and 'COURSE COMPLETIONS' (including 'View Completions', 'Submit Individual Completion', 'Upload Completions', and 'Course List'). A search bar with a 'Search' button is highlighted with a green box. The main content area displays a table of course completions. The 'Course' column contains the value 'R220219' for all entries, which is also highlighted with a green box. Below the table is a note: 'Note: a maximum of 25 results can be returned per query. Click "Search" to refine your query.'

License Number	First Name	Last Name	Course	Completion Date
5482942-AI00	MATTHEW	ALLAN	R220219	2022-04-04
11360945-CG00	SUSAN	CARTER	R220219	2022-04-04
11986882-AB00	SARAH	ABEL	R220219	2022-04-04
12769520-NMLO	DYNNAKA	NELSON	R220219	2022-04-04
5479398-BB00	MICHAEL	BLUE	R220219	2022-04-04
12417514-AB00	RYAN	ABNER	R220219	2022-04-04
6103845-SA00	MATTHEW	SMITH	R220219	2022-02-25
5486933-PB00	ALEXANDER	MILLER	R220219	2022-02-20

The "Search Completion Records" page appears:

✕ Close

Search Completion Records

First Name

Last Name

Course ID


Completed After

Completed Before

Sort By

() denotes a required field*

Submit

 Powered by **BrightLink**

Enter data into any one or more of the following fields on the "Search Completion Records" page

First Name

Last Name

Course ID

Completed After

Completed Before

✕ Close

Search Completion Records

First Name

Last Name

Course ID

Completed After

Completed Before

Sort By

(*) denotes a required field

Submit

Select an option from the "Sort By" drop-down menu, if needed:

Sort By

Select an Option

- Completion Date (Descending)
- Completion Date (Ascending)
- Course ID
- Last Name
- First Name

Then click the "Submit" button on the bottom of the page. The search results appear:

The screenshot shows the 'Utah Real Estate Portal' interface. At the top left is the 'brightlink IMPROVING PROOF' logo. To the right is the user name 'Joe Provider' with a dropdown arrow. Below the logo is a navigation menu with 'Home!' and 'COURSE COMPLETIONS' (with sub-links: View Completions, Submit Individual Completion, Upload Completions, Course List). A search bar with a magnifying glass icon and the word 'Search' is present. Below the search bar is a table with the following data:

License Number	First Name	Last Name	Course	Completion Date
6103845-SA00	MATTHEW	SMITH	R220219	2022-02-25

Below the table is a note: "Note: a maximum of 25 results can be returned per query. Click "Search" to refine your query."

Remove/Delete Course Completions

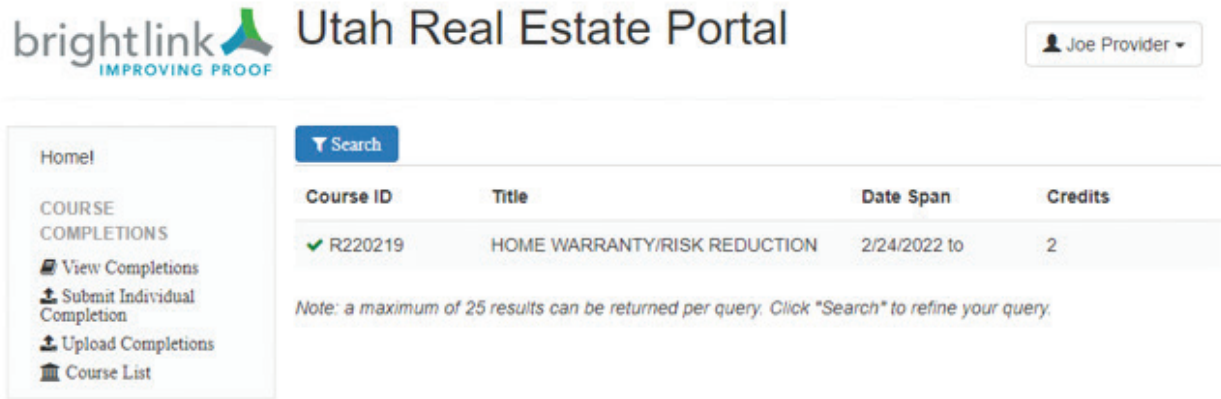
If a course completion is entered in error, please contact Pearson VUE via email at the following address: ce_providers@pearson.com. Provide all the incorrect data that was submitted.

