

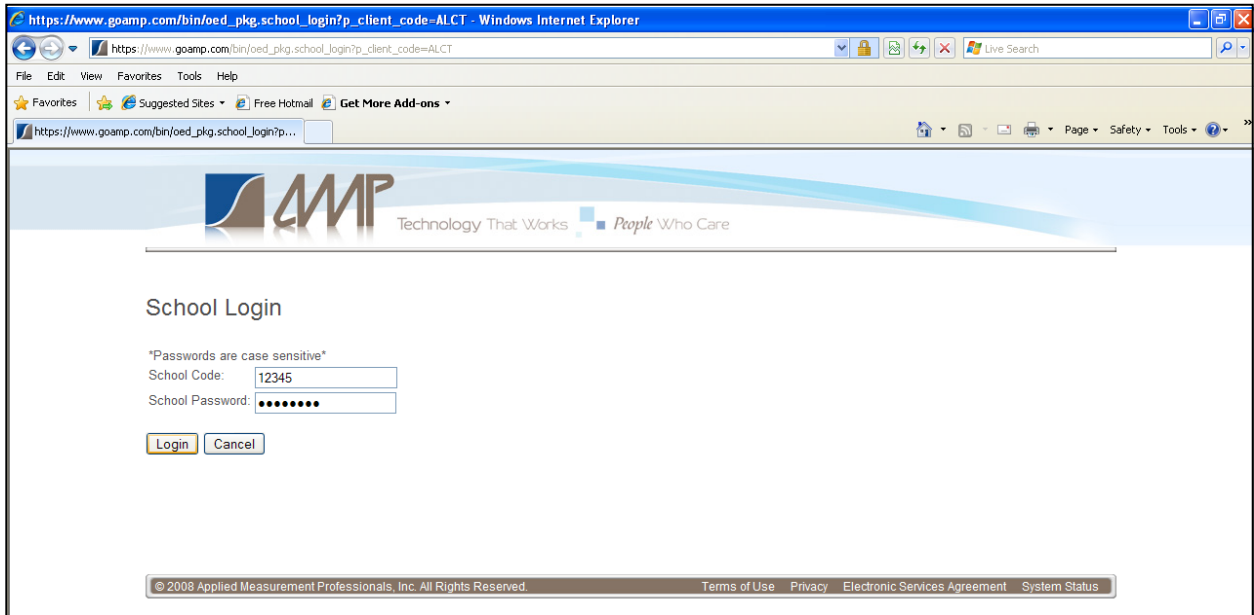
AMP Electronic Eligibility Database (EED)

All schools must send AMP the completed User Enrollment Form in order to have access to the EED. AMP will then send a School Password, User Name, and User Password allowing school representatives to log in. Each school can have up to three users.

1. Access AMP's EED by typing in the following link:

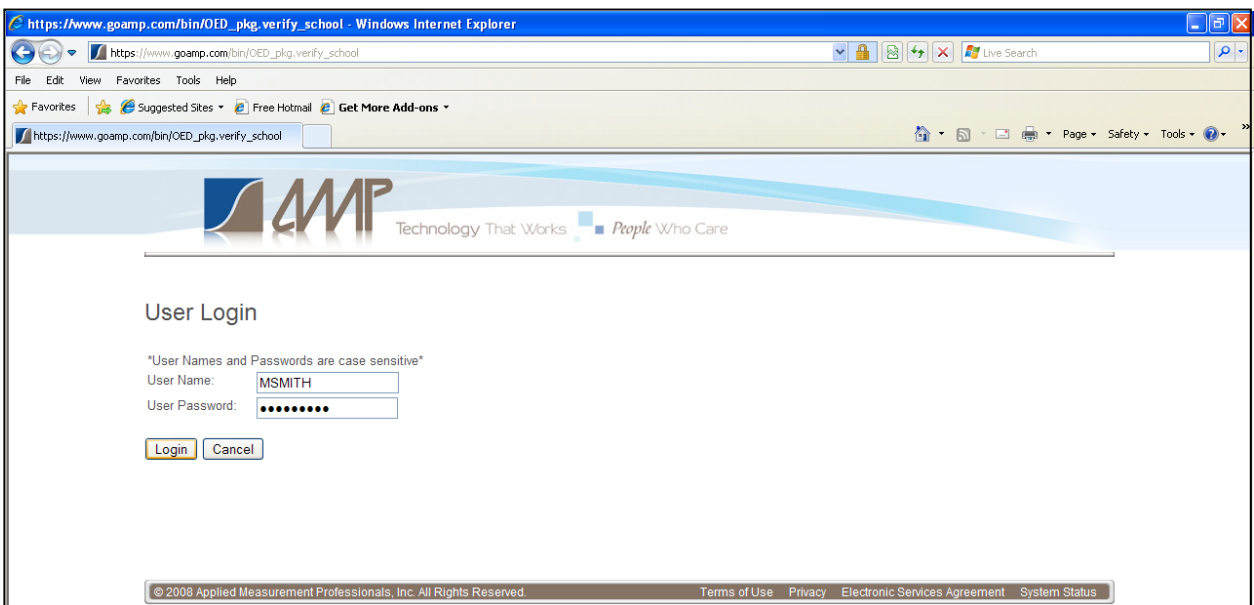
https://www.goamp.com/bin/oed_pkg.school_login?p_client_code=ALCT

