

# Locate User ID or Reset Your Password

Locate “renew” (see green checkmark) then click “read more”.

The screenshot shows the Kansas Nursing Board website. At the top, there is a blue header with the phone number 785-296-4929 on the left and links for Staff Directory, Contact, and social media icons on the right. Below the header is a dark navigation bar with the Kansas Board of Nursing logo on the left and a menu with items: HOME, LICENSE, EDUCATION, LEGAL, FORMS, RESOURCES, NPA, DISCIPLINE, and BOARD. A search icon is also present. The main content area features a large image of a smiling woman with the text "Kansas Nursing" and "Welcome to the Kansas Nursing Board." Below this is a "MORE" link. A large green checkmark is placed over the "Renew" option in the navigation menu. The "Renew" option is described as: "Renew your Registered Nurse, Licensed Practical Nurse, Advanced Practice Registered Nurse or Licensed Mental Health Technician license." Below the description is a "READ MORE" button, which is highlighted with a red rectangular box and a mouse cursor icon. Other menu items include "Apply" (with a "GET STARTED" button), "Application Status" (with a "VIEW NOW" button), and "Discipline" (with a "CASE LIST" button).

When the Renew License page opens, read the information provided to assure you have met the renewal requirements. Once done reading click “Online Licnese Renewals” (see below). This will take you to the online application system.

785-296-4929 Staff Directory Contact f t

HOME LICENSE EDUCATION LEGAL FORMS RESOURCES NPA DISCIPLINE BOARD

# Renew License

**To renew online:**

- You must have access to the Internet, a checking account or credit card, and register an account online.
- Log onto [Online License Renewals](#) and follow the directions on the screen.
- If you have not already created your own unique User ID and Password you will need to Register a Person before you can begin the Renewal process.

There are some cases where individuals are not eligible to use the online license renewal process at this time. Do not proceed online if:

- Initiating or Renewing Inactive license status
- Initiating or Renewing an Exempt license
- **You do not have the required and preapproved 30 hours of continuing nursing education (CNE).**
- **If you have college courses that have not been approved through the Individual Offering of Approval (IOA) process.**

If you not sure of or have forgotten either your Password or User ID, click the “Register a Person” from the menu.

**Menu**  
Register a Person 

## Welcome to the Kansas Board of Nursing

This site was created to give Nursing licensees the opportunity to manage their licenses online.

If you haven't already registered and wish to submit an application, renew an existing practitioners license or address changes, or if you are unsure of your User ID or Password, click [here](#) to register (or click the **register a person** link on the left).

User Id:

Password:

Click [here](#) here if you have forgotten your password.

Complete the three fields (last name, birth date and SSN, be sure to use the formats under the fields) then click “search”.

**Menu**  
Login Page

## Search for Existing Personal/Professional Records


In order to renew an existing license, submit name or address changes, you must create a username and password and associate it to your records. This form allows you to search for your existing record.

1. Enter your information into *all three* fields below.
2. Press the **search button** to search for your record based on the information you provided.

Last Name:  ✓

Birth Date:  ✓  
ex. 03/31/1950

SSN:  ✓  
ex. 123456789



Once you click “search” you should get a screen similar to the one below (example 1) if you have previously registered. If you have never registered you should get a screen like example two that needs to be completed.

### Example 1:

If you’ve gotten this screen double check your previously created “User ID” (highlighted in the red box) then type a password in the “Password” field below the User ID field (be sure it meets the requirements below the field), then you’ll need to retype the **exact same** password in the “Confirm Password” field. Once you’ve done this click the “Register” button located at the bottom of the screen.

**Menu**  
Login Page

## Registration

We were able to find your records based on the entered search criteria. Please review the information below and double check that the search returned *your* record.

- If the record below is yours, enter a username and password in the form below and press the **register button** to create your record. Once logged into the e-Government application you will be able to maintain your records, apply for an additional license, and renew an existing license.
- If the information below is not yours, click [here](#) to search again. If your records can not be found, click [here](#) for information on contacting the proper department/agency/board.

