SOUTH DAKOTA
BOARD OF PHARMACY

Intern

User Guide and
Renewal Application Instructions
Valid through 7/31/2024

4001 W Valhalla Blvd, Suite 102
Sioux Falls, SD 57106
Email: PharmacyBoard@state.sd.us
Phone: 605.362.2737

Rev 07.2022

Intern Renewal Application
Table of Contents

Intern Renewal Application General Information
1. Registration will expire September 30 each year. There is no grace period.
2. For current South Dakota Statutes and Rules pertaining to interns , go to **https://doh.sd.gov/boards/pharmacy/**, under Quick Links, see law book link options.
3. There is no renewal fee for intern registrations.

You must complete the entire renewal application process from start to finish in one sitting
1. Online system does not retain information entered until the application has been submitted and payment process is completed.
2. This platform does not support the use of a mobile phone.
3. If a tablet is being used, it must be Microsoft based. (Not an Apple product.)
4. Have all your personal information (DOB, SSN, college name, expected graduation date) ready prior to beginning application.
5. Have NABP e-Profile number.

Required Documents to be Uploaded
1. Intern Certification of Eligibility needs to be completed and signed by your faculty representative. The document can be found at https://doh.sd.gov/licensing-and-records/boards/pharmacy/licensing-requirements/pharmacy-interns/
   a. You may need to copy this link and paste it into your browser.

After Application Submission Information

After your renewal application has been submitted, your registration will auto renew.

After the license has renewed, you will be able to do the following:
1. Print intern registration (instructions on page 6, Item 8b).
2. Print a payment receipt (instructions on page 7, Item 8f).
3. In your account on the My Profile page, you can also update your personal information at any time.
   a. Please use this platform to update your personal address, phone number, and email <u>as changes occur</u>.

Licensure status can also be verified at:
1. Verification page: https://sdbop.igovsolution.net/online/Lookups/Lookup_Individual.aspx

General Notes

1. Mandatory fields are marked with a red * in all screens and all those must be entered before clicking on next.
2. Click on Next button to go to the next screen or click on Previous button to go back to the previous screen.
3. If mandatory fields are not entered, you will get an alert message to enter missing information.
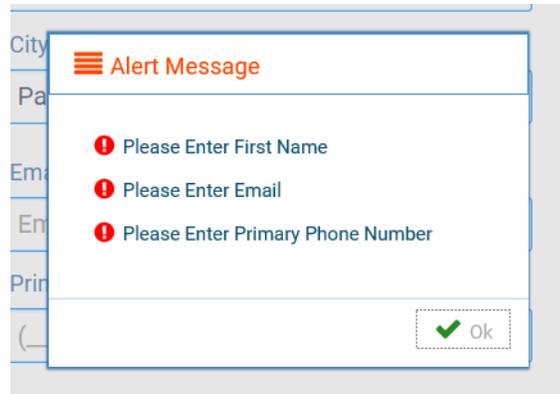
Account Set Up

1. **If this is the first time this license has been renewed**, start with item #3 below.
2. **If this is _not_ the first time this license has been renewed**, skip to page 8, and enter your username and password used in a previous renewal.
3. Verify your license number at this link: https://sdbop.igovsolution.net/online/Lookups/Lookup_Individual.aspx.
   a. License/Registration Type: select intern.
   b. Verification code: enter the code to the right of this box.
   c. Last Name: Enter your last name.
   d. Click search.
   e. License/Registration Search: if the license has been issued, results will appear at the bottom of the page in this section.
      i. Under the print column, click on the print icon to print a copy of the verificaiton.
   f. **Retain license number to set up online Profile**.

