

Public Access: Add, View, and Delete Favorites

This Guide is intended for Users who already have a MySD Login and can use the My favorites feature in a secure environment.

1

Navigate to the SDBMOE public website and Login to Access the Public Dashboard. Click "**Look-Up/Order Verifications**"

SDBMOE Licensee

Home
Public Dashboard

Personal info

Public Training
Public
101 public access street
Sioux Falls, SD 55248
8542659931
PublicTraining@lakenology-test.com

My quick links

Personal Info Start a New Application
EMS Program Request EMS CE Course Application
Start a New Corporation Third Party Payment

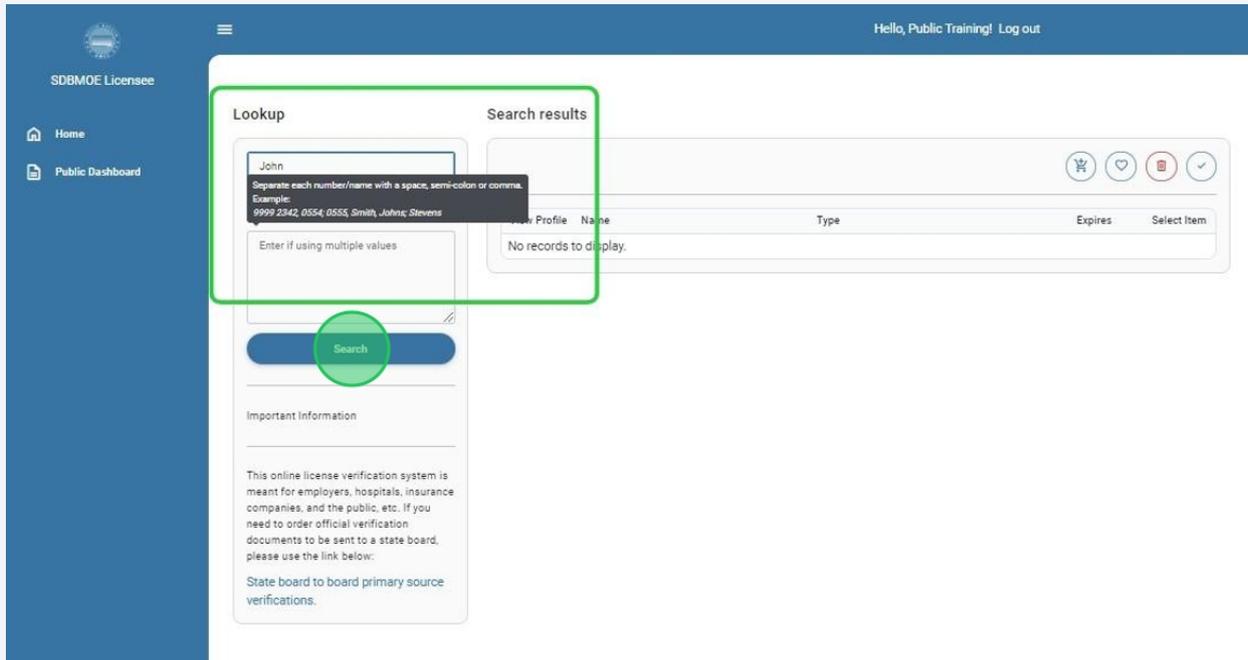
Previous orders

View Details	Order Number	Date	Description
	00330	Jun 21, 2024	Individual application