Review Course List

On the Utah Division of Real Estate CE Banking Portal Home page click on the "Course List" link on the left panel:

The screenshot shows the 'Utah Real Estate Portal' home page. At the top left is the 'brightlink IMPROVING PROOF' logo. To the right is the user name 'Joe Provider' with a dropdown arrow. Below the logo is a navigation menu with 'Home!' and 'COURSE COMPLETIONS' (with sub-links: View Completions, Submit Individual Completion, Upload Completions, Course List). The 'Course List' link is highlighted with a green box. To the right of the navigation menu is a large blue banner with the text 'Welcome Joe Provider'. Below the banner is a section with the text 'Your organization name: Park City Institute' and 'To get started, select from one of the following options:'. Below this text are two buttons: 'View Course Completions' and 'Upload New Course Completions'. Below the banner is a 'Notifications' section with the text 'No notifications to display' and a 'close all' link.

The course list will appear:



brightlink **Utah Real Estate Portal** IMPROVING PROOF Joe Provider

Home! Search

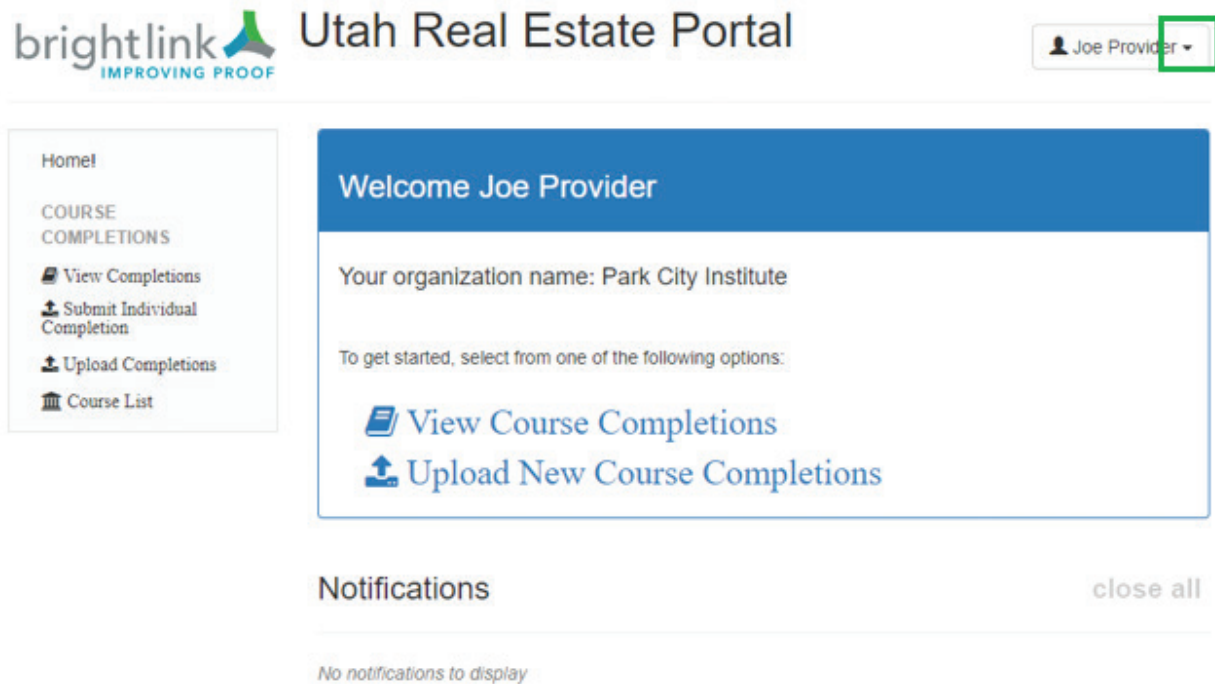
Course ID	Title	Date Span	Credits
✓ R220219	HOME WARRANTY/RISK REDUCTION	2/24/2022 to	2

Note: a maximum of 25 results can be returned per query. Click "Search" to refine your query.

