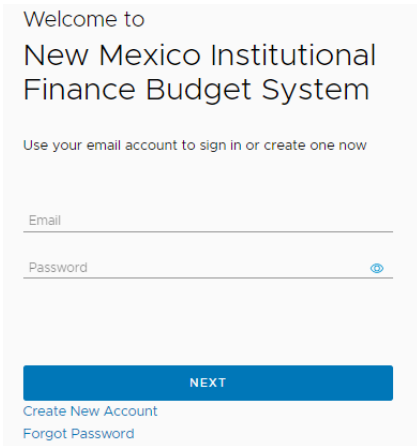


How to Create an Account for the Higher Education Department Institutional Budget Application

- 1.) Open the HED Institutional Budget Application via the following link: <https://budget.nmhed.us>.
- 2.) Click Create New Account.



Welcome to
New Mexico Institutional
Finance Budget System

Use your email account to sign in or create one now

Email

Password

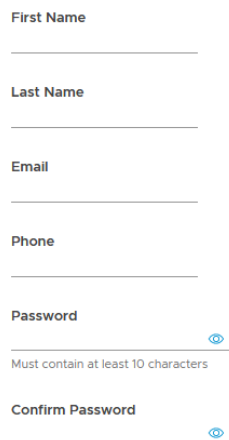
NEXT

Create New Account
Forgot Password

- 3.) Fill out the new user registration form. When finished, click Register.

Note: Please be sure to use an established individual campus email address for the individual(s) being granted access.

New User



First Name

Last Name

Email

Phone

Password

Must contain at least 10 characters

Confirm Password

CANCEL REGISTER

- 4.) After the account is created, HED will then customize account permissions to allow each user to either submit budget documentation or solely view budget documentation for their associated institution. We kindly request that we obtain no more than three user accounts per institution.

Note: Please allow ample time for HED to assign your account permissions as this is a manual process. Contact Brittany Gutierrez if you have any issues with your account permissions.

The Institutional Finance Division at HED greatly appreciates your cooperation in taking this big step toward modernizing New Mexico's higher education budgeting system.

Contact [NMHED support](#) if you need any technical assistance.