

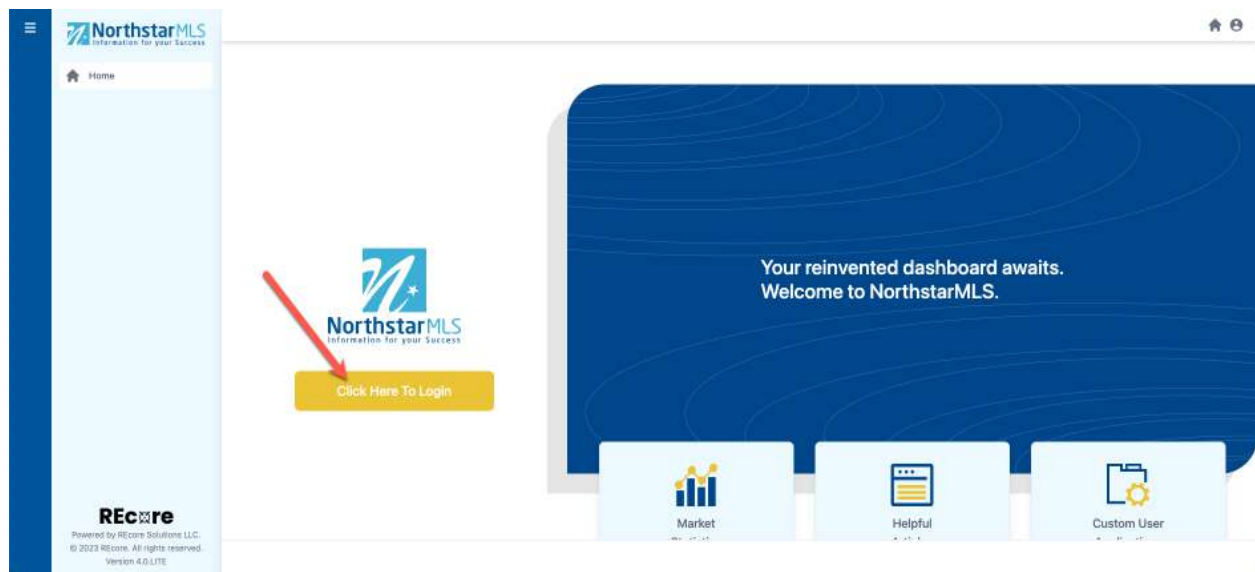


## NorthstarMLS Dashboard Guide

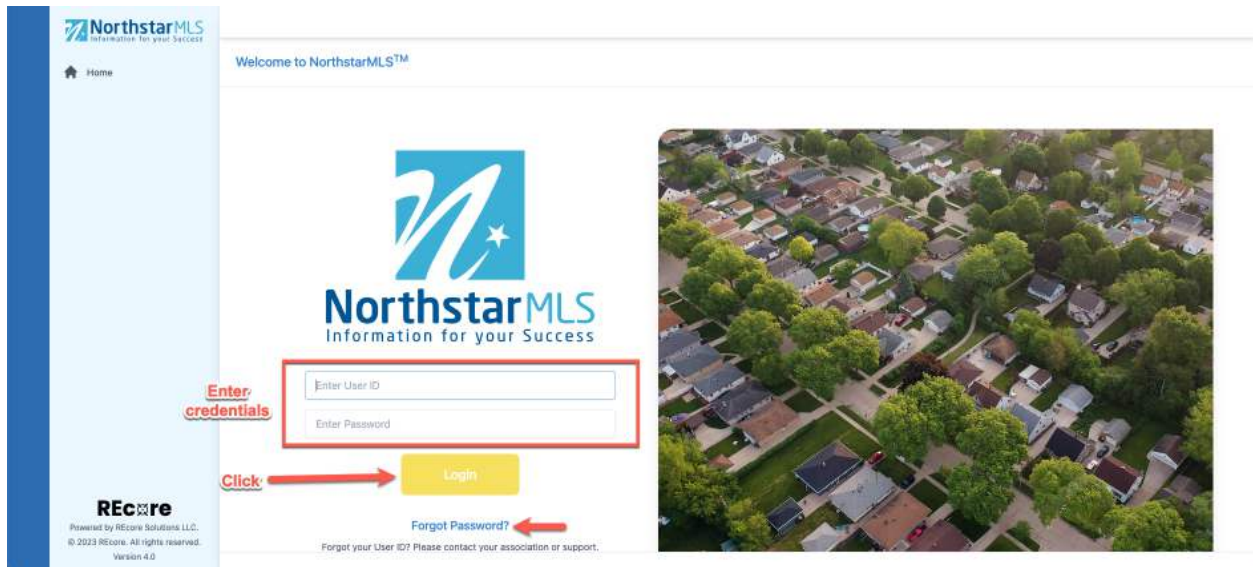
The new NorthstarMLS single sign-on (SSO) process gives you greater flexibility to personalize the dashboard where you can access all the applications and tools you need for your real estate business. This guide walks you through how to log in, choose and prioritize how apps appear on your dashboard and personalize the dashboard with your preferred settings.

