Instructions for adding the ability to submit licensure applications

Training Guide

September 19, 2018

Version 1.0
Step 1
Please have the security authority login to their TULIP account by clicking here.

![TULIP Login Page](image)

Figure 1: TULIP Login Page

Step 2
From the TULIP homepage click on ‘Manage Facility/Agency Access’
Step 3
Select ‘All’ from ‘Entity Access Records’ dropdown and check the box ‘Allowed to submit’ on the user who would need submit permissions.