

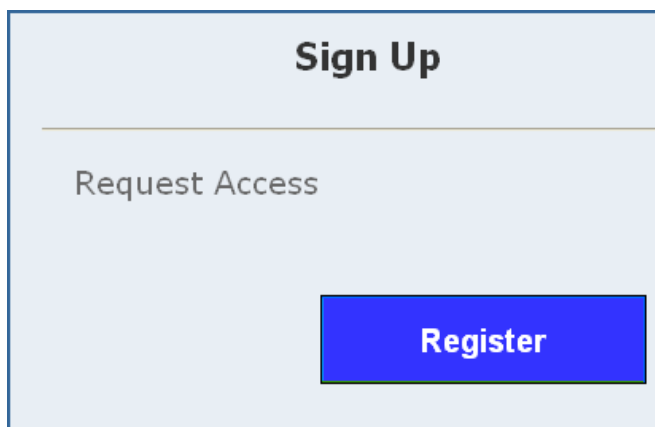
LARS Online Registration Instructions for CNAs (LARS – Louisiana Registration System for CNA’s)

Effective 8-15-2010, certified nurse aides working in nursing homes and in hospital based skilled units (SNF) or aides contracted through staffing agencies to work in nursing homes and or in hospital based on skilled units, are required to be certified and registered on the Louisiana Nurse Aide Registry. Nurse aides working in these areas must work a minimum of 8 hours within a one hundred twenty (120) day period each year in order to maintain their certification and registration.

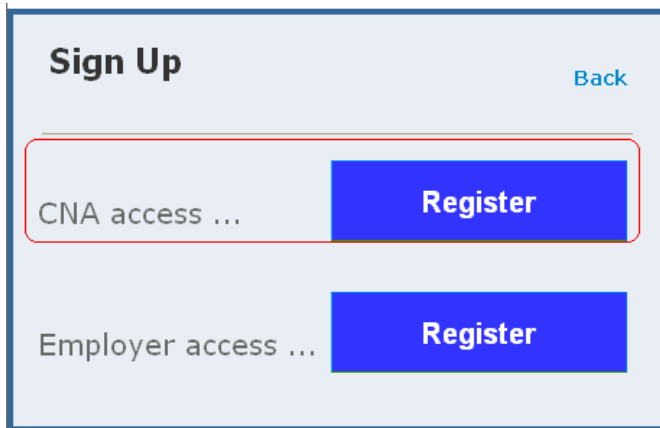
LARS was created to provide CNAs with an opportunity to “register” online. Only nurse aides who are certified with the Louisiana Nurse Aide Registry may apply for online registration using LARS. Please follow the instructions to become “registered”, per ACT 357, with the Louisiana Nurse Aide Registry.

If you have questions about your certification or registration status, please refer to the websites <https://ldh.la.gov/page/2257> and <https://ldh.la.gov/index.cfm/faq/category/31>. If you still need assistance, you may contact the registry at LA.CNA@la.gov.

1. Click the link or type URL in your web browser:
<https://lars.dhh.la.gov/app/Views/Public/LogIn.aspx>
2. If this is your first time to use LARS, select “Register” located in the “Sign Up” box.

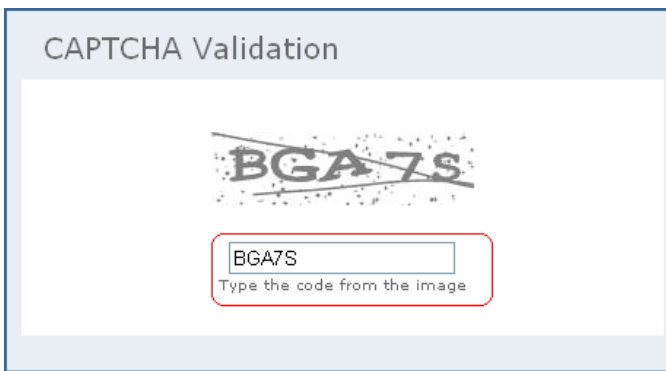


3. Left click CNA access... "Register"



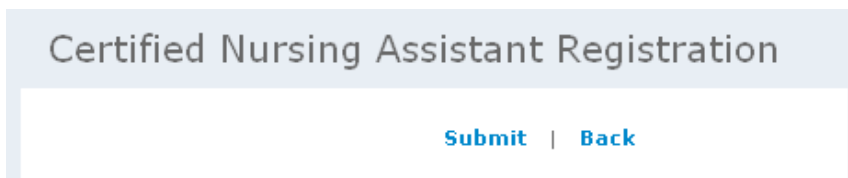
The image shows a "Sign Up" page with a "Back" link in the top right. There are two registration options: "CNA access ..." and "Employer access ...". Each option has a blue "Register" button to its right. A red box highlights the "CNA access ..." text and its corresponding "Register" button.

4. Enter the CAPTCHA code in box



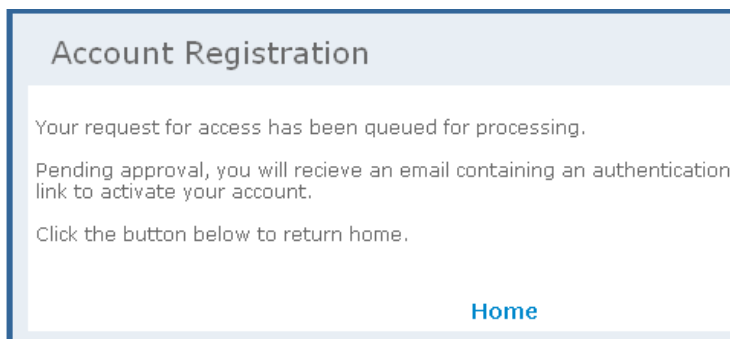
The image shows a "CAPTCHA Validation" page. It features a CAPTCHA image with the text "BGA7S" overlaid on a noisy background. Below the image is a text input field containing "BGA7S" and a label "Type the code from the image". A red box highlights the input field.