### How to Sign into the Dashboard

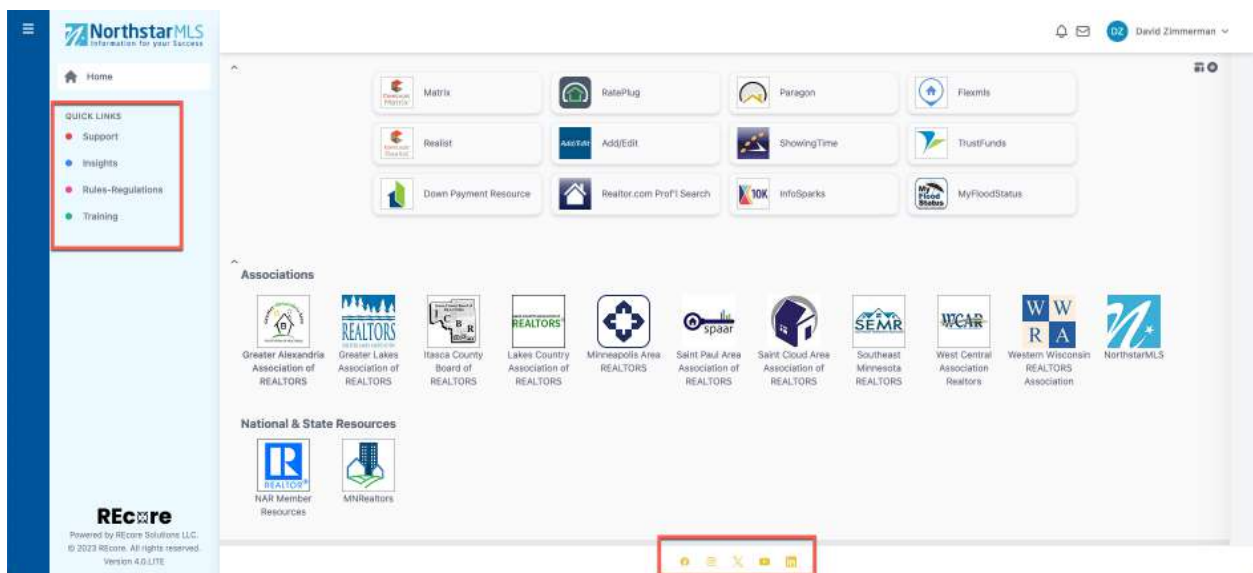
1. To sign into the dashboard go to <https://member.northstarmls.com/> and click the “Click Here To Login” button.



