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

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

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

Reset Your Password

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

6. Click the [Finished] button

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