



# ClearVantage Guide for Users

## SETTING UP AND LOGGING INTO CLEARVANTAGE

- First time users will go to <https://education.nvsupremecourt.us/> to set up your password for your account. Click **Forgot Your Password** and enter your email both the username and email lines. *\*Check your junk folder if the reset email does not arrive.*
  - The system will automatically send you a link so you can finish the password process- check your junk folder if the message doesn't arrive.
  - Passwords must contain one upper case letter, one lower case letter, and a special character.
  - If your email is not recognized, contact [judicial@nvcourts.nv.gov](mailto:judicial@nvcourts.nv.gov) for assistance

SCNEVADA Login

Username

Forgot Your Password?

NEXT

Forgot Password Form

If you have lost or forgotten your password, please enter your username and email address in the space below address that we have on file.

Username \*

Your email is your username

Email \*

Type your email again here

- Once you have an account, go to <https://education.nvsupremecourt.us/> to log into your account. Please update your communications preferences to ensure you can access the system in the future and to reset your password using the automated system by clicking the red notebook icon on the far right

Dashboard

Profile

Receipts

Events

Credit History

Membership Info

You are currently logged in as 5372Doe (TEST) a

Alerts & Reminders

Communications preferences update required

Please take a minute to update your communication preferences

Jane Doe (TEST)

Justice of the Peace at Doe Township Justice Court

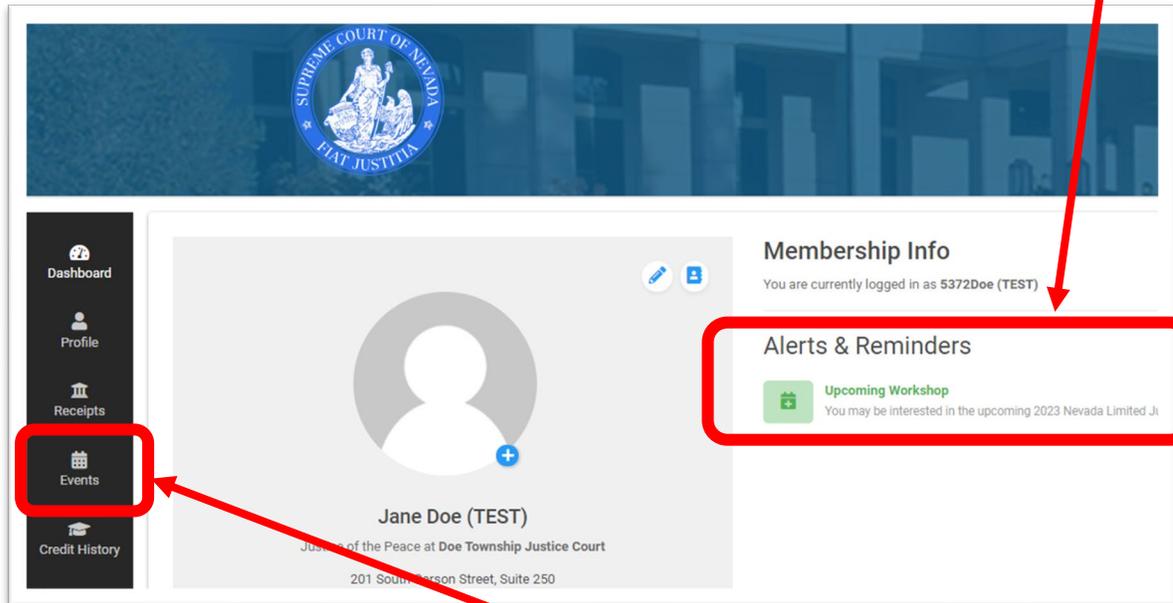
201 South Carson Street, Suite 250  
Carson City, NV 89701

- You may navigate between modules using the menu on the far left of the screen
  - **Profile:** Review your contact information and update your password- you may recover access to this records site if you have access to the email listed in the system. Simply click the **FORGOT YOUR PASSWORD** option on the main sign-in page to reset your password via an automated email message. *\*Check your junk folder if the reset email does not arrive.*
  - **Receipts:** Retrieve any receipts for payments you have made on event options, such as a guest dinner.
  - **Events:** This is a calendar of all upcoming events open for registration.
  - **Credit History:** View a listing of submitted Judicial Education credits here to ensure you are in compliance with annual requirements.

## REGISTERING FOR AN EVENT

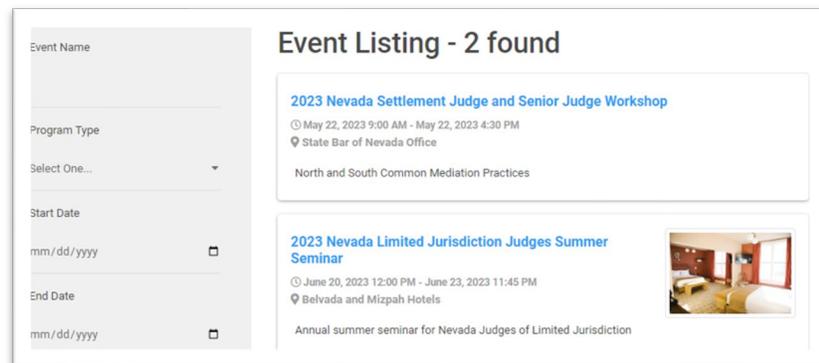
- Go to <https://education.nvsupremecourt.us/> to log into your account. Please update your communications preferences to ensure you have access to the registration system in the future.
- Relevant upcoming events are listed on your main sign-in page. Click on the main page link to go directly to the event registration page.

