



# LicensE Educator Access Portal

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#### OVERVIEW

This document explains the process college administrators will use to verify the graduation or program completion for individual or multiple students via the LicensE Educator Access Portal.

#### EXISTING USERS

Please submit a <u>Support</u> ticket in LicensE explaining any difficulty you have accessing the LEAP portal.

- Under Category, select "Licensing"
- Then select "Other" from the I need assistance with dropdown menu
- Please be sure to include "LEAP" in the *Subject* line
- Then add your name and contact info
- Finally, include an explanation of the issue in the *Description* box

#### FIRST TIME ACCESSING LEAP

First-time users must request portal access by submitting a <u>Support</u> ticket in the LicensE portal.

- Under *Category*, select "Licensing"
- Then select "Other" from the I need assistance with dropdown menu
- Please be sure to include "LEAP" in the Subject line
- Then add your name and contact info
- Finally, on the *Description* box, please include the college/university name, name of the administrator who needs access, along with their email address and phone number. Once the sign up is complete, an email will be sent to the college administrator with login-in instructions. See the screenshot below:

WDo Wisconsin Department of Safety and Professional Services dspalicense@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-govqaco.sandbox.my.si c=sDK_o_rwyNmTrObQTEI4to8eSsMmbPa4TGbIjOnkFoEwohg7eHNLDLMux	ite.com/login? wKTSE9PR9WYudgvBebaTTqgwqc
Please consult the FAQ document for any questions or concerns you might ha assistance, contact the DSPS Call Center at (608-266-2112).	ve. If you require further
Thank you.	

1. You will be prompted to enter a New Password and click Change Password.



2. The system will direct you to the homepage of your college account.

Lice	ens E					
Home	Previous SOG Attestations					
	If a Student is missing or not show Applicant Search Search by Graduation Date Search by Preliminary Applical Search by Profession	ing up, please submit a support ticke tion Reference	2			
	* Graduation Month	* Graduation Year	* License Type			
	Select an Option	•	Select an Option	•	Search	
	No records found.					

### SUBSEQUENT LOG-IN

- 1. Open the LicensE application at <u>license.wi.gov</u>
- 2. Select LEAP Login (see red circle on screenshot below)

3. Enter your Username, Password, and click the Sign In button.

ens	
Request Support Third Party Document Upload Application Status Lookup LEAP Login Provider Login Perfo	prmance Data File a Complaint Orders and Disciplinary Actions License Lookup
**For the best experience with LicensE, we suggest using the most recent version of Chrome, Fire	rfox, Safari, or Edge. Please moure that you have the latest version of your browser installed.
wrviniwn: i nose aneury i censee, uu wu create a new account to resex. I resea use your email a doress with Jopp a th	e na za your username, texamper, zane useregmain com oppoj nad step-og-sep userno: nenewai instructions below
Apply for a License	Welcome back
This portal can be utilized to apply for a new license and some license renewals.	Please click on "Forgot Password" below to reset your password and log in. If you did not receive an email
Please visit the LicensE Customer Information page for a list of licenses and license renewals available in	with a username, please use your email address with .dsps at the end as your username. For example, Jane Doe®inmail.com.dsps
the system as well as links to the profession pages with requirements for each type of license.	Disarse anter your supername and natesand to sign in
Please register for an account or sign in to your existing account to proceed.	r reade once your addition one pladmore to dign in.
If you already have an existing account with DSPS for your license, then please use that account s	* Username
username and do not create a new one.	Jane Doe @state university.com
LicensE Renewal Instructions	* Password
Frequently Asked Questions	
Don't have an account?	Forgot/Change Password?
No problem! Click the button below to register.	Sign In
Register for an individual Register an organization	

## VERIFICATION OF GRADUATION DATE AND ATTESTATIONS

1. On the Applicant Search page, select **Search by Graduation Date** or **Profession** (for individual or multiple applicants), or **Preliminary Application Reference** (for individual applicants only).

Lic	ens					
Home	Previous SOG Attestations					
	If a Student is missing or not showing u Applicant Search Search by Graduation Date Search by Preliminary Application R Search by Profession	p, please submit a support ticket reference				
	* Graduation Month	* Graduation Year	* License Type			
	Select an Option 🔹		Select an Option	-	Search	
	No records found.					

- 1. If searching by Graduation Date, then select the Month, Graduation Year, and License Type
  - · Click Search

- 2. If searching by 10-digit **PAR Number**, enter the applicant's **PAR Number (PAR- XXXXXXXXX)** 
  - · Click Search
- 3. If Searching by **Profession**, select **Health** from category dropdown, then select the **Profession** 
  - · Click Search and a list of applicants will be displayed

**Note:** You can select multiple applicants by checking the box above the first applicant's checkbox to bulk update the details.

Lice	ens	E						•
Home	Previou	s SOG Attestations						
	If a Stud Appli	ent is missing or not showing up cant Search	o, please submit a support ticke	ł				
	<ul> <li>Sea</li> <li>Sea</li> <li>Sea</li> </ul>	rch by Graduation Date rch by Preliminary Application Re rch by Profession	iference					
	* Gradu	ation Month	* Graduation Year	* License Typ	pe		_	
	May	•	2024	Registered	d Nurse	<ul> <li>Search</li> </ul>		
	Applic	ants						
	$\Box_{\mathbf{x}}$	Full Name ঝ	Last 4 SSN ↑↓	Date of Birth $\tau_{\downarrow}$	PAR Number(s) ↑↓	Application Status ${}^{*}_{\Phi}$	Degree †	
		John Doe	5719	1991-06-06	PAR - X0000000000	Awaiting Exam Score(s)	Masters of Science in Nursing	
		Jane Doe	3539	1993-11-13	PAR -x000000000	Pending Applicant Input	Master of Nursing	
		Miley Cyrus	6725	1999-06-26	PAR-x000000000	Submitted	Master's of Science in Nursing	
		Mickey Mouse	5830	2002-05-14	PAR -3000000000	Pending Applicant Input	Bachelor of Science in Nursing	

2. Verify information and click **Submit**.

#### Note:

- 1. Once a record is submitted, you cannot edit it again.
- 2. You can submit the data only when all fields are completed and attestations are answered in the affirmative.
- 3. Graduation or Program Completion should only be verified once the individual has officially graduated or completed the program.

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me	Previous SOG Attestations						
	itatement of Graduation or Completion						
	<ul> <li>School Information</li> </ul>						
	Name of School/Institution						
	State University						
	Address of School/Institution						
	Street	City		State			
				Alabama			
	*Type of Program/Degree (Example, 855, Masters Degree, P Date Diploma Granted or Date Course Completed	%D) 00	* Major				
1	ittestations						
	1 declare, on behalf of the third-party asked to provide inform Ves No The podiatric modical school was approved by the Council on he applicant's graduation.	ation related to the Podistric Medical	e applicant(s) identified on this form, that th Education of the American Podiatric Medica	e Information provided is true and correct to the bes Association (CPIAE) (formerly the Council on Educat	t of knowledge and belief. tion of the American Podiatric Associatio	n) at the time of	
	) Yes						
	) nv				Previous	Submit	]