Statement of Graduation

Table of Contents

Overview 3

Existing Users 3

First Time Log In 3

Subsequent Log In 5

Update Applicants Data 6

Overview

This document covers the process college administrators will use to verify and attest to the graduation date of an individual or multiple students.

Existing Users

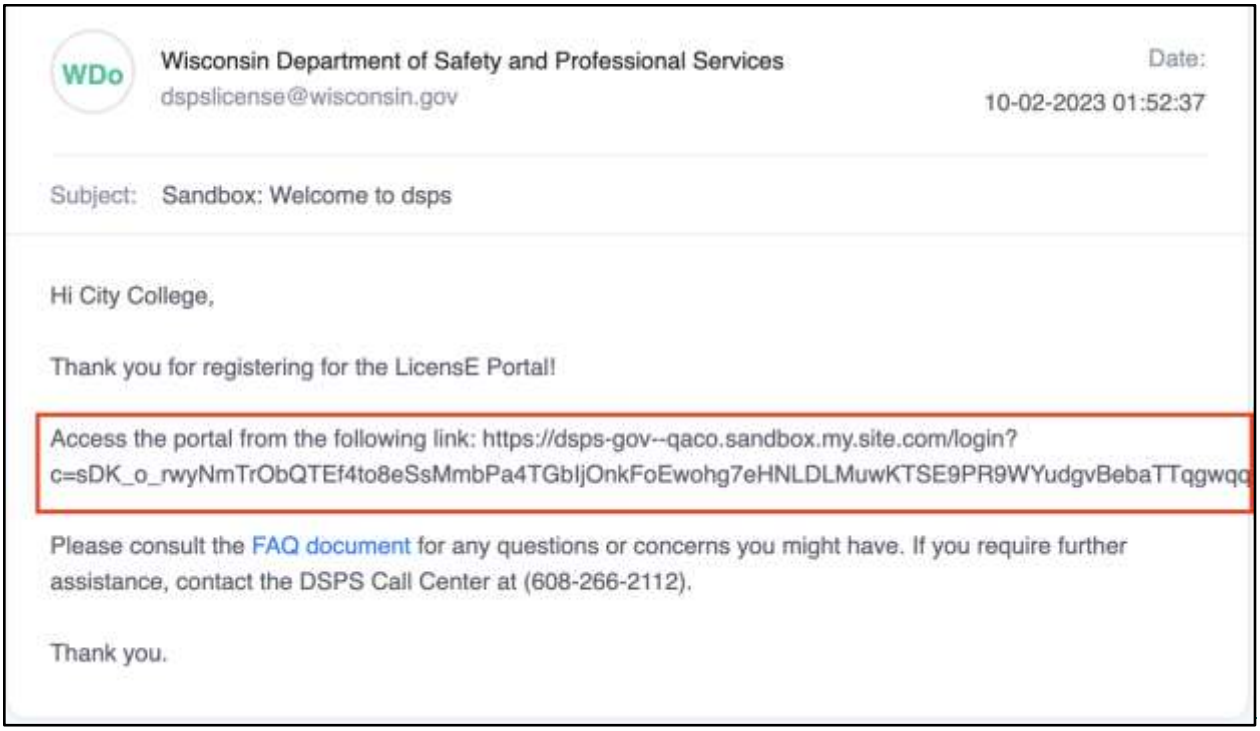
Your information has been migrated from the legacy system (OLAS) to LicensE. If you're an existing user and trying to login, you will be forwarded an email with login instructions. If you have difficulty logging in, you will need to submit a Technical Support ticket.

First Time Log In

First-time users must contact DSPS staff to complete the registration process. Once the registration is complete, the email ID associated with the college will receive an email.

Up to 3 contacts may be requested per college. Each contact will receive an individual email required to complete their registration.

