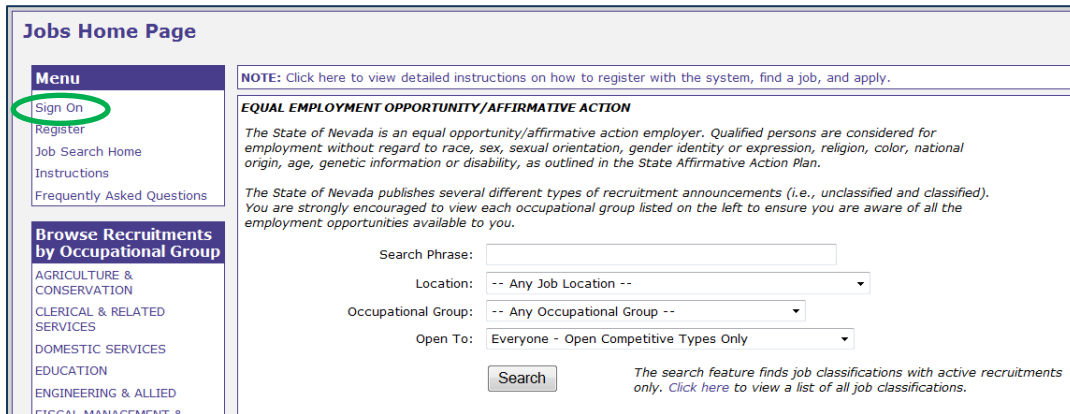
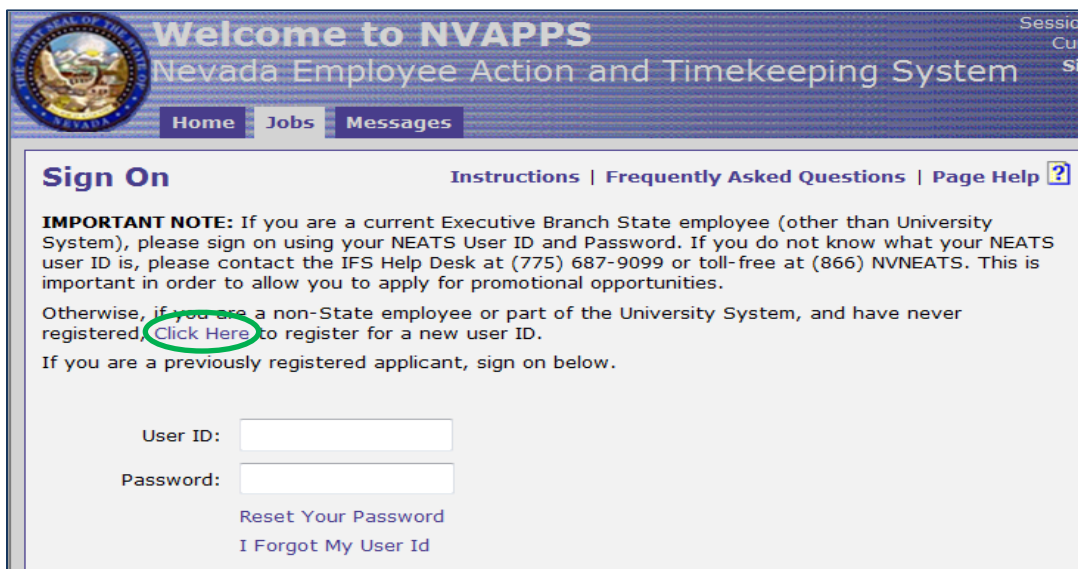
 <p>Division of Human Resources Standard Operating Procedures</p>	Procedure:	LOGGING INTO THE NVAPPS SYSTEM
	Effective Date:	March 23, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

1. Visit the NVAPPS website at <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep>.
2. Click on “Sign On” under the “Menu” header in the left tool bar.



3. All classified employees will need to log in with the established “User ID” and “Password”. If there are problems logging in, contact the NVNEATS help desk at (775) 687-9099.
4. For non-classified employees (i.e. academic faculty, administrative faculty/professional staff, etc.) logging in for the first time, click on the blue “Click Here”.



5. Fill in “First Name”, “Last Name” and “Email”, then on the bottom of the page choose a “User ID” and “Password” and click “Register”.

Note: Passwords must be at least 8 characters long, contain at least one number, one upper case letter, one lower case letter and one special character (i.e. !, @, +, \$, <, }, etc.).