LOOK-UP/ORDER VERIFICATIONS DISCIPLINARY ACTIONS MY FAVORITES

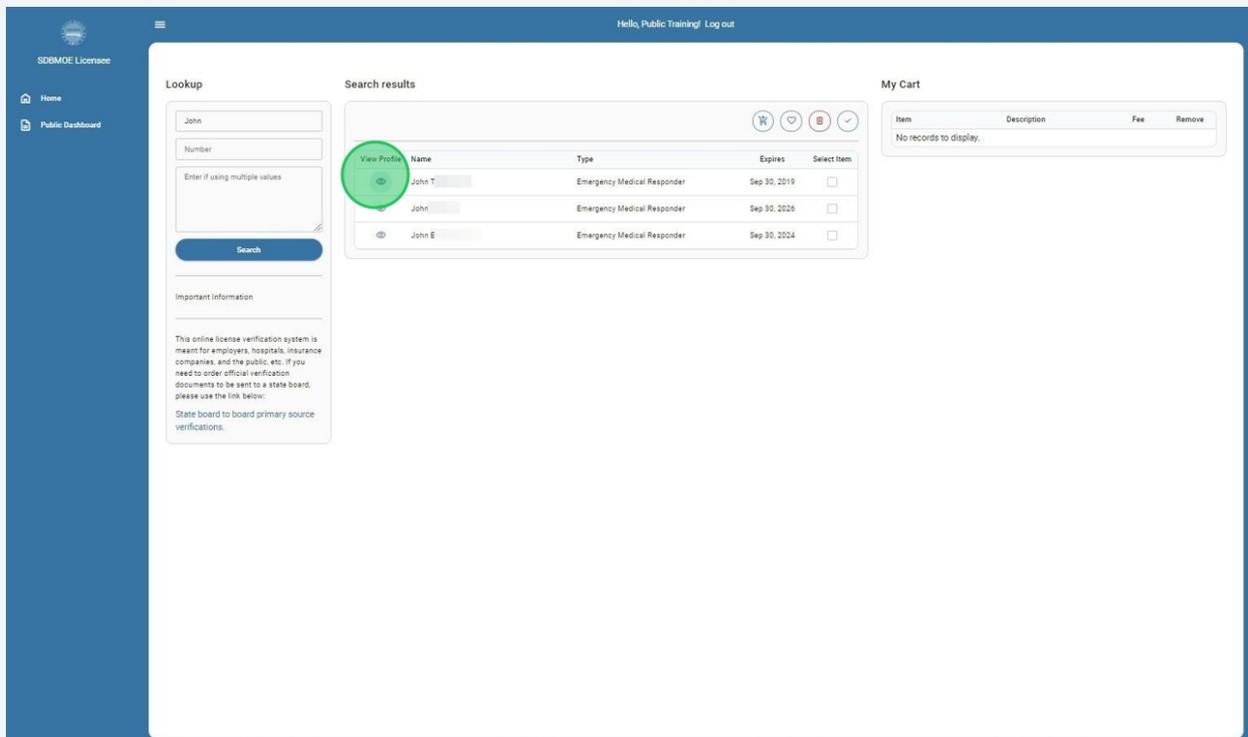
2

Utilize the Search Fields to look-up a licensee. You can search by a **licensee name**, **license number** or a combination of **multiple values** separated by a space, comma or semi-colon. Enter your values then Click "**Search**"

