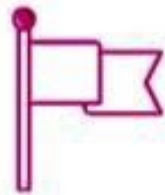
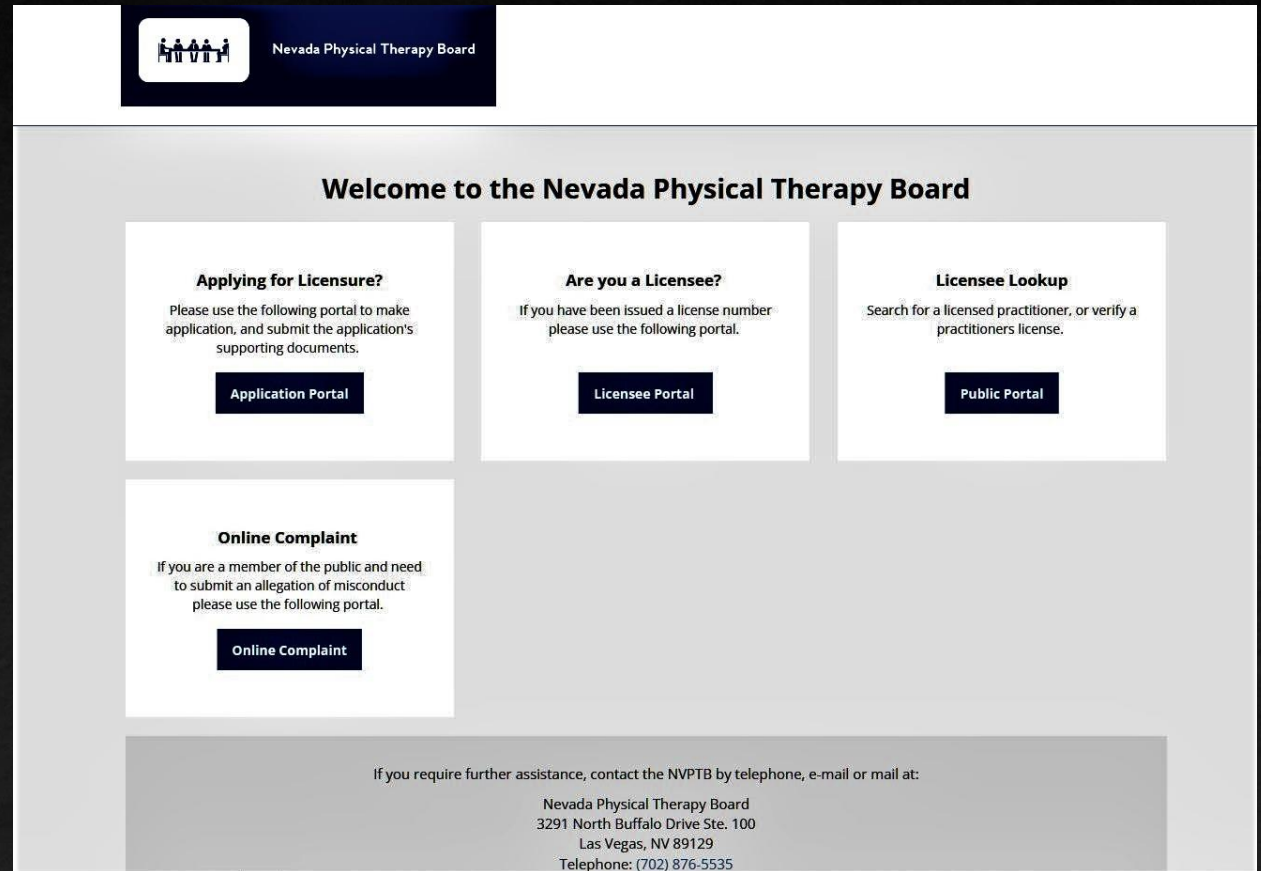


# Active Licensee Instruction Guide -



## Getting Started

New to Thentia Cloud? Everything you need to get started.



