



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

## CREATING A NURSE PORTAL ACCOUNT

The Kentucky Board of Nursing Nurse Portal works best on Windows desktop PC or laptop in Chrome or Microsoft Edge. **Mobile devices are not supported** (for example: phones, iPads, tablets).

- How to create an account in the Nurse Portal Dashboard
  - Go to the Nurse Portal Login screen
    - <https://kybn.boardsfnursing.org/kybn>
  - Click on 'Create an Account' located under 'Don't Have an Account?'

A screenshot of a button with the text "Create a new account" in a light gray font on a light gray background.

A screenshot of a section titled "Don't have an account?". Below the title is the text "Create an account to apply for a license or maintain your existing license." and a blue button with the text "Create an Account" in white.

- Agree to the Terms and Conditions.
  - Answer the question:
    - Do you have or have you ever held a license/temporary permit with the Kentucky Board of Nursing?
      - If Yes, follow the steps below:
        - Create your Nurse Portal Account
        - You may Search by
          - Name and License Type, or
          - License Number and License Type
            - Complete reCAPTCHA (I'm not a robot)
            - Select Lookup License
            - Select Continue
        - Verify Identity (last four of SSN and DOB)
        - Enter your email address
        - Create password
          - Select Create an Account
        - Verify Email
          - Log in to your email account that you listed for your Nurse Portal account within the next 24 hours and access the registration link to complete your account registration.
            - Failure to access the link within 24 hours will require you to restart the creating the account process
          - Once verified, you may log in to your Nurse Portal account.

- If No, follow the steps below:
  - Enter your email address
  - Complete reCAPTCHA (I'm not a robot)
  - Select Continue
  - Verify Email
    - Log in to your email account that you listed for your Nurse Portal account within the next 24 hours and access the registration link to complete your account registration.
      - Failure to access the link within 24 hours will require you to restart the creating the account process
    - Once verified, you may log in to your Nurse Portal account.

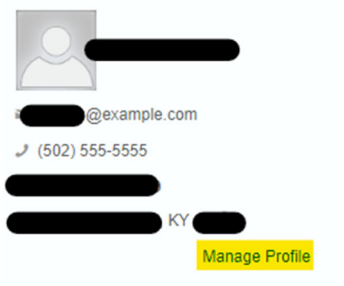
**PRIMARY STATE OF RESIDENCE DECLARATION (PSOR)**

**NOTE:** All account holders who currently hold or have ever held an **APRN, RN, LPN License or SANE Credential** with KBN, are asked to verify demographic information on file with KBN pertaining to their address and PSOR.

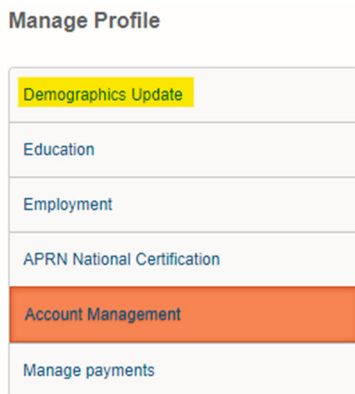
PSOR is a new **MANDATORY** requirement. To be eligible for a Kentucky multistate license (RN/LPN), you must declare Kentucky as your PSOR and have your current legal residency document in Kentucky.

Please log in to the Kentucky Board of Nursing Nurse Portal and visit the Manage Profile section.

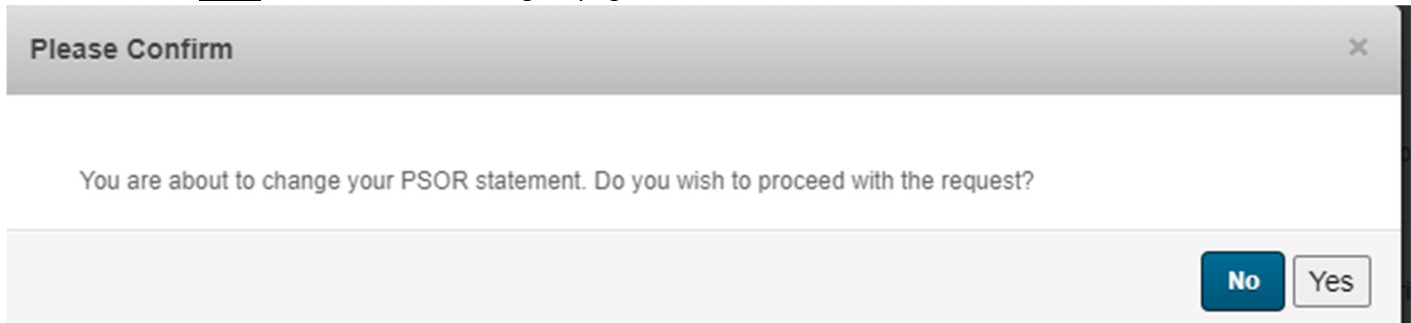
- This is located on the upper left corner of the Nurse Portal Dashboard.



- Select the words Manage Profile and then select Demographics Update.



- On this screen, please select the PSOR declaration that meets your current PSOR status.
  - **NOTE:** You will see this message saying:



- Even though you may not be changing your address, this is the first time establishing your primary state of residence in the Nurse Portal, you will select YES.
- You will be required to upload **one** of the following:
  - Valid Driver's License
  - State-issued ID Card
  - REAL ID
  - Voter Registration
  - Vehicle Registration
- After making your selection of which PSOR declaration meets your current PSOR status, please verify the address we have on file is correct and make the change, if needed.