

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>).” (see the following image)

Welcome to NVAPPS
Nevada Employee Action and Timekeeping System

Home | Jobs | Messages

Jobs Home Page

Menu

- Sign On
- Register**
- Job Search Home
- Instructions
- Frequently Asked Questions

Browse Recruitments by Occupational Group

- AGRICULTURE & CONSERVATION
- CLERICAL & RELATED SERVICES
- DOMESTIC SERVICES
- EDUCATION
- ENGINEERING & ALLIED
- FISCAL MANAGEMENT & STAFF SERVICES
- LIBRARY & ARCHIVES
- MECHANICAL & CONSTRUCTION TRADES
- MEDICAL, HEALTH & RELATED SERVICES
- REGULATORY & PUBLIC SAFETY

NOTE: Click here to view detailed instructions on how to register with the system, find a job, and apply.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information or disability, as outlined in the State Affirmative Action Plan.

The State of Nevada publishes several different types of recruitment announcements (i.e., unclassified and classified). You are strongly encouraged to view each occupational group listed on the left to ensure you are aware of all the employment opportunities available to you.

Search Filters:

Location: -- Any Job Location --

Occupational Group: -- Any Occupational Group --

Open To: Everyone - Open Competitive Types Only

Search

The search feature finds job classifications with active recruitments only. Click here to view a list of all job classifications.

New Jobs (Jobs posted in the last 7 days):

Recr #	Job Classification	Salary (FT) or Rate (PT)	Location	Time Remaining
18387	HVACR SPECIALIST 2	\$40,862 - \$60,406 per yr	Las Vegas, Boulder City, Indian Springs, Jean, Henderson	N/A
18418	DEVELOPMENTAL SPECIALIST 3	\$44,412 - \$66,002 per yr	Reno, Sparks	N/A
18420	DEVELOPMENTAL SPECIALIST 1	\$37,563 - \$55,207 per yr	Reno, Sparks	N/A
18419	DEVELOPMENTAL SPECIALIST 2	\$40,862 - \$60,406 per yr	Reno, Sparks	N/A

Cancel

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

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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

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*:

Register Cancel

Cancel

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.

The screenshot shows the homepage of the State of Nevada Online Professional Development Center. At the top left is the state seal, and the title "State of Nevada Online Professional Development Center" is prominently displayed. A user status indicator at the top right says "You are not logged in. (Login)".

The left sidebar contains several sections: "Home" with a "Login" button; "Navigation" with links for "Home" and "Courses"; and "Main menu" with links for "LOG-IN INSTRUCTIONS", "LOG OUT", "COURSE CATALOG", "SEARCH BY COURSE NAME", "SEND FEEDBACK", and "REQUEST A NEW COURSE". There is also a "Site news" icon at the bottom of the sidebar.

The main content area features a "Login" form with fields for "Username" and "Password". Red boxes highlight the text "NVAPPS User ID here." and "NVAPPS Password here." respectively. Below the form is a "Remember username" checkbox and a "Login" button. A "Lost Password?" link is also present.

Below the login form, there is a "LOG-IN & COURSE ENROLLMENT INSTRUCTIONS - COURSE CATALOG" section. It contains a welcome message, instructions for first-time visitors to read the "LOG-IN & COURSE ENROLLMENT INSTRUCTIONS", and specific instructions for State of Nevada Executive Branch employees using NEATS user IDs. It also provides instructions for other users who must have an account and how to apply for one or find their existing account.

At the bottom of the main content area, there is a "Need Help?" section with a list of links for various user issues: forgetting a User ID, forgetting a password, needing help with system problems (contacting the IFS-HR Help Desk), and needing help with system administration (contacting the system administrator).

A yellow highlighted box at the very bottom of the page contains a maintenance notice: "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."