The screenshot shows the homepage of the Nevada Physical Therapy Board. At the top, there is a dark blue header with the board's logo (a group of stylized figures) and the text "Nevada Physical Therapy Board". Below the header, the main content area is light gray and features a central heading "Welcome to the Nevada Physical Therapy Board". Underneath this heading are four white boxes, each containing a title, a brief instruction, and a dark blue button. The boxes are: 1. "Applying for Licensure?" with instructions to use the "Application Portal" for submitting applications and documents. 2. "Are you a Licensee?" with instructions to use the "Licensee Portal" for license verification. 3. "Licensee Lookup" with instructions to use the "Public Portal" for searching for practitioners. 4. "Online Complaint" with instructions to use the "Online Complaint" portal for reporting misconduct. At the bottom of the page, there is a gray footer box containing contact information for the board, including the address (3291 North Buffalo Drive Ste. 100, Las Vegas, NV 89129) and telephone number (702) 876-5535.

**Applying for Licensure?**  
Please use the following portal to make application, and submit the application's supporting documents.  
[Application Portal](#)

**Are you a Licensee?**  
If you have been issued a license number please use the following portal.  
[Licensee Portal](#)

**Licensee Lookup**  
Search for a licensed practitioner, or verify a practitioners license.  
[Public Portal](#)

**Online Complaint**  
If you are a member of the public and need to submit an allegation of misconduct please use the following portal.  
[Online Complaint](#)

If you require further assistance, contact the NVPTB by telephone, e-mail or mail at:  
Nevada Physical Therapy Board  
3291 North Buffalo Drive Ste. 100  
Las Vegas, NV 89129  
Telephone: (702) 876-5535

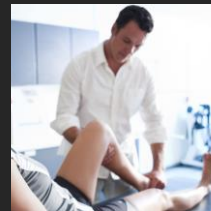


# OUTLINE



## Getting Started

*Creating your New Account*



## Active Licensees

*Follow these steps to create an account & Update your licensee information*

- PTs and PTAs with an active license in the State of Nevada may:
  - Renew Licenses
  - Update personal & professional information, including addresses, telephone numbers, and email address)
  - Submit a Name Change;
  - Upload continuing competence course information, and mo...



# Getting Started Access & Logging In

This quick start guide shows you how to quickly gain access and start using the Board's new Thentia Cloud Licensing System.

To access the Thentia Cloud Platform, a user needs internet access, a web browser and login credentials.

Users can access Thentia Cloud from their desktop/laptop or tablet device at <https://nptb.portalus.thentiacloud.net/webs/portal/#/>

# Step 1. Select the Licensee Portal

## Applying for Licensure?

Please use the following portal to make application, and submit the application's supporting documents.

