

Licens E

Statement of Graduation

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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

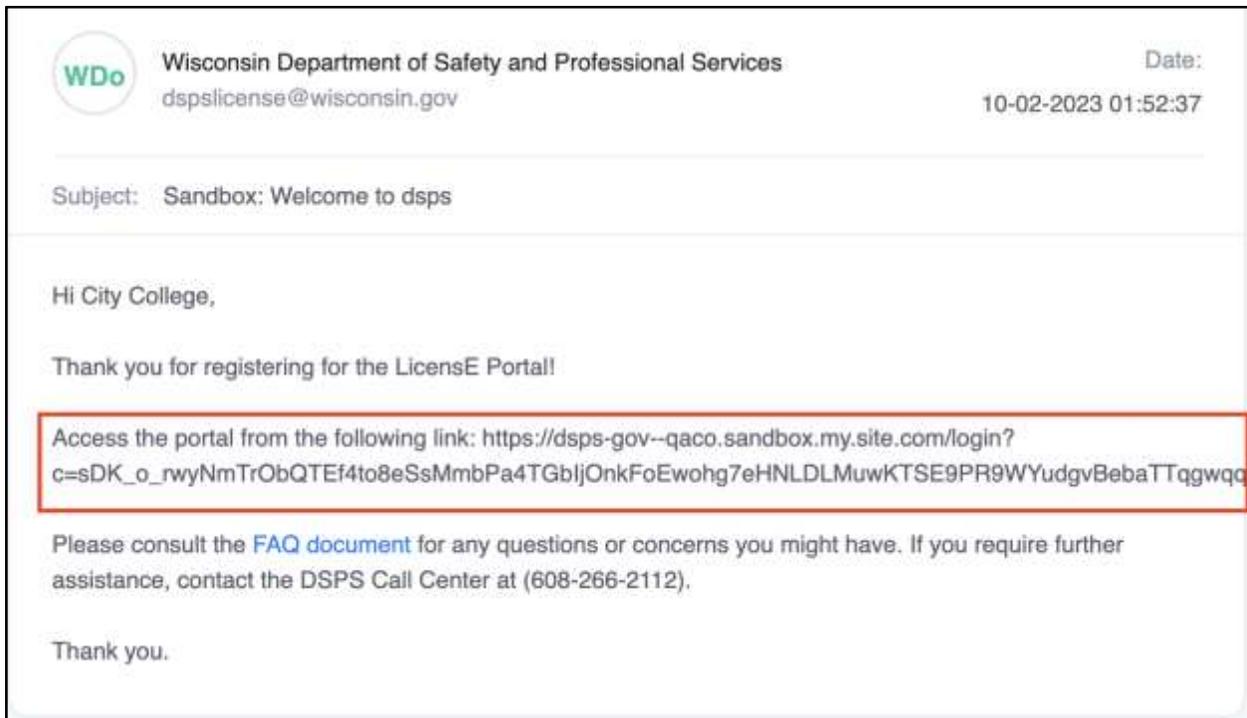
Your information has been migrated from the legacy system (OLAS) to LicenseE. If you're an existing user and trying to login, you will be forwarded an email with login instructions. If you have difficulty logging in, you will need to submit a [Technical Support](#) ticket.

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.

