

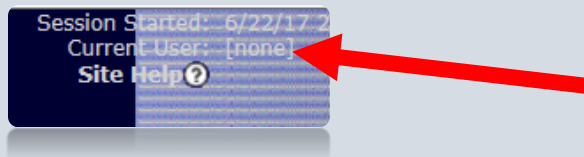
Online Professional Development Center (NV e-Learning) Login Instructions



State employees paid through the Central Payroll System:

The Username is your alpha or alpha numeric user id from NEATS. You will **not** use your employee id number. The password is your current NEATS password.

You can find your alpha id in the upper right hand corner of NEATS after Current User.



Please note: if you have more than one account on NEATS you will need to make sure you are using the user id from your state account (the account with your timesheets). If you don't use the correct id you will not receive credit on your NEATS transcript.

Non-State (University, City, County and other entities):

You will use your current user id and password you use for NVAPPS. If you don't have an account you will need to register with the system at <https://nvapps.state.nv.us/NEATS> or by clicking [here](#).

On the registration page, enter your name and email address. You will also create a user id and password. Once you've created your account, you will use the user id and password you established on NVAPPS to log into e-Learning.

Register

IMPORTANT: If you are an existing State employee OR a user of the Training system, you do NOT need to register again. Please sign on with that ID in order to receive proper consideration for departmental / divisional openings.

Note: If you do not have an email address, we recommend any one of the many free email options (e.g. Yahoo! Mail). Note that the State of Nevada does not send unsolicited mail, nor does it sell email lists to outside parties.

Fields marked with an asterisk (*) are required

Name

First Name*: Last Name*:

Email*:

Registration

Create a User ID and Password below.

User ID -- 6 to 8 characters of letters (a-z) and/or numbers (0-9)

Password -- 8 to 16 characters that must contain at least one each of the following:

- Numeric digit (0-9)
- Upper case letter (A-Z)
- Lower case letter (a-z)
- Special character (!@#\$%^&*()/?>,<:; }{ = + - _ ! ')

User ID*: (If you have already registered and forgot your ID, click here to recover it)

Password*:

Re-enter Password *:

If you are not sure if you already have an account you can try using the user id recovery feature that's also located on the NVAPPS website at <https://nvapps.state.nv.us/NEATS> or by clicking [here](#). Enter your email address and if it's on file your Username will be emailed to you. It's okay to try different e-mail addresses if you have more than one email account you may have registered with.

The dialog box has a title bar that reads "Recover User ID -- Enter Email Address". Below the title bar is a sub-header "Enter User ID". The main content area contains the text "Enter Your Email Address:" followed by a text input field. At the bottom of the dialog are two buttons: "OK" and "Return".

Once you have your Username, you can reset the password on the NVAPPS home page at <https://nvapps.state.nv.us/NEATS> or by clicking [here](#).

Enter your Username in the Enter Your User ID box. Click OK.

The dialog box has a title bar that reads "Change Password -- Enter User ID". Below the title bar is a sub-header "Enter User ID". The main content area contains the text "Enter Your User ID:" followed by a text input field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

On the Change Password Form page, answer the Security Question. Please note, the answer to the question is case sensitive. Enter and confirm a new password that meets the password criteria at the top of the box. Click OK. You can now use your new password to log into the Online Professional Development Center (NV e-Learn).

The form has a title "Change Password" and a sub-header "Change Password Form". Below the sub-header is a warning message: "Cannot re-use previous 3 passwords". The form lists password requirements: "8 to 16 characters that must contain at least one each of the following: Numeric digit (0-9), Upper case letter (A-Z), Lower case letter (a-z), and Special character (!@#\$%^&*()/?.>,<,:;)[{=+-_~)". Below the requirements, the "User Id:" is displayed as "test12". The "Security Question:" is "What city were you born in?". There are three text input fields: "Answer:", "New Password:", and "Confirm New Password:". At the bottom of the form are two buttons: "OK" and "Cancel".