**Application Portal**

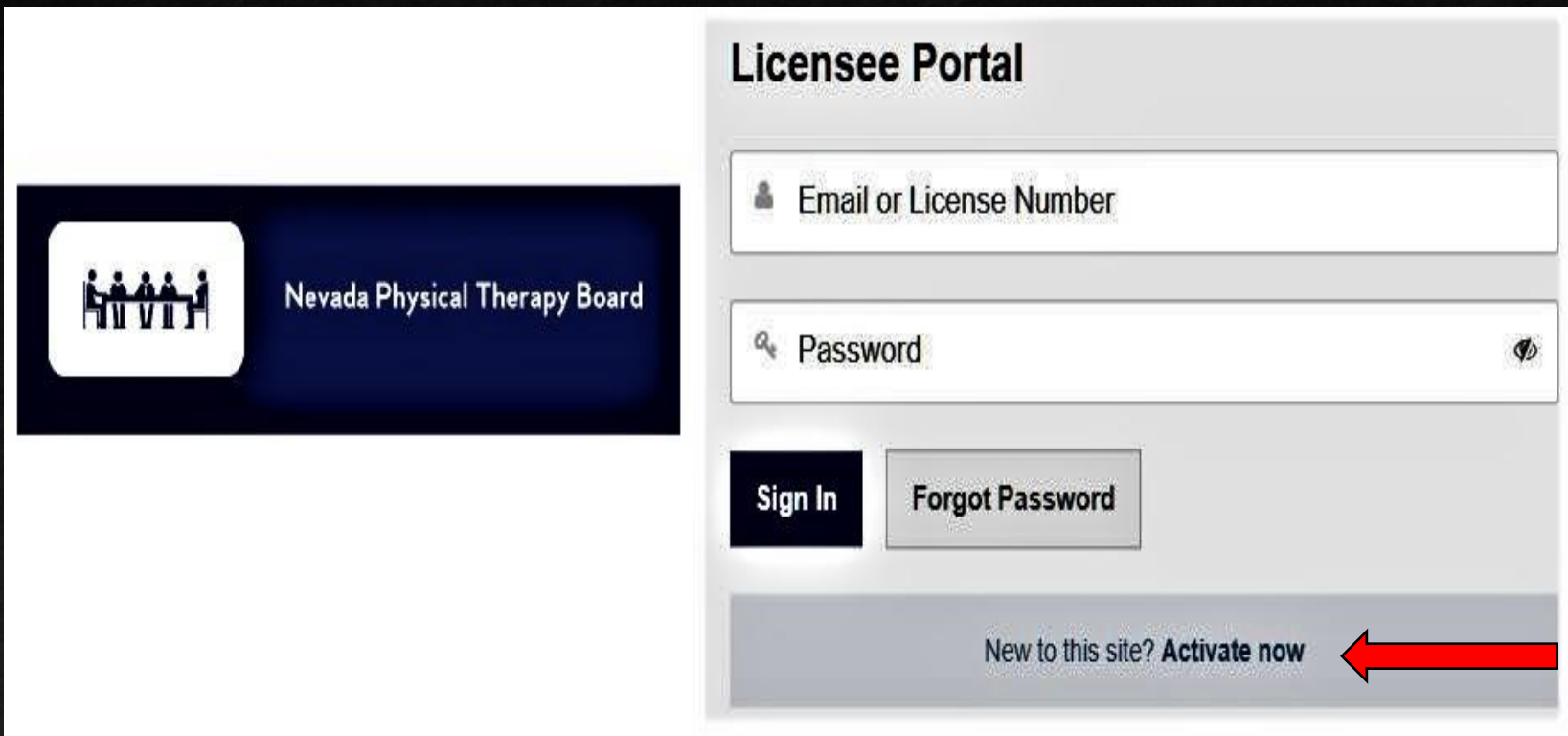
## Are you a Licensee?

If you have been issued a license number please use the following portal.

