Supplier Registration

How To: Update Your Profile

Before you can update your website profile information, you must first have a website login.

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 [Update My Information] link under the “My Website Profile” heading in the left hand menu

5. Make the changes you want to your website profile information, then click the [Update Profile] button
Update My Information

6. A block of text will appear below the [Update Profile] button letting you know that you’ve changed your profile