Licensing Advisor Quick Start Guide

*You will use the **License Verification and Information System (LVIS),** to approve, deny, or re-route applications from your school.* .

Getting Started:

1. Log on to https://license.doe.in.gov/.

2. Create a profile.

3. Write down your user name and password for future reference.

4. Log-in to the LVIS portal and request that your role be changed to **Licensing Advisor.**

5. Upon approval by the IDOE, you will be able to log in and access your **Work Queue** that will contain the licenses that you need to evaluate.

6. Click on **Work Queue** in the lower right hand menu bar any time you need to return to applications that still need to be evaluated.

Approving Licenses:

7. Click on **Code Application.** Select the appropriate licensing credentials and then click on **Add Content Area for Coding.**

8. When you have finished adding content areas click on **Finalize Coding.**

9. You may add additional notes if you wish. Click **Approve License.**

10. The completed approval will disappear from your work queue.

Indiana University Work Queue

First Name	Last Name	Area	Date Created	
█████n	█████		2/29/2012	Code Application
Denise	█████		11/16/2011	Code Application
Anna	█████	general elementary adding mild interventino	2/13/2012	Code Application
LaKesha	█████		3/7/2012	Code Application
Christopher	█████		5/27/2011	Code Application
Emily	█████	Elementary	1/9/2012	Code Application
Rachel	█████	Elementary Primary and Elementary Intermediate	2/6/2012	Code Application

Have questions? Call **(317) 232-9010** or click the **Contact Us** tab in LVIS to send us an email.

Indiana Department of Education Office of Education Licensing and Development