

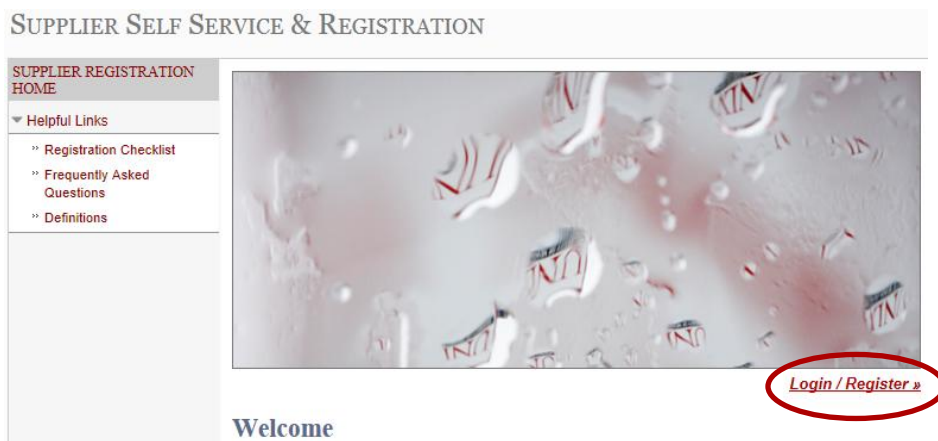
Supplier Registration

How To: Reset Your Password

Before you can reset your password, you must first have a website login.

If you don't know your password...

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



3. Click the [Forgot Your Password?] link below the Login box

Please Log In

Email Address
<input type="text"/>
Password
<input type="password"/>
<input type="checkbox"/> Remember my login
<input type="button" value="Login"/>
Password must be at least 7 c

[Click Here to Register »](#)

[Forgot Your Password? »](#)

4. Type in the email address you use to login, then click the [Next] button

Reset Your Password

Forgot Your Password?

Email

Next

[Return to Login »](#)

5. Answer your security question, then click the [Next] button

Reset Your Password

Identity Confirmation

Email: Fake.Email@unlv.edu

Question: Question

Answer

Submit

6. Your new password is generated by the website and sent to the email address you use to login

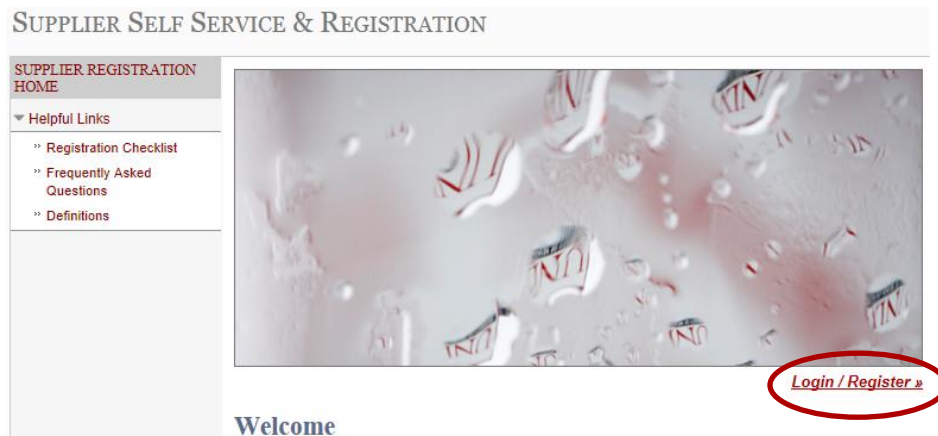
Reset Your Password

Password Successfully Reset

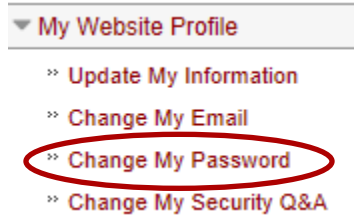
Your new password has been sent to the email address you provided.

Login and Change Your Password

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
 - a. If you reset your password (above), we recommend that you copy/paste the password emailed to you rather than try to type it
4. Click the [Change My Password] link under the “My Website Profile” heading in the left hand menu



5. Type in your current password and the new password you'd like to use (twice) and click the [Change Password] button
 - a. If you reset your password (above), we recommend that you copy/paste the password emailed to you rather than try to type it

Change My Password

[Logout »](#)

Current Password

New Password

Confirm New Password

Password must be at least 7 characters long and contain at least 1 Special Characters (i.e. ! @ #).

6. Click the [Finished] button

Change My Password

Your Password Change was successful

Your new password has been sent to the email address you provided.

7. Your new password will be emailed to you for your records