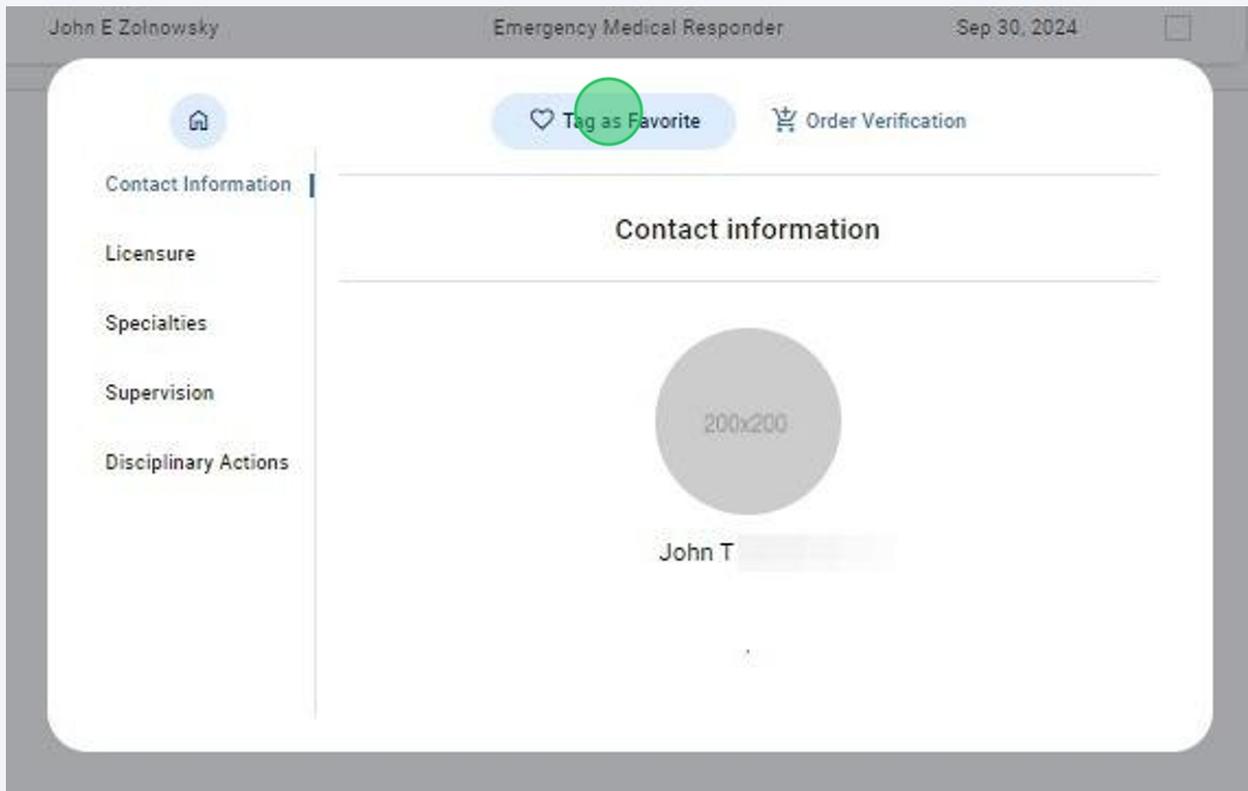


3

The search results are shown to the right of the Lookup. To add a licensee as a **Favorite** from the profile card, click "**View Profile**" for the licensee