2. Enter your school code and password on the School Login screen and click the *Login* button.



The screenshot shows a web browser window with the URL https://www.goamp.com/bin/oed_pkg.school_login?p_client_code=ALCT. The page features the AMP logo and the tagline "Technology That Works People Who Care". Below the logo is the "School Login" section. It includes a note: "*Passwords are case sensitive*". There are two input fields: "School Code:" with the value "12345" and "School Password:" with masked characters. Below the fields are "Login" and "Cancel" buttons. At the bottom of the page, there is a footer with the text "© 2008 Applied Measurement Professionals, Inc. All Rights Reserved." and links for "Terms of Use", "Privacy", "Electronic Services Agreement", and "System Status".

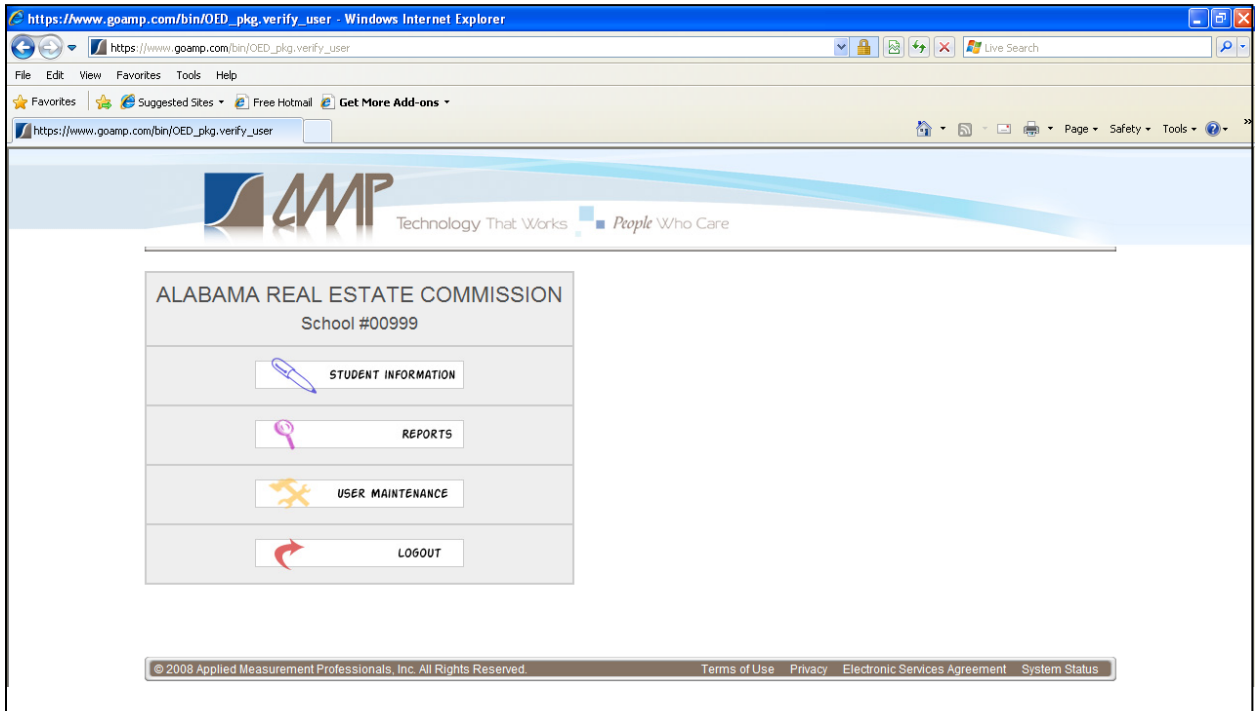
3. Enter a User Name and User Password on the User Login screen and click the *Login* button.
Each school can have up to three users.