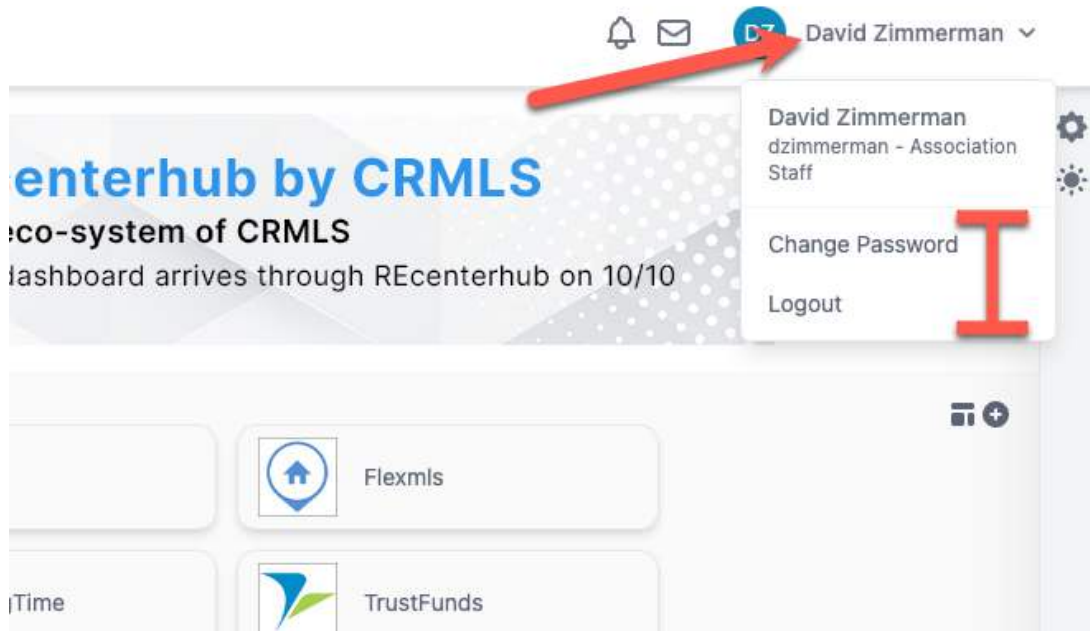
2. Enter in your normal credentials and click “Login” or click on “Forgot Password?” if you have forgotten your password.



3. Once logged in, you will have access to NorthstarMLS core services along with links to Associations, National, State and other resources. On the left side of the screen there are quick links for support. At the bottom of the page there is access to NorthstarMLS’s social media platforms.