5. Enter information in the CNA Registration boxes. Left click "Submit".



The image shows a "Certified Nursing Assistant Registration" page. At the bottom of the page, there are two blue links: "Submit" and "Back".

6. If there were no errors a confirmation message will be displayed.



The image shows an "Account Registration" confirmation message. The text reads: "Your request for access has been queued for processing. Pending approval, you will receive an email containing an authentication link to activate your account. Click the button below to return home." At the bottom right, there is a blue "Home" link.

7. An email will be sent to the email account submitted during registration.

8. LARS will verify that the CNA is "certified" on the CNA Registry.
9. After the CNA's certification status is verified, an email is sent to the email account provided in Step 5.
10. Sample email:

From: "Louisiana Registry Notification" <LARSNotification@la.gov>
Date: August 18, 2010 2:04:29 PM CDT
To: youremail@xxx.xxx
Subject: Louisiana Registry System - web registration

The Louisiana Registry System (LARS) is to be used solely for the purpose of CNA Registration as required by Louisiana R.S 40:2120.51 through 2120.57. The user attests to the fact that the information entered is true, correct, and supportable by documentation that is available upon request by the Department of Health and Hospitals. Unauthorized use of the system or falsification of information entered is punishable by law.

click hyperlink below:

<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/Activate/Registrant.aspx?id=0f0901d33f514ca7ae0d2>

11. Click the link provided in the email. This action will open the Louisiana Registry Web page. An "Account Activation: Certified Nursing Assistant" box will be displayed. Enter your date of birth, left click "Submit".

Account Activation: Certified Nursing Assistant

Submit | Back

Enter your date of birth

This is attempt 1 of 3

12. "Accept" the Account Activation: CNA disclaimer

Account Activation: Certified Nursing Assistant

Disclaimer Accept Reject

The Louisiana Registry System (LARS) is to be used solely for the purpose of CNA Registration as required by Louisiana R.S 40:2120.51 through 2120.57. The user attests to the fact that the information entered is true, correct, and supportable by documentation that is available upon request by the Department of Health and Hospitals. Unauthorized use of the system or falsification of information entered is punishable by law.

13. "Account Activation: CNA" window will be displayed. Create a password, then re-enter to confirm.

Note: The default "LogOn ID" is your email address. You may change the LogOn ID, but your name must match the name in the CNA Registry's database.

Keep a copy of your password by printing the page or writing it down.

Account Activation: Certified Nursing Assistant

Submit

LogOn Id: youemail@xxx.xxx

Password: [Redacted]

Confirm Password: [Redacted]

Last Name: Test

First Name: Cathy

Middle Name: [Redacted]

Date of Birth: 06/03/1956

Email Address: youemail@xxx.xxx

14. Print a copy of the page for your records.

- Place the mouse pointer anywhere on the screen.
- Click the right button on the mouse to open the menu.
- Left click "Print."
- Hand write the password on the printed document.
- File document in a safe place.

Louisiana Registry Web

Account Activation: Certified Nursing Assistant

Submit

LogOn Id: myemail@cox.net

Password: [Redacted]

Context Menu:

- Select All
- Paste
- Create Shortcut
- Add to Favorites...
- View Source
- Encoding
- Print
- Refresh
- Append to existing PDF
- Convert to Adobe PDF
- Export to Microsoft Excel
- Properties

15. Left click "Submit"
16. Security Questions page will be displayed. Select a question and enter answer for each question.
17. Print the Account Activation Security Questions page. Store in safe place.
18. Left click "Save"
19. Account Activation : CNA – Address page will open. Enter your address.

Account Activation: Certified Nursing Assistant

Save

Address 1 Line 1 1313 Mockingbird Lane

Address 2 Line 2 Suite 101

City Kinder

State LA

Zip 70724

ZipExt

20. Left click "Save".
21. If you have successfully entered your information, the "Welcome – Go" page will be displayed.
22. Select "Go".

Account Activation: Certified Nursing Assistant

Welcome | Go

23. You can access Announcements and other links to your information.

Announcements

Unviewed ▼

Welcome

Links to your information located upper, right corner. Left click to view.

[Home](#) | [Account](#) | [LogOut](#)

[Address](#) | [Profile](#) | [Work History](#)

Account Information

▽ Contains: login ID, name, DCB, email address

Password

▽ Password management: may change password at any time

Work History

▽ accessed from Home page

▽ view work history

Questions

▽ Security Questions

Log Out

▽ left click to exit Louisiana Registry Web

Links:

CNA Verification website. [\hdg.##hWX\ "U" \[cj #](#)

▽ Displays certification status for your account. Click on the link for more information.

Nurse Aide (CNA) Welcome Page. [\hdg.##X\ "U" \[cj #dU \[Y#&&\) +](#)

▽ FY [i `Uh]cbg

▽ FYei jfYa Ybhg

▽ : 5E ffg

Louisiana Nurse Aide Registry: LA.CNA@la.gov