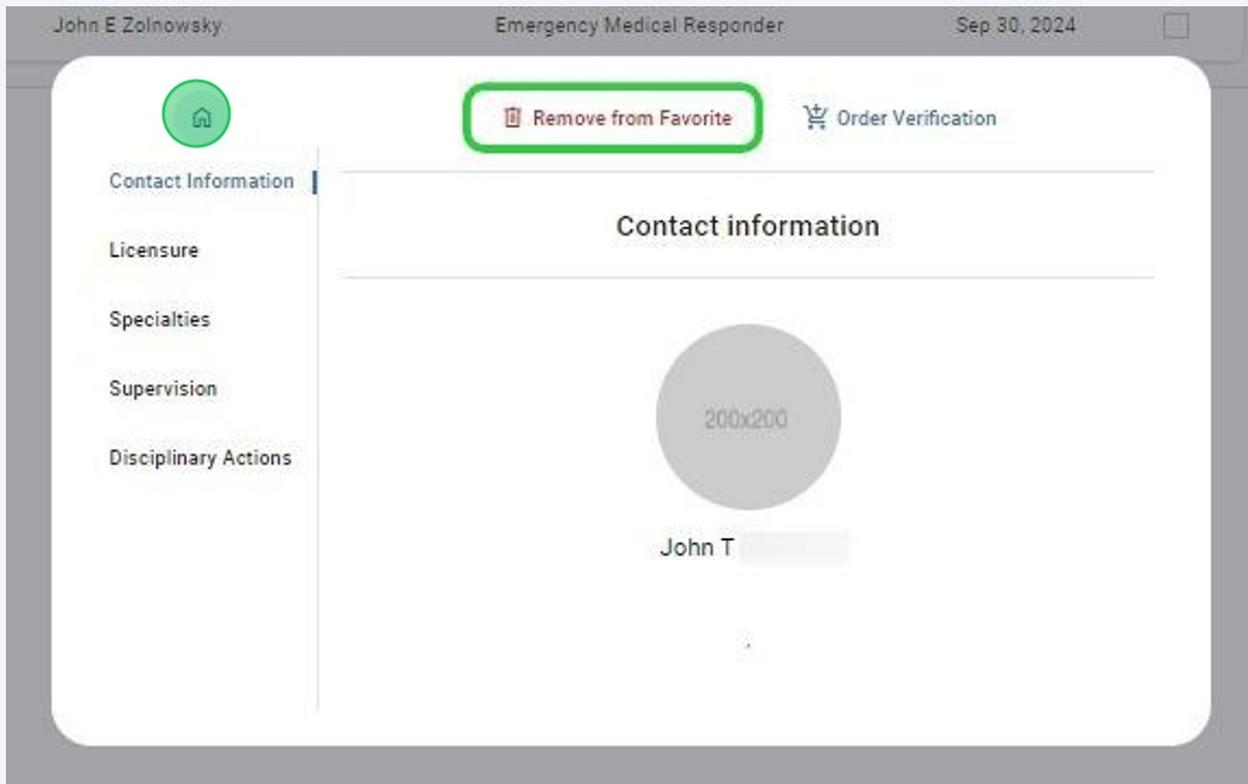


4 When the Profile card displays, Click "Tag as Favorite"



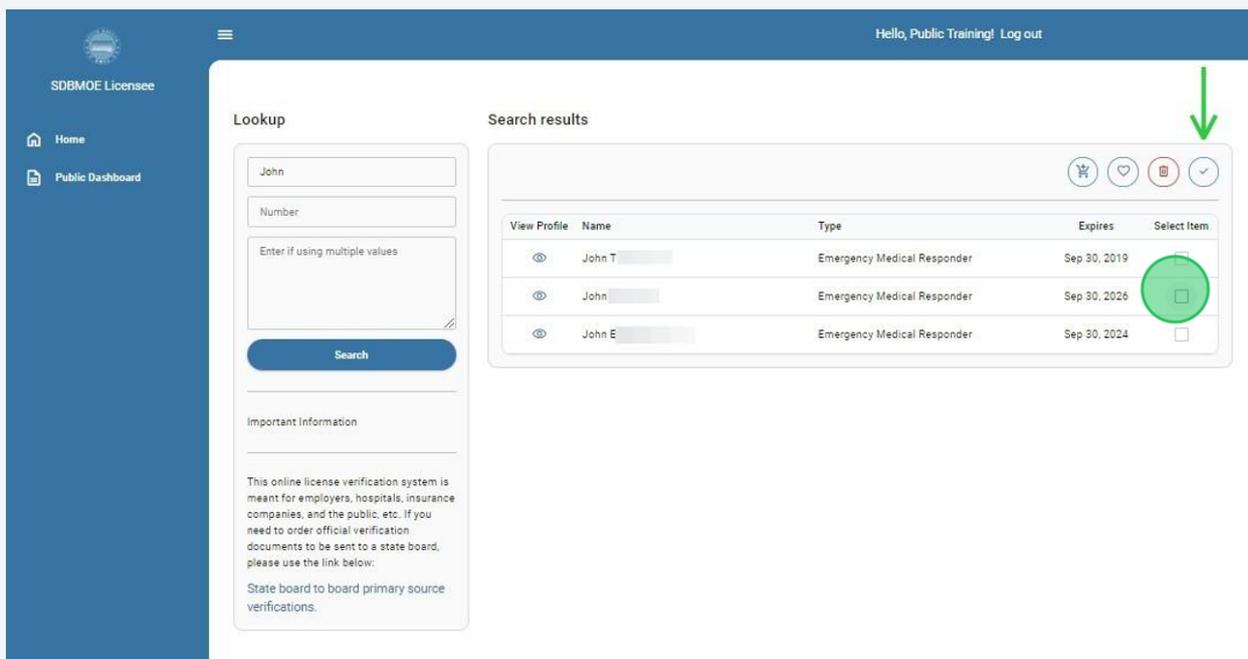
5

If you need remove that licensee from your favorites, Click "**Remove from favorite**". To return to the licensee look-up, Click the "**Home**" icon.



6

You can also add one or more licensees as a favorite by using the "**Select Item**" feature. Click to **check the box** for each of the licensees you want as a favorite. To select **ALL licensees** listed, Click the "**Checkmark icon**" at the top right to mark all boxes as checked.



7 Click "**Favorite**" icon at the top to add all selected licensees as a favorite

The screenshot shows the SDBMOE Licensee interface. On the left is a navigation menu with 'Home' and 'Public Dashboard'. The main area is split into 'Lookup' and 'Search results'. The 'Lookup' section has input fields for 'John' and 'Number', a search button, and a section for 'Important Information'. The 'Search results' section contains a table with three rows of licensees. A green circle highlights the heart icon in the top right corner of the table, which is used to add items to favorites.

