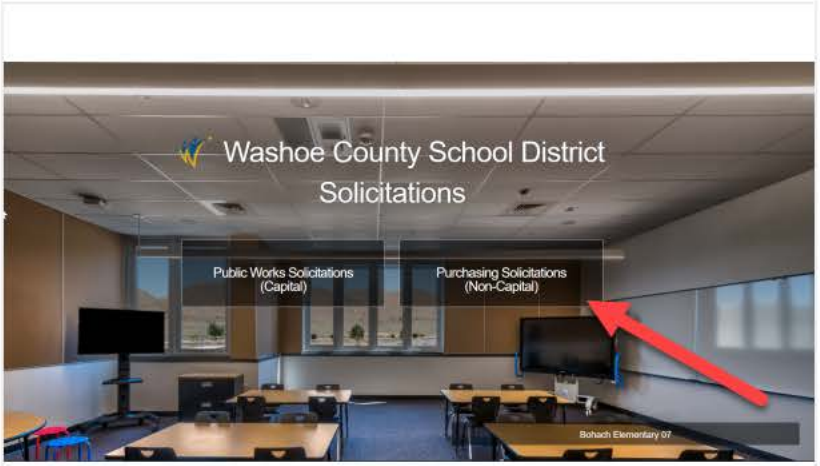
Washoe County School District

Purchasing Solicitations Website - Non-Capital (How to Register as a User)

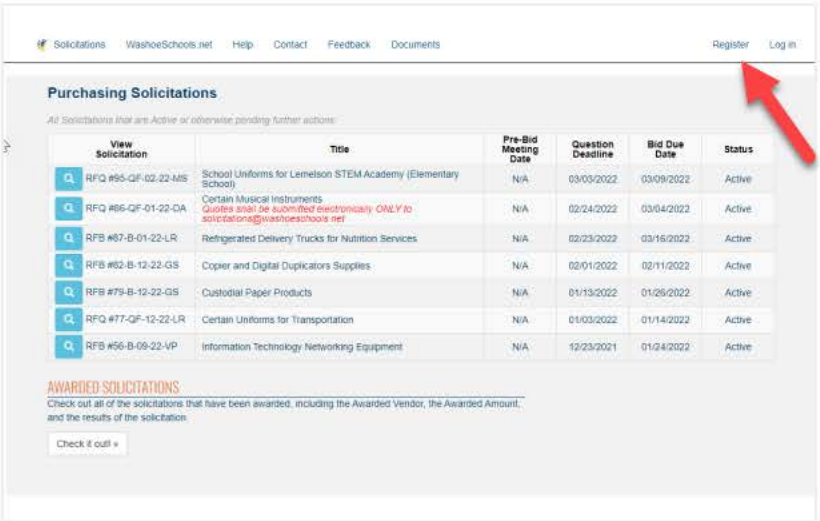


1

Go to:
https://solicitations.washoeschools.net

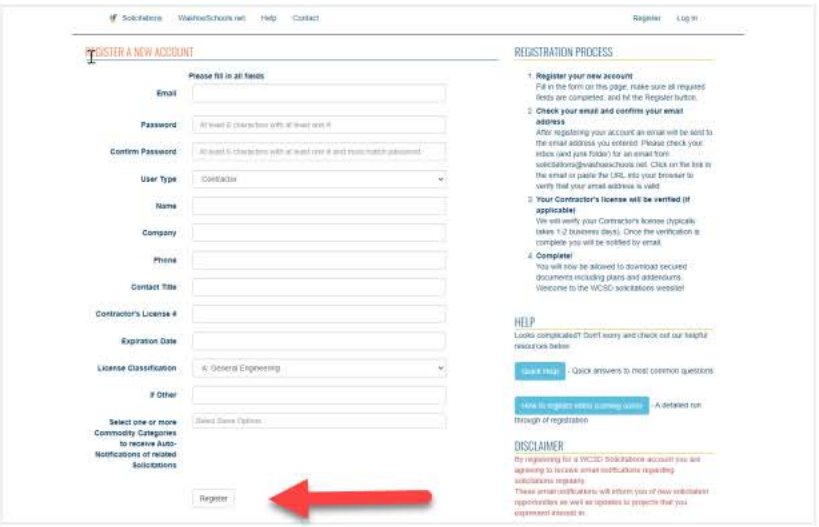
(Please ensure that you have access to your email inbox to complete the registration process.)

Click on ***Purchasing Solicitations (Non-Capital)***



2

Click on ***Register*** from the homepage.