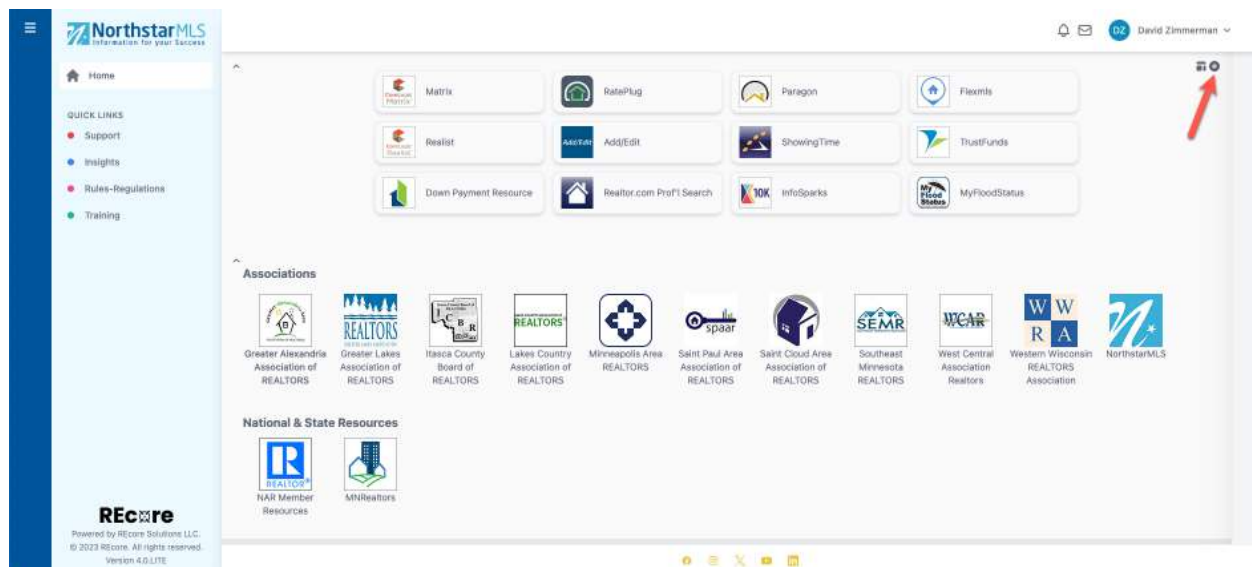


4. To log out or change your password, click on your name in the upper right-hand corner.

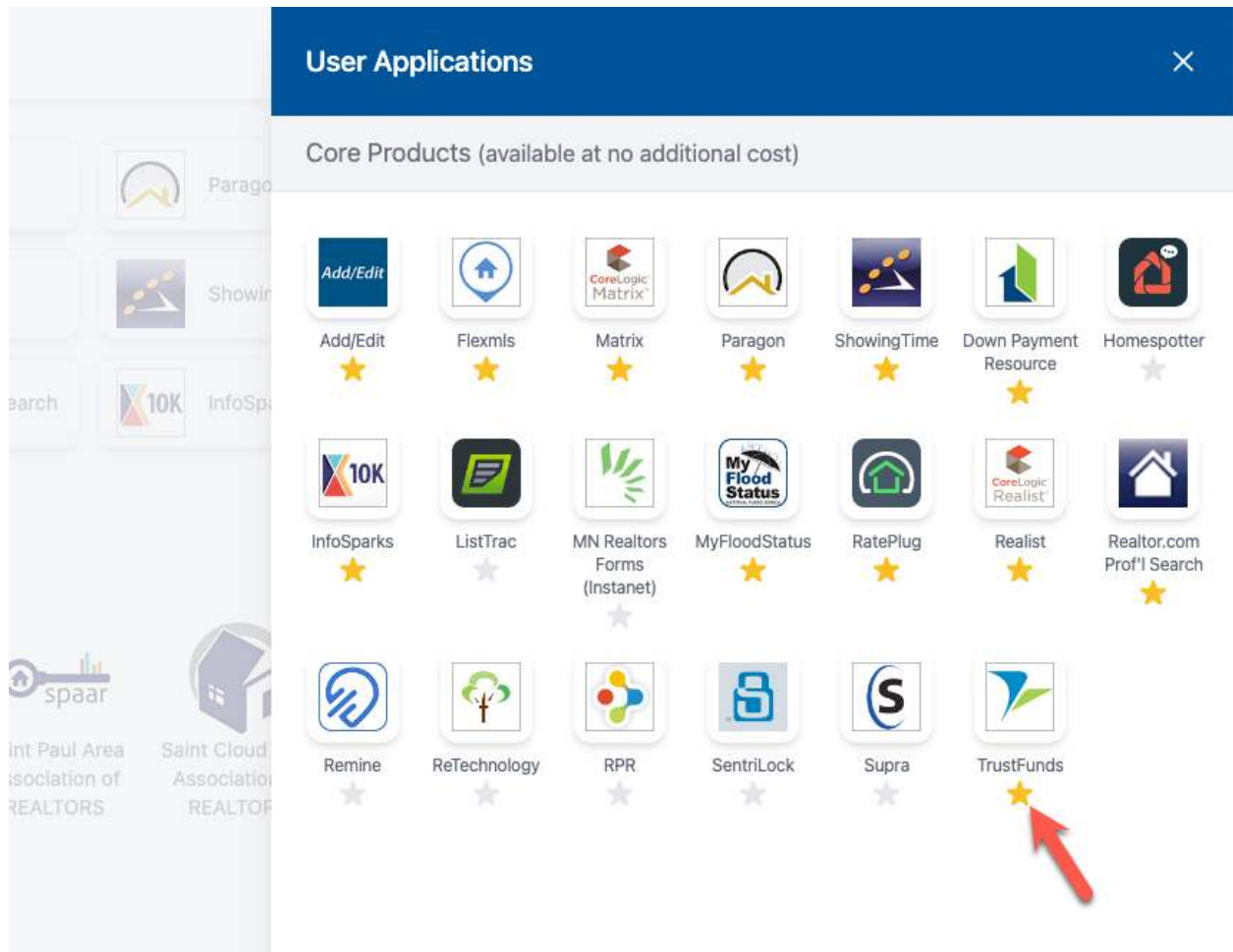


## How to Customize Your Dashboard

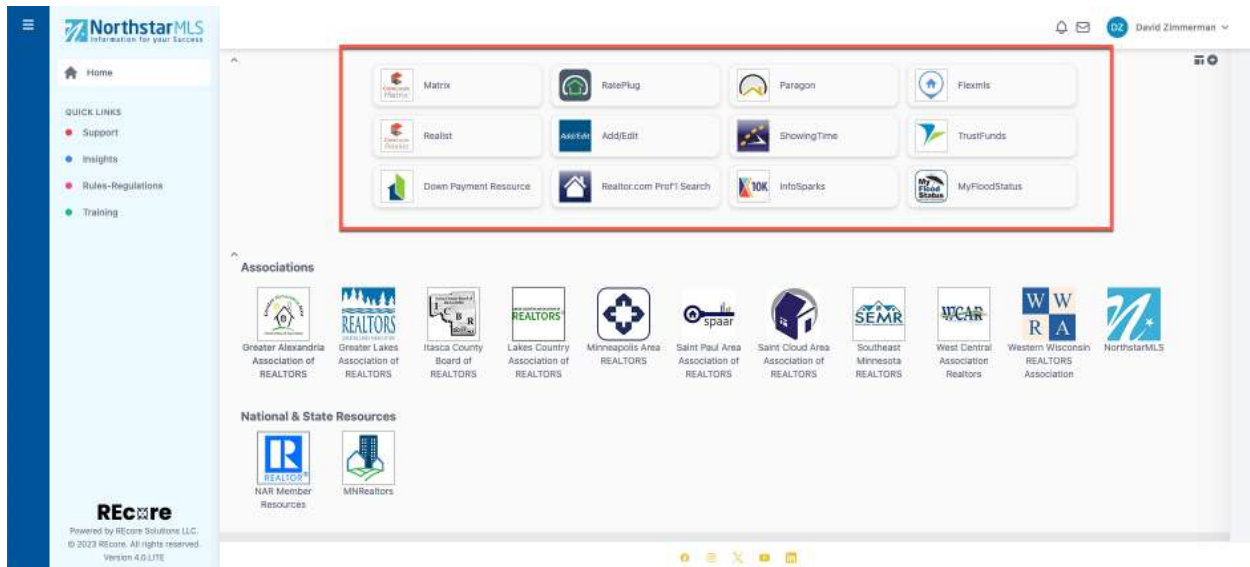
1. **Select Your Preferred Apps.