

# amazonbusiness education

## How to Open a New Account

MSU Denver has partnered with Amazon.com to offer the Amazon Business Education Account.

In order to open a new account, you will need to look at the [Amazon Web Matrix](#). This matrix is divided up by college and department, and each area has staff members set up as administrators. One of these administrators can help you establish your account.

1. Find your department.
2. If your department is not specifically listed, find the main branch or college you are under.
3. Locate the Administrator who is assigned to your department, school, or college. Let the administrator know you need an Amazon Business Education Account. Once they add you to the account, you will receive an email invitation.
4. Accept the invitation and establish your account. **WARNING: If your MSU Denver email account is already linked to a *personal* Amazon.com account – for personal purchases – you must change the email on your personal account to a personal email address. **ONLY AFTER** you have made this change, you may accept a new Amazon Business account using your MSU Denver email. All Amazon Business accounts are tracked by the msudenver.edu email address. Personal accounts linked to an msudenver.edu email address are subject to public scrutiny and open records requests. See the Amazon [MSU Denver Registration and Buyer's Guide](#).**