

NSHE Supplier Registration:

Step 1. CREATE AN ACCOUNT

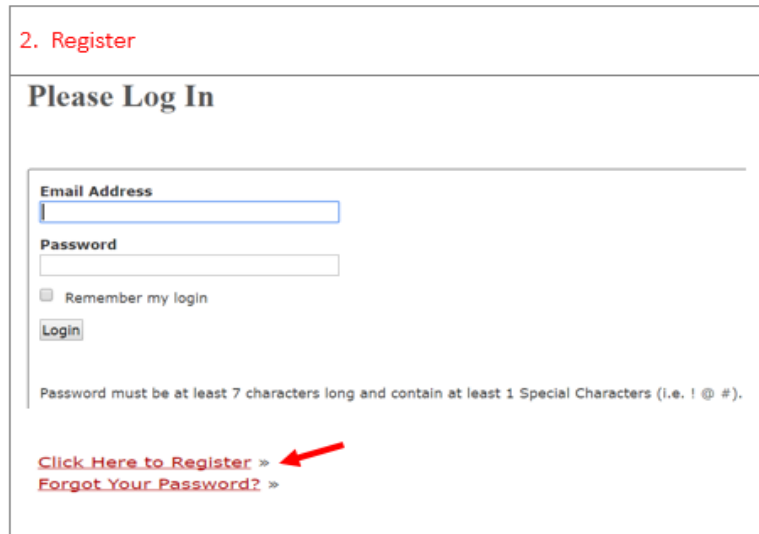
<https://suppliers.nevada.edu/>

1. Login/Register Screen



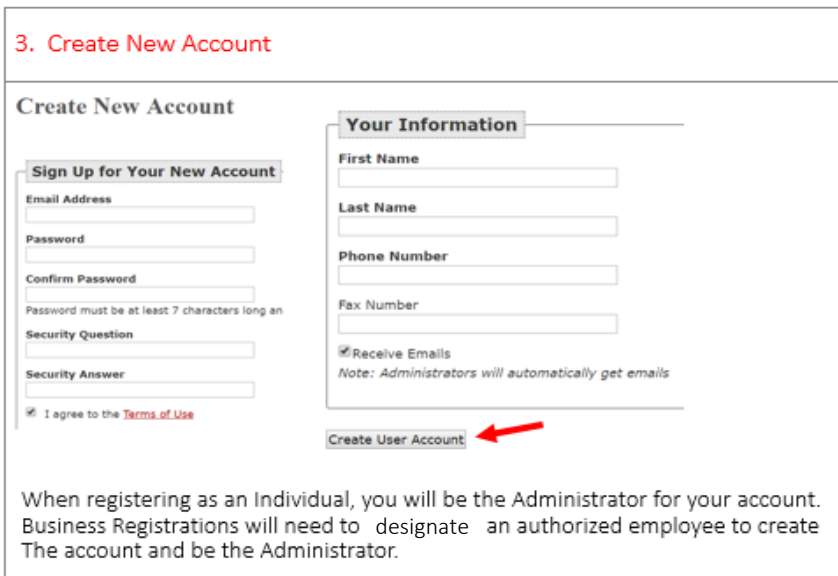
The screenshot shows the 'SUPPLIER REGISTRATION' page. On the left, there is a 'Tasks & Links' menu with options: Registration Checklist, Find Supplier, Feedback, FAQ, and Definitions. The main area features logos for CSN (College of Southern Nevada), DRI (Desert Research Institute), GBC (Great Basin College), NVS (Nevada State College), TMCC (Truckee Meadows Community College), UNLV, N (University of Nevada), and WNC (Western Nevada College). At the bottom right, there is a red arrow pointing to the 'Login / Register »' link.

2. Register



The screenshot shows the 'Please Log In' form. It includes input fields for 'Email Address' and 'Password'. Below the password field is a checkbox for 'Remember my login' and a 'Login' button. A note states: 'Password must be at least 7 characters long and contain at least 1 Special Characters (i.e. ! @ #)'. At the bottom, there are two links: 'Click Here to Register »' and 'Forgot Your Password? »', both with red arrows pointing to them.

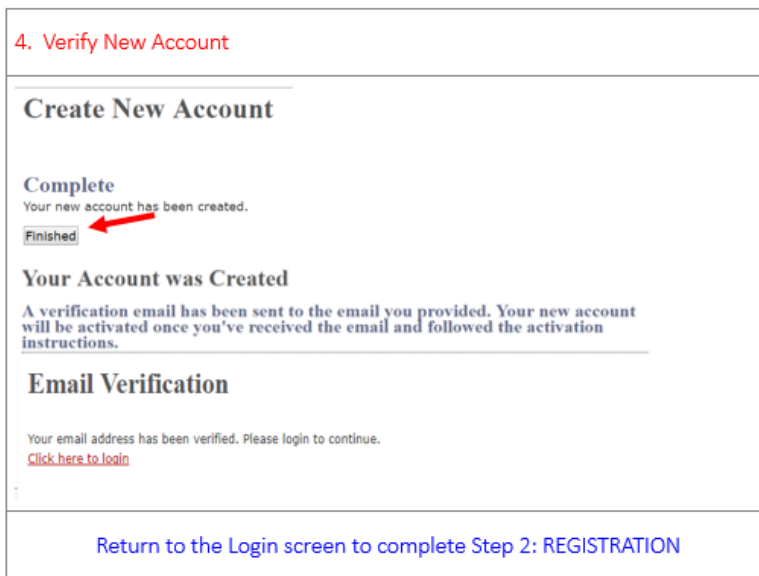
3. Create New Account



The screenshot shows the 'Create New Account' form. It is divided into two main sections: 'Sign Up for Your New Account' and 'Your Information'. The 'Sign Up' section includes fields for Email Address, Password, Confirm Password, Security Question, and Security Answer, along with a checkbox for 'I agree to the Terms of Use'. The 'Your Information' section includes fields for First Name, Last Name, Phone Number, and Fax Number, and a checkbox for 'Receive Emails'. A note says 'Note: Administrators will automatically get emails'. At the bottom, there is a 'Create User Account' button with a red arrow pointing to it.

When registering as an Individual, you will be the Administrator for your account. Business Registrations will need to designate an authorized employee to create The account and be the Administrator.

4. Verify New Account



The screenshot shows the 'Verify New Account' confirmation page. It says 'Complete' and 'Your new account has been created.' with a red arrow pointing to the 'Finished' button. Below that, it says 'Your Account was Created' and 'A verification email has been sent to the email you provided. Your new account will be activated once you've received the email and followed the activation instructions.' There is a link 'Click here to login'. At the bottom, there is a blue link: 'Return to the Login screen to complete Step 2: REGISTRATION'.