4. Click on this link (**Bookmark this page**): https://sdbop.igovsolution.net/online/User_login.aspx
5. **User Login** page.
   a. After confirming your license/registration number, begin setting up your account by clicking on this link: https://sdbop.igovsolution.net/online/User_login.aspx
   b. Click on Sign up as shown below:

ONLINE BUSINESS PROFILE LOGIN

User Login
☑ Individual ☐ Business
User Name
User Name
Password
Password
Login
⚊ Sign up   ⚿ Forgot password

6. **Registration** page.
   a. Click on Individual at the top (see snip on top of next page).
   b. License Type: select intern from drop-down menu.
   c. License number: Put in your license/registration number from the verification done in item #1.
      i. Include the 'I-' prior to your license/registration number.
   d. Date of Birth: enter your date of birth in the format of MM/DD/YYYY.
   e. Click Next.

ONLINE PROFILE REGISTRATION

Registration	Step 1 / 2
☑ Individual ☐ Business	
Please provide the information below. Click here to verify your license #.	
* License Type	
Intern	
* License Number	
License Number	
* Date of Birth	
MM/DD/YYYY	
	Next
? Forgot Password	

7. **Credentials** page. Complete this information.
   a. ***Retain this information for future reference and use – this information will be used to renew your license.***
   b. Email: enter a valid email.
   c. Confirm Email: enter the same email as entered in item #4b.
   d. User Name: enter you user name.
   e. Password: enter a password. There is not a specified format for the password.
   f. Confirm Password: enter same password as used in item #4e.
   g. Click Submit.

Credentials	Step 2 / 2
* Email	
Email	
* Confirm Email	
Confirm Email	
* User Name	
User Name	
* Password	
Password	
* Confirm Password	
Confirm Password	
Previous	Submit

8. Registration is successful when this alert message appears.
   a. Click OK.
   b. You will be returned to the log in page.

≡ Alert Message

🛑 User registration successful.

✔ Ok
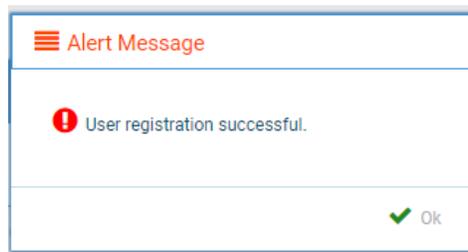
9. **ONLINE PROFILE LOGIN** page.
   a. Once account is set up, you will return to the log in page or use this link:
      https://sdbop.igovsolution.net/online/User_login.aspx
   b. Individual: click box by Individual at the top.
   c. User Name: enter your user name.
   d. Password: enter your password.
   e. Click Login.

User Login
☐ Individual   ☐ Business
User Name
User Name
Password
Password
Login
👤 Sign up   🔑 Forgot Password

My Profile Page

Once logged into your online account, the My Profile page is available.

10. **MY PROFILE** page.
    a. **Personal Information** section.
        i. This is not an editable section.
        ii. Your first name, middle name, and last name appears here.

Personal Information

First Name	Middle Name	Last Name

    b. **Registration Information** section.
        i. This is not an editable section.
        ii. License/registration information appears in this section including type of license/registration, license number, issue date, expiration date, status of license/registration, and last renewal date.
        iii. Renewal column.
            1. When renewal period is open, click on the blue renew to begin renewal of license.
            2. Please refer to the renewal manual for complete instructions and all information needed.
        iv. Certificate column. **Print license/registration from this column**.
            1. Click on the blue print in the column to print a pdf of your license/registration.

Registration Information

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Filters	Filters	Filters	Filters	Filters	Filters		
				Current/Active		Renew	Print

    c. **Home Address** section.
        i. This is an editable section.
        ii. Your home address, zip code, city, state, and county appear here.

Home Address   Edit

* Address	Address Line 2	Address Line 3

Country	* Zip	* City
Select Country		!