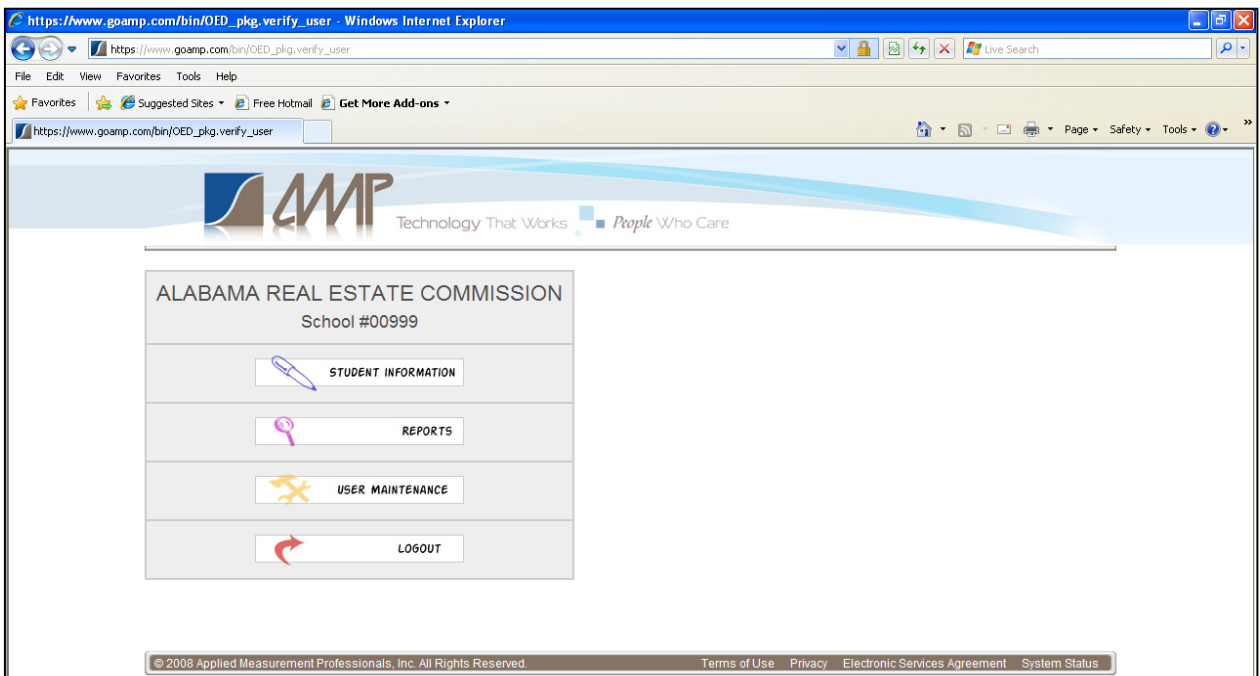
The screenshot shows a web browser window with the URL https://www.goamp.com/bin/OED_pkg.verify_school. The page features the AMP logo and the tagline "Technology That Works People Who Care". Below the logo is the "User Login" section. It includes a note: "*User Names and Passwords are case sensitive*". There are two input fields: "User Name:" with the value "MSMITH" and "User Password:" with masked characters. Below the fields are "Login" and "Cancel" buttons. At the bottom of the page, there is a footer with the text "© 2008 Applied Measurement Professionals, Inc. All Rights Reserved." and links for "Terms of Use", "Privacy", "Electronic Services Agreement", and "System Status".