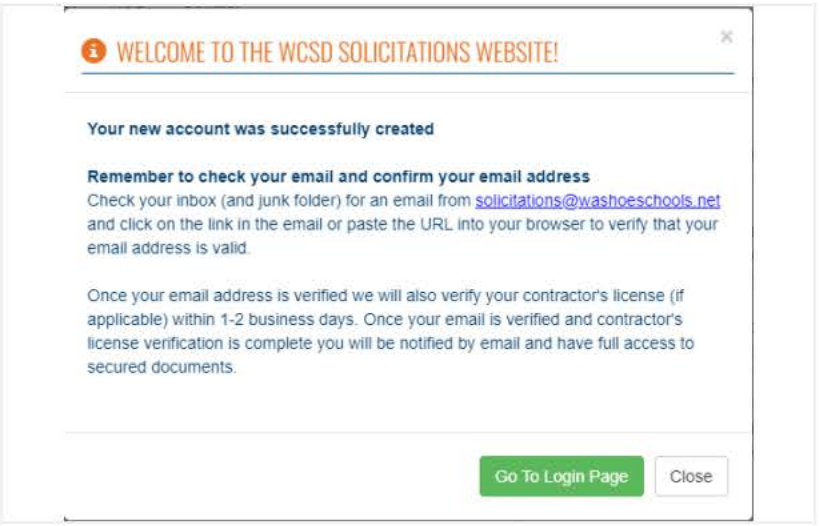


3

Fill in all applicable fields, based on the "User Type" selected and then click on ***Register*** at the bottom of the page.

Washoe County School District

Purchasing Solicitations Website - Non-Capital (How to Register as a User)

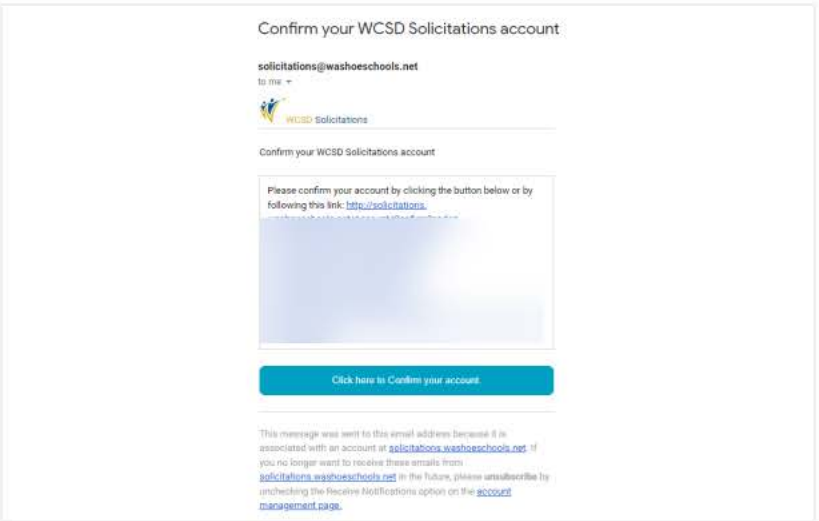


4

You will be instructed to confirm your registered email. Confirm by opening the email that you receive from:

solicitations@washoeschools.net

(Be sure to check your spam folder)



5

Once you confirm your email, that will complete your registration.



6

Congratulations! You have successfully registered for the WCSD Purchasing Solicitations Website - Non-Capital and will have access to solicitation information.

IMPORTANT NOTICE: ***This website is NOT designed to be used as a way to submit your company's bid, quote, proposal, or any other type of solicitation response. Always follow the submission requirements that are provided in the solicitation document.***

REGISTRATION SUGGESTIONS & WEBSITE HIGHLIGHTS:

- All emails generated by this website will come from: solicitations@washoeschools.net
- Access to the website and the downloading of all documents is FREE.
- It is recommended to process your registration on WCSD's Solicitations Website using a laptop, or desktop computer, with adequate internet access.
- When you are registering your company, it is important to select a broad list of commodities that represent all products and services that your company offers.
- We encourage multiple representatives from your company to individually register on the website.
- You may consider registering a representative using your company's main email address to receive solicitation opportunities. This may ensure that email notifications are not overlooked in any one person's email box.
- You will receive automatic email notifications of upcoming solicitations based on your commodity selections.
- If you have any general questions, not specific to a solicitation, contact the Purchasing Department:
  - Click on ***Contact*** at the top of the page for Purchasing resources.
- While using the website, if you have any comments or suggestions, feel free to let us know.
  - Click on ***Feedback*** at the top of the page and submit your information.
- Updates to solicitation opportunities, including any new documents that are relevant to the solicitations (e.g., exhibits, addenda, additional form requirements, etc.) will be done via this website.
- It shall be your responsibility to stay informed of all current information by frequently visiting the website. It may be possible that your company did not receive a notification on a solicitation opportunity, but you may be able to still participate.