LSBN Nurse Portal
Instructions
Nursing Education Programs
Louisiana Schools of Nursing
2018

Addendum I

Creating Portal Accounts: Students and Exam Applicants who have previously submitted paper applications
Previously approved Students requiring re-application and New Graduates submitting Exam applications, require creation of an account in the LSBN Nurse Portal to access their existing information.

1. Enter Nurse Portal
   “My Services” link LSBN website, www.lsbn.state.la.us

2. Select Create Account
Create a new account

Don’t have an account?
Create an account to apply for a license or maintain your existing license.

Create an Account

Select “Yes,” if previously approved as student or new graduates applying for exam.

Do you have or have you ever held a license/certificate with the Louisiana State Board of Nursing?

☐ Yes  ☐ No

Continue  Cancel
Enter Name and Select “Lookup License.”

Create your Louisiana Nurse Portal account

Follow the steps below to create an account. You’ll be able to use this portal, maintain your licenses, and get additional information. All fields are required unless specified.

- Search by Name (required)  
- Search by License Number (required)

First Name (required): John

Last Name (required): Bear

License Type (required): Student Clinic

Security check (required)

Security verification: please check the box below. You may be asked to complete a second verification step.

- I’m not a robot

Lookup License

Select the nurse below to continue

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>License Type</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear</td>
<td>John</td>
<td>Student Clinic</td>
<td>53022</td>
</tr>
</tbody>
</table>

Select Nurse

Get answers to your questions about the Louisiana Nurse Portal

(225) 766-7500
Monday through Friday 8:30 AM to 5:00 PM CST
lsbn@lsbn.state.la.us
The associated account will instruct them to sign in. Please use the email provided on the paper application previously submitted to sign in.

⚠️ An account was found associated with this License number, please sign in to your account. If you have forgotten your login credentials, please use the forgot password utility to recover your Louisiana State Board of Nursing Nurse Portal password.

NOTE: The initial sign in is the final step to the creation of your account.

Applicants who do not remember the email address used on previous application or applicants who check “NO” when asked if previous license/certificate during account creation and thereby create a second account, need to send an email to LSBN (Send email to either “Education” or “Examination” based on the applicant type).