1. Open the email you have received from the Wisconsin DSPS team.
2. Click on the link available in the email.



WDo

Wisconsin Department of Safety and Professional Services
dspslicense@wisconsin.gov

Date:
10-02-2023 01:52:37

Subject: Sandbox: Welcome to dsps

Hi City College,

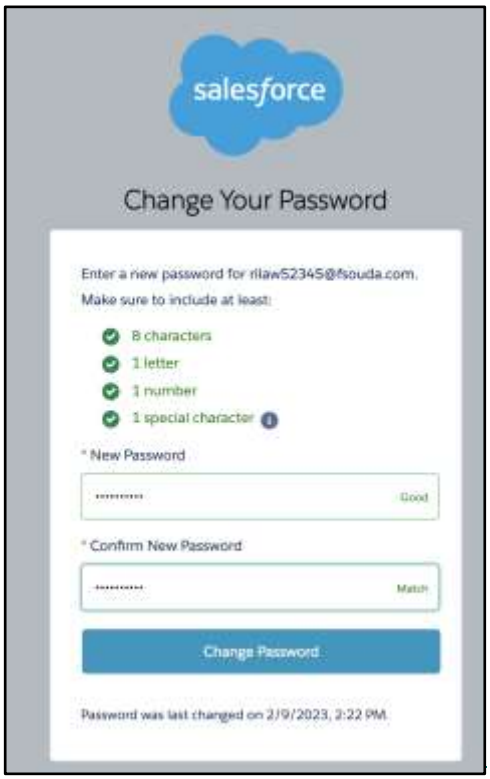
Thank you for registering for the LicensE Portal!

Access the portal from the following link: https://dsps-gov--qaco.sandbox.my.site.com/login?c=sDK_o_rwyNmTrObQTEf4to8eSsMmbPa4TGbIjOnkFoEwohg7eHNLDLMuwKTSE9PR9WYudgvBebaTTqgwqq

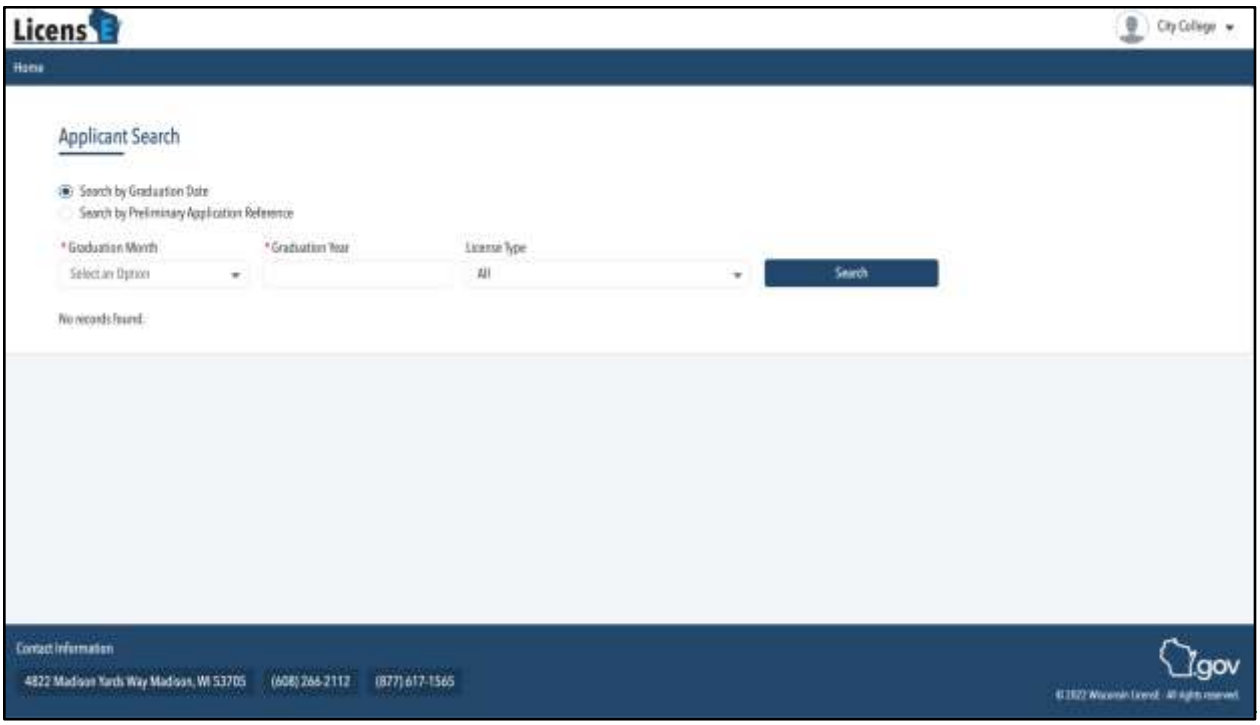
Please consult the FAQ document for any questions or concerns you might have. If you require further assistance, contact the DSPS Call Center at (608-266-2112).