Home!
COURSE COMPLETIONS
View Completions
Submit Individual Completion
Upload Completions
Course List

Review or Update User Profile

Click on the triangle behind your name in the upper-right corner of the Utah Division of Real Estate CE Banking Portal Home page to display the drop-down menu.



brightlink **Utah Real Estate Portal** IMPROVING PROOF Joe Provider

Home! Search

Welcome Joe Provider

Your organization name: Park City Institute

To get started, select from one of the following options:

- View Course Completions
- Upload New Course Completions

Notifications close all

No notifications to display

Home!
COURSE COMPLETIONS
View Completions
Submit Individual Completion
Upload Completions
Course List

Click on the "User Profile" menu option in the drop-down menu:

The screenshot shows the 'brightlink IMPROVING PROOF Utah Real Estate Portal' interface. On the left is a navigation menu with 'Home!', 'COURSE COMPLETIONS', and links for 'View Completions', 'Submit Individual Completion', 'Upload Completions', and 'Course List'. The main content area features a blue header 'Welcome Joe Provider' and text indicating the organization name is 'Park City Institute'. Below this are two main action buttons: 'View Course Completions' and 'Upload New Course Completions'. A 'Notifications' section at the bottom shows 'No notifications to display'. In the top right corner, a user profile dropdown menu is open, listing 'Joe Provider', 'Organization Profile', 'User Profile' (highlighted with a green box), 'Change Password', and 'Logout'.

The "Account Information" page appears:

The screenshot displays the 'Account Information' page. The header remains the same. The left navigation menu is also present. The main content area is titled 'Account Information' and includes an 'Update Profile' link. A grey box contains the following user details: 'Joe Provider', '64 Zoo Lane', 'Suite 200', 'Greentown, UT 22222', 'Joe.Provider@parkcityinst.com', and '+1 435 222 2222'.

Click the "Update Profile" link in the upper-right corner of the page.

The screenshot shows the 'Utah Real Estate Portal' interface. At the top left is the 'brightlink' logo with the tagline 'IMPROVING PROOF'. To the right of the logo is the text 'Utah Real Estate Portal'. In the top right corner, there is a user profile dropdown menu showing 'Joe Provider'. On the left side, there is a navigation menu with 'Home!' and 'COURSE COMPLETIONS' section containing links for 'View Completions', 'Submit Individual Completion', 'Upload Completions', and 'Course List'. The main content area is titled 'Account Information' and features a green-bordered button labeled 'Update Profile'. Below this, a grey box displays the user's profile information: 'Joe Provider', '64 Zoo Lane, Suite 200, Greentown, UT 22222', 'Joe.Provider@parkcityinst.com', and '+1 435 222 2222'.

The "Provider User Profile" page appears:

The screenshot shows the 'Provider User Profile' form. On the left is the same navigation menu as in the previous screenshot. The main content area is titled 'Provider User Profile' and contains a form with the following fields: 'Email' (Joe.Provider@parkcityinst.com), 'First name *' (Joe), 'Last name' (Provider), 'Telephone' (+1 435 222 2222), 'Address' (64 Zoo Lane), 'Address (cont.)' (Suite 200), 'City' (Greentown), 'Postal Code' (22222), 'Country' (United States), and 'State' (Utah). A blue 'Save Changes' button is located at the bottom of the form. A note at the bottom right states '(*) denotes a required field'.

Edit the necessary fields:

Provider User Profile

Email

First name *

Last name

Telephone

Address

Address (cont.)

