



[www.kbn.ky.gov](http://www.kbn.ky.gov)

## **Nursys e-Notify for Institutions FAQ and Steps to Enroll**

- **What is Nursys e-Notify?**
  - e-Notify is a free of charge innovative nurse licensure notification system where you receive real-time notifications about nurses employed at your institution. The system provides licensure and publicly available discipline data directly to you as the information is entered into the Nursys database by participating boards of nursing.
  - LPNs, RNs, APRNs and applicants with a temporary or provisional license may be enrolled to be monitored.
  - [Nursys e-Notify Video Tutorial](#)
- **Is Nursys e-Notify primary source information?**
  - The information you will receive from Nursys e-Notify is pulled directly from Nursys, the only national database for licensure, discipline/final orders and practice privileges for RNs and LPN/VNs. Nursys data is compiled from information directly inputted from boards of nursing and is primary source equivalent.
- **How do I enroll a nurse? What information do I need?**
  - Enrolling your nurses is easy. First, you need his/her license number, license type and the state(s) that issued the license. This information is used to locate the nurse directly from Nursys. Then, you add other information to their profile, including nursing specialty, email and address.
  - For employment verification purposes, you will be required to enter the last four digits of the nurse's social security number and date of birth. You can also add the nurse's cell phone number if you choose to have the system send automatic license expiration reminders on your behalf.
- **Can I upload several nurses into the system at once?**
  - Yes, you can. With bulk upload, you can add multiple nurses into Nursys e-Notify by using a file. Specifications and sample files are available to help make this process seamless.

- **Nursys e-Notify enrollment steps:**
  - Visit Nursys e-Notify website:
    - <https://www.nursys.com/EN/ENDefault.aspx>
  - Select 'As an Institution'.
    - Select 'Create an institution account'.
  - Read terms and conditions.
    - Select 'I agree' to proceed.
  - Enter Institution Information:
    - Institution Name
    - Institution Type
    - Institution Address
    - How did you hear about Nursys e-Notify? (select all that apply)
  - Enter Administrator Account Information:
    - Name
    - Job Title
    - Phone
    - Email Address
    - Create Password
    - Subscribe to receive email notifications for the following:
      - Nurse license and discipline updates
        - Select frequency to receive notifications
          - Daily, Weekly Monthly
      - Institution settings changes
      - Nurse license expiration reminders
        - Email reminders will be sent on the first of every month and will include all licenses with an expiration date in the next month.
    - Are you the primary nursing leader contact?
  - Once account is created, you may begin enrolling nurses to monitor.
- **Need additional assistance, please contact Nursys Support:**
  - Available Monday through Friday from 8am-5pm Central Time.
    - Email: [nursysupport@ncsbn.org](mailto:nursysupport@ncsbn.org)
    - Phone: 1-866-819-1700
    - [Contact Form](#)
  - [Nursys e-Notify Video Tutorial](#)
  - [Nursys e-Notify FAQ](#)