** Click on the "+" icon on the upper right side of the screen to manage apps and choose which systems you prioritize.



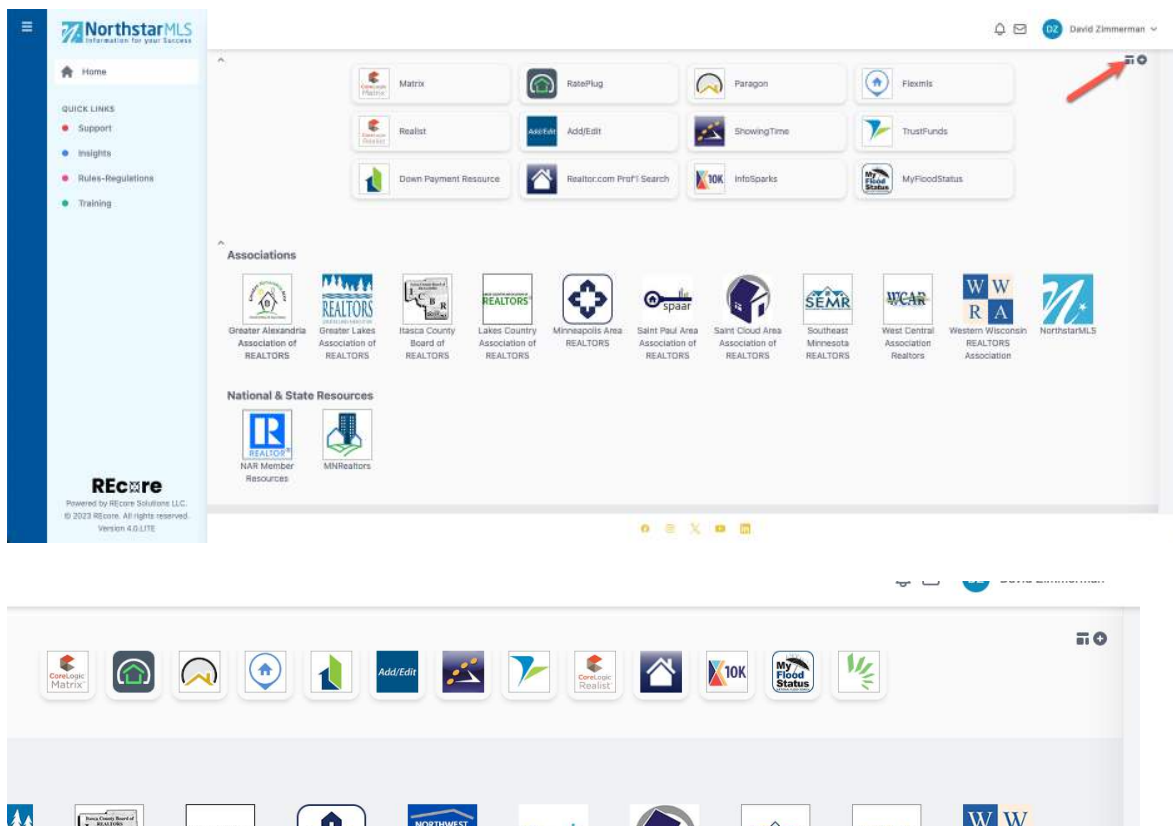
Here you can choose which apps you want to appear on your dashboard by clicking on the star icon to add or remove them. Stars highlighted in solid yellow will appear on your dashboard.



