



## Step-by-Step Guide to Enroll in EmpowerID

### Step 1:

Navigate to the following web address by clicking the link below or typing it into the address bar of your web browser:

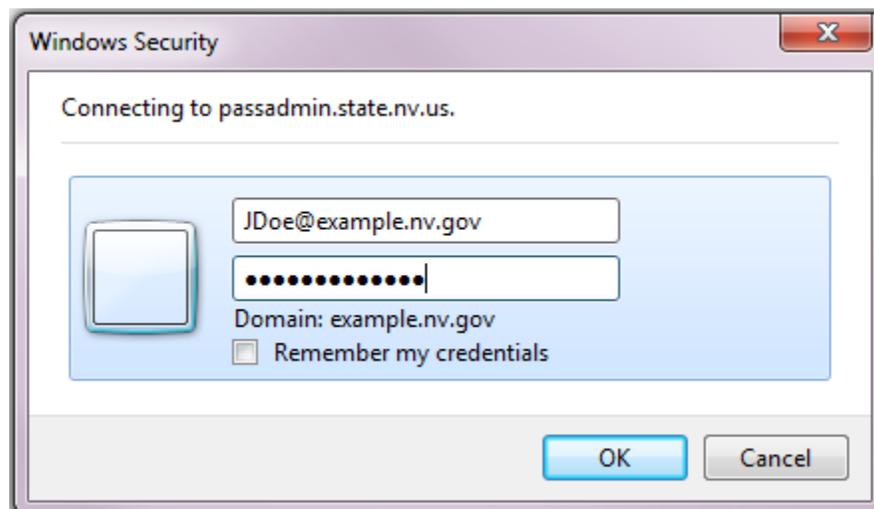
<https://passadmin.state.nv.us>

### Step 2:

Once this page opens, it will immediately prompt you for your email username and password.

For “Username,” you **must** type your **full email address**, and then enter your current email password in the “password” field.

This is how it must look if email user “JDoe@example.nv.gov” wanted to enroll his email account:

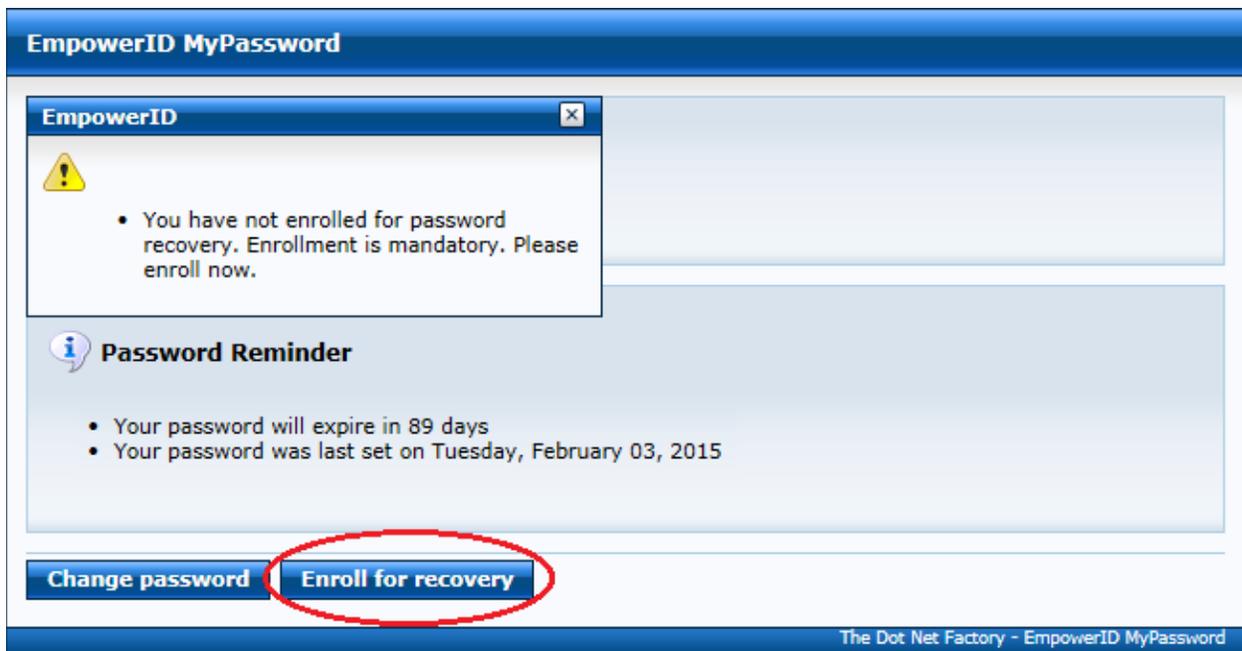




**Step 3:**

If you have not enrolled in the password recovery system, you will see the following information as you login.

Click, “Enroll for recovery”



*Note: Your password expiration information may be different than displayed here*

**(See Next Page)**



**Step 4:**

Once the page loads, complete the fields displayed, and click "Save."

**State Employee ID** – This refers to your NEATS number.

**EmpowerID MyPassword - Answer Questions**

**Please answer this question (REQUIRED)**

What is your State Employee ID? [.....]

**Please answer one of these selectable questions (REQUIRED)**

The color of your first car [....]

**Write your own question and answer (REQUIRED)**

Question	Answer
Your son's middle name.	[.....]

Hide Answers

**Save** **Cancel**

The Dot Net Factory - EmpowerID MyPassword

(See Next Page)



### Congratulations!

You are now enrolled in password recovery. You should see the following screen:

The screenshot displays the EmpowerID MyPassword web interface. At the top, there is a blue header with the text "EmpowerID MyPassword". Below the header, a white notification box titled "EmpowerID" contains an information icon and the message "You have been enrolled". Below this, another white notification box titled "Password Reminder" contains an information icon and two bullet points: "Your password will expire in 89 days" and "Your password was last set on Tuesday, February 03, 2015". At the bottom of the interface, there are two blue buttons: "Change password" and "Enroll for recovery". The footer of the page reads "The Dot Net Factory - EmpowerID MyPassword".

At this point, if your password is ready to expire, click “Change password.” Otherwise, you may close the browser and wait to be notified of your impending password expiration.

When you receive a notification of a password expiring in the future, you will be able to login, answer a few security questions, and get your password changed without interruption.