DELPROS User Registration

This DELPROS self help user guide will assist you in registering as a new user and navigation your DELPROS e-License Dashboard.

1. Click the GO button.
DELPROS User Registration
This section illustrates how to create a new user account in DELPROS.

Choose the option below that applies to you:

1. If you are already a registered user in DELPROS, login to your e-License Dashboard and then proceed to Slide 10 to Associate to an Existing Facility.

2. If you are not a registered user in DELPROS proceed to Slide 4 to register as New User.
DELPROS User Registration
Complete the below steps to register as a new DELPROS user.

Create a New Account
Click REGISTER below to create a new DELPROS account.
Use this option if you are a new customer, or if you are an existing licensee or applicant, but have not yet created a DELPROS user account.

Usernames and Passwords from the previous licensure system will not work in DELPROS.

FACILITY REGISTRATION: If you have been designated to manage your facility's license/application record, you must be a registered DELPROS user. If you have not yet registered yourself as a user, complete the registration process and then follow the instructions in the link below to associate yourself to the facility.

DELPROS Registration and Facility Management Guide

1. If you have not yet created a DELPROS user account Click Register.
Delpros User Registration
Complete the below steps to register as a new Delpros user.

User Registration

Use the search box below to determine if a user record already exists. For best results, search by a license number or your first and last name. If searching by your license number, enter the license number exactly as it appears on your license, i.e. XX-0000000. Do not enter XX0000000.

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

Search License By Number/Applicant Name/Licensee Name

Kendra Tester
KENDRA T. TESTER, APP-000001383, Veterinarian CSR
My Information Not Found

2. Type in your Name or License Number. Select your user information.

Note: If you are a new user and do not already have a license or application in Delpros, select the My Information Not Found option, then skip to Slide 9.
Complete the below steps to register as a new DELPROS user.

3. Enter the required information to complete your registration.

4. Click the Proceed button.
DELPROS User Registration
Complete the below steps to register as a new DELPROS user.

If the information you enter does not match any user profile in DELPROS, the system will prompt you to enter a new password to complete your registration.

5. Enter the password you would like to use.

6. Confirm your password by re-entering it.

7. Click the Submit button.

7. Once registered, proceed to Slide 10 to Associate to an Existing Facility.
DELPROS User Registration
Complete the below steps to register as a new DELPROS user.

If the information you enter matches a user profile already registered in DELPROS, your DELPROS login information will appear and you will be required to enter your password. If you forgot your password, click the Forgot Password button.

1. Enter your Password to login.

2. If you do not remember your Password, Click Forgot Password to have it reset.

NOTE: The Password reset link is only valid for 24 hours and can be used only once.
Complete the below steps to register as a new DELPROS user.

1. Enter the required information.

As a new user after selecting **My Information Not Found**, follow the system prompts to complete the registration process.

After entering all required information, you will be prompted to create your new user password. See Slide 7.

2. Click Proceed.
Associating to an Existing Facility

Complete the following steps to add an existing facility.

1. Navigate to the DELPROS Portal.
2. Click the MANAGE FACILITY link.
Associating to an Existing Facility

Complete the following steps to add an existing facility.

Note: If you manage more than one facility, you will need to repeat Steps 3 to 6 on Slides 11 to 11 to associate yourself to each facility you manage.
Associating to an Existing Facility
Complete the following steps to add an existing facility.

1. Enter the Security Code associated with the Facility.
2. Enter the Facility Name as it appears on the license.
3. Click the Submit button.

Note: If you do not have the Facility Security Code, you can click the REQUEST SECURITY CODE button*, enter the Facility email address that is on file with the Division of Professional Regulation or FEIN Number, and the Security Code will be emailed to you. If you receive an error stating that your information cannot be found, you will be advised to contact the Board office.
Associating to an Existing Facility – Requesting Security Code

Follow the below steps to request the Facility Security Code be emailed to you.

1. Click Email or FEIN then enter the facility email or FEIN number.

2. Click the Submit button.

In order to obtain the Security Code for a Facility, enter the email address or FEIN on file for the Facility and click ‘Submit’. The Security Code will be sent to the email address on file for that business in DELPROS. If you are still having trouble registering the Facility please contact Customer Service by email at customerservice.dpr@delaware.gov or by phone at (302) 744-4500.