

Investors Title

INNOVATIVE BY INSTINCT

On-Demand Education



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1

Register: Register your individual account once through the top menu “Register” link.* DO NOT check the box “I am an employee of an Investors Title agent.” Click the “Create Account” button when finished.

2

View Course: Once your account is registered, you may begin adding courses to your classroom and viewing content.

1. Go to “Online Courses” in the top menu and select the desired course. Complete the purchase/checkout process. For courses with a fee, credit cards are the only form of payment accepted. You will receive an emailed receipt of the transaction.
2. Once purchased/checked out, the course will appear under “My Account” in the “My Classroom” section accessed from the top submenu.**

3

Confirm Completion: After viewing the course, obtain a completion certificate by going through the “Certify Credit” process. Under “My Account” select Certify Credit from the secondary menu. Please note that continuing education credit is not available. This process simply provides a completion certificate for your records.

*Viewing content as a group is possible; however, record of completion is tied to an individual account only.

**Unless discontinued, a course will remain in your classroom for viewing for one year from the date of being purchased/checked out.