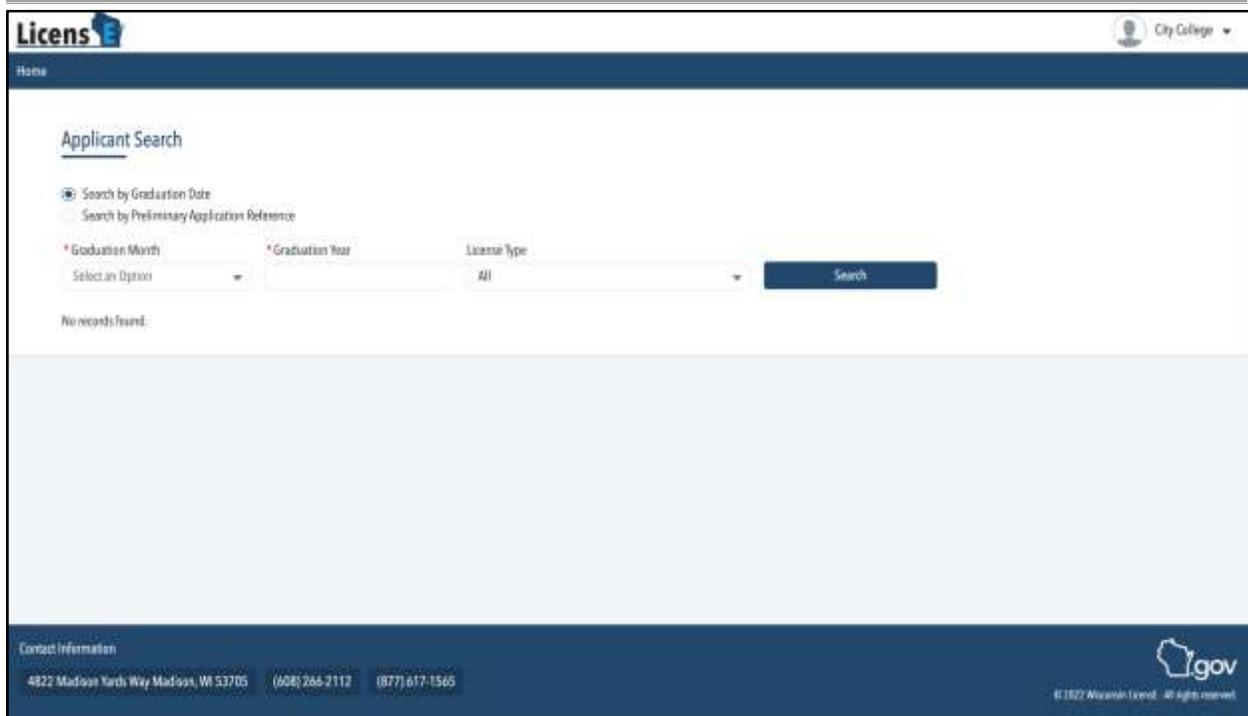
1. Open the email you have received from the Wisconsin DSPS team.
2. Click on the link available in the email.