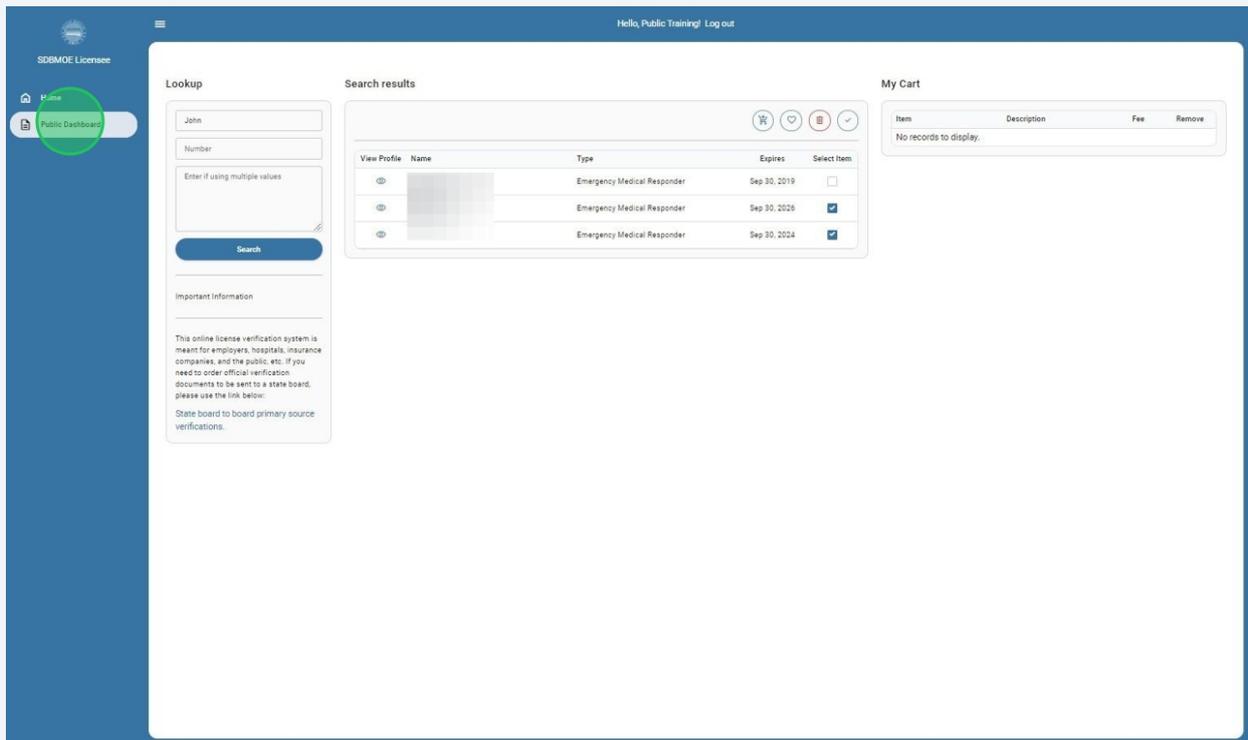
View Profile	Name	Type	Expires	Select Item
	John T [redacted]	Emergency Medical Responder	Sep 30, 2019	<input type="checkbox"/>
	John [redacted]	Emergency Medical Responder	Sep 30, 2026	<input checked="" type="checkbox"/>
	John E [redacted]	Emergency Medical Responder	Sep 30, 2024	<input checked="" type="checkbox"/>

8 "**Item added to favorites**" confirmation message appears. Click "**Ok**" to return to the Licensee Lookup

The screenshot shows a confirmation message box with a light blue background and rounded corners. The text reads 'Items added to favorites'. Below the text is a blue button with a green circle and the text 'Ok'.