Thank you.

3. Enter your **New Password** and click **Change Password**.

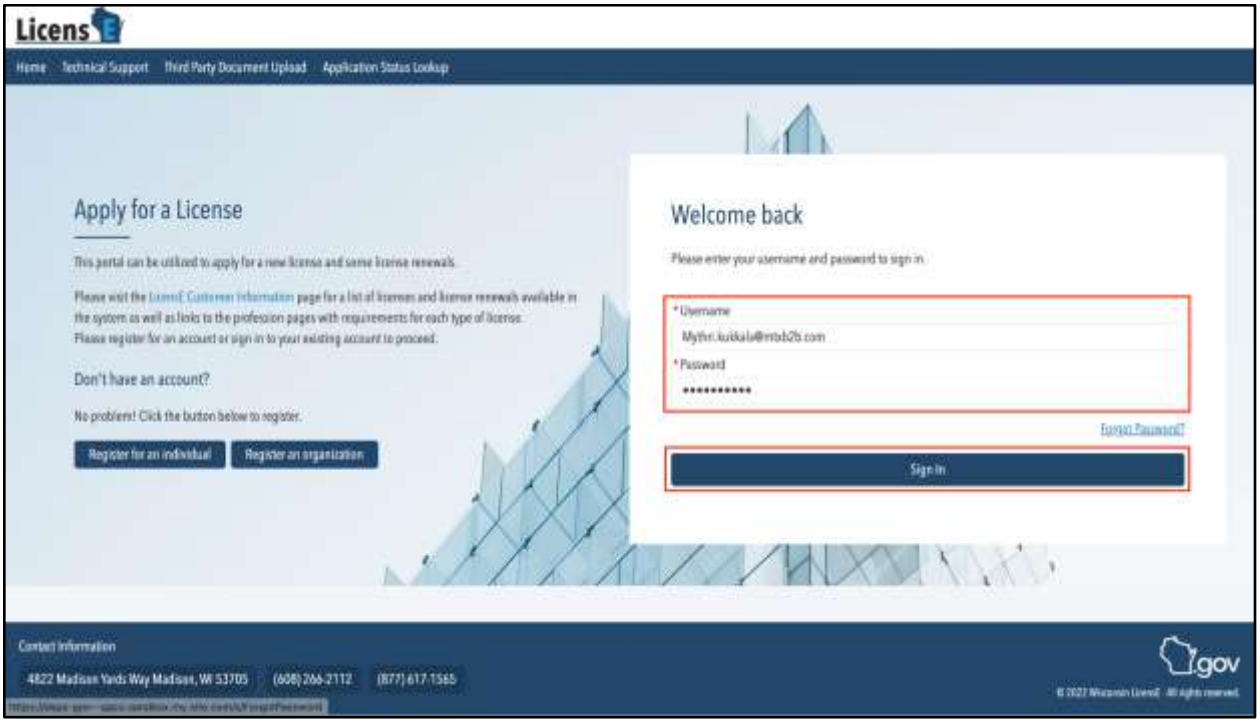


4. You will be directed to the homepage of your college account.



Subsequent Log In

1. Open the **LicensE** application at **license.wi.gov**
2. Select **College Login**
3. Enter your **Username**, **Password**, and click **Sign In**.