**Licensee Portal**

**New Applicant**

## Step 2: Create a New User Account



**Licensee Portal**

Email or License Number

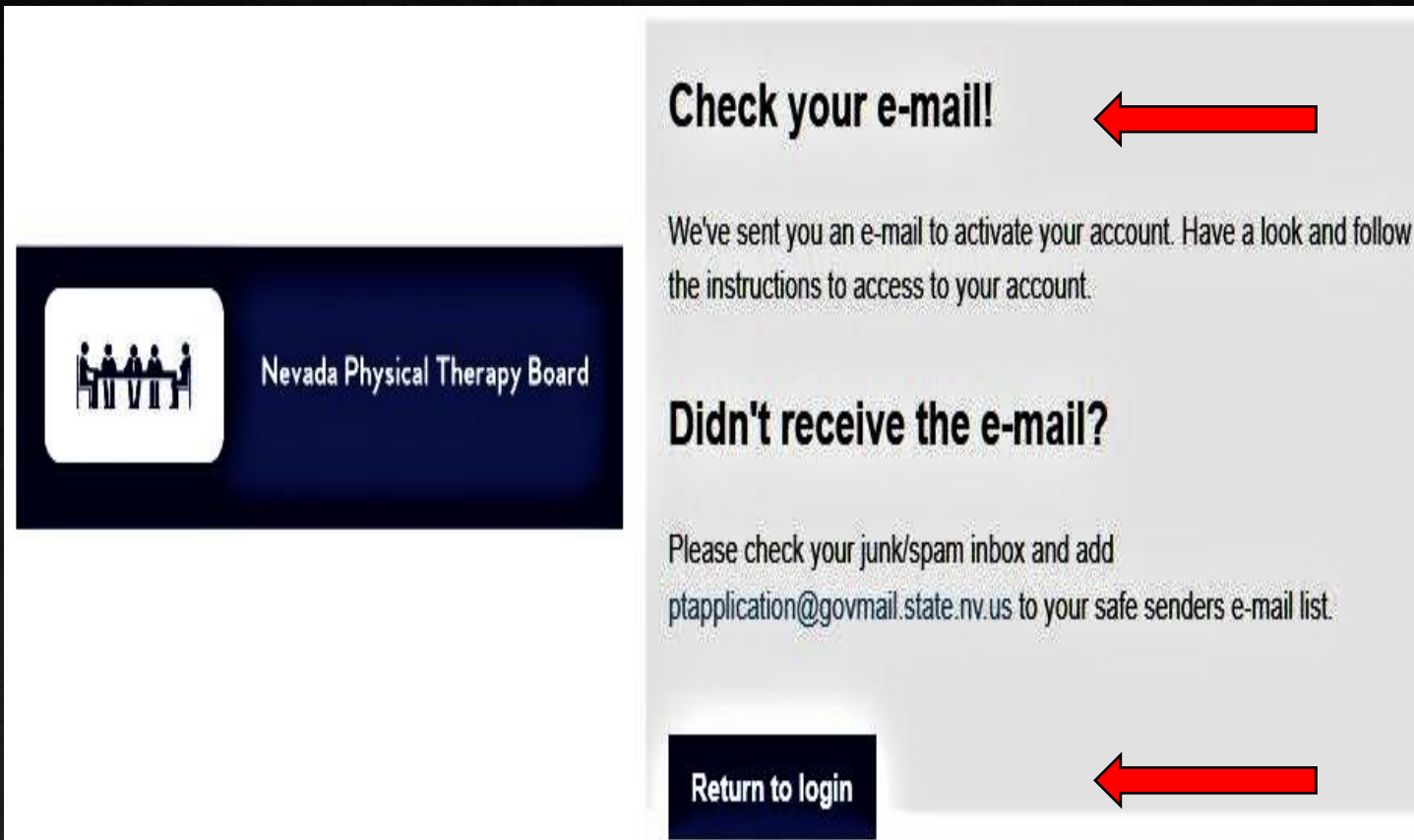
Password

**Sign In** **Forgot Password**

New to this site? **Activate now**

- Click New to this site? Activate Now


## Step 3: Check Your E-Mail



- A system generated password has been sent to your Email address.
- Click Return to login.


# Step 4: Get Temp Password

Public Message > Thentia Cloud - Account Created Back to Inbox

To	nvtest1	 Delete
From	noreply@thentiacloud.com	
Sending IP	168.245.113.94	
Received	2023-03-23 14:40:11	

HTML JSON RAW LINKS ATTACHMENTS

You have created an account on a Thentia Cloud Portal using this e-mail address and the system has generated a temporary password for you. When prompted online, enter the following password to complete your login:

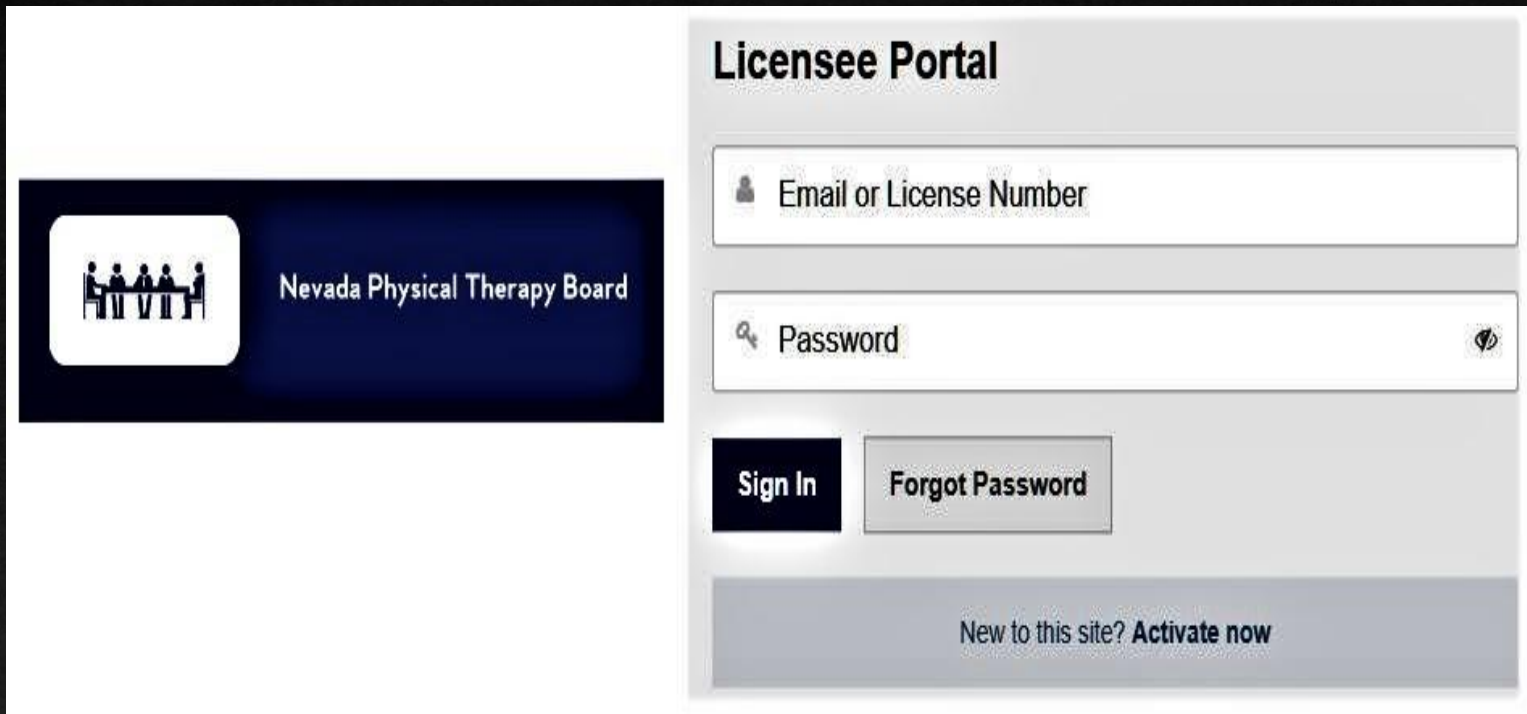
`jqau4reupii` 

It is important that you change your password now to maintain the security of your account. You can accomplish this by logging in to the system. You will be prompted to create a new password upon login.

...  
Thentia Cloud Portals

- Copy Temporary Password

## Step 5: Enter Email & Temp Password



The screenshot shows the Nevada Physical Therapy Board Licensee Portal. On the left is the logo with the text "Nevada Physical Therapy Board". The main area is titled "Licensee Portal" and contains a login form with two input fields: "Email or License Number" and "Password". Below the fields are "Sign In" and "Forgot Password" buttons. At the bottom, there is a link that says "New to this site? Activate now".

- Return to the Licensee Portal.
- Enter your Email and Temporary Password.
- Click Sign In.



# Step 6: Account Authentication

**Two-Stage Authentication: Security Questions**

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security question 1 \*

Answer \*

Security question 2 \*


Answer \*

Security question 3 \*

Answer \*

**Submit**

Powered By [Thentia Cloud](#)

- 
- Select Three Security Questions.
  - Create Three Answers.
  - Click Submit.