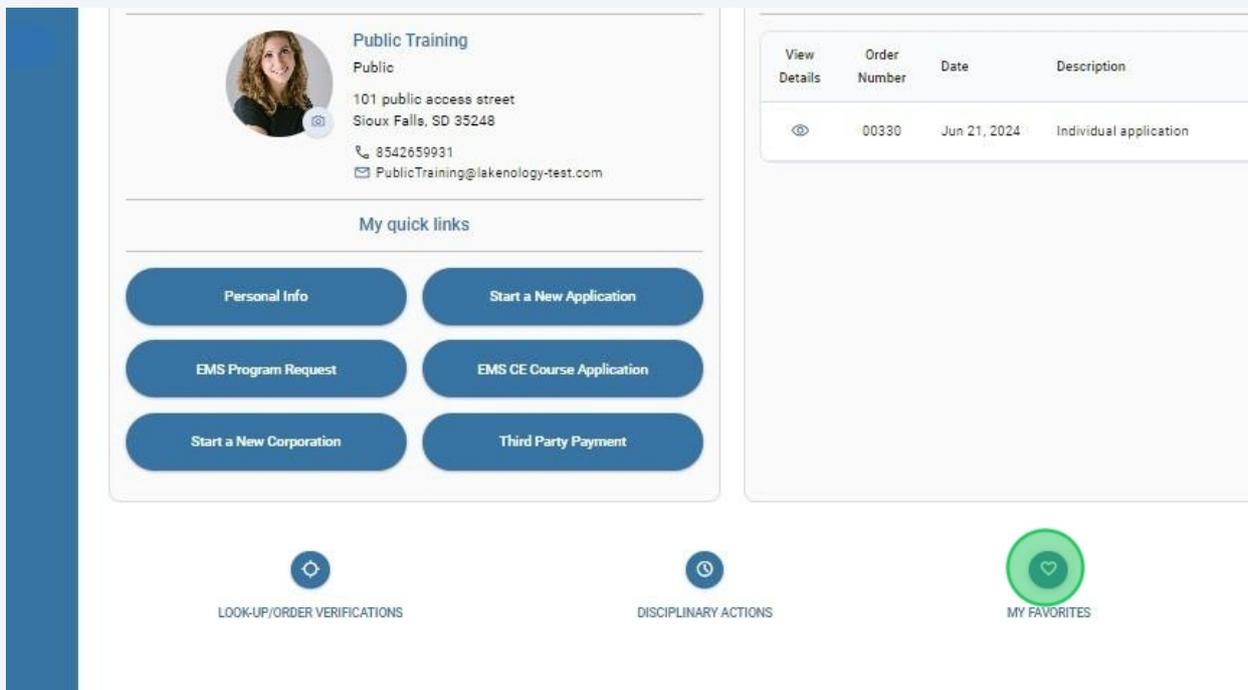
9

Using the **left navigation menu**, Click "**Public Dashboard**" to return to your public dashboard.



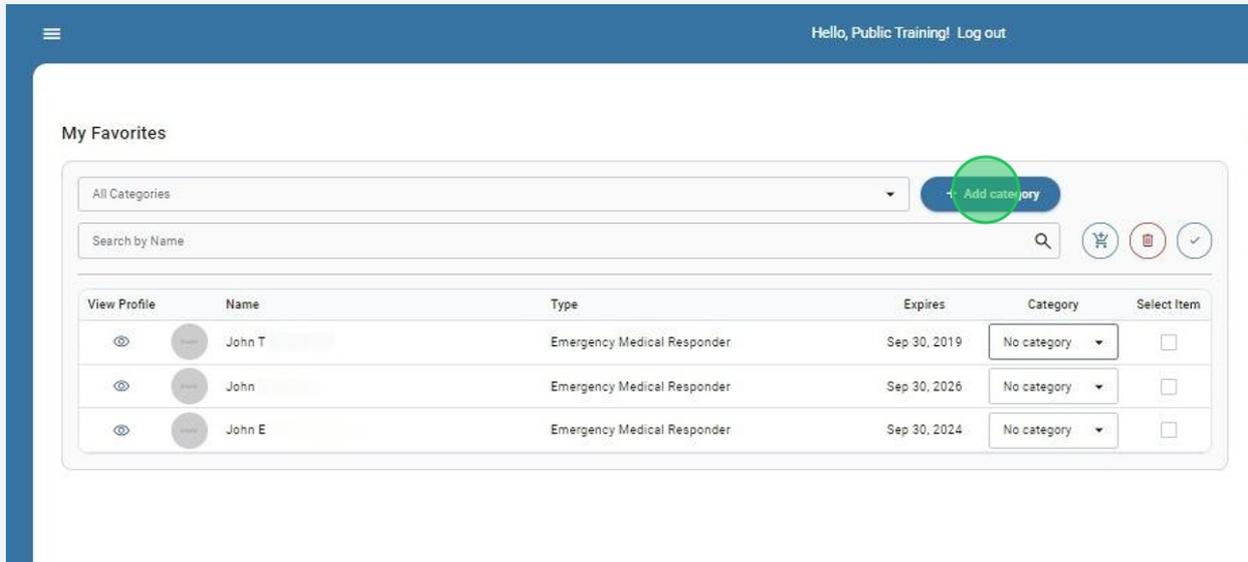
10

Using the navigation buttons at the bottom of your dashboard, Click "**My Favorites**"