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



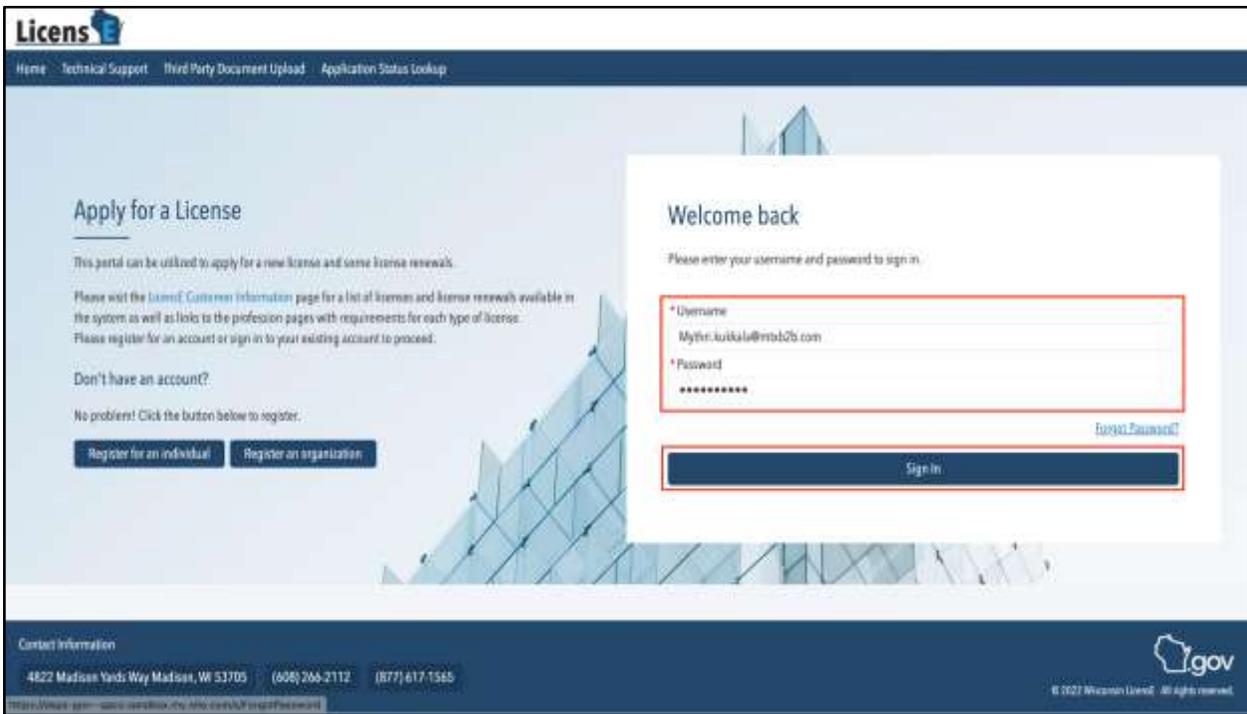
4. You will be directed to the homepage of your college account.



The screenshot shows the 'Applicant Search' interface on the LicenseE website. At the top left is the 'LicenseE' logo, and at the top right is a user profile icon labeled 'City College'. Below the logo is a 'Home' link. The main section is titled 'Applicant Search' and contains two radio buttons: 'Search by Graduation Date' (which is selected) and 'Search by Preliminary Application Reference'. Below these are three input fields: '* Graduation Month' with a dropdown menu showing 'Select an Option', '* Graduation Year' with a text input field, and 'License Type' with a dropdown menu showing 'All'. A blue 'Search' button is positioned to the right of these fields. Below the search area, it says 'No records found.' The footer contains contact information: '4822 Madison Yards Way Madison, WI 53705', '(608) 266-2112', and '(877) 617-1565'. On the right side of the footer is the 'wi.gov' logo and the text '© 2022 Wisconsin LicenseE. All rights reserved.'

SUBSEQUENT LOG IN

1. Open the **LicenseE** 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.

Applicant Search

Search by Graduation Date
 Search by Preliminary Application Reference

* Graduation Month: January
 * Graduation Year: 2024
 License Type: All

Applicants

<input type="checkbox"/>	Full Name %	Last 4 SSN %	Date of Birth %	PNR Number %	Degree %	Application Status %
<input type="checkbox"/>	Kristal Sharice Augusta Pitts	0664	1992-04-29	PNR-0000022826	BSN	Pending Applicant Input
<input type="checkbox"/>	Ann Marie Kitchell	5461	1993-11-01		Licensed Practical Nurse	Pending Applicant Input

Total 2 Records. Displaying page 1 of 1.

[Continue](#)

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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.

Applicant Search

Search by Graduation Date
 Search by Preliminary Application Reference

* Graduation Month: January
 * Graduation Year: 2024
 License Type: All

Applicants

<input type="checkbox"/>	Full Name %	Last 4 SSN %	Date of Birth %	PNR Number %	Degree %	Application Status %
<input type="checkbox"/>	Kristal Sharice Augusta Pitts	0664	1992-04-29	PNR-0000022826	BSN	Pending Applicant Input
<input type="checkbox"/>	Ann Marie Kitchell	5461	1993-11-01		Licensed Practical Nurse	Pending Applicant Input

Total 2 Records. Displaying page 1 of 1.