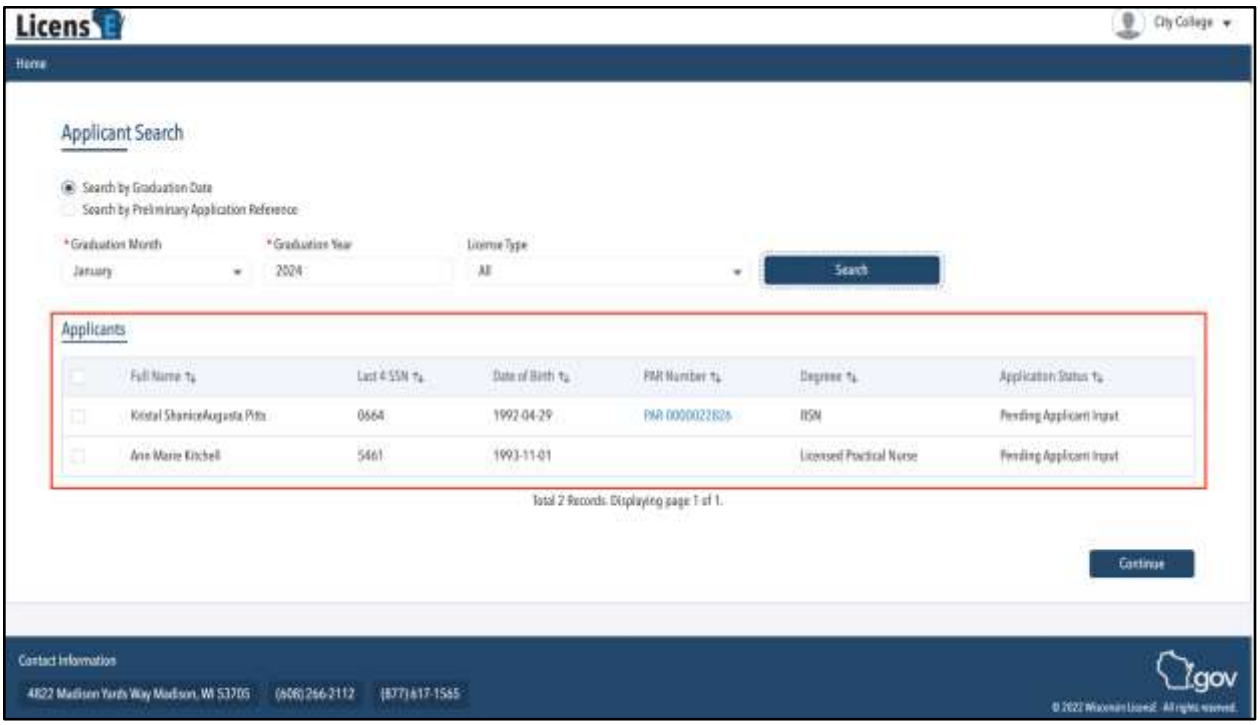


UPDATE APPLICANT'S DATA

1. On the Applicant Search page, select either **Search by Graduation Date** or **Search by Preliminary Application Reference** options to search for individual applicant.

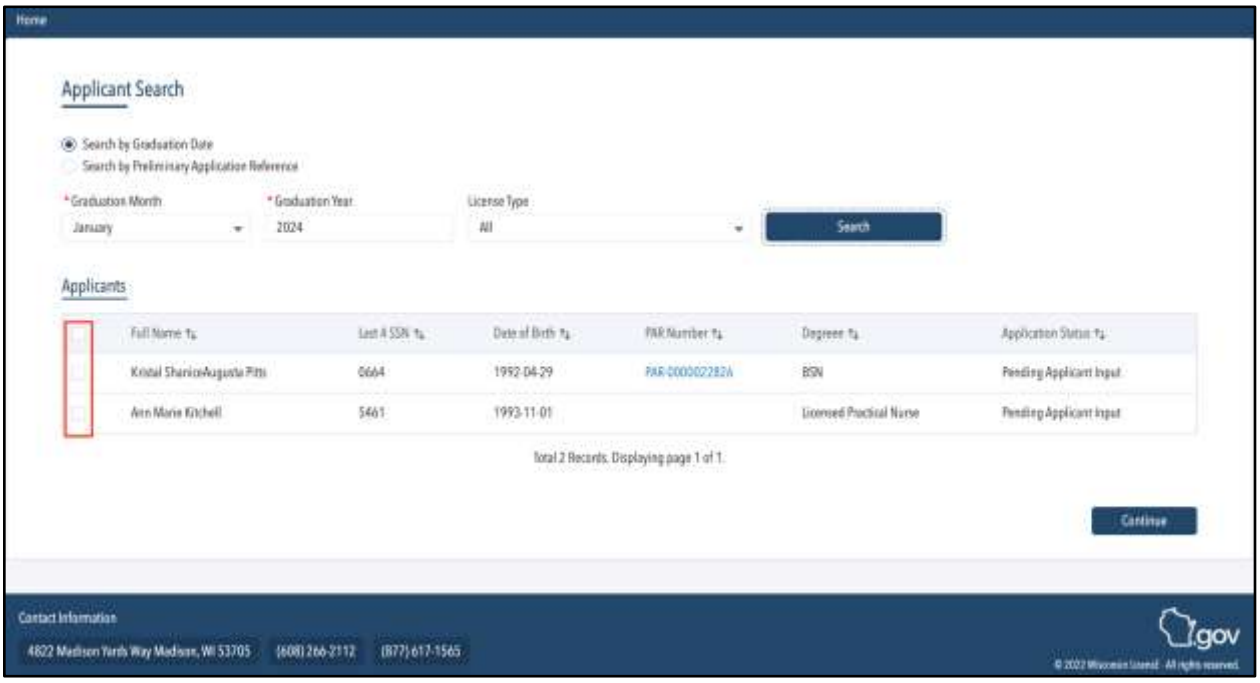
   - If you have selected Graduation Date, then select the **Month**, enter the **Year**, and select the **License Type**.
   - If you have selected PAR Number, enter the **PAR Number**.