City

Postal Code

Country

State

(*) denotes a required field

Then click on the "Save Changes" button on the bottom of the page:

Provider User Profile

Email

First name *

Last name

Telephone

Address

Address (cont.)

City

Postal Code

Country

State

(*) denotes a required field

The "Data updated successfully" message will appear at the top of the page after the changes are saved by the system as show below.

The screenshot displays the 'Utah Real Estate Portal' interface. At the top left is the 'brightlink IMPROVING PROOF' logo. At the top right, a user profile dropdown shows 'Joe Provider'. A green-bordered box highlights a green notification banner at the top that reads 'Data updated successfully.' with a close button (X). Below this is the 'Provider User Profile' section, which contains a form with the following fields:

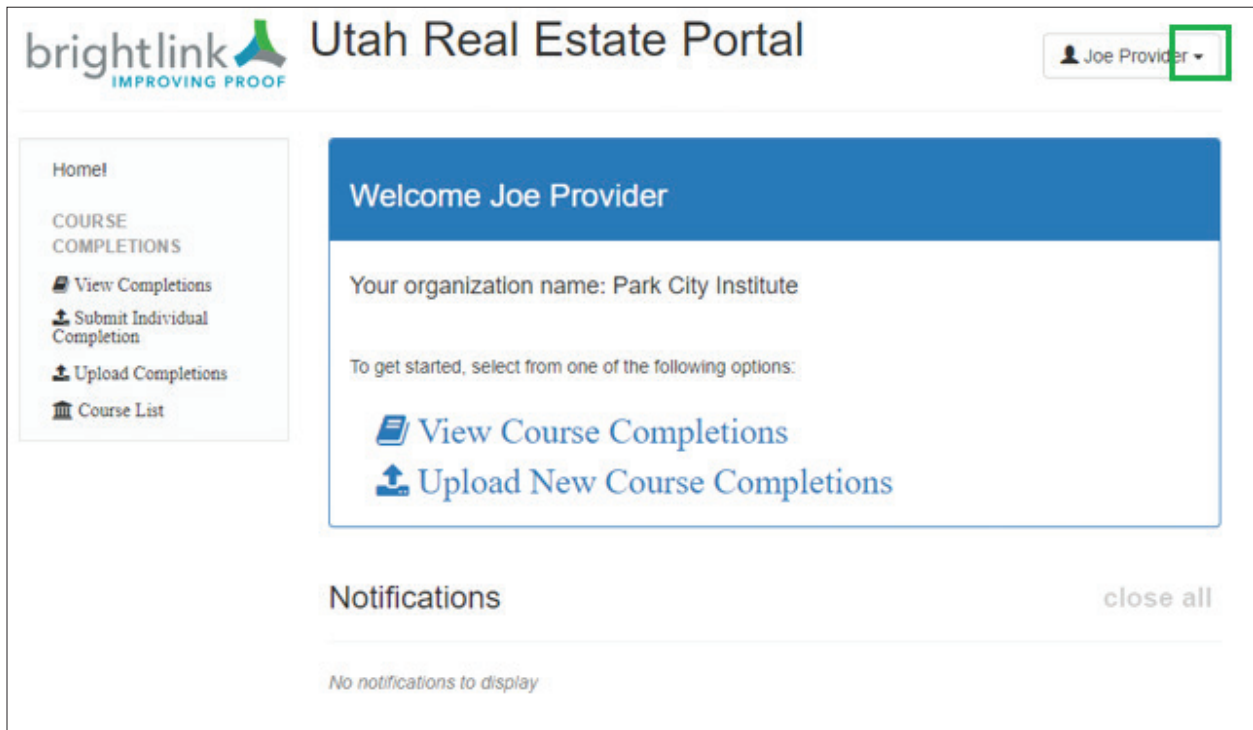
Email	Joe.Provider@parkcityinst.com
First name *	Joe
Last name	Provider
Telephone	+1 435 222 2222
Address	64 Zoo Lane
Address (cont.)	Suite 200

On the left side of the page, there is a navigation menu with the following items:

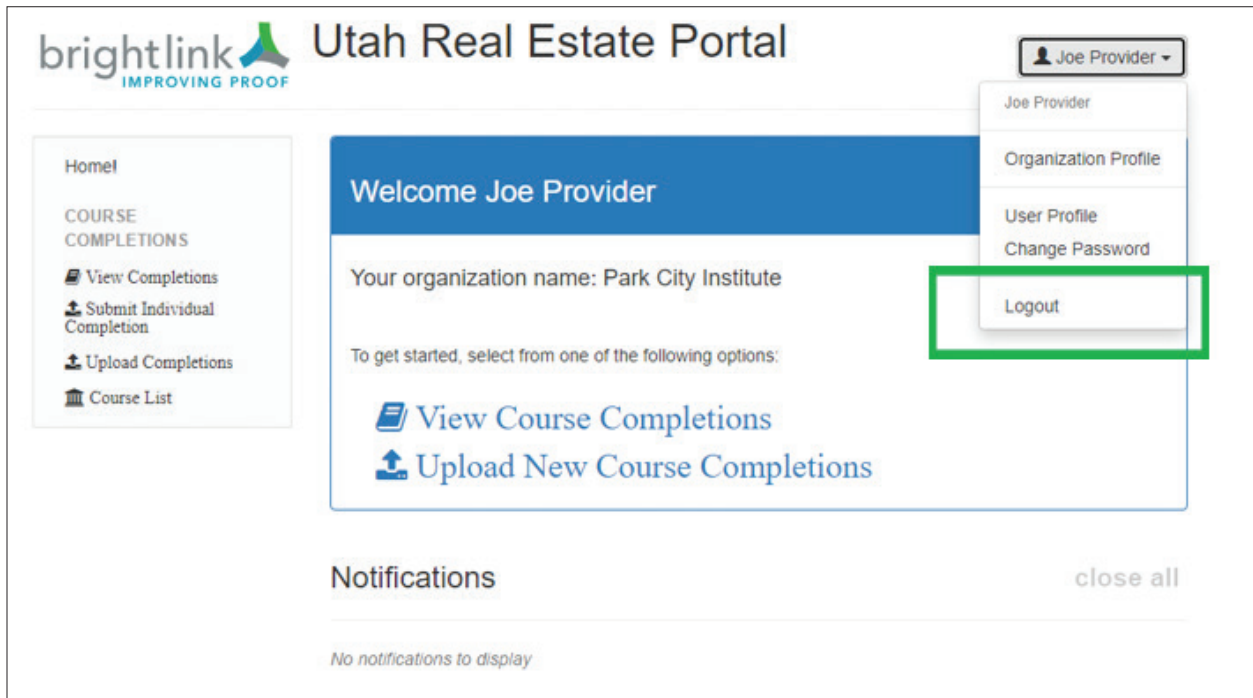
- Home
- COURSE COMPLETIONS
 - View Completions
 - Submit Individual Completion
 - Upload Completions
 - Course List

Log Out

Click on the triangle behind your name in the upper-right corner of the Utah Division of Real Estate CE Banking Portal Home page to display the drop-down menu.



Click on the "Logout" menu option in the drop-down menu:



The Login page will appear:

brightlink
IMPROVING PROOF

Language ▾

Please log in.

Username:

Password:

Login

Forgot your password? [Reset it here.](#)

If you're having technical problems, please email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM ET M-F

Troubleshooting — Hints and Tips

Make sure the Course exists in the system before uploading a CSV file/roster or submitting course completions.

Make sure the student license number is correct. The course completion will not load into the system if any of the following are incorrect:

- License Number

- Last Name

- Course ID

- Completion Date (YYYY-MM-DD format ONLY)

Contact Pearson VUE email: ce_providers@pearson.com or call 1-800-274-4577 between 8AM-6PM Eastern Monday through Friday.

Set the Completion Date fields in the .csv file to "Text" so the date can be entered in the format required by the system (YYY-MM-DD)

