

The Searchable Credential & Endorsement Portal

These instructions will describe how to access and use the Searchable Credential & Endorsement Portal on the UNTWISE website.

Instructions	Screenshots
<p>Open an internet browser and go to www.wise.unt.edu.</p> <p>There are several menus along the left side of screen.</p> <p>Scroll down until you see the menu titled: Texas Credential and Endorsement Programs.</p>	<p style="text-align: right;"><i>Figure 1- Screenshot of UNTWISE webpage</i></p>
<p>Select the last menu item; Searchable Credential & Endorsement Portal.</p>	<p>The direct URL to this page is https://wise.unt.edu/credential-search</p> <p style="text-align: right;"><i>Figure 2- Screenshot of Credential & Endorsement Program menu bar</i></p>
<p>Once the Searchable Credential & Endorsement portal opens.</p> <p>Enter the search criteria.</p> <p>You can enter</p> <ul style="list-style-type: none"> • the credential ID • last name and city • first name and last name • or any combination. <p>In this example, we searched for information on John Doe. His credential</p>	<p style="text-align: right;"><i>Figure 3 - Screenshot of Searchable Credential & Endorsement Portal</i></p>

ID is jdoe14, so we would enter that information and click 'Search.'

If you do not find the person you are looking for, call UNTWISE at 940-565-4000.

First Name: _____ Last Name: _____ City: _____

Credential ID:

Enter a comma separated list of user names.
Enter criteria and select 'Search'

Enter data and select 'Search'

Figure 4 - Screenshot of searchable porta with example data

John's credential information appears.

Section A: lists the person's name, credential ID, employer and city, work phone number and work email. If there are blank fields in this area, it is because the participant has not provided or updated that information.

Section B: provides information on the type of credential/endorsement the person has, indicating with a Y or N. It also lists the dates of completion, renewal and expiration. There is also a comment field that will list any variances. **Always note the expiration date and ensure it is a future date.**

Credential Information:

A Name-Credential ID: **John Doe - jdoe14**
 Employer-City: UNT Job Fit - Denton
 Work Phone: 222-333-4444
 Work email: _____
If there are blank fields above, the participant has not provided that information.

B Employment Services	Completion Date	Renewal Date	Expiration Date	Comments
Y - Job Skills Trainer/Job Coach	3/1/12			
Y - Job Placement Specialist	6/1/13	7/20/16	6/30/19	expired 6/30/16 - 7/19/16
N - Supported Employment Specialist				
Y - Vocational Adjustment Training	10/2/16		6/30/19	
Director				
Y - CRP Director	4/25/16		4/30/19	
Endorsements				
N - Autism				

Have that credential or endorsement? Y or N **Dates of completion, renewal and expiration.** **Comments on any variances.**

Figure 5- Screenshot of the results webpage