4. After the User Login, you will be taken to a menu with the following options:

- Student Information
- Reports (a list of students entered and whether they have scheduled an appointment or tested)
- User Maintenance (change user's email address, phone number, etc.)
- Logout



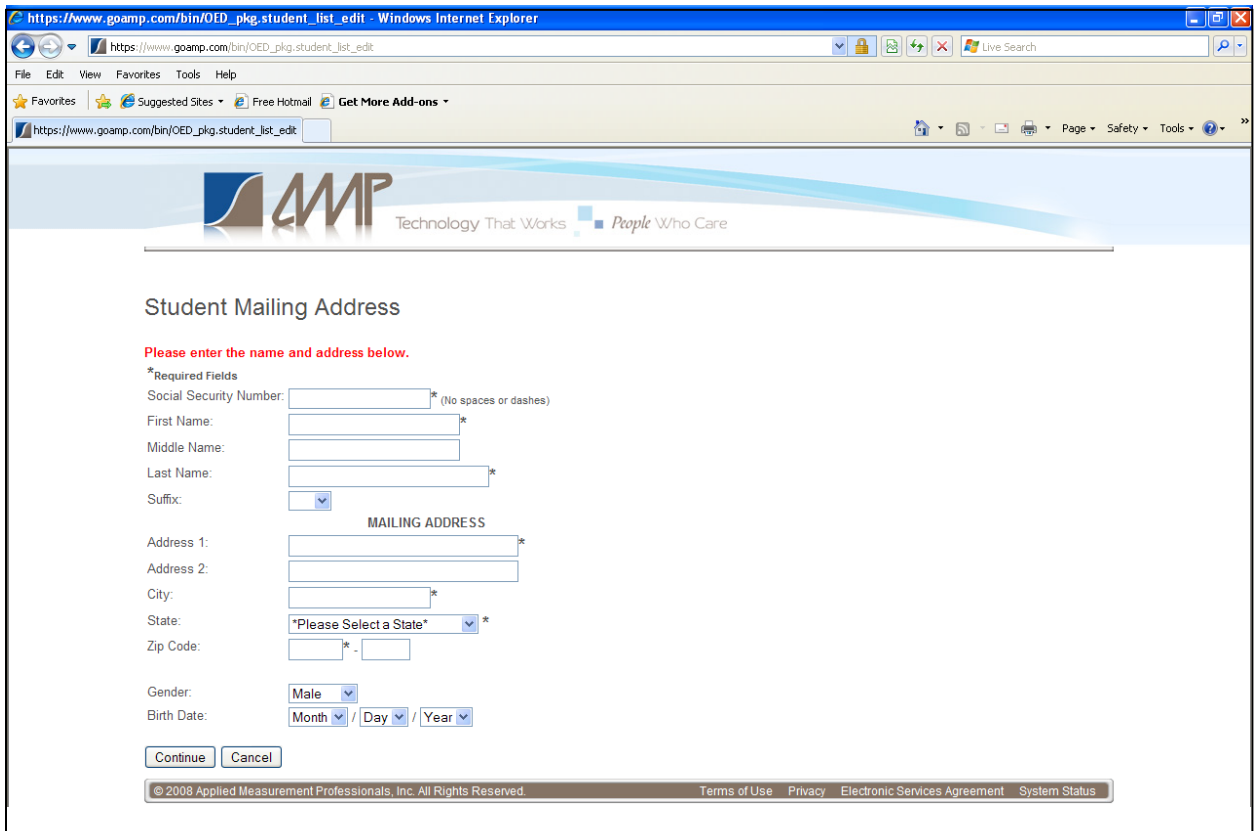
5. Select the "Student Information" menu option.