Click for a quick video tutorial

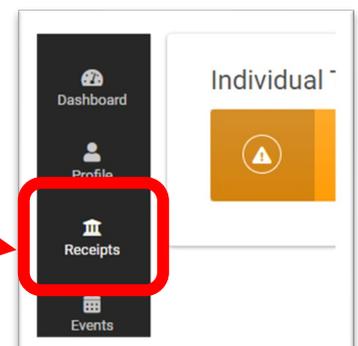


- Events may also be accessed using the **EVENTS** link on the far left of the menu. This screen allows you to:

- View the events you are currently registered to attend.
- Search for events by clicking **REGISTER FOR AN EVENT**. From here, you may use the search feature to find all possible events or view the **EVENT LISTING** where many of the events available for registration can be viewed and selected.



- Complete the registration process by selecting **I'M REGISTERING MYSELF**, choosing the event and options that fit your needs, and confirming the registration. If you select items that require payment, such as guest meals, you will be able to pay using your credit card. Your receipt will be emailed to you, and you may access invoices and receipts using the **RECEIPTS** menu option at the far left of the screen.



## ACCESSING JUDICIAL EDUCATION RECORDS

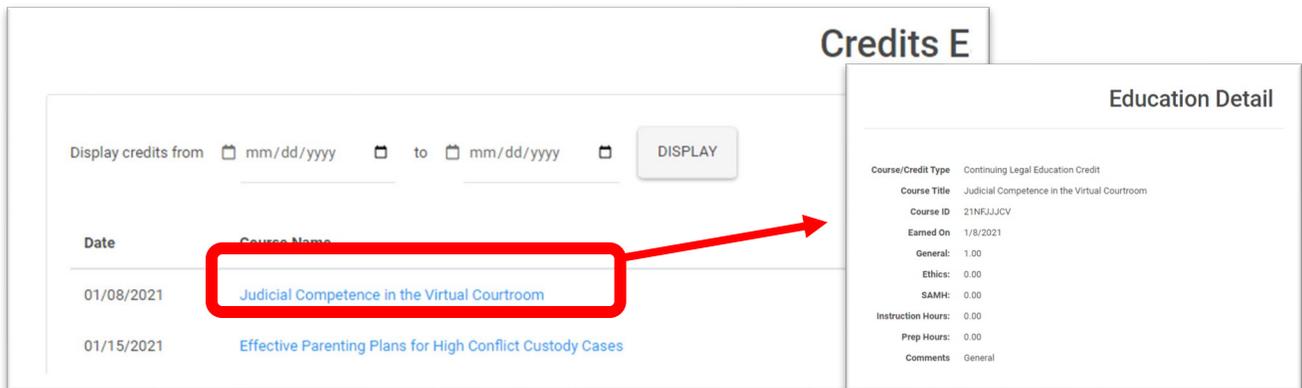
Click for a quick video tutorial 

- Go to <https://education.nvsupremecourt.us/> to log into your account. Please update your communications preferences to ensure you can access the registration system in the future. Educational records that judges have provided to the Judicial Education Unit will be viewable by clicking **CREDIT HISTORY**. There are two ways to view the credits the AOC has on file:



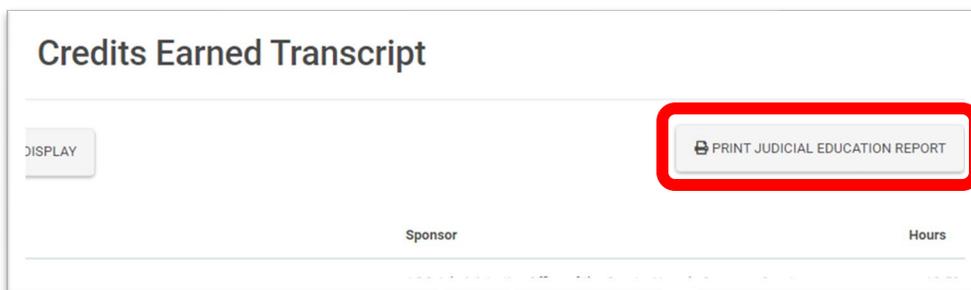
### OPTION 1: CREDITS EARNED TRANSCRIPT:

- The most recent course completion records provided to the Judicial Education Unit are viewable in your web browser. You may click on each course name to view specific information on that course, or you may print a range of courses to ensure you have met yearly educational requirements.



### OPTION 2: JUDICIAL EDUCATION REPORT:

- On the Credits Earned Transcript screen look to the far right and click **PRINT JUDICIAL EDUCATION REPORT**. This will provide a pdf report judges in the format judges have received yearly, outlining mandatory courses completed, judicial education awards received, and specific credits earned.



Except for AOC-sponsored events, all educational credits must continue to be submitted via email to the Judicial Education Unit at [judicial@nvcourts.nv.gov](mailto:judicial@nvcourts.nv.gov). **Please note that credits submitted to the Nevada Bar are not reported to this office.** The members of the Judicial Education Unit are not attorneys and cannot state if a judge is in compliance with annual judicial education requirements. **It is solely the responsibility of the judge to review their credit hours and ensure they are in compliance.** [Click here for a credit submission checklist](#)