


Getting Started on the MLS

This new learning tract is great for new agents or agents returning to the business! It will quickly get you started using the MLS tools Sandicor provides plus a sampling of the dynamic products and resources available for your success.

A complete library of training videos is available at <http://sandicor.com/support/paragon-support/paragon-videos/>

MLS LOGIN

1. Go to www.Sandicor.com and click on **Member Login**.




2. Enter your six digit ID and confidential Password.


The first time you log into the MLS you'll be prompted to change your temporary password issued by your Association and answering a few security questions.

Example of Login IDs by Association

GSDAR Member	6xxxxx
NSDCAR Member	1xxxxx
PSAR So Member	2xxxxx
PSAR East Member	8xxxxx



3. From your Dashboard, select the icon for **Paragon**.



Please proceed to the videos below to set up your Preferences in Paragon and learn the basics of your MLS system.

Paragon MLS - System Set up (Video playlist is in suggested learning order)

User Preferences - Adding Agent & Logo Images to Brand Yourself (4:34)

http://sandicor.com/wp-content/uploads/2016/Video/User_Preferences_Adding_Agent_and_Logo_Images.mp4

Market Monitor – MLS Activity Snapshot (6:20)

http://sandicor.com/wp-content/uploads/2016/Video/Market_Monitor_Filter.mp4

Search Options Settings (8:46)

http://sandicor.com/wp-content/uploads/2016/Video/Search_Options.mp4

User Interface Settings (4:43)

http://sandicor.com/wp-content/uploads/2016/Video/User_Interface.mp4

Email Verification & Settings (6:06)

<http://sandicor.com/wp-content/uploads/2016/Video/Email.mp4>

Message Body & Email Signature Set Up (10:09)

http://sandicor.com/wp-content/uploads/2016/Video/Message_Body-Email_Signature.mp4

Paragon MLS Tools

Searching Tools (15:18)

http://sandicor.com/wp-content/uploads/2016/Video/2_Search_SearchingTools.mp4

Saving a Search in Paragon (10:49)

http://sandicor.com/wp-content/uploads/2015/Video/3_Searching_SavingSearches.mp4

CMA Quick Summary (10:02)

http://sandicor.com/wp-content/uploads/2016/Video/CMA_Quick_Summary.mp4

Listing Input Basic Rules (24:38)

http://sandicor.com/wp-content/uploads/2014/12/1_Listing_Input-Basic_Rules%20%20Completion_of_the_Listing_Input_Form.mp4

CRS Tax Resource

CRS Tax Quick Get Started (7:41)

<http://sandicor.com/wp-content/uploads/2016/Video/GettingStarted2.mp4>

Lead Generator

Sandicor Consumer Site – Claim Leads & Monitor Listing Activity (35:14)

<https://attendee.gotowebinar.com/recording/1959129983220130562>

Market Statistics Tool

10k InfoSparks – Housing Market Research Tool (16:15)

<https://attendee.gotowebinar.com/recording/8134272061069563139>

Nationwide Searching Tools for REALTORS & Licensed Agents

RPR® – REALTORS Property Resource Information Page

<http://blog.narrpr.com/>

FIND by REALTOR.com Quick Reference Guide

<http://find.realtor.com/support/images/downloads/private/other-resources/Find-QRG.pdf>