6. Select “Add New Student”.



7. Enter student information and click “Continue”. This can be done before a student completes the course.



8. Enter any additional information including a phone number and click “Submit”. This can be done before a student completes the course.

https://www.goamp.com/bin/OED_pkg.verify_address - Windows Internet Explorer

https://www.goamp.com/bin/OED_pkg.verify_address

File Edit View Favorites Tools Help

Favorites Suggested Sites Free Hotmail Get More Add-ons

https://www.goamp.com/bin/OED_pkg.verify_address

Page Safety Tools

AMP Technology That Works People Who Care

Student Residence Address

*Required Fields
SSN: 123-45-6789
Name: REALTOR, JOHN

RESIDENCE ADDRESS

Address 1:
Address 2:
City:
State: ALABAMA
Zip Code: -

Home Phone: () - *
Work Phone: () -
E-mail Address:

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9. If the student has completed the prelicense course, enter the completion/graduation date and select the type of exam for which the student is eligible. Graduation date must be before the current date. **Be sure to select the correct Exam Type!**

NOTE: If the student has not graduated from the course, click “Cancel” and you will be redirected to the screen to add another student.

https://www.goamp.com/bin/OED_pkg.verify_address_alt - Windows Internet Explorer

https://www.goamp.com/bin/OED_pkg.verify_address_alt

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Favorites Suggested Sites Free Hotmail Get More Add-ons

https://www.goamp.com/bin/OED_pkg.verify_address...

Page Safety Tools

AMP Technology That Works People Who Care

Student Information

Graduation Date: SEP / 29 / 2009
Exam Type: Select an Exam Type...
Broker Examination
Broker Reciprocal Examination
Salesperson Examination
Salesperson Reciprocal Examination

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10. You will now see a review screen. Take a moment to verify that you have entered all of the information in correctly. If you find an error, click Cancel and re-enter the correct information. If all information is correct, click "Submit". **NOTE: This is the last opportunity you will have to make any changes to the graduation date!**

https://www.goamp.com/bin/OED_pkg.verify_information - Windows Internet Explorer

https://www.goamp.com/bin/OED_pkg.verify_information

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Favorites Suggested Sites Free Hotmail Get More Add-ons

https://www.goamp.com/bin/OED_pkg.verify_inform...

AMP Technology That Works People Who Care

You are not allowed to update a record once the graduation date has been entered. Please review the student information.

SSN:	123-45-6789
First Name:	JOHN
Middle Name:	
Last Name:	REALTOR
Suffix:	

MAILING ADDRESS

Address 1:	555 CARLTON BLVD
Address 2:	
City:	MONTGOMERY
State:	AL
Zip Code:	36116 -

RESIDENCE ADDRESS

Address 1:	
Address 2:	
City:	
State:	
Zip Code:	-

Gender:	M
Birth Date:	01/02/1980
Home Phone:	(334) 242-5544
Work Phone:	
E-mail Address:	

Graduation Date:	09/29/2009
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Click the 'Submit' button to save the record without making any changes.
Click the 'Cancel' button to make changes to the student's record. You will need to re-enter the graduation date.

11. After you click “Submit”, you will be taken back the to “Student Information” screen where you can add more students. **NOTE: If you entered a graduation date for a student, you CAN NOT review that student’s information from this screen. Viewing details will be given later.**

