

## Making Institutional Purchases through Apple

1. Access the Apple Institutional website using the following URL, [myaccess.apple.com](http://myaccess.apple.com).
2. If you currently do not have an Apple ID, you will select the “Sign Up” button on the website.

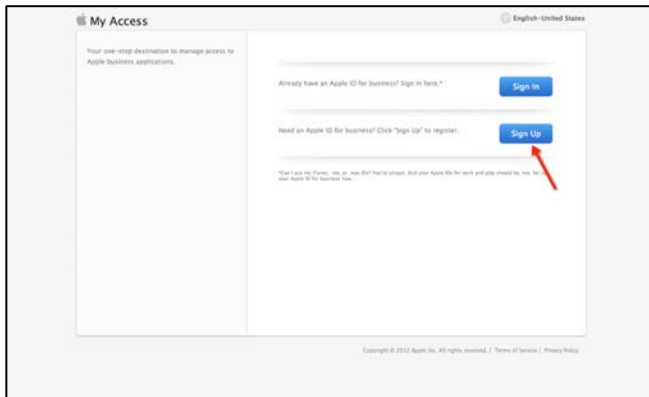


Figure 1

3. If you have an Apple ID, you will select the “Sign In” button on the website. Enter your Apple ID and your password. You can skip to step six.
4. The page requires you to enter your first name, last name and your e-mail address. You will need to type the correct symbols appearing in the “captcha.” Once you have all information input, select the next button.

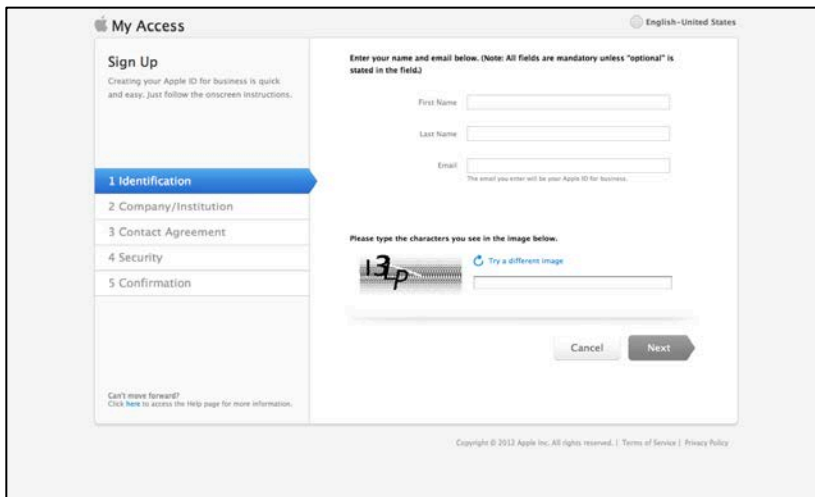


Figure 2

- An e-mail will be sent to you at the address you entered previously. Included in the e-mail is a validation key that you will enter to validate your e-mail address. Once the validation key is entered, select continue.

