

Keystone University

Agent Training

Powered by
SST
Single Source Training



NO NEED TO TRAVEL —
the training travels with you



UNIVERSITY GOAL:

To act as an information and communication solution center, providing tutorials and best practices specific to Keystone Asset Management and their clients.

3 BENEFITS

you'll gain by enrolling

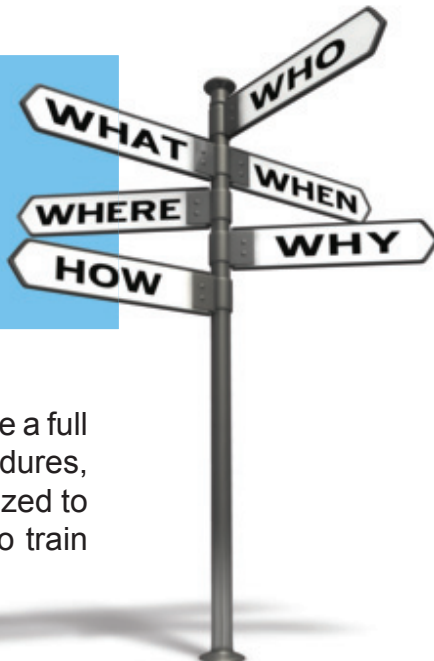
- **Train your staff and team members on one subscription**
Once you have taken a course and received your certificate, your staff and team members may also go through it.
- **Gain a full understanding of Keystone's internal practices,**
as well as industry procedures, with respect to Keystone's clients.
- **Reflected on your Agent Scorecard**
While additional inventory cannot be guaranteed through completion of courses, your commitment to the training can be seen by the Vendor Management and Operation teams.



Subscribe Now! • Unlimited Access for 1 year • Only \$299



FAQs



Q. Why should I enroll?

- A.** The training courses offered by Keystone are designed to create a full understanding of internal practices, as well as industry procedures, with respect to Keystone's clients. This information can be utilized to assist in the ongoing education practices currently adopted to train staff and team members.

Q. How do I enroll?

- A.** To enroll into Keystone University, log in to the Keystone Website utilizing your Keystone Username and Password. Upon logging in, please follow the available links corresponding with Keystone University Training and accept the corresponding agreements. Accepting the agreements will generate an e-mail containing a link to enroll in training.

Q. What material is covered within Keystone University?

- A.** Keystone University covers process and procedural functions within the services and solutions offered to clients. The information covered in courses such as the REO Training course is designed to provide an in-depth review of not only best practices from a real estate agents perspective, but to provide a full understanding of the practices utilized within Keystone's internal operations.

Q. What is the format of the courses?

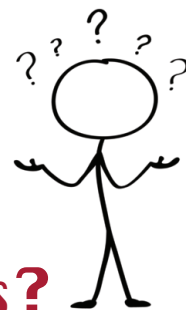
- A.** The format of the courses is self-paced through a series of tutorial presentations and videos. This allows for flexibility in time commitment to complete the certification. The training requires Adobe Flash Player.

Q. What is included in my enrollment?

- A.** The purchase includes a one-year subscription, with access to the course material as frequently as desired. It also includes updates and adjustments as directed by Keystone.

Q. What methods of payment are accepted?

- A.** Visa and MasterCard are acceptable forms of payment when enrolling into the courses offered through Keystone University by Keystone Asset Management. Unfortunately, American Express, payment through PayPal, as well as other methods is not acceptable.



QUESTIONS?

Contact Keystone's Vendor Management Department at VendorAdmin@keystonebest.com



A Powerful Tool for your Entire Staff

REGISTRATION INFORMATION



Enroll Today! \$299 annual subscription; you and your staff have unlimited access for 1 year.

Please Note:

You must have an active Keystone User ID in order to enroll.

Instructions:

- Go to Keystone Asset Management's website
<https://www.keystonebest.com/mvc/home>
- Login using your Keystone User ID and password.
- Select the Keystone University logo on the Agent Work landing page.
- Review and accept the acknowledgements.
- Receive an email with instructions to continue your enrollment.
- Click on the link within the email and follow the instructions provided to create a Keystone University account and enter your payment information.



5 REASONS

You should enroll right now

1. Access to new courses as they become available
2. Train your entire staff on one subscription
3. Increase staff productivity with the practices learned
4. Your commitment is reflected on your scorecard
5. The information gained may help boost you toward your own personal career goals.

YOU SHOULD ENROLL IF YOU...

- Have an active User ID for Keystone Asset Management
- Wish to gain a further understanding of Keystone processes
- Have back office staff who work on your Keystone assignments



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Keystone

ASSET MANAGEMENT

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