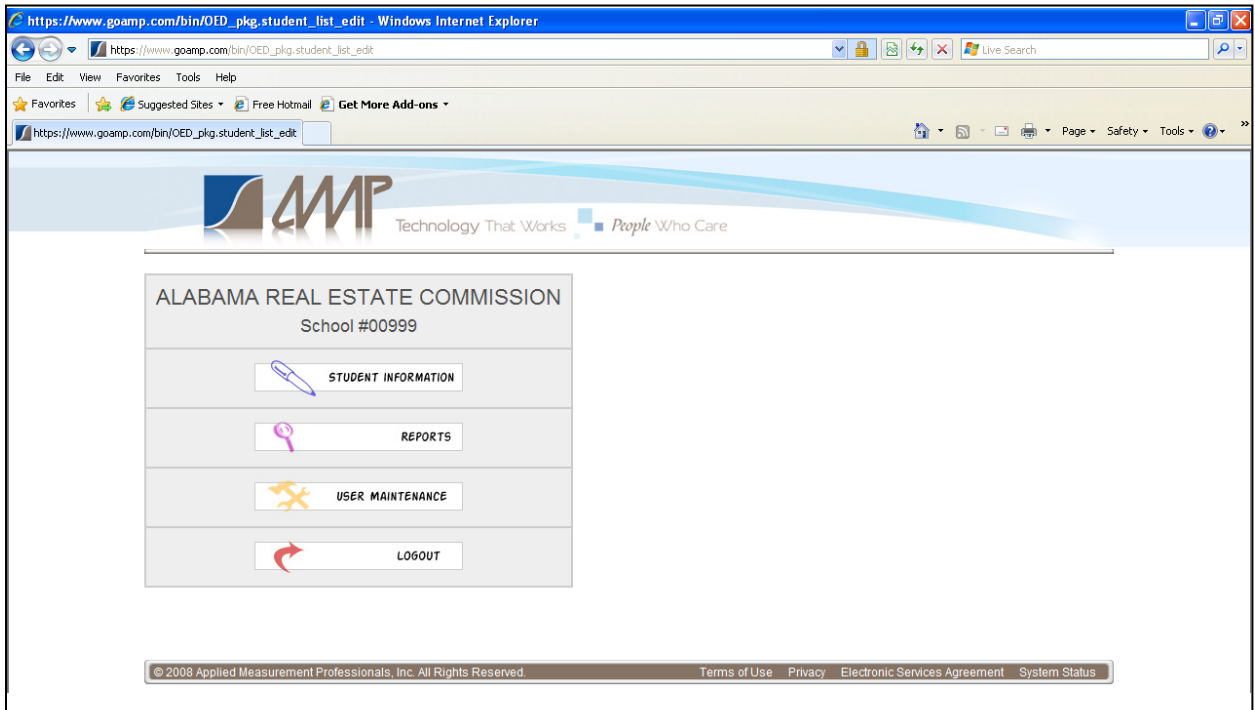


12. When you have added all students, click “Return to Menu”.



TO VIEW STUDENTS WITH GRADUATION DATES

1. To view a list of students you have entered, select “Reports”.



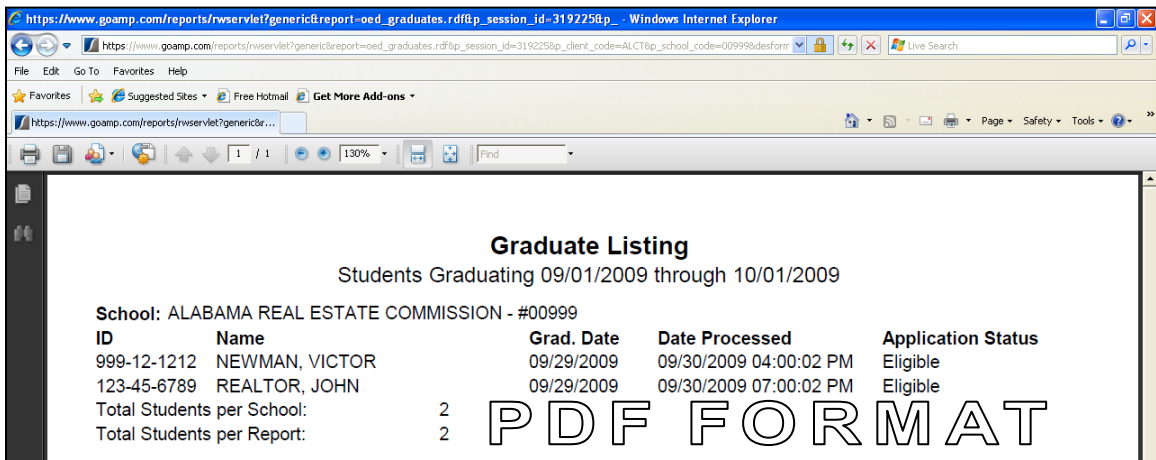
2. Select “Graduate List”.



- Enter the date range for the student records you wish to view. Choose the Report Format (HTML or PDF) you prefer and Select "View Report". Examples of each report format are displayed below.



- If you selected PDF, this is what the report will look like. This report can be printed. Click the back arrow button to proceed.



- If you selected HTML, this is what your report will look like. Click the back arrow button to proceed.

Graduate Listing
Students Graduating 09/01/2009 through 10/01/2009

School: ALABAMA REAL ESTATE COMMISSION - #00999

ID	Name	Grad. Date	Date Processed	Application Status
999-12-1212	NEWMAN, VICTOR	09/29/2009	09/30/2009 04:00:02 PM	Eligible
123-45-6789	REALTOR, JOHN	09/29/2009	09/30/2009 07:00:02 PM	Eligible
Total Students per School:				2
Total Students per Report:				2

HTML FORMAT

TO VIEW STUDENTS WITHOUT GRADUATION DATES

- Select "Student Information" from the menu.