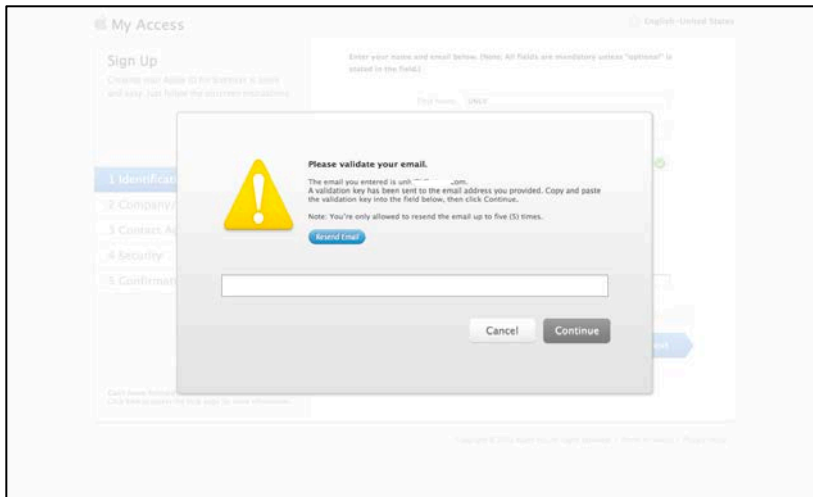


Figure 3

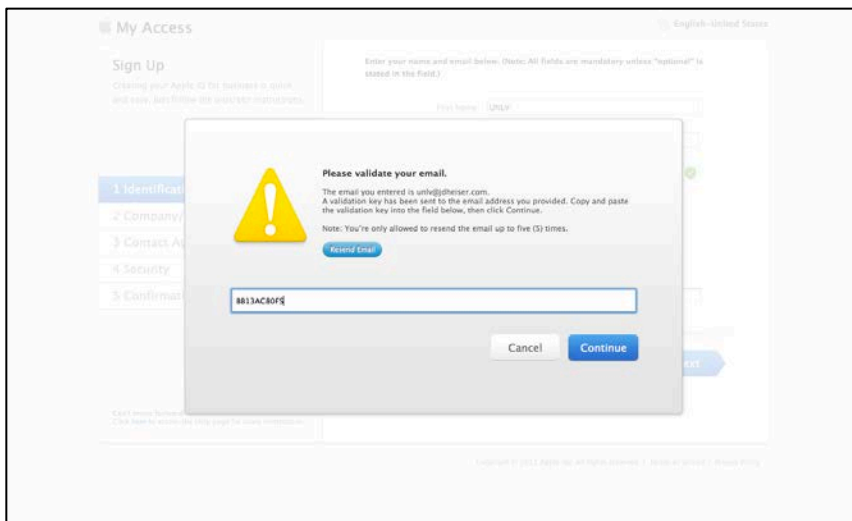


Figure 4

- A company/institution number and your country are required. UNLV's number is 22299. Select the United States as the country. Once you select the country, the page will update and will have UNLV Business Center listed. You will need to select the radio button just to the left of it, verifying that is the correct information and then click next.