2. **Put Apps in Your Preferred Order.** Back on the dashboard, you can also click, hold, and drag the apps to your desired order and location.

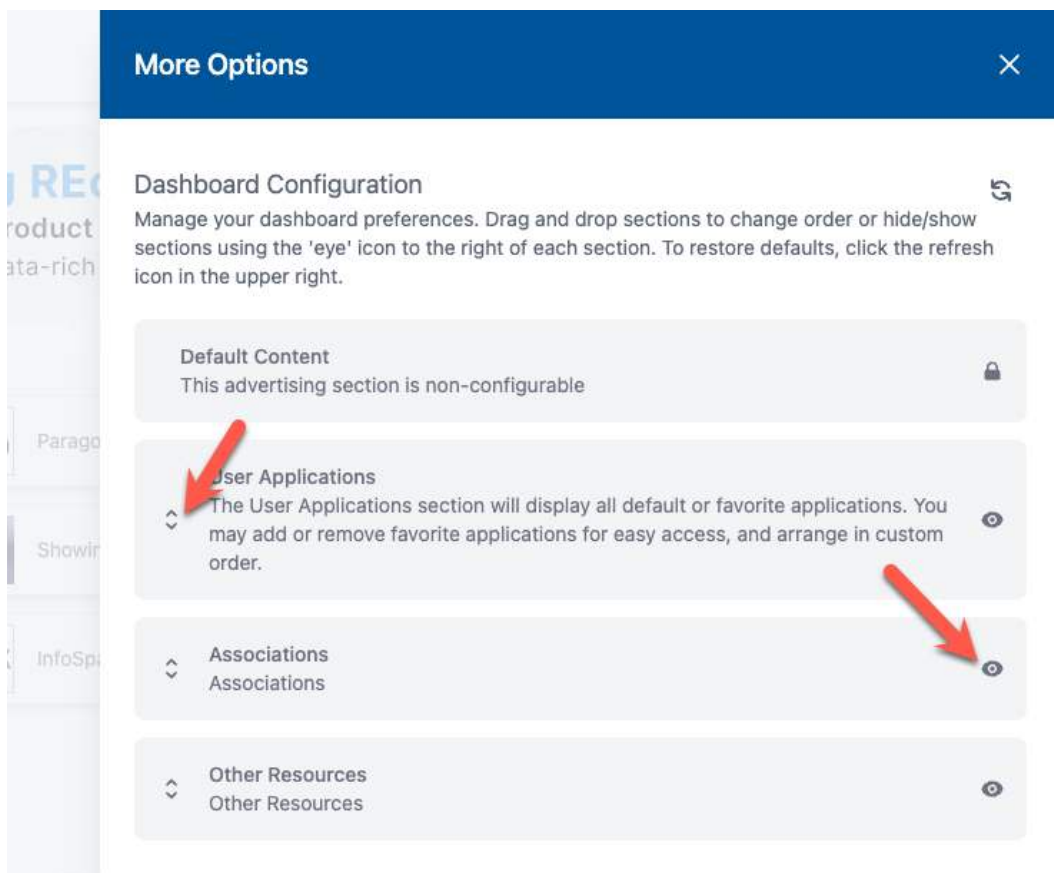
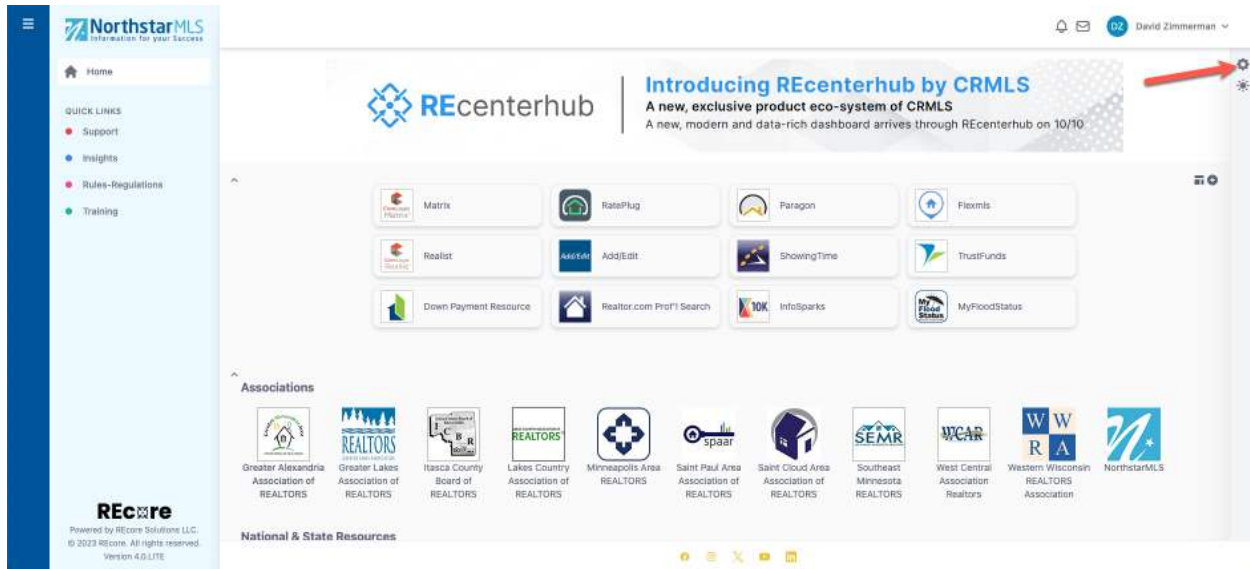


