STATE REGULATORY BOARD ADMINISTRATOR PORTAL TUTORIAL

LOGIN

Access the State Regulatory Board Administrator Portal at **https://sites.nbcot.org/sbportal**.

Log into your online portal using your e-mail address and password that has been provided to you by NBCOT.

Once you have logged in, the site will take you to the main NBCOT Reporting screen of the portal. You can get back to this main page from anywhere in the portal, simply by clicking the NBCOT Reporting tab in the top left-hand corner.
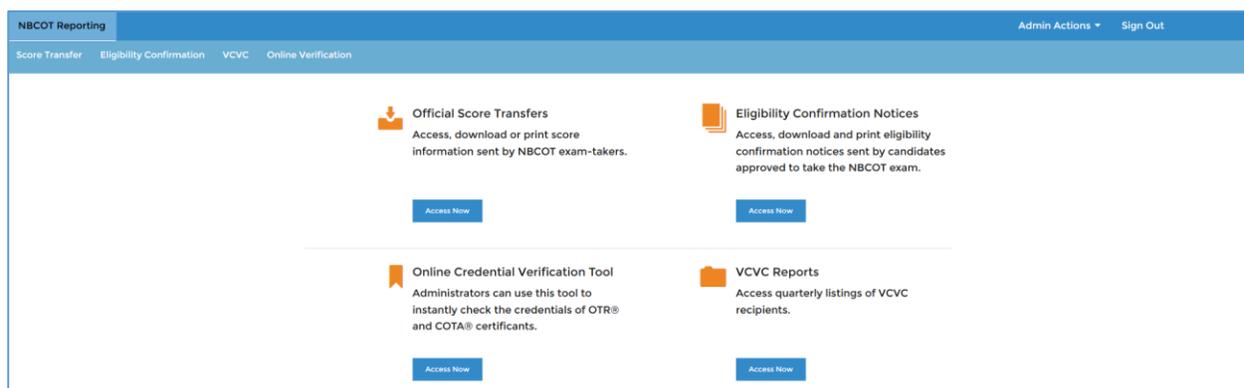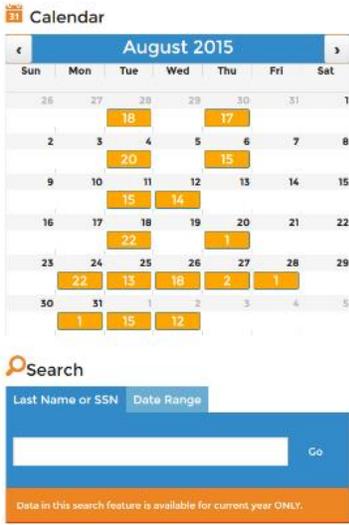
REPORTING

To access the information sent to you by NBCOT, choose the specific service you wish to retrieve information from and click the Access Now link.

You may also access specific reporting services through the secondary navigation bar at the top of the screen by clicking on the service you wish to obtain.

For both Official Score Transfers and Eligibility Confirmation Notices, this will take you to the Calendar and Search features.

There are three ways for you to search for certificants' information. The first way is by using the Calendar feature, which will allow you to select a date and see all Official Score Transfers/Eligibility Confirmation Notices that were transferred on that particular day. Simply click on a specific date on the calendar to access all Official Score Transfers/Eligibility Confirmation Notices for that day.
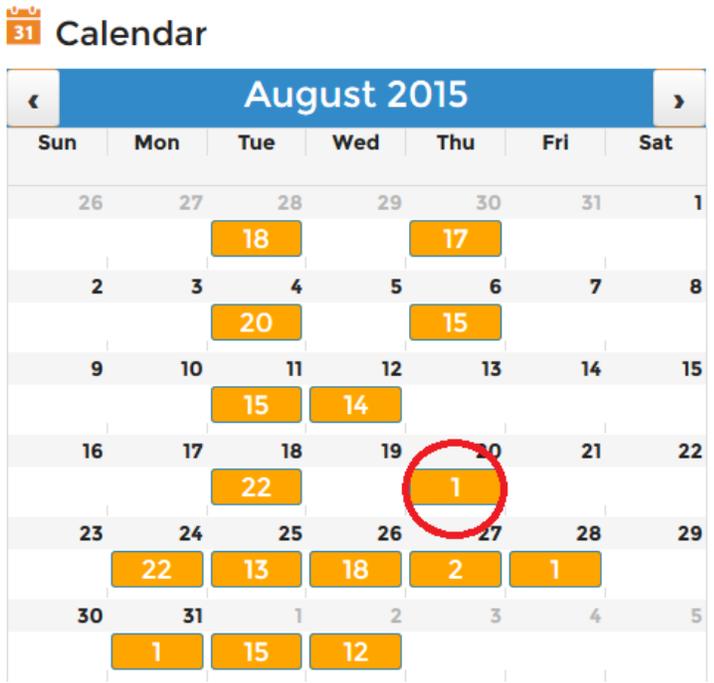
For Official Score Transfers, all information sent to you on that day will be made available in a report to the right of the calendar. Clicking the Print Report button in the top right-hand corner will take you to a printable version of the report.