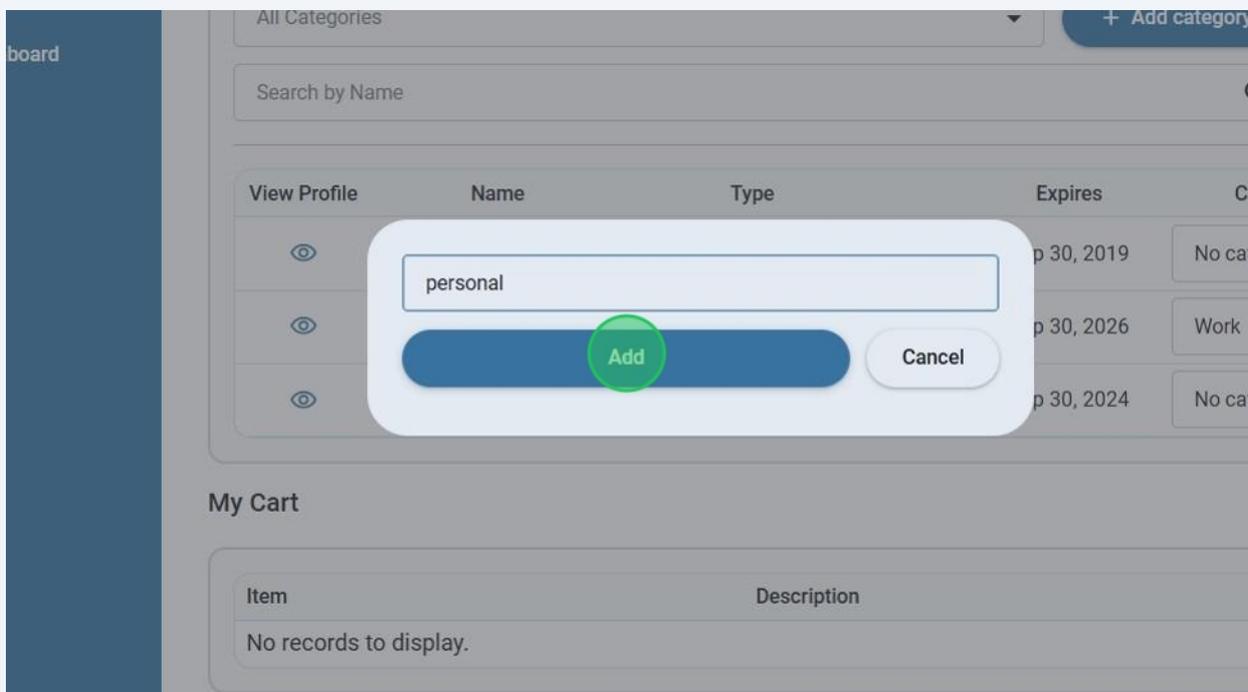
11

All licensees you previously selected as favorites are displayed. You have the ability to create categories to **Organize your favorites**. Click **"Add Category"** to create a new category.



12

Enter a category of your choosing to help organize your favorites. Click **"Add"**. You can repeat these steps to add more categories.



13

To tag a licensee with one of the categories you created, simply use the "**dropdown select**" feature and Click to choose an option

The screenshot shows the SDBMOE Licensee dashboard. The 'My Favorites' section contains a table with the following data:

View Profile	Name	Type	Expires	Category	Select Item
	John T	Emergency Medical Responder	Sep 30, 2019	No category	<input type="checkbox"/>
	John	Emergency Medical Responder	Sep 30, 2026	No category	<input type="checkbox"/>
	John E	Emergency Medical Responder	Sep 30, 2024	No category	<input type="checkbox"/>

A dropdown menu is open over the 'Category' column, showing options: 'Personal', 'Work' (highlighted with a green circle), and 'Test'. The 'Select Item' column has checkboxes for each row.

14

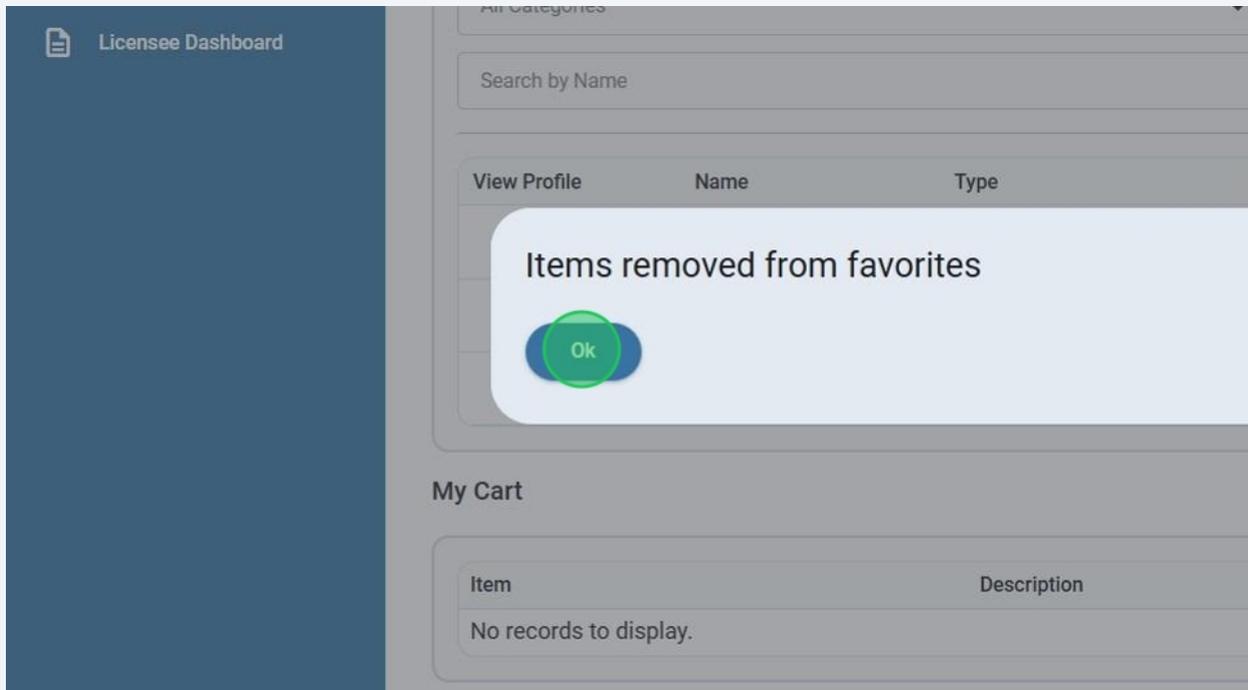
If you want to **remove** one or more licensees from your favorites, Click to mark each appropriate "**checkbox**", then Click "**Delete**" icon.