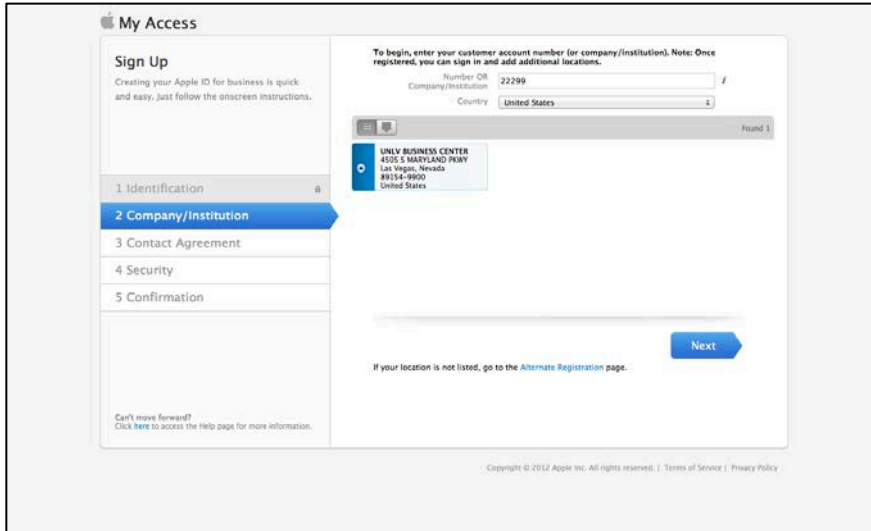


Figure 5

7. Please read the Terms of Service and Privacy Policy and then select “I agree” to move on to the next page.

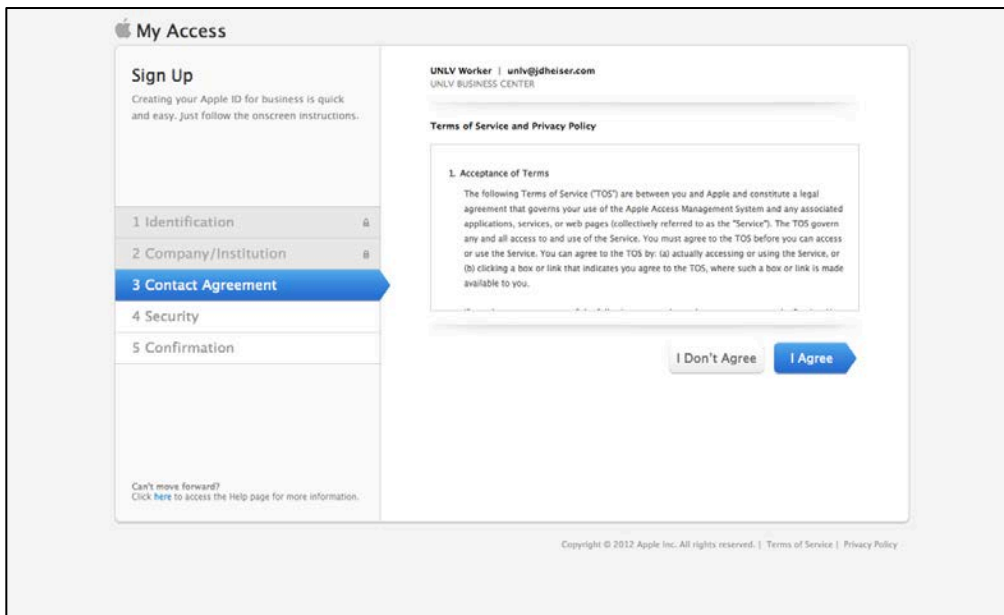


Figure 6

8. The next page will ask you to input a password and select three security questions. Once that data is input, please enter your birthdate. If you feel there is a chance that you cannot gain access to the e-mail address you provided earlier, you can put an alternate e-mail address in the Rescue E-mail field. Select next once data is entered.

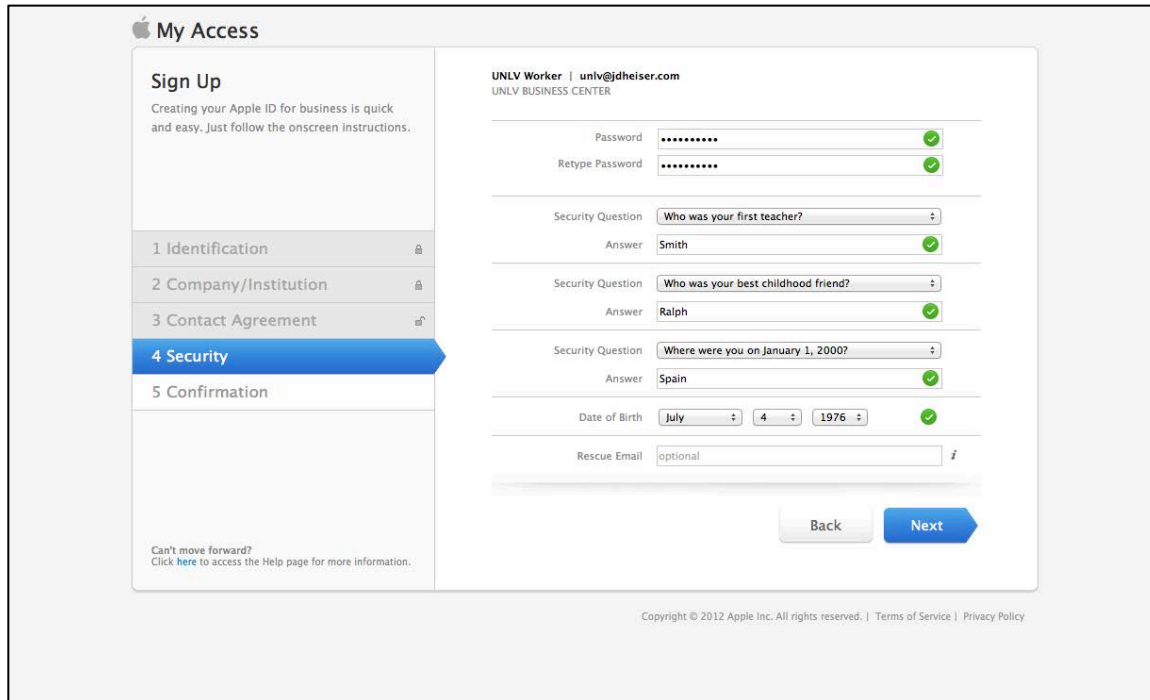


Figure 7

9. The security page will then display the information you input to ensure it is correct. Click “submit.”
10. You will then log again on using the credentials that you entered earlier. The system then takes you through a guide on how to use “My Access”. You may select close to move on.

