



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

## CREATING A NURSE PORTAL ACCOUNT (CMA I and CMA II)

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?'

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

- Agree to the Terms and Conditions.
  - Answer the question:
    - Do you have or have you ever held a license/credential/certification or provisional license/temporary permit with the Kentucky Board of Nursing?
      - If you **have or have held** a SRNA Certification in Kentucky, select **yes** and 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 Birth Year)
        - Enter your email address.
        - Create password.
        - Enter Phone Number.
          - 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 you **have not** held a SRNA Certification in Kentucky, select **no** and 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.