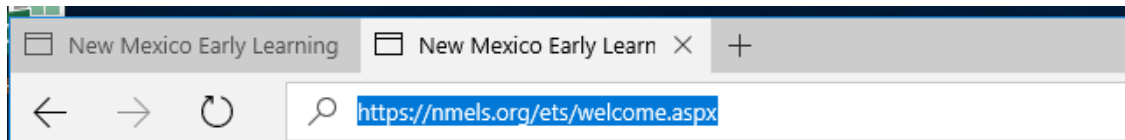


Quick Steps

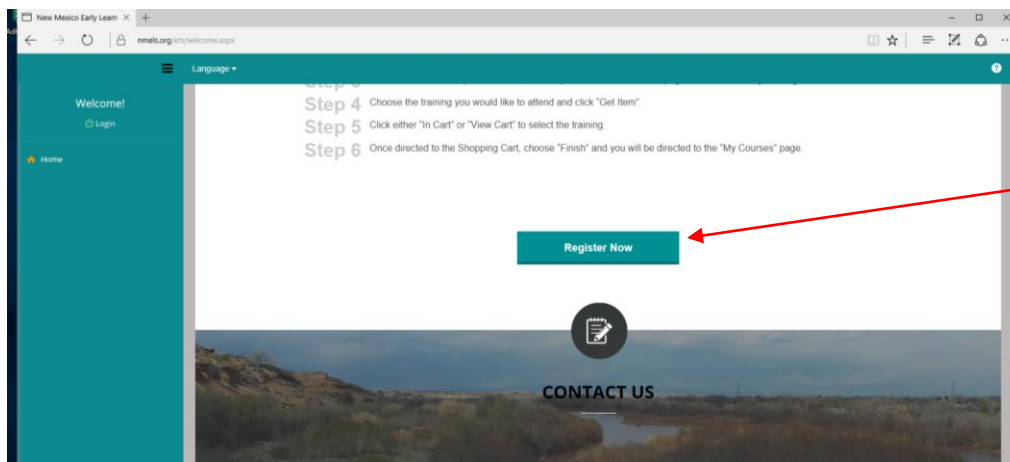
- Enter in <https://nmels.org/ets/welcome.aspx> Browser's Address Bar
- Select **Register Now** (bottom of the page)
- Complete the New User registration form

Detailed Steps:

1. Type in the website address: <https://nmels.org/ets/welcome.aspx>



2. Go to the bottom of the page and select **Register Now**



3. Complete the New User Registration form

Home > Users & Org > User Management > User Editor

User Editor - Adding New User

1. Account Details

2. Demographics

Administration

★ First Name:

Middle Name:

★ Last Name:

★ Primary Phone: Please enter the best phone number where you can be reached.

★ Username (E-Mail Address): Your e-mail address will be your username for logging in to NMELS. Please use an email address that you check regularly, and that is unique to you (please do not use a generic email address belonging to the program that you are employed for). If you do not have an email address, you may get one via Google, Yahoo, or Microsoft. Need help? Call 1-855-NMELDATA1 (663-2821) or email the NMELS Support Team.

★ Confirm your Username (E-mail Address): Please confirm your Username (E-Mail Address).

★ Password: Your password must have a minimum of 8 characters and must include:
- at least one text character
- at least one number

★ Confirm Password:

Next >

Note: If the user does not have a personal email address, enter their firstname.lastname@nomail.com as the default email address.

If you need further assistance, please contact the ECSC Database Services Team:

ecscdata@unm.edu

Local:

(505) 277-0469

Toll Free:

855-663-2821