2. Click **Search**. A list of applicants will be displayed.

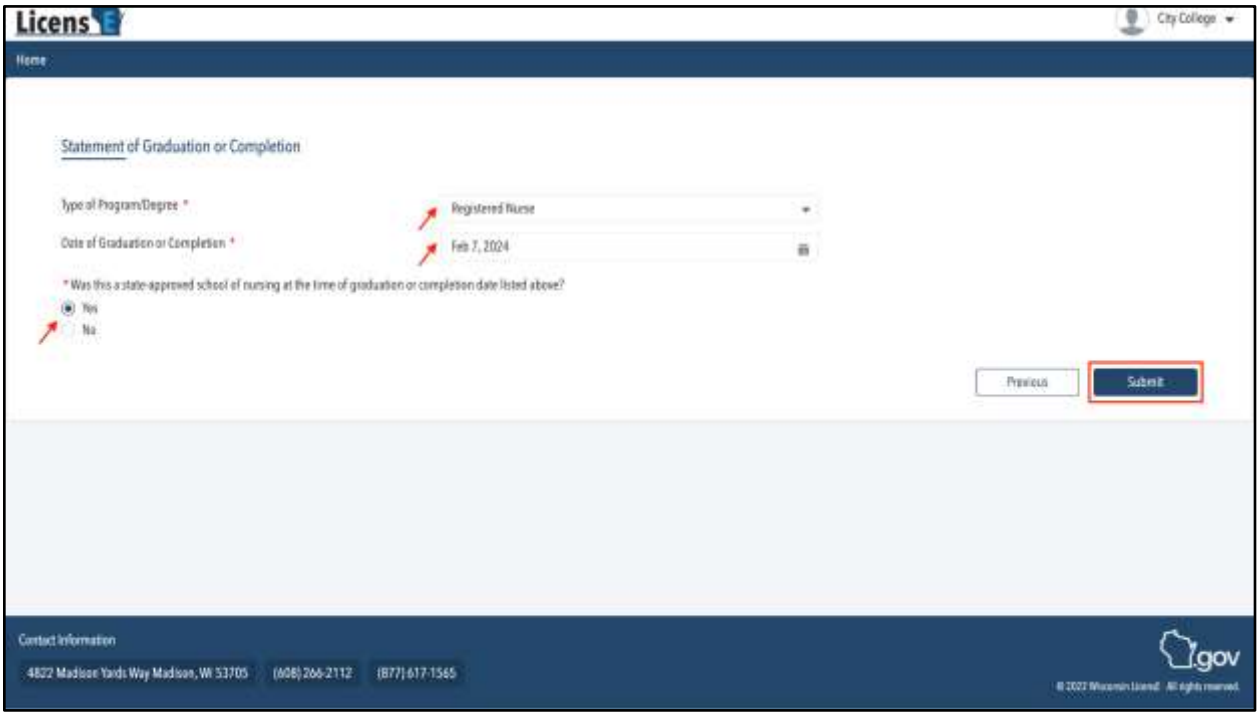


3. Select the checkbox of the applicant record that you want to update and click **Continue**.

   Note: You can select multiple applicants to bulk update the details.



4. Update the details and click **Submit**.

   Note:

   - Once a record is submitted, you cannot edit it again.
   - You can submit the data only when the "Was this a state-approved school of nursing at the time of graduation or completion date listed above?" is selected as Yes.