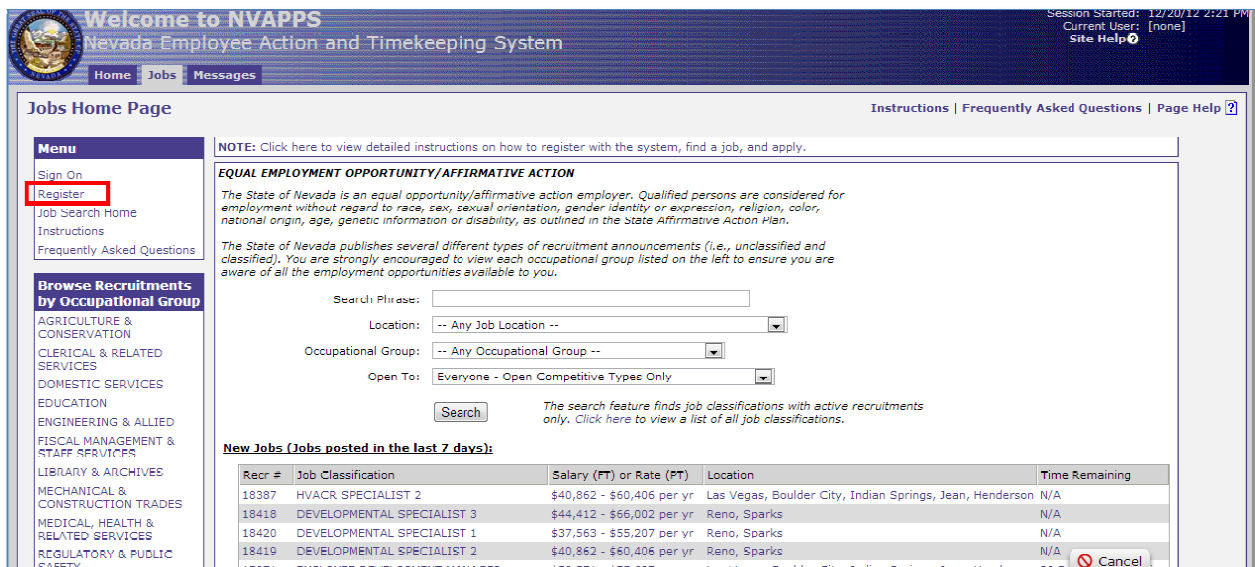


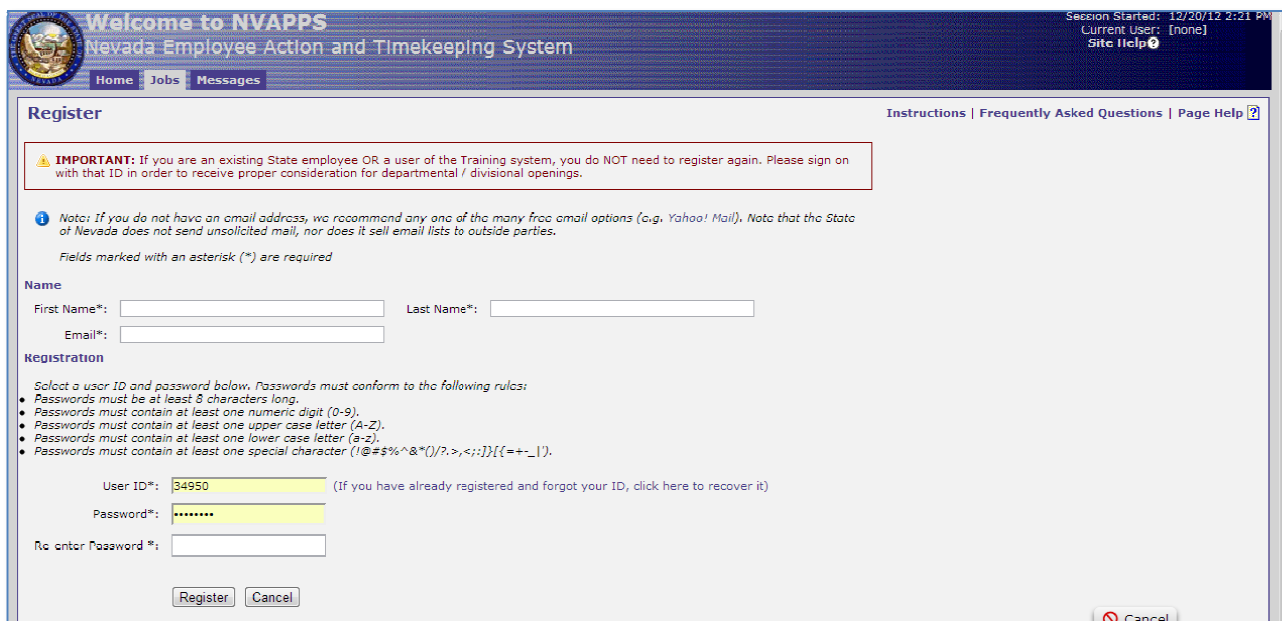
# Creating an account on the Nevada NVAPPS System

1. Click on the link titled “Register” on the page titled “[Jobs Home Page](https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep) (<https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep>).” (see the following image)



