

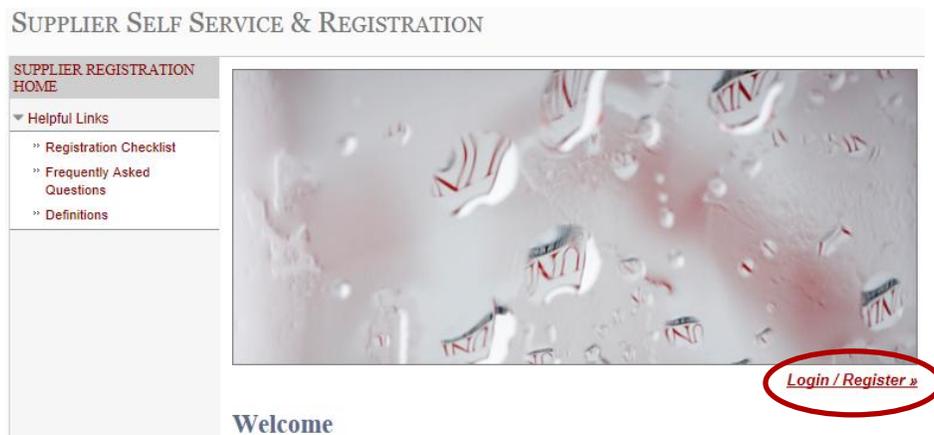
Supplier Registration

How To: Change Your Email Address (A.K.A. Login)

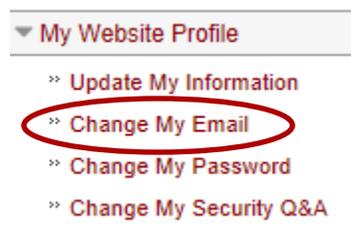
Before you can change your email address, you must first have a website login.

Doing this will change both the email address you use to log into the website, and the email address that UNLV Supplier Registration will send information to (if you've opted to receive emails)

1. Visit the UNLV Supplier Self Service & Registration Website:
<https://supplierregistration.purchasing.unlv.edu/>
2. Click the [Login / Register] link under the picture



3. Log in using your website login credentials
4. Click the [Change My Email] link under the "My Website Profile" heading in the left hand menu



5. Type in the new email address, then click the [Change My E-Mail] button

Change My E-Mail

[Logout »](#)

Changing your email address here will update our records and sign you in with your new email address. Once you make this change, your old email address will no longer work for this system.

Change Email

Your New Email Address

[Change My E-Mail](#)

6. You'll be redirected to the home screen, where you should see "Welcome [Your New Email Address]"