AMP Technology That Works People Who Care

ALABAMA REAL ESTATE COMMISSION
School #00999

- [STUDENT INFORMATION](#)
- [REPORTS](#)
- [USER MAINTENANCE](#)
- [LOGOUT](#)

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- Sort by Name or SSN. Click on a letter representing the last name or click "All". This is where changes or updates can be made to student information.

https://www.goamp.com/bin/OED_pkg.student_list_edit - Windows Internet Explorer

https://www.goamp.com/bin/OED_pkg.student_list_edit

File Edit View Favorites Tools Help

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Name Sort Add New Student Return to Menu

Click on the letters below to display students by last name OR Click A

A B C D E F G H I J K L M N O P R S T U V W X Y Z ALL

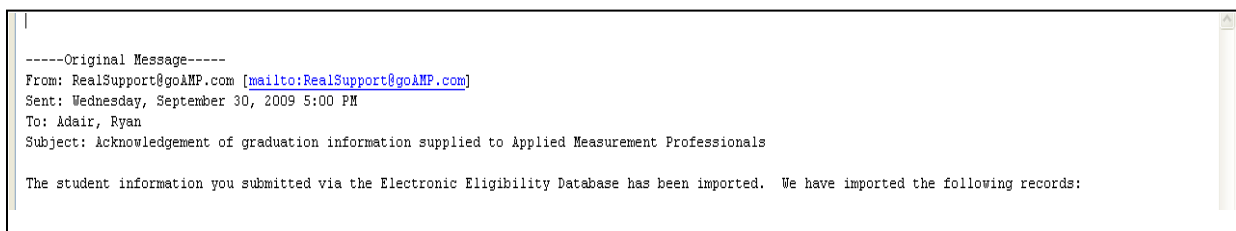
ALABAMA REAL ESTATE COMMISSION			
Student Name	SSN	Address	Information
EVANS, THELMA	987-65-4231	Edit Address	Edit Information

1 students with first initial of last name as E

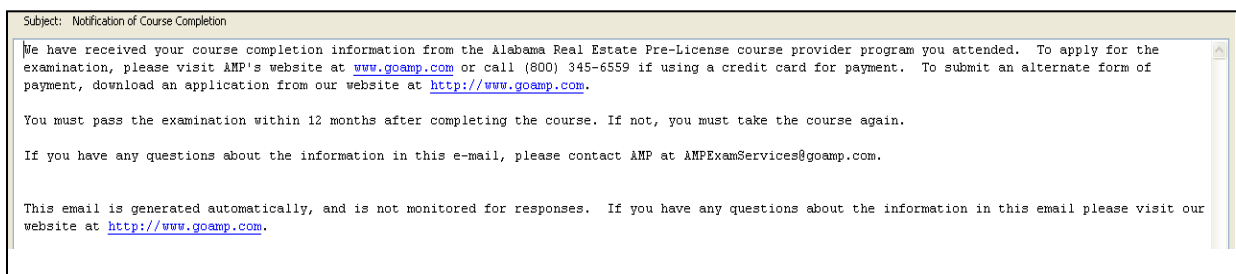
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NOTIFICATIONS

1. The user entering the student data will receive an email message pertaining to the completed student record that has a graduation date. The email will be sent to the email address on record. To view or make changes to the address on record, click on “User Maintenance” from the menu shown after logging into the system.



2. If you entered an email address for the student, he/she will receive the following email message. Students with no email address will receive a postcard.



IMPORTANT THINGS TO REMEMBER

1. You WILL NOT be able to delete entries once a graduation date has been entered.
2. All students must have completed the course, including the course exam, before a graduation date can be entered in the EED.
3. With electronic submission of course completion, students can apply for an examination, pay the applicable exam fee (by credit card only), and schedule an appointment online at www.goAMP.com within days of course completion.
4. If you have any questions or need assistance, please contact AMP at AMPEXamServices@goamp.com or by phone at (800) 345-6559.