The screenshot shows the 'Jobs Home Page' of the Nevada NVAPPS system. The page has a dark blue header with the Nevada state seal and the text 'Welcome to NVAPPS Nevada Employee Action and Timekeeping System'. The session started on 12/20/12 at 2:21 PM, and the current user is [none]. The page includes a 'Menu' on the left with links for Sign On, Register (highlighted with a red box), Job Search Home, Instructions, and Frequently Asked Questions. Below the menu is a 'Browse Recruitments by Occupational Group' section with a list of categories including Agriculture & Conservation, Clerical & Related Services, Domestic Services, Education, Engineering & Allied, Fiscal Management & Staff Services, Library & Archives, Mechanical & Construction Trades, Medical, Health & Related Services, and Regulatory & Public Safety. The main content area features a 'NOTE' about detailed instructions, an 'EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION' section, and a search form with fields for Search Phrase, Location, Occupational Group, and Open To. A 'Search' button is present. Below the search form is a table titled 'New Jobs (Jobs posted in the last 7 days):' with columns for Recr #, Job Classification, Salary (FT) or Rate (PT), Location, and Time Remaining. The table lists four job openings: 18387 HVACR SPECIALIST 2, 18418 DEVELOPMENTAL SPECIALIST 3, 18420 DEVELOPMENTAL SPECIALIST 1, and 18419 DEVELOPMENTAL SPECIALIST 2. A 'Cancel' button is located at the bottom right of the page.

2. Follow the instructions and requirements for creating your account User ID and password. Then, select Register at the bottom of the page.



The screenshot shows the 'Register' page of the Nevada NVAPPS system. The page has a dark blue header with the Nevada state seal and the text 'Welcome to NVAPPS Nevada Employee Action and Timekeeping System'. The session started on 12/20/12 at 2:21 PM, and the current user is [none]. The page includes a 'Menu' on the left with links for Home, Jobs, and Messages. The main content area features an 'IMPORTANT' notice about existing users and a note about email addresses. Below the notice is a registration form with fields for Name (First Name, Last Name, Email), Registration (User ID, Password, Re-enter Password), and a 'Register' button. The form also includes a list of password requirements and a link to recover a forgotten User ID. A 'Cancel' button is located at the bottom right of the page.

**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**

Select a user ID and password below. Passwords must conform to the following rules:


- Passwords must be at least 8 characters long.
- Passwords must contain at least one numeric digit (0-9).
- Passwords must contain at least one upper case letter (A-Z).
- Passwords must contain at least one lower case letter (a-z).
- Passwords must contain at least one special character (!@#\$%^&\*()/?.,><:;}{=+-\_!).

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

Password\*:

Re-enter Password\*:

3. If you are applying for a job, complete your profile. If you are taking an online course, direct your browser to <http://nvelearn.nv.gov> and log in using the User ID and password you created for NVAPPS.



## State of Nevada Online Professional Development Center

You are not logged in. ([Login](#))

Home

### Login

Username  
**NVAPPS User ID here.**

Password  
**NVAPPS Password here.**

☐ Remember username

[Login](#)

[Lost Password?](#)

### Navigation

Home

► Courses

### Main menu

[LOG-IN INSTRUCTIONS](#)


[LOG OUT](#)

[COURSE CATALOG](#)

[SEARCH BY COURSE NAME](#)

[SEND FEEDBACK](#)

[REQUEST A NEW COURSE](#)

 [Site news](#)

Welcome to the State of Nevada Online Professional Development Center. This online learning environment provides courses in a variety of subject areas relevant to public service employees and the general public - 24x7, 365 days a year, from any computer with Internet access.

If this is your first time visiting this site, fully read the **LOG-IN & COURSE ENROLLMENT INSTRUCTIONS**, which are displayed by selecting the link below or in the "Main Menu" on the left side of this page. After you have logged in select the "Course Catalog" link below, or in the Main Menu, to find and enroll in the course you are interested in. While most courses are "open enrollment" (no password required) some require the permission of the sponsoring agency. Instructions for obtaining an enrollment key are provided in the course summary (blue icon to the right of a course name).

**LOG-IN & COURSE ENROLLMENT INSTRUCTIONS — COURSE CATALOG**

State of Nevada Executive Branch employees should log into this system using your NEATS user id (**not employee number**) and password. If you do not know your NEATS user ID or password, select the link below in the Help box.

All other users must have an account on the State of Nevada NVAPPS application. If you are not already an employee of the State of Nevada Executive Branch, and do not already have an NVAPPS account, select the first link immediately below this paragraph to apply for one. If you have previously applied for a position with the State of Nevada, you already have an NVAPPS account and should select the second link below this paragraph to find out what your user ID is and reset your password

**NVAPPS Account Application**

*(Not necessary for State of Nevada Executive Branch employees)*

**[Click here to find out if you have an NVAPPS account](#)**

**Need Help?**

- ◊ If you have a NFATS or NVAPPS account, but cannot remember your User ID, [click here](#).
- ◊ If you cannot remember your NEATS or NVAPPS password, [click here](#).
- ◊ If you have other questions, or experience problems using this system, please contact the IFS-HR Help Desk at (775) 687-9099, or toll-free at (866) NVNEATS.
- ◊ Questions about this system should be directed to the system administrator at (775) 687-9063, or by email at [ellearn@admin.nv.gov](mailto:ellearn@admin.nv.gov).

**Please be aware the maintenance window for this system is scheduled for every Thursday from 5:15 PM to 7:00 PM Pacific Time (US & Canada). Please make note of this when scheduling time to complete courses.**