

## Optimal Regulatory Board Services (ORBS) Nurse Portal

The ORBS Nurse Portal is the licensee's/applicant's interface with the Board of Nursing. Application submission, license renewal, address change and a Message Center tool to communicate with Board staff are all available on the ORBS Nurse Portal. In addition, each applicant/licensee can review the status of the application submitted. In order to access these services, you need to set up an individual Nurse Portal Account.

### How to Create a Nurse Portal Account for Active/Inactive/Temporary Oklahoma Licensed Nurses/Certified AUs

You must renew or reinstate your license/certificate, or apply for new licenses via the ORBS Nurse Portal. Your first step is to create a Nurse Portal Account! For individuals who have an active, inactive or temporary license or certificate, the following steps will guide you in creating your Nurse Portal Account.

1. Access the Oklahoma Board of Nursing webpage at <http://nursing.ok.gov/> .
2. While viewing the computer screen, you will see Nurse Portal on the left hand side – click on it (make sure you are using a laptop PC or desktop PC, as phones and tablets are not compatible with the Nurse Portal) and a compatible browser (a list of compatible browsers will appear when you click on **Nurse Portal**).
3. Once on the Nurse Portal site, click on **Create an Account**.
4. The next screen is the Nurse Portal Terms and Conditions – **If you agree, click I agree**.
5. You will then be asked if you currently hold or have ever held a license/certificate with the Oklahoma Board of Nursing (this includes a temporary license). If so, click YES – you will be directed to a license lookup. Once your license is located, you will be asked to verify identity. Complete verification and **click continue**. If you have never held a license or certificate, please see “**How to Create a Nurse Portal Account for Nursing Students and Licensed Nurses Endorsing into Oklahoma**” below.
6. On the next screen, you will **enter your email address** (twice) used in current Board interactions to include receipt of the Board Newsletter. (If having issues with email entry, contact the Board office at 405-962-1800). Click **Continue** after completing the security check.
7. The next screen will inform you that a confirmation email has been sent to your email address. You have 24 hours to read the email and click on the **access registration link to complete your registration**. Once registration is complete, your account will be created. Please review your account information for correctness.

### How to Create a Nurse Portal Account for Nursing Students and Licensed Nurses Endorsing Into Oklahoma

You must apply for new licenses via the Nurse Portal. Your first step is to create a Nurse Portal Account! For individuals who have never held a license or certificate with the Oklahoma Board of Nursing, the following steps will guide you in creating a Nurse Portal Account.

1. Access the Oklahoma Board of Nursing webpage at <http://nursing.ok.gov/>.
2. While viewing the computer screen, you will see Nurse Portal on the left hand side – click on it (make sure you are using a laptop PC or desktop PC, as phones and tablets are not compatible with the Nurse Portal) and a compatible browser (a list of compatible browsers will appear when you click on **Nurse Portal**).
3. Once on the Nurse Portal site, click on **Create an Account**.
4. The next screen is the Nurse Portal Terms and Conditions – **If you agree, click I agree**.
5. You will then be asked if you currently hold or have ever held a license/certificate with the Oklahoma Board of Nursing, Click **No** if you have never held a license/certificate with Oklahoma to include **LPN/AUA/Temporary**. If you have had licensure, even at a different level of licensure (LPN, AUA) please see “**How to Create a Nurse Portal Account for Active/Inactive/Temporary Oklahoma Licensed Nurses/Certified AUAs**” above.
6. On the next screen, you will **enter your email address** twice.
7. Click **Continue** after completing the security check.
8. The next screen will inform you that a confirmation email has been sent to your email address. You have 24 hours to read the email and click on the **access registration link to complete your registration**. Clicking on the access registration link will take you to the **Create Your Nurse Portal Account**.
9. Once you are on the page to create your nurse portal account, complete the required information:
  - a. Enter your name as it appears on your OK license or certificate
  - b. Enter your date of birth
  - c. Enter your social security number (do not use dashes)
  - d. Create a password
  - e. Enter your cell phone number
10. Complete the security check and click **Create Account**

After clicking **Create Account**, you will see your **Dashboard (homepage)**. Please review your Nurse Portal Account information to ensure correctness.