* State	County

        iii. To update this section, click on the edit button.
            1. Update the necessary information.
            2. Once complete, click save.

d. **Personal Phone, Email and Fax** section.
   i. This is an editable section.
   ii. Your phone number, alternate phone number, email, and fax number appear here.

   iii. To update this section, click on the edit button.
      1. Update the necessary information.
      2. Once complete, click save.

e. **Document Details** section.
   i. This section contains all the documents uploaded as part of the initial or renewal application.
   ii. This section can be used if the licensee would like to upload any additional documents outside of the renewal time period.
   iii. To upload a document:
      1. Document type: select type of document from the drop-down list.
      2. Use the attach document to select/browse the file from the local folder.
      3. Then click on the Upload document.
   iv. Any documents that are uploaded/showing in this Documents Details section can also be downloaded.
   v. Intern Hour Supportive Document.
      1. If you have submitted intern hours to the Board and hours have been processed, a document with the title Intern Hour Supportive Document will be available for you to download.
      2. This will confirm the number of hours on file with the Board.

f. **Payment History** section.
   i. This section contains payments made for licensure.
      1. Fields include receipt #, payment method, date received, payer, amount, and print receipt.
   ii. To print a receipt, click on the printer in the receipt column for the receipt needed.

g. **Renewal Details** section.
   i. This section contains status information of your renewal application.
      1. If licensure is Pending (not yet renewed) or if it has been Cleared (renewed).
      2. If it's Cleared, then in the Registration information grid will show the updated license expiration date, Last renewal date.
   ii. Print your online submitted Renewal form, if needed, by clicking on the printer in the print column.

Start Renewal Application Process Here

Start here if a log in (user name and password) was previously established.

1. Click on the link for initiating an renewal Intern Registration: https://sdbop.igovsolution.net/online/User_login.aspx.
   a. **Please bookmark this page.**

2. **MY PROFILE** page.
   a. After validating all the information in the My Profile section, click on the blue Renew in the Renewal column in the registration Information section.

   b. After clicking on the Renewal icon, click on the Confirmation Message.
      i. Click Yes to continue.

3. **INTERN RENEWAL REGISTRATION INSTRUCTIONS** page.
   a. Below page will open with a link to the instructions.
   b. Click Next to continue.

4. **INTERN INFORMATION** page.
    a. Complete information that has a red asterisk (*).
    b. Gender: select one of the options.
    c. Name of College of Pharmacy: select college of pharmacy you are attending from the drop-down list.
        i. If attending South Dakota State University, select 63—South Dakota State U – SD.
    d. Current Professional Year: select your professional year or FPEGC.
    e. Anticipated Year of Graduation: fill in the anticipated date of graduation.
    f. NABP e-profile ID. This is a required field.
    g. When completed, click Next.

5. **CERTIFICATION OF ELIGIBILITY FOR DOCTOR OF PHARMACY CANDIDATES** page**.**
    a. Intern Certification of Eligibility Form: click on Attach Document to upload the completed Intern Certification of Eligibility Form.
    b. Click Next to continue.

6. **APPLICATION INPUT PREVIEW** page.
   a. Review your information that has been input.
      i. If there are any changes needed, click on previous to correct any information.
      ii. If there are no changes, click Next.

7. **AFFIRM AND SUBMIT** page.
   a. Read each statement then click each box by each statement.
   b. E-Signature: enter your name as your e-signature.
   c. Click Submit.

   d. If submission was successful, you will see a confirmation dialog box with a message indicating that your application was submitted successfully. Click OK.

8. **PRINT APPLICATION** page.
   Helpful hint: Click on My Profile to return to page where you can print your registration – see item 10b on page 6.
   a. When application has been submitted, the application can be printed by clicking on the printer button on the Print Application line.
   b. By clicking on My Profile in the upper right corner, you will return you to your My Profile page as described in beginning with item #10b on page 6.

I'm having trouble getting through the licensing process.

1. Try a different browser. Example: If you've tried Internet Explorer, switch to Google Chrome.
2. This platform does not support the use of a mobile phone.
3. If a tablet is being used, it must be Microsoft based. (Not an Apple product.)
4. Be sure your pop-up blocker is turned off.
5. Firewalls or anti-malware protections on your system may be preventing the ability to get through the licensing process.