[Continue](#)

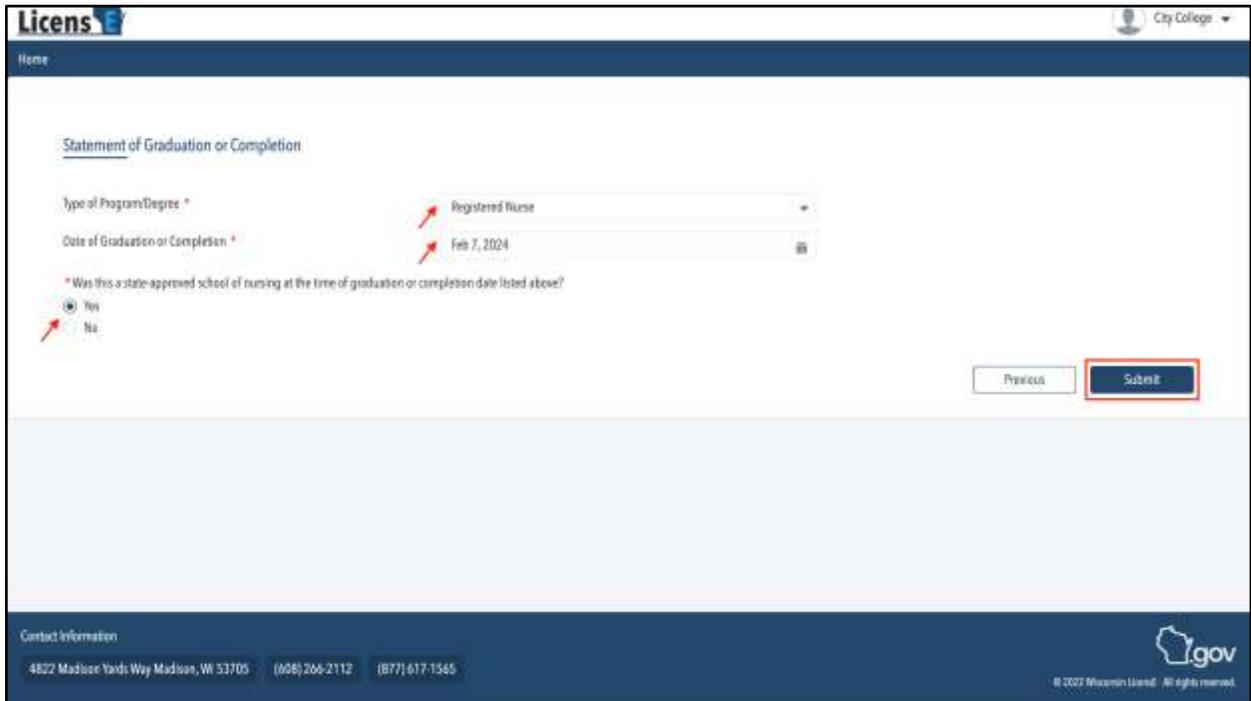
Contact Information: 4822 Madison Yards Way Madison, WI 53705 | (608) 266-2112 | (877) 617-1565

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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.



The screenshot shows the 'Licens' website interface for the 'Statement of Graduation or Completion' form. The form is titled 'Statement of Graduation or Completion' and is located under the 'Home' navigation. The form contains the following fields and options:

- Type of Program/Degree ***: A dropdown menu with 'Registered Nurse' selected.
- Date of Graduation or Completion ***: A date picker showing 'Feb 7, 2024'.
- * Was this a state-approved school of nursing at the time of graduation or completion date listed above?**: A question with two radio button options: 'Yes' (selected) and 'No'.

At the bottom right of the form, there are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. The footer of the page includes contact information: '4802 Madison Yards Way Madison, WI 53705', phone numbers '(608) 266-2112' and '(877) 617-1565', and the 'wisconsin.gov' logo with the text '© 2022 Wisconsin Licens. All rights reserved.'