# Step 7: Create New Password

**Password Reset**

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one number, and one special character. Your new password must not contain your first name, last name, address, city, province, country, postal code, birth date, or commonly used words like "password".

Password strength: Weak

New password \*

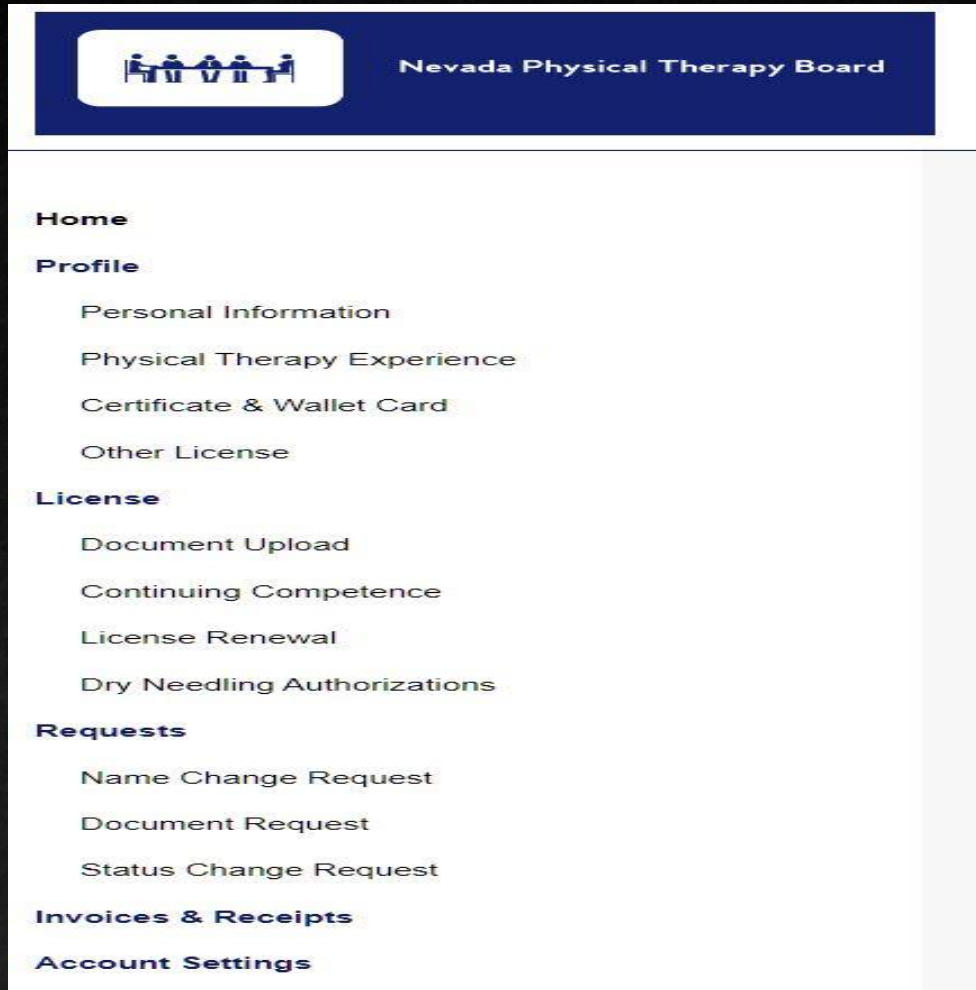
Confirm password \*

**Submit**

Powered By Thentia Cloud

- 
- Enter new Password.
  - Confirm Password.
  - Click Submit.

# Step 8: Enter Licensee Portal



- Verify & update licensee information.
- Renew Licenses.
- Upload continuing ed certificates.
- Print Licenses.
- Request name changes.
- Request dry needling authorization.

Contact the Board office for assistance.



**Nevada Physical Therapy Board**  
3291 N. Buffalo Drive, Suite 100  
Las Vegas, NV 89129  
(702) 876-6635  
[ptapplication@govmail.state.nv.us](mailto:ptapplication@govmail.state.nv.us)