



THENTIA
CLOUD™

Empowering
Regulatory
Transformation

Individual Licensing

Exercise Guide

Instructions on how to complete the Individual Licensing Exercises



EXERCISE GUIDE

This guide is intended to lead you through the exercises for the training session. Some of these exercises will occur during the training, while others are designed for you to work independently after the training.

Online Portal: <https://trainingmaster.portalus.thentiacloud.net/webs/portal/#/>

Workbench: <https://trainingmaster.us.thentiacloud.com/v/register/>

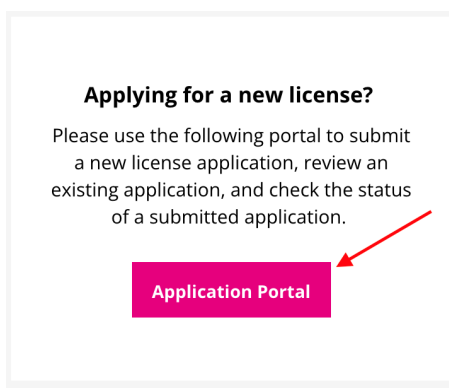
EXERCISE #1 SUBMITTING AN APPLICATION

Note if you are submitting another application, please choose "Dispensary

1. Access the Application Portal
2. Click to Start a New Application
3. Select Pharmacy > Pharmacist as your Application Type
4. Complete and Submit an Individual Application

(This is so that you'll have an application to review and work with within the Workbench.)

1. Access the Application Portal



- Log onto the "Application Portal" with your User credentials

Applicant Portal

[Sign In](#)
[Forgot Password](#)

[New user? Apply Now](#)

- Click "Start a New Application"

Online Applications

Welcome! To get started with a new application, select "Start New Application" below. You may not be able to start a new application if you already have one in progress.

Please follow the step-by-step instructions to complete your application. Your progress will be saved as you move between application steps. You can leave and return to the application at any time to pick up from where you left off. Once the application has been submitted you will no longer be able to modify the application.

Return to this portal for updates and information related to the application.

Should you need assistance, please reach out to us.

Application No.	Application Type	License Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Start New Application to add application.					

[Claim Sponsorship](#)
[Start New Application](#)

Pharmacy

These applications apply to any applicant within the disciplines of the Practice of Pharmacy.

Pharmacist

This application is for a pharmacist who is already licensed in another jurisdiction or a new graduate who has successfully completed an entrance to practice examination.

[Select this Application >](#)

Pharmacy Technician

This application is for a pharmacy technician who is already licensed in another jurisdiction or a new graduate who has successfully completed an entrance to practice examination.

[Select this Application >](#)


- Find "Pharmacist", open the tab on the right to get to the Applications to select and choose Pharmacist, and then "Select this Application"

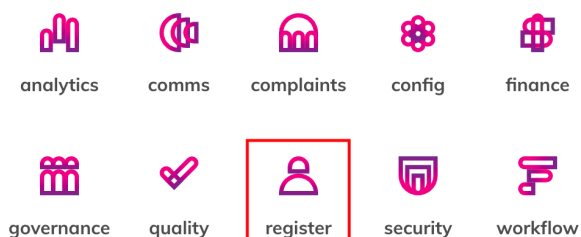
5. Complete the form to the last step of “Payment”


- ✓ Application Type :
Pharmacist [428]
- 2 Application Instructions**
- 3 Personal Information
- 4 Educational Background
- 5 Language Of Care
- 6 Other Licenses
- 7 Employment Information
- 8 Certifications
- 9 Supporting Documents
- 10 Declarations
- 11 Attestation
- 12 Payment**

EXERCISE #2

PROCESSING AND APPROVING AN INDIVIDUAL APPLICATION

1. Within the Register Module of the Workbench
 2. Access the Individual application you’ve submitted
 3. Review the Application
 4. Update the Status to Approved
-
1. Access the Workbench <https://trainingmaster.us.thentiacloud.com/v/register/> and logon using your current credentials
 2. From the module selector , select the “Register” module



3. Open the hamburger menu  and select “Applications” under Individual from the menu on the left navigation pane. Search for your Application via the “Narrow Search Results” search bar at the top right.

Individual Registration

Profiles

Licenses

Applications 

Narrow results by keyword search



4. Double-click in the grey space to access the Application to review.

EXERCISE TO DO ON YOUR OWN TIME

Renewal application submission


- From the Workbench
- Update your license expiration date to within the next 5 days
- Then, from the Licensee Portal
 - Log in to the Licensee Portal
(Same credentials as Individual Application)
 - Submit a Renewal application

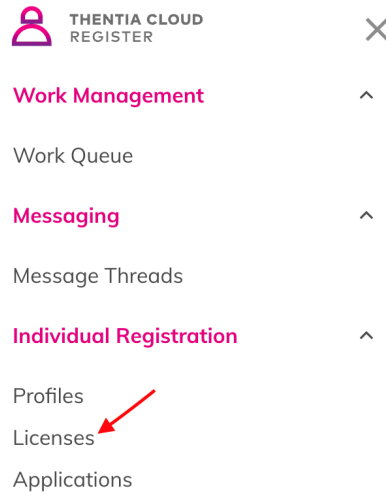
Renewal review and approval

- From the Workbench
- Access your renewal application
- Review and Approve

1. Logon to the Workbench utilizing your credentials:
<https://trainingmaster.us.thentiacloud.com/v/register/>



- From the Register module, access your Individual License from the left navigation pane. (the Hamburger menu ) (**Remember, it is now a License and not an Application since it has been approved).



- Double-click on your License, select "License Details" and set the date back for Renewal by **5 days**.

Ted M. Thentia (177) - Pharmacist #86

Record Letter Template Download

This Record

- Summary View
- License Details**
- Files & Activities
 - Audit History
 - Files
 - Activities
- Connections
 - CE Audits
 - CE Exemptions
 - CE Plans
 - Change Requests
 - Document Requests
 - Employment
 - Employment Change Requests

License Details

License Number: 86

License Status: Active

Profile: Ted M. Thentia (177)

Initial License Date: May-21-2024

License Type: Pharmacist

Current Effective Date: May-21-2024

Current Expiration Date: Jun-01-2024

Hold Renewal ?

☐ Yes ☐ No ☒ Unset

- From the Online portal, logon with your credentials:
<https://trainingmaster.portalus.thentiacloud.net/webs/portal/#!/>

5. Access the **Licensee Portal**, find the renewal, and complete the steps for the renewal

Home

Profile

Personal Information

Employment Information

Other License

Certifications

License

Document Upload

Continuing Education

License Renewal

License Renewal

This section is for applications involving license renewals. Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.

Should you need assistance, please reach out to us.

Your license information is listed below.

License Type	License Number	Status	Expiry Date	
Pharmacist	16	Active	06/30/2024	Start Renewal

6. From the Workbench, access the renewal and “Approve”

Application Details

Application Number

00164

Application Status

Approved