Tips

1. PDF documents are the preferred type of documents for required uploads.
2. Only upload documents during the licensing process. DO NOT UPLOAD on the MyProfile page for a new or renewal application.
3. At the top of your licensure documentation, if it includes 'This is a Primary Source Verification' – **NOTE: THIS IS NOT YOUR LICENSE.** Refer to item #10b on page 6 to see how to print your registration.
4. In your account on the My Profile page, you can also update your <u>personal information</u> at any time.
    a. Please use this platform to update your personal address, phone number, and email <u>as changes occur</u>.

Reset Password

1. At the **User Login** page, click on Forgot Password.
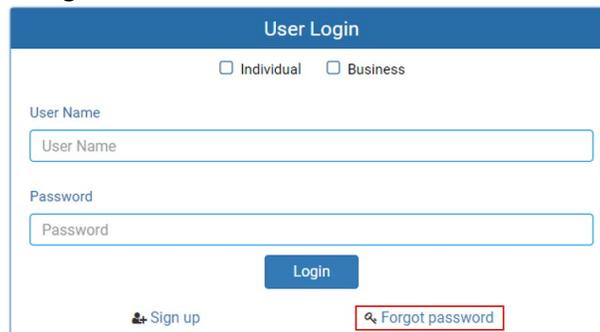
2. Upon advancing to the next page, an alert message pops up.
    a. **PLEASE NOTE THIS**: *Please be prepared to write down your temporary password after filling out the details.*
    b. Click OK.
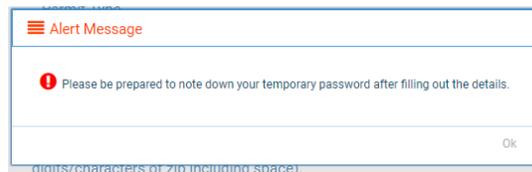
3. **Password Recovery** Page
   a. Select Individual at the top.
   b. License type: select Intern from the drop-down menu.
   c. License number: enter your license number.
   d. Date of Birth: enter your date of birth in MM/DD/YYYY format.
   e. Click Next.

Password Recovery	Step 1 / 1
☑ Individual ☐ Business	
* License Type	
Intern	⌄
* License Number	
License Number	
* Date of Birth	
MM/DD/YYYY	
Back to login	Next

4. An Alert message will appear. **BE SURE TO RETAIN THIS PASSWORD**.
   a. *Helpful hint*: open a word document, then copy/paste the temporary password into the word document.
   b. Once the temporary password has been written down, Click OK.

☰ Alert Message

❗ Your temporary password is Q*s8iD5&$mS Please use this as your password in the next screen.

✔ Ok

5. Return to the **User Login** page.
   a. Select Individual at the top.
   b. User Name: enter your User Name.
   c. Password: Input the temporary password from the Alert Message.
   d. Click Log In.

User Login
☐ Individual ☐ Business
User Name
User Name
Password
Password
Login
👤 Sign up   🔑 Forgot password
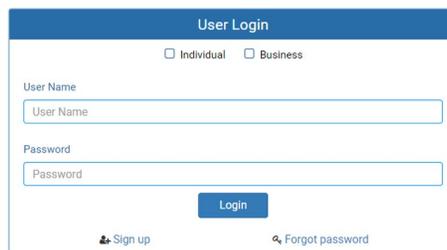
6. **Credentials** Page
   a. Old Password: Enter your temporary password from the Alert Message as the Old Password.
   b. New Password: enter a new password.
   c. Confirm the New Password: enter your new password.
   d. Click Submit.
   e. You will return to the log in page.
   f. Enter the User name and new password to continue.

Credentials	Step 1 / 1
* Old Password	
Old Password	
* New Password	
New Password	
* Confirm New Password	
Confirm New Password	
	Submit