

# Wisconsin Department of Safety and Professional Services

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## **DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING**

### ONLINE LICENSURE APPLICATION SYSTEM (OLAS)

#### SCHOOL FREQUENTLY ASKED QUESTIONS

**Q: What is the goal of Online Licensure Application System (OLAS)?**

**A:** The goal of OLAS is to improve the licensure application process for new nursing school graduates through forming a partnership with nursing schools.

**Q: What benefit does OLAS provide to schools?**

**A:** OLAS enables schools to electronically collect applications for licensure from students and complete the Statement of Graduation for the application approval process.

**Q: How does a school add users to OLAS?**

**A:** The user needs to create a DOA/Wisconsin Logon ID and Password. The DOA/Wisconsin Logon Management System allows authorized individuals to access the Online Licensure Application System (OLAS) using an ID and password. The DOA/Wisconsin logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

During the self-registration process, select the 'OLAS School (Department of Safety and Professional Services)' system and enter a valid school e-mail address.

For further information on the DOA/Wisconsin Logon Management System, please visit <https://register.wisconsin.gov/accountmanagement/default.aspx>.

**Q: Does OLAS allow schools to create more than one user? What is the difference between an Administrator versus User account?**

**A:** Yes, the school can create multiple users within OLAS but only one Administrator-level account user. The Administrator will have access to the User Maintenance screen to add new account users.

**Q: Is there an operating manual or help content available on OLAS?**

**A:** Yes. On the OLAS website upon login, there is a Help tab. The Help tab will provide FAQs, user manuals as well as contact information.

**Q: I have additional questions on OLAS. What do I do?**

**A:** Contact the Department of Safety and Professional Services at 608-266-2112 or [DSPSOLAS@wi.gov](mailto:DSPSOLAS@wi.gov).