

## **How to Register for the Pre-Licensing Package and Career Information Sessions**

*... and other classes open to “non-members”*

Visit the Greater Lehigh Valley Real Estate Academy (GLVREA) website at [www.GLVREAcademy.com](http://www.GLVREAcademy.com). Navigate to the class you wish to register for by utilizing the menu or by clicking “Find a Course” in the top navigation.

At the bottom of each class page, you will see the course dates and times with the instructor information. Click “Non-member Registration” directly below the instructor’s photo (any non-member registration link will do, as they all lead to the same place).

You will be directed to Internet Member Services (IMS). Directly under the “Submit” button, click the link that reads, “Are you a non-member of GLVR and need a logon? Click here.” Once you complete the registration process\*, you will be directed to the IMS main menu. Click “Register for Continuing Ed & Orientation Classes” under the Education header.

Click on the course you want. On the bottom left of the course page, you’ll see “Proceed to Registration.” Click that link and follow the instructions. When the process is complete, you will receive a receipt and email confirmation. If you do not receive email confirmation or get stuck during the registration process, please email [Academy@GLVR.org](mailto:Academy@GLVR.org) or call 610-694-0727.

\* **Please note:** Usernames and passwords can be a MAXIMUM of 12 characters. It is advised that you keep your credentials simple and avoid using special characters.