Instructions for Renewals

To begin the renewal process, you will need to reset your account’s password. You will receive an email when the renewal for your profession opens, which includes your username. Please follow these steps, entering your account’s username where required. If you did not receive an email with a username, please use your email address with .dsps at the end as your username. For example, Jane.Doe@gmail.com.dsps

Password Reset:

1. Open https://license.wi.gov

2. Click on "Forgot Password" beneath the username and password fields.
3. Enter your **Username** and click **Reset Password**. The password reset information will be sent to your account’s email address.

4. Open the email you have received and click the link.

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**Wisconsin Department of Safety and Professional Services**

dfpslicense@wisconsin.gov

Subject: **Sandbox: Your new dsps password**

Hi Allen,

Your password has been reset for dsps. Go to:

```
https://dsps-gov-newqa.sandbox.my.site.com/secur/forgetpassword.jsp?
r=0DDHv0000008gwA005Hv000000J9R1CjwKMwoPMDBESHYwMDAwMDA4Z3dBEg8wMkcZDAwMDAwMDBabVcaLzAwNUh2MDAwMDAwSJlSMRjxq72wpDASEELALaRGxIX9v5Yez_Z55jcaDI0_1zOF0u2AK_NgUi5i2v100H-UHmZ80wFLFeGKVC0mPXwJPefy-JgyEiqzg-Q-H9e_1H6UsKITFZnbQjWMY-u3tWujjIP&display=page&fpot=2f21ed69-e3a0-4cc8-ab2a-012bf5d7b8b0a2bec09c5-12a5-426c-a990-63257ddeaa9d
```

Thanks,

Wisconsin Department of Safety and Professional Services Gov Cloud Plus Org

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**LicensE** is a self-guided, online occupational license and renewal platform for the Wisconsin Department of Safety and Professional Services.

license.wi.gov

4822 Madison Yards Way, Madison, WI 53705
5. Fill in a new password in the **New Password** and **Confirm New Password** fields.

6. Click **Change Password** to complete the process.

Renewal:

7. Once you have logged in to LicensE, click on “Licenses and Applications” and choose “Renew My License”
8. Select the credential to renew and complete all steps in the renewal process. You will receive a confirmation email once your license is renewed.

Detailed instructions for individual and organizational renewals can also be found in the LicensE User Guide starting on Page 59. If you have additional questions, please use the “Request Support” option from https://license.wi.gov.

LicensE is a self-guided, online occupational license and renewal platform for the Wisconsin Department of Safety and Professional Services.