

## **CHANGING YOUR OWN RECORD IN NRDS**

You can make some limited changes to your own member record in NRDS. First, log into <http://realtor.org> and click on NRDS in the upper right corner. On your first visit, you will have to register, but this is a painless process. After you register, just log in and you will see the NRDS Menu.

Once you have reached the NRDS menu, select **Change My Own Basic Information in NRDS**.

You can fill in/change any of the following information. Only those fields preceded by an asterisk (\*) require an answer:

### TITLE

Mr, Ms, etc.

### SALUTATION

Used by some associations as guideline on salutations for letters. For example, James Smith may decide on Jim for a salutation or perhaps Mr. Smith

### FIRST NAME (PLEASE no nicknames here!)

MIDDLE NAME (or initial)

LAST NAME

NICKNAME

### GENERATION

Jr, Sr, III, etc.

### GENDER

### BIRTHDAY

Note: all date fields require MM, DD, YYYY. The year must be all 4 digits (e.g. 1998)

### HOME ADDRESS

Note: no other members will be able to view your home address.

### HOME PHONE

Note: no other members will be able to view your home phone.

### PERSONAL FAX

### PREFERRED FAX

Send Faxes to the Fax Number listed for your Office or Home (fax number in the Personal Fax field)

### STOP FAX

### MAIL ADDRESS

If, in addition to your Office Address (already stored in the Office record) and your Home Address, there is a third address for your mail, etc.

### PREFERRED MAIL

Where you prefer to receive association mail.

### EMAIL

WEB PAGE

### OFFICE

Note: You are not allowed to change which office you are affiliated with. You can, however, click the Email link underneath the Office Name and send an email directly to your Primary association asking that they change your Office information.

### OFFICE VOICE EXT

Phone extension, if any, at office.

### LICENSE

#### PREFERRED PUBLICATION

Where you prefer to receive your association magazine(s).

#### ON ROSTER

If you wish to appear on your association's roster.

NRDS will then display other information on your member record that you can view, but not change. Those fields can be changed only by your local association. Note: the Designation and Affiliation fields are maintained by the Institutes, Societies and Councils.

At the bottom of your record are the Primary Field of Business fields. These fields allow you to enter your business specialties and are especially helpful when members search for other members by field of business. You can track up to 4 specialties in your member record.

Specialties are listed by code numbers. To see the specialties, click on the Search Primary Field of Business button. When the search screen appears, you can just click the List All button to see the entire list which is grouped by Residential, Commercial, Other Real Estate Specialties, and Industry Related. Once you've found the specialty, click on the code number shown.

NRDS will return you to your member record with the specialty filled in.

#### **TO SAVE CHANGES:**

Once you have completed any changes to your member record, click on CHANGE at the bottom of the screen. If you do not want to save any changes you have made, click CANCEL at the bottom of the screen.

NRDS will either display a 'Succeeded' message or show you an error message (for example, you typed a date incorrectly).

#### **CHANGING AN OFFICE RECORD IN NRDS**

If you are listed as the Designated Realtor (DR) of an office in NRDS, you can make changes to that Office record.

Use the method described in Find An Office to pull up the office record.

If you are the DR, you will see a Change Office Information button at the bottom of the office record screen. Click this button.

You can fill in/change any of the following information. Only those fields preceded by an asterisk (\*) require an answer:

OFFICE BUSINESS NAME  
OFFICE CORPORATE NAME  
STREET ADDRESS  
OFFICE PHONE  
OFFICE FAX  
STOP FAX

#### MAIL ADDRESS

Use this address if the mailing address for the Office is different than the Street Address.

#### OFFICE CONTACT UNLICENSED

If the contact person for the office is not a Member, enter their name here.

#### ON ROSTER

Indicate if you want the office to appear or not on your association's roster.

#### EMAIL

WEB PAGE

NRDS will then display other information on your member record that you can view, but not change. Those fields can be changed only by your local association.

**TO SAVE CHANGES:**

Once you have completed any changes to your member record, click on CHANGE at the bottom of the screen. If you do not want to save any changes you have made, click CANCEL at the bottom of the screen.

NRDS will either display a 'Succeeded' message or show you an error message (for example, you typed a date incorrectly).

**NOTIFICATION TO ASSOCIATIONS**

Whether changing a member record or an office record, the primary and secondary (if any) local associations as well as the State Association will be notified via email the next day of what was changed, when, and by who.