Found 1 *Score Transfer report(s)* for: 2015-08-20						Print Report
Full Name	**SSN**	**Result/Score/Level**	**Exam ID**	**Exam Date**	**Exam Count**	**Reported On**
DOE, JANE	....	Fail / 441 / OTR	N15R00111111	07/23/2015	1	8/20/2015
			Page 1 of 1			Showing 1 - 1 of 1

For Eligibility Confirmation Notices, all information sent to you on that day will also be made available to the right of the calendar. There is a Download link in the far right column. If you click on that icon, it will download a PDF letter that provides more detailed information about the candidate's eligibility; this is the same letter that has previously been sent via postal mail. Clicking the Download All button in the top right-hand corner will create a PDF that includes letters for all candidates listed on the page.

Found 1 *Eligibility Confirmation(s)* for: 2015-05-05					Download All
Full Name	**SSN**	**Exam Level**	**Exam ID**	**Reported On**	**Download**
DOE, JOHN	....	COTA	N15A00111111	5/5/2015	💾
			Page 1 of 1	Showing 1 - 1 of 1	

The second way to search for a candidate's/certificant's information is using the Search feature to search by their last name or SSN. Click on the Last Name or SSN tab under Search and simply input their last name or SSN. Their individual information will appear to the right of the calendar.

Search		
Last Name or SSN	**Date Range**	
Smith		Go
Data in this search feature is available for current year ONLY.		

Search		
Last Name or SSN	**Date Range**	
999999999		Go
Data in this search feature is available for current year ONLY.		

The third way to search for a candidate's/certificant's information is using the Search feature to search by date range. Click on the Date Range tab under Search and select a Start Date/End Day. This will bring up any information sent to you during that period, again appearing to the right of the calendar.

For VCVC reports, you will be taken to a page where quarterly lists are made available in PDF format. Simply click on the date range that you wish to access.

The Online Credential Verification Tool allows administrators to instantly check the credentials of any OTR® or COTA® certificant. Certificants can be searched by their certification number **or** their name and state. Their information will appear at the bottom of the page after clicking Search.

PORTAL ADMINISTRATION

Administrator actions can be taken by hovering over the Admin Actions link in the top right-corner of the page. There are two options that can be chosen: State Board Profile and User Management. Please note that, while there can be multiple users, the administrator is the only person who has access to this section of the portal.

Clicking State Board Profile will take you to a page where all contact information for your state board is listed.

Click on the Edit button to update your state's contact information, such as the mailing address and phone number. Administrator info can only be updated by contacting NBCOT at credentialingservices@nbcot.org.

Choosing User Management under Admin Actions will take you to a page where you can add/delete/edit users who have access to your portal.

When creating/editing a user, you can choose what permissions (if any), they have in the account by clicking the appropriate boxes. Please note that you must click the NBCOT Reporting box if you wish for a user to have access to reporting information.

Update User

First Name	Jane
Last Name	Doe
Email Address	testnbcot@ptot.texas.gov
Password	123test
Phone Number	999-999-9999
NBCOT Reporting	☐

Save   **Cancel**

Ad