

Nevada State Board of NURSING

HOW TO UPLOAD DOCUMENTS TO THE NURSE PORTAL

1. Go to the Nevada Nurse Portal (www.nevadanursingboard.org/nvbn/)
2. Sign in to your Nevada Nurse Portal account.

Already have an account?

Authorized User Sign In

Email Address (required) *

Password (required) *

[Forgot your password?](#)

 **Sign in using our secure server**

3. Once logged in, click on Inbox located in your Message Center tab (on the left side or top of the screen).

Message Center

 [Inbox \(3\)](#) 

0 New

4. Select Compose New Message.



5. Select a topic

Topic (required) *

Please Select

▼

6. Select Attach Files.

Topic (required) *

Please Select

▼

Subject (required) *

[Attach Files](#) 

7. Select Add File.

Upload Supporting Documentation

×

[+ Add File](#)

You are allowed to upload only .pdf,.png,.jpg,.jpeg files.

[Close](#)

[Save](#)

8. Locate the document you are uploading, click on the file and click open. This document must already be saved on your computer or phone.

File name: Applicant Document

▼

All files

Upload from mobile

Open

Cancel

9. Once the virus scan is complete, click Save



10. Your document is now attached. Next you must add a brief message and then click Send.

Topic (required) *

Other ▾

Subject (required) *

Document

[Applicant Document](#)  

[Attach Files](#)

Message (required) *

Attached is the document. 

Send **Save Draft** [Cancel](#)



PLEASE NOTE: Documents may be submitted at any time. Please allow 7-10 business days for processing.

If you are using a mobile device and do not see the above options, please log out and access your portal through a different device.