

# 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 screenshot shows a dialog box titled "Recover User ID -- Enter Email Address". Inside, there is a sub-header "Enter User ID" and a text input field labeled "Enter Your Email Address:". Below the input field 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 screenshot shows a dialog box titled "Change Password -- Enter User ID". Inside, there is a sub-header "Enter User ID" and a text input field labeled "Enter Your User ID:". Below the input field 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 screenshot shows a "Change Password" form. At the top, it says "Change Password Form" and "Cannot re-use previous 3 passwords". Below that, it lists "Password requirements: 8 to 16 characters that must contain at least one each of the following:" followed by a list: "Numeric digit (0-9)", "Upper case letter (A-Z)", "Lower case letter (a-z)", and "Special character (!@#\$%^&\*()/?.>,<,:;}{=+-\_!)". The form includes a "User Id:" field with the value "test12", a "Security Question:" field with the text "What city were you born in?", an "Answer:" field, a "New Password:" field, and a "Confirm New Password:" field. At the bottom are "OK" and "Cancel" buttons.