3. **Choose Your Tile Display.** By using the “Change View” icon the app tiles can be collapsed into square tiles for a more consolidated view or kept at the expanded default.





4. **Change Dashboard Section Order.** You can customize the order in which Applications, Associations and Other Resources are listed on your screen by clicking on the gear icon to change the dashboard configuration. In addition to changing the order of the dashboard sections you can also hide them completely by clicking on the eye icon.



5. **Choose your display preference.** You can choose between Light, Dark and High Contrast screen display options by clicking on the sun icon.

The screenshot displays the NorthstarMLS dashboard. On the left is a sidebar with a menu icon, the NorthstarMLS logo, and a 'QUICK LINKS' section containing Support, Insights, Rules-Regulations, and Training. The main content area features the REcenterhub logo and a banner for 'Introducing REcenterhub by CRMLS'. Below this is a grid of application tiles including Matrix, RatePlug, Paragon, Flexmls, Realist, AddEdit, ShowingTime, TrustFunds, Down Payment Resource, Realtor.com Profi Search, InfoSparks, and MyHoodStatus. A section for 'Associations' lists various realtor associations with their logos. At the bottom, there are 'National & State Resources' and a footer for REcore. In the top right corner, a user profile for David Zimmerman is shown. A red arrow points to a settings gear icon in the top right corner of the dashboard. Below this, a settings menu is open, showing three options: 'Light' (selected with a checkmark), 'Dark', and 'High Contrast'.

### **Need Help?**

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at [help@northstarmls.com](mailto:help@northstarmls.com) or 651-251-5456 (1-877-251-5455 toll free).