

"LEAP- How to Register" - Transcript

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Narrator: This brief tutorial will walk you through the registration process for LEAP, the Law enforcement Access portal. Start on the main Texas State Board of Pharmacy website at www.pharmacy.texas.gov. Click the "click here" link next to the notice for the LEAP portal. Here is the LEAP landing page. After reading through the information on the screen, scroll down to the registration button.

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Narrator: Click the "LEAP registration" button. Click "create an account." Enter your email address and desired password. Law enforcement and prosecuting attorneys must use their official workplace email to register for this portal. Confirm your email and password, then click "continue." On the next page, you'll choose your role. Click "law enforcement." Once you've done this, more specific roles will appear. Select your role-

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Narrator: either law enforcement or prosecutor, then click "continue." Here we've chosen law enforcement, but the registration process for prosecutors is very similar. On this page, you'll fill out your professional information, including: driver's license number, badge number, personal information, and then employer information toward the bottom of the page. Here's the bottom of the page. Once you've completed all fields, click continue.

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Narrator: The next page allows you to review and edit your personal information if needed. Once you're sure everything is accurate, click "submit and continue." On this page, you'll upload all required documents. PDF format is preferable for scanned items. If you have not already downloaded and completed the Access Request form, you can download one now via the download link. Once you've attached all required documents, click "Submit Documents."

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Narrator: The system will also send you a copy of the Access Request form via email if you are unable to download it from the portal- as you can see here. Going back to the registration portal, the next section is the security questions set up. Choose three questions and answers, then click save and continue. Here is the completion screen. If you haven't already verified your email, you'll be notified here that you need to do so.

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Narrator: You can re-send the verification email if need be as well. Here is what the verification email looks like. Click verify your email. Your account will be pending approval until an administrator reviews and approves your registration request. You will receive an email when your registration has been approved- like this one here. This concludes the registration tutorial. Should you have any questions or run into any issues with your account, please contact the LEAP program at LEAP@pharmacy.texas.gov