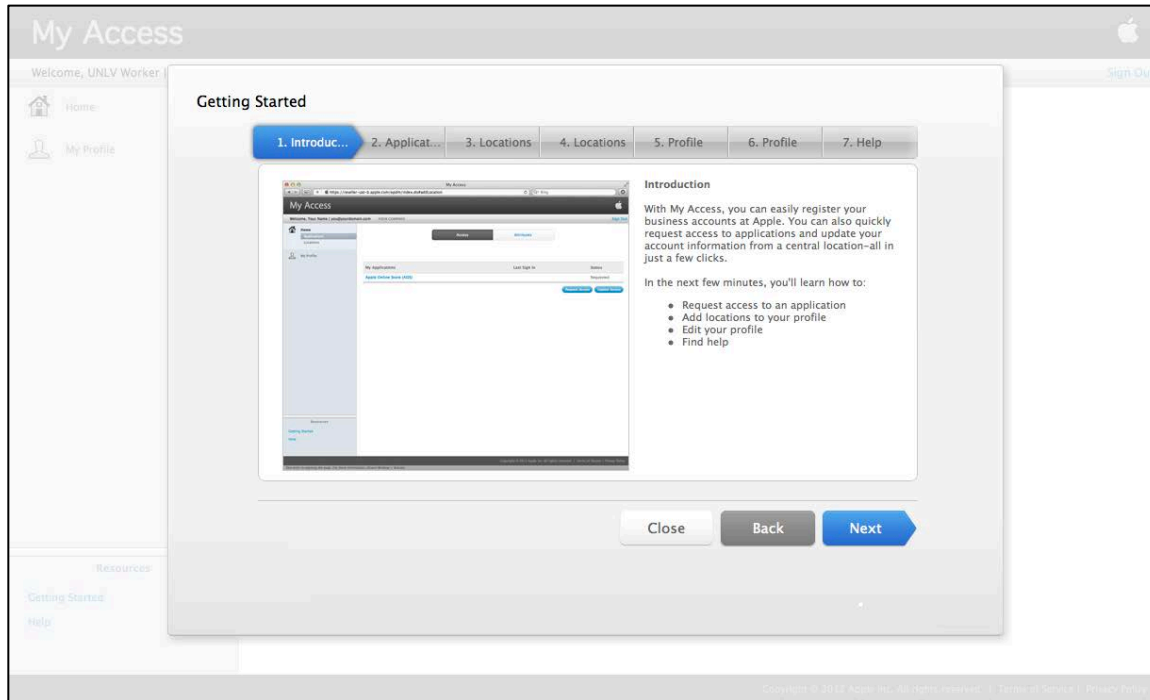


Figure 8

11. No applications will currently be assigned to your account. Select the blue button “Request Access.”

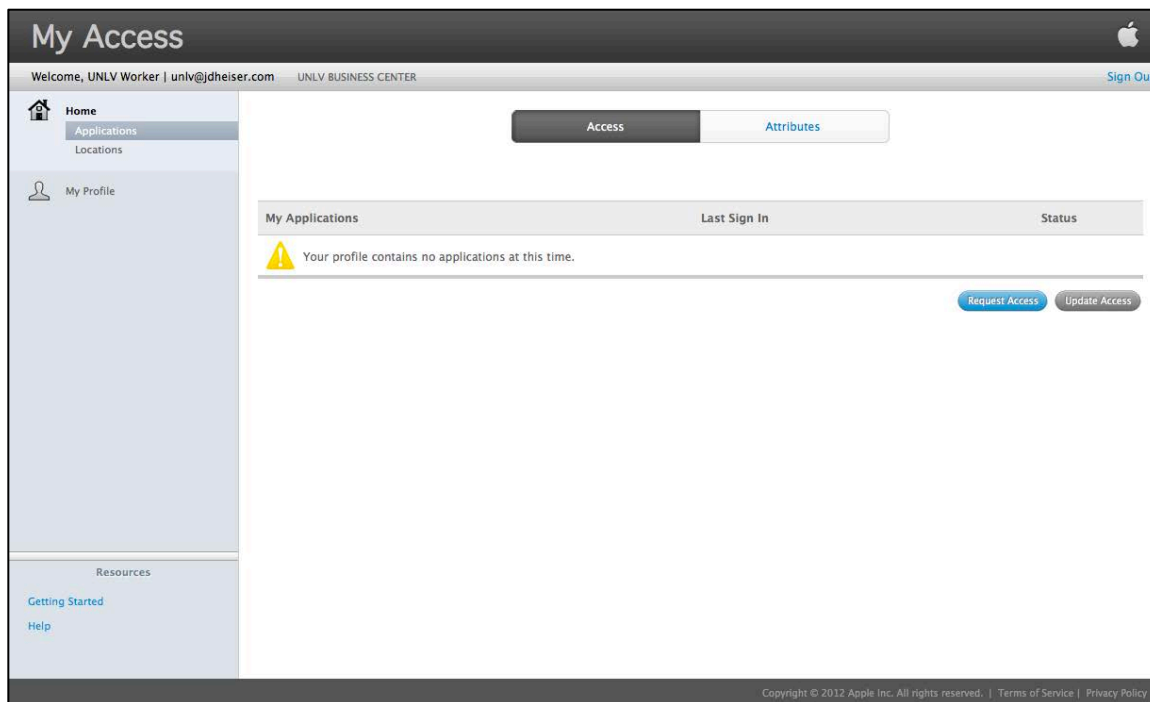


Figure 9

12. Please select the radio button just to the left of the Apple Online then select next.

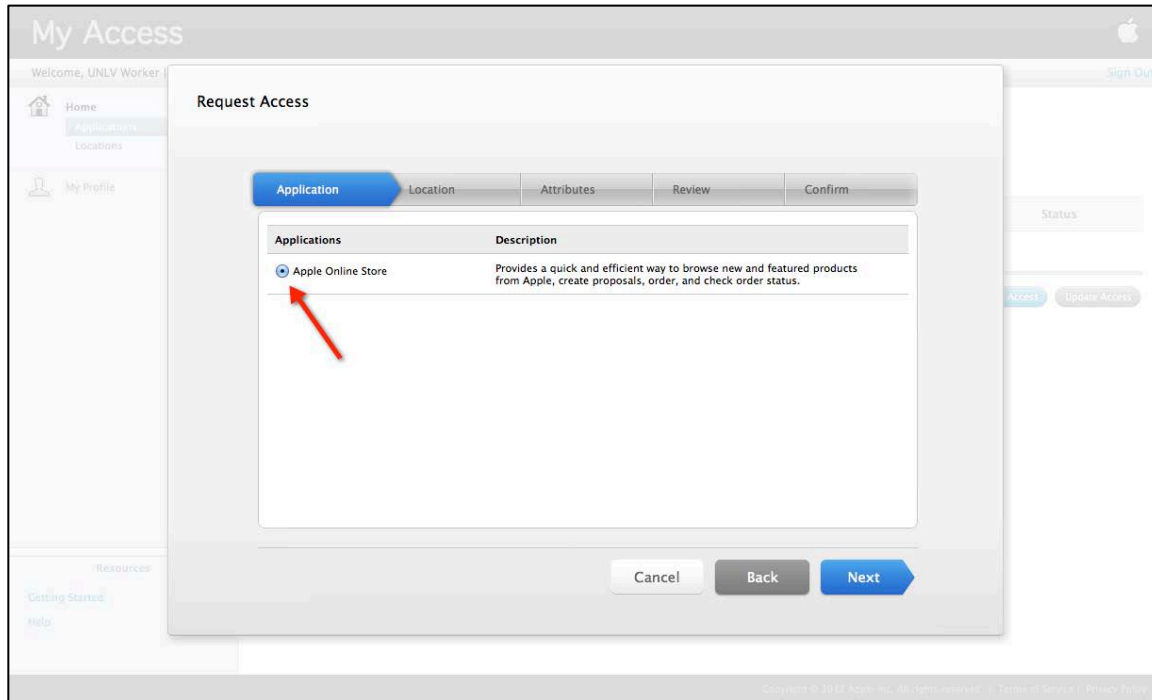


Figure 10

13. You will then be presented with the UNLV Business Center data with a radio button to the left. Select the button and then click next.
14. The attributes to allow management of your account are needed on this page. The first item to select is the your role. Select the drop down button next to role and select Proposer. This role allows you to purchase and to build quotes. Enter your manager's name and e-mail address.

