

# How to create a Vizient account

All attendees must have a Vizient account created in order to register for the Summit.

When you get to the Vizient login page you can create a Vizient account.

- Select **Need help signing in?**
- Select **Request a Login**
- When you get to the **Log in to your account** page select **Request a Login** either as a member, supplier or Vizient staff.

*NOTE: please allow 24-48 hours for processing.*

The image shows a screenshot of the Vizient login page. At the top is the 'vizient' logo in orange. Below it is an 'Email' input field. Underneath the input field is a checkbox labeled 'Remember me'. A purple button labeled 'Next' is positioned below the checkbox. Below the 'Next' button is a link labeled 'Need help signing in?' which is highlighted with an orange border. A blue arrow points from this link down to a secondary menu. This menu contains four options: 'Need help signing in?', 'Forgot password?', 'Request a Login' (highlighted with an orange border), and 'Help'.

# How to change your password

If you forgot your password, follow the instructions below.

When you get to the Vizient login page you can request a new password.

- Select **Need help signing in?** Additional options will appear.
- Select **Forgot password?** Follow the prompts.
- You will receive an **email to reset** your password.

*NOTE: please allow 24-48 hours for processing.*

The image shows a screenshot of the Vizient login page. At the top is the 'vizient' logo in orange. Below it is an 'Email' input field. Underneath the input field is a checkbox labeled 'Remember me'. A purple 'Next' button is positioned below the checkbox. Below the 'Next' button, the text 'Need help signing in?' is highlighted with an orange rectangular box. A blue arrow points from this box down to a secondary menu. This menu contains the text 'Need help signing in?' at the top, followed by 'Forgot password?' which is also highlighted with an orange rectangular box, and then 'Request a Login' and 'Help' at the bottom.