The screenshot shows the SDBMOE Licensee dashboard. The 'My Favorites' section contains a table with the following data:

View Profile	Name	Type	Expires	Category	Select Item
	John T	Emergency Medical Responder	Sep 30, 2019	No category	<input checked="" type="checkbox"/>
	John	Emergency Medical Responder	Sep 30, 2026	Work	<input type="checkbox"/>
	John E	Emergency Medical Responder	Sep 30, 2024	No category	<input type="checkbox"/>

A green circle highlights the 'Delete' icon (trash can) in the top right corner of the table area. The 'Select Item' column has checkboxes for each row, with the first and third rows checked.

15 Click "ok".



16

If you want to **order an online verification** for one or more licensees in your favorites, Click to mark each appropriate "**checkbox**", then Click "**Add to Shopping Cart**" icon

The screenshot shows the SDBMOE Licensee dashboard. The top navigation bar includes the SDBMOE logo, a hamburger menu, and the text "Hello, Public Training! Log out". The left sidebar contains "SDBMOE Licensee", "Home", and "Licensee Dashboard". The main content area is divided into two sections: "My Favorites" and "My Cart".

My Favorites

At the top of the "My Favorites" section, there is a dropdown menu for "All Categories" and a "+ Add category" button. Below this is a search bar labeled "Search by Name" with a search icon and three action icons: a shopping cart icon (highlighted with a green circle), a trash icon, and a checkmark icon.

View Profile	Name	Type	Expires	Category	Select Item
	John T	Emergency Medical Responder	Sep 30, 2019	No category	<input type="checkbox"/>
	John	Emergency Medical Responder	Sep 30, 2026	Work	<input type="checkbox"/>
	John E	Emergency Medical Responder	Sep 30, 2024	No category	<input checked="" type="checkbox"/>

My Cart

The "My Cart" section contains a table with the following structure:

Item	Description	Fee	Remove
No records to display.			

17

Your cart appears below your Favorites. Click "**Checkout**" to pay for the verification. If there is an associated fee, you will be prompted to enter payment details using a **secure payment portal**.

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My Favorites

Search by Name: [Search] [Add category] [Shopping Cart] [Remove] [Checkmark]

View Profile	Name	Type	Expires	Category	Select Item
<input type="checkbox"/>	John T	Emergency Medical Responder	Sep 30, 2019	No category	<input type="checkbox"/>
<input type="checkbox"/>	John	Emergency Medical Responder	Sep 30, 2026	Work	<input type="checkbox"/>
<input type="checkbox"/>	John E	Emergency Medical Responder	Sep 30, 2024	No category	<input checked="" type="checkbox"/>

My Cart

Item	Description	Fee	Remove
Online license verification	John E Zolnowsky	\$0.00	<input type="checkbox"/>

[Checkout](#)

18

After entering your payment details, a message displays to confirm payment was successful. Click "**Ok**" to return to your dashboard

The screenshot shows a confirmation message box on the dashboard. The message reads: "Thank you for your payment! Your license verification request will be processed." Below the message is a green "Ok" button. The background is a light gray, and the left sidebar is visible with "Home" and "Licensee Dashboard" options.