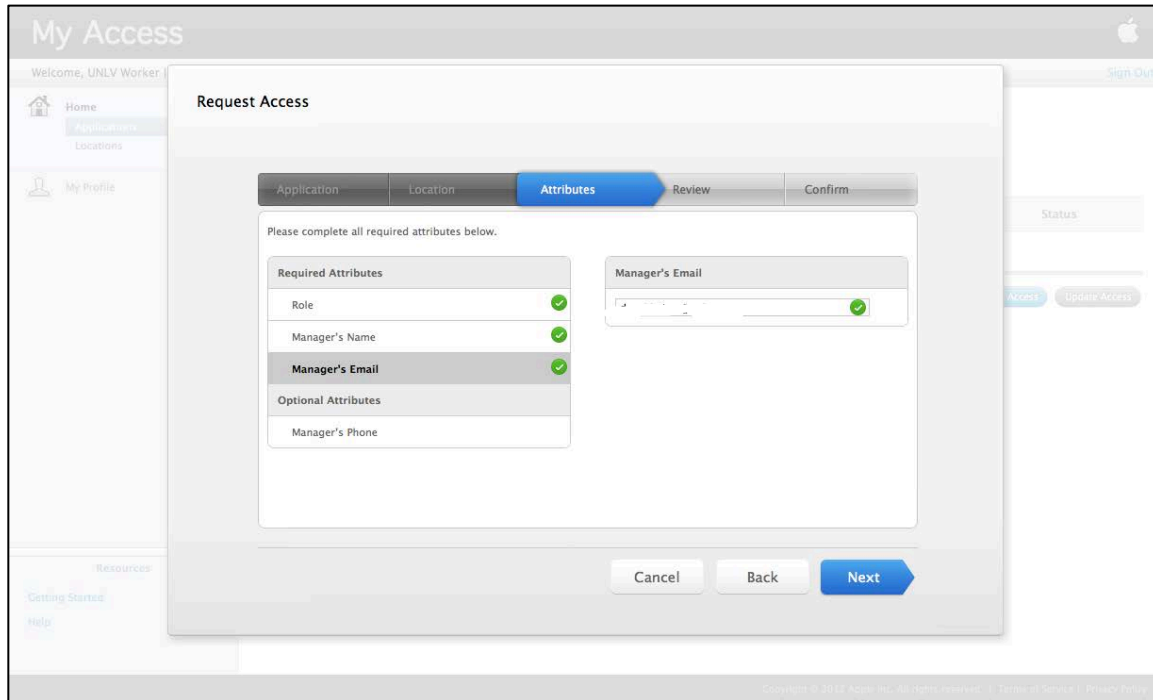


Figure 11

15. The next page allows you to review the data you just entered. If everything is correct please click submit.

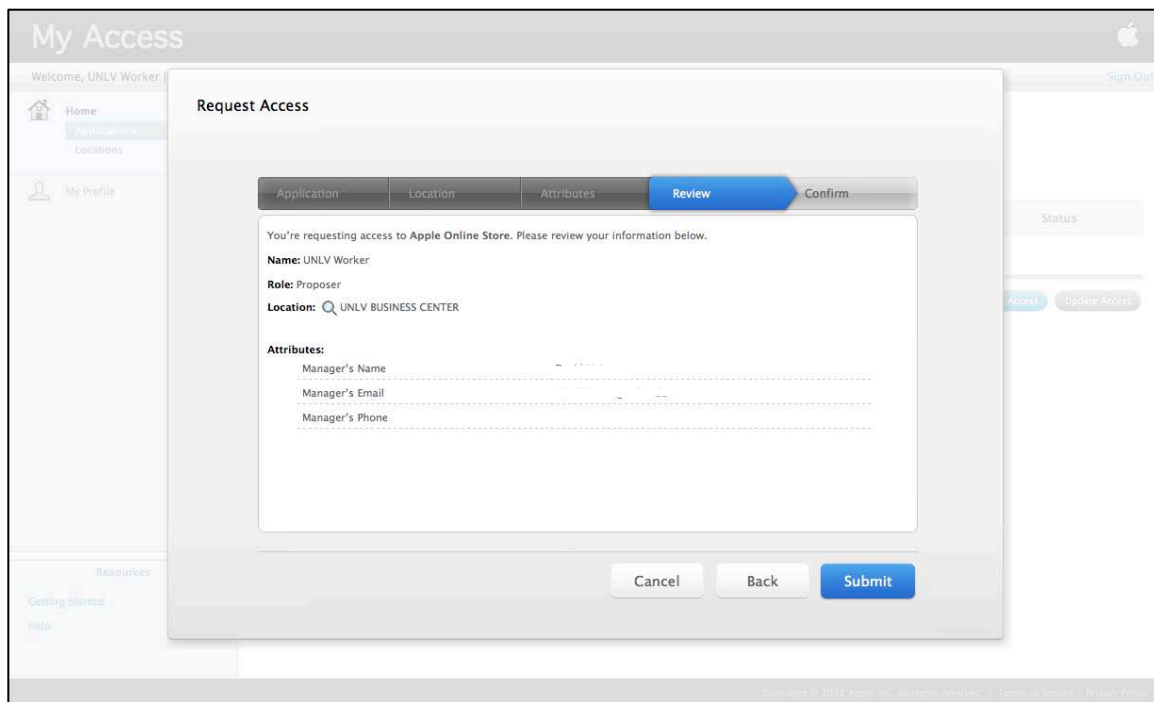


Figure 12



Figure 13

16. The page will then refresh stating that your request has been submitted and you will receive an e-mail from Apple shortly.

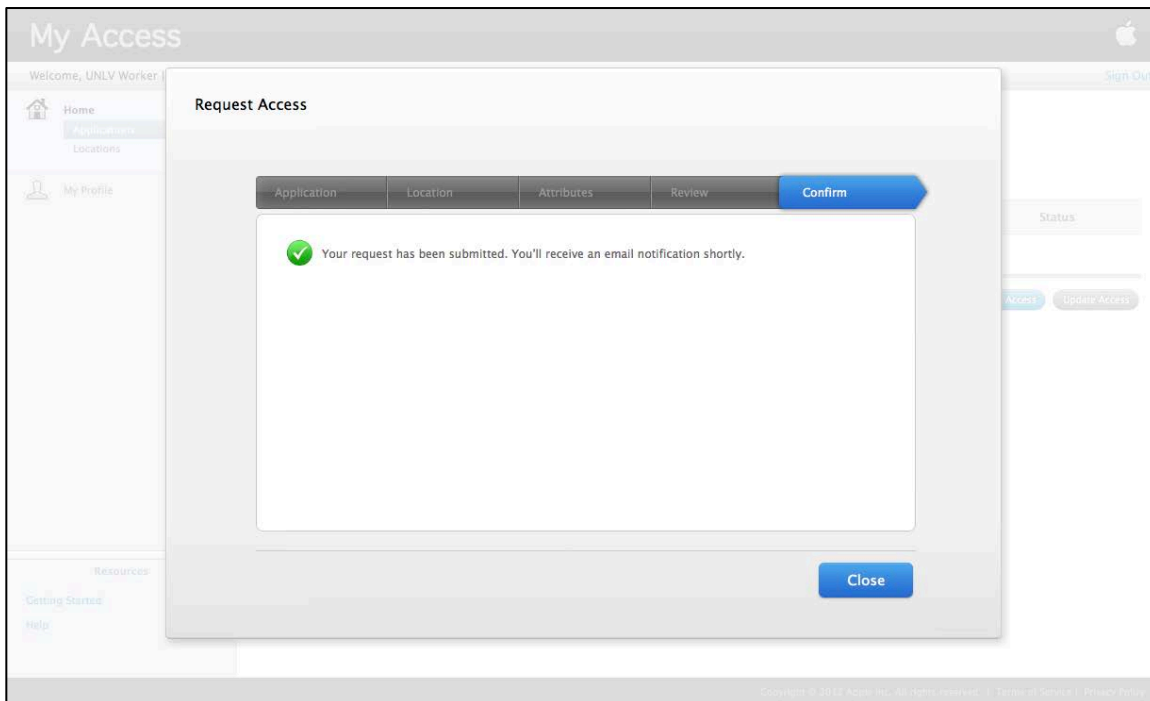


Figure 14

17. Your manager or approver will also receive an e-mail so your request to the website can be approved.

18. Once your manager or approver approves your request, you will then be able to build quotes or order Apple products from the Apple Institutional website.

**If you need further assistance, please contact the UNLV IT Help Desk at 702-895-0777.**