**NOTE:** Required fields are marked with an asterisk (\*).

### Name

Name Prefix:	<input type="text"/>	Birth Date:	<input type="text" value="3/31/1950"/>
First Name:	<input type="text" value="ashra"/>	SSN:	<input type="text"/>
Middle Name:	<input type="text"/>	Gender:	<input type="text" value="Male"/>
Last Name:	<input type="text" value="zot"/>	pers on Ethnicity:	<input type="text" value="Other"/>
Name Suffix:	<input type="text"/>	pers on Cit \$ status:	<input type="text" value="Y"/>

### Address

Country:	<input type="text" value="United States"/>	Phone:	<input type="text" value="7862962240"/>
Line 1:	<input type="text" value="900 SW Jackson"/>	Fax:	<input type="text" value="7862963929"/>
Line 2:	<input type="text"/>	Email:	<input type="text" value="sheila.rice@ksbn.state.ks"/>
City:	<input type="text" value="topeka"/>		
State:	<input type="text" value="KS"/>		
Zip Code:	<input type="text" value="66612"/>		

### User ID

User ID:	<input type="text" value="as trazot"/>		
Pass w ord*:	<input type="text" value="work"/>	Confirm Pass w ord*:	<input type="text" value="work"/>
Pass w ord Question:	<input type="text" value="work"/>	Pass w ord Answer:	<input type="text" value="ksbn"/>

Minimum 6 characters

ex. Favorite color?

ex. Blue

**Register**

## Example2:

If you got the below screen this is your **FIRST** time registering to use the online services.

Proceed by completing all fields then clicking the "Register" button located at the bottom of the screen.

**Menu**  
Login Page

### Initial Registration

We were unable to find your records based on the entered search criteria.

- If you do not currently hold a Nursing license with the Kansas State Board of Nursing and have not already submitted a paper application, the form below will allow you to register your personal information with the state and create a username and password. Complete the form below and press the register button to create your record. Once logged into the e-Government application you will be able to submit an electronic license application.
- If you currently hold a Nursing license with the Kansas State Board of Nursing or have already submitted a paper application to the state, click [here](#) to search again. Do not complete the form below to register as this will not allow you to access your licensure records. If you cannot find your record, or if you wish to apply for a new license, please contact the Kansas Board of Nursing at 785-296-4929.

Note that Required Fields are marked with an (\*) asterisk.

**Name**


Name Prefix: <input type="text"/> <small>ex. Mr.   Mrs.   Dr.</small>	*Date of Birth: <input type="text"/> Calendar <small>MM/DD/YYYY</small>
*First Name: <input type="text"/>	*SSN: <input type="text"/> <small>ex. 123456789</small>
Middle Name: <input type="text"/>	Gender: <input type="text"/> Please select a Gender
*Last Name: <input type="text"/>	Ethnicity: <input type="text"/> Select
Name Suffix: <input type="text"/> <small>ex. Sr.   Jr.   III</small>	Citizenship Status: <input type="text"/> Select
National Provider ID: <input type="text"/>	

**Address**

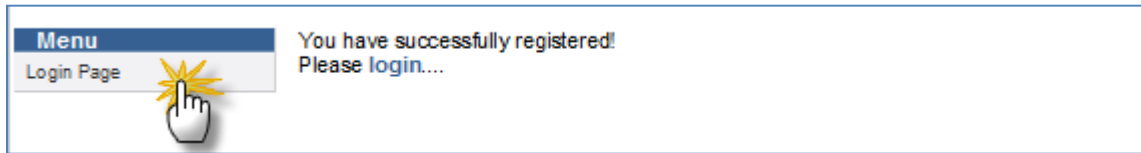
Country: <input type="text"/> United States	*Phone: <input type="text"/> <small>ex. 3015551212</small>
*Line 1: <input type="text"/> <small>ex. 123 Fourth St.</small>	Fax: <input type="text"/> <small>ex. 3015551212</small>
Line 2: <input type="text"/> <small>ex. Apt. 100</small>	*Email: <input type="text"/> <small>ex. username@domain.com</small>
*City: <input type="text"/>	
<small>Foreign Addresses: Enter city, region, postal code</small>	
*State: <input type="text"/> KS	
*Zipcode: <input type="text"/> <small>ex. 02705 or 027051234</small>	

**User ID**

*UserID: <input type="text"/> <small>ex. jsmith</small>	
*Password: <input type="text"/> <small>Minimum 6 characters</small>	*Confirm Password: <input type="text"/>
*Password Question: <input type="text"/> <small>ex. Favorite color</small>	*Password Answer: <input type="text"/> <small>ex. Blue</small>



Once you have successfully complete the password reset/registration process you should get the below message (this can take a couple of minutes). Click on “Login Page” and proceed with your online process.



If you get a blank screen and you know you have registered before with our online system and get the page that looks like example 2 above, DO NOT complete a new registration. Double check your date of birth, ssn and or format you used to enter the date.

If you complete a new registration and have an existing account you'll create a second account and it will not allow you to access any information until you've contacted the board for the duplicate account to be removed. You'll receive the below highlighted message. This means you've created a second account and you are **unable** to access any of your license records until corrected. Contact the Support Analyst at the Board Office by calling 785-296-2240 or emailing [help@ksbn.state.ks.us](mailto:help@ksbn.state.ks.us) .

