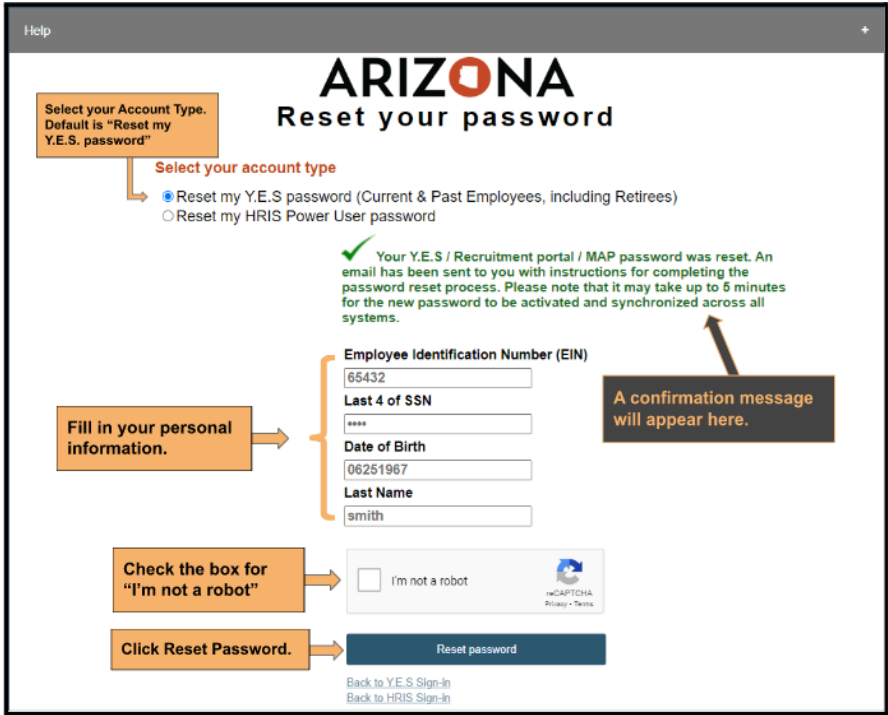


This quick guide walks through the steps to **set up OR reset** your Y.E.S. password.

STEP #1 - Visit aprs.az.gov/reset/	STEP#2 - Look for the email
<p>For browsers, use Chrome, Microsoft Edge, Firefox or Safari. Internet Explorer does not work.</p>  <p>The screenshot shows the 'ARIZONA Reset your password' page. It has two radio buttons for account type: 'Reset my Y.E.S password (Current & Past Employees, including Retirees)' (selected) and 'Reset my HRIS Power User password'. Below is a success message: 'Your Y.E.S / Recruitment portal / MAP password was reset. An email has been sent to you with instructions for completing the password reset process. Please note that it may take up to 5 minutes for the new password to be activated and synchronized across all systems.' The form fields are: Employee Identification Number (EIN) (65432), Last 4 of SSN (****), Date of Birth (06251967), and Last Name (smith). There is a checkbox for 'I'm not a robot' and a 'Reset password' button. Annotations include: 'Select your Account Type. Default is "Reset my Y.E.S. password"', 'Select your account type', 'Fill in your personal information.', 'Check the box for "I'm not a robot"', 'Click Reset Password.', and 'A confirmation message will appear here.' pointing to the success message.</p>	<ul style="list-style-type: none">• You will receive an email with the subject line: "YES' temporary password login instructions".• Click the link to go to the YES portal homepage (hrsystems.azdoa.gov)

STEP #3 - Login with Temporary Password

1. For **User name**, type your EIN followed by **"@hris.az.gov"**
Example: 65432@hris.az.gov
2. Type in your **temporary password** as:
 - > The 4 digit year you were born (YYYY)
 - > Dash (-)
 - > The last 4 digits of your Social Security Number (NNNN)
 - > Capital "A"
 - > Capital "Z"
 - Example: 1967-2424AZ
3. Click **"Sign in"**

Portal login for State of Arizona HR Systems: Y.E.S., HRIS, Recruitment Portal, and MAP.

Sign in with your user account

User name

Password [show password](#)

[Sign in](#)

[New Employee?](#)
[Forgot / Reset Password](#)

[Issues logging in? click here](#)

STEP #4 - Create a NEW Password

1. Type in **username** as: your EIN followed by **"@hris.az.gov"**
Example: 65432@hris.az.gov
2. Re-enter your **temporary password**:
 - > The 4 digit year you were born (YYYY)
 - > Dash (-)
 - > The last 4 digits of your Social Security Number (NNNN)
 - > Capital "A"
 - > Capital "Z"
 - Example: 1967-2424AZ
3. Enter/Create a new password
4. Re-enter to confirm your new password
5. Click **"Submit"**

Update Password

[show password](#)

[Submit](#) [Cancel](#)

Passwords must be at least 8 characters and include 3 of the 4 elements:
Uppercase letter (A)
Lowercase letter (a)
Number (0-9)
Special character (!, %, @, #, etc.)
**Cannot reuse the last twenty-four (24) passwords.

Password should not include the user name, first name, last name, or other personal information.

STEP #5 - Return to the Y.E.S. Portal (hrsystems.azdoa.gov) with your newly-created password

Log back into Y.E.S. with newly created password.

Portal login for State of Arizona HR Systems: Y.E.S., HRIS, Recruitment Portal, and MAP.

Sign in with your user account

User name

Password [show password](#)

[Sign in](#)

[New Employee?](#)
[Forgot / Reset Password](#)

[Issues logging in? click here](#)

STEP #6 - Enroll on the Y.E.S. Portal

Click to expand the menu. Open Enrollment link will be available Mon., October 30, 2023 - Fri., November 17, 2023

