

HOW TO SET-UP A NON-ACCREDITED PROVIDER ACCOUNT

These instructions will set-up a personal account for a CLE provider contact. Once created, a CLE provider contact must be joined to a CLE provider organization by the MCLE staff.

Step One – Navigate to the State Bar of Nevada website

- Go to <https://nvbar.org/Licensing-Compliance/MCLE/>

Step Two – Navigate to the Login Screen

- Click on the “MCLE LOGIN” button.



Step Three – Determine if an Account Has Been Previously Established

- Click on “Forgot Password”.

A screenshot of the login form. It has two input fields: "Username" with the text "JUSTINW" and "Password" with masked characters. Below the fields are four buttons: "LOGIN", "FORGOT PASSWORD" (circled in red), "FORGOT USERNAME", and "CREATE NON-ATTORNEY ACCOUNT".

- Enter the email address for both the “Username” and “Email” fields.
- Click on “Send Login Information” button.

A screenshot of the "Forgot Password" form. It has two input fields: "Username" and "Email", both containing "CLE@gmail.com". Below the fields are two buttons: "SEND LOGIN INFORMATION" (circled in red) and "FORGOT USERNAME".

- If the account has been previously established, a temporary password will be sent to the email address.
- If an error message (displayed below) is received, a new account will need to be created.

The Username and/or email does not match the information we have on file.
Please contact us directly to retrieve your login information.

Step 4 – Creation of a CLE Provider Contact Account

- At the login screen, click “Create Non-Attorney Account”.

Username

Password

- On the next page complete all fields. Note that asterisk fields are mandatory.
Create a Non-Member Account

NOTE: This form is intended for non-member account creation only.

Name and Job Title

Email Address *

Password *
Passwords can only contain numbers, uppercase and lowercase characters, and the following special characters: ! \$ - _ . + * ()

Confirm Password *

Prefix

First Name *

Middle Name

Last Name *

- Click on “Create Account” button.

Country

Work Phone *

Work Extension

Website

- The profile has now been created.

Profile Created

Your profile has been created with the following information. Please select the My Account option to edit your profile details.

Name and Job Title

Username [REDACTED]
First Name [REDACTED]
Last Name [REDACTED]
 Accepting new clients

Directory Contact Information

Address Type Work
Mailing Address [REDACTED]
City [REDACTED]
State/Province [REDACTED]
Zip/Postal Code [REDACTED]
Work Phone [REDACTED]
Email Address [REDACTED]
Website [REDACTED]

Step 5 – Add Your Account as a Contact for Your Organization

- Once your personal account has been established through the State Bar of Nevada website, contact must be made with the MCLE Department to connect your account to the organization.
- Please either call (702) 382-2200 or email us at MCLE@NVBAR.ORG. The MCLE staff will set-up your account as a contact for your organization.

STEP 6 – Login to Access the MCLE Provider Portal

- You may now login to your State Bar of Nevada account.

Login

The State Bar of Nevada is committed to the health and well-being of its attorneys. Programs and services ranging from to lawyer experiencing the same issues as you – to seeking clinical assistance for issues related to addiction or mental heal are available statewide. [Most services are provided confidentially and at no cost.](#)

Username

Password

[LOGIN](#) [? FORGOT PASSWORD](#) [? FORGOT USERNAME](#) [+ CREATE NON-ATTORNEY ACCOUNT](#)

Need help logging in?
Contact (702) 382-2200 or memberservices@nvbar.org.

- Once logged in, you will be at your account dashboard. To access the MCLE Provider Portal, click the link on the right side.

The State Bar of Nevada is proud to offer many benefits and services to licensees. Visit our [Business Partners](#) page to learn more.

My Account

- [Update My Communication Preferences \(GDPR\)](#)
- [Update My Profile](#)
- [Update My Address \(including SCR79\)](#)
- [Update My Username/Password](#)

MCLE Online Accreditation

- [MCLE Provider Portal](#)