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## **State HR systems are being upgraded July 20, 2020**

Effective July 20, 2020 all users of State HR systems: Y.E.S., MAP, Internal Job Board, Talent Acquisition, HRIS, and/or HRIS Data Warehouse will be required to log in to the upgraded systems with a new password. All users with a work and/or personal email on file will receive an email on Monday, July 20, 2020 with their unique login instructions.

**This guide is for users who did NOT receive an email with their login instructions.**

*Users that received an email BUT need further assistance please contact your agency's HR department or the HRIS Service desk at (602) 542-4700 or [hrisservicedesk@azdoa.gov](mailto:hrisservicedesk@azdoa.gov).*

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## Instructions for users who did NOT receive an email

**Important:** Before proceeding with these instructions its best to confirm that you did not receive the system generated email with your unique login instructions by performing a search in your work AND personal email accounts using the search term:

[hrispassword@azdoa.gov](mailto:hrispassword@azdoa.gov)

- *If the email is found, follow the instructions provided in the email*
- *If not, continue on*

### Step 1 - Initiate a Temporary Password

- Go to: [hrsystems.azdoa.gov/reset/](https://hrsystems.azdoa.gov/reset/)
- Select the systems you are requesting a temporary password for:
  - Employees** should select **YES/Talent Acquisition/Map**
  - Power Users** of HRIS and Data Warehouse should select **HRIS/Data Warehouse**
- Enter your **personal details**
- Click **Submit**

### Step 2 - Check Your Email

- Open the email from [no-reply@azdoa.gov](mailto:no-reply@azdoa.gov) and follow the instructions provided in the email to complete the process.
  - *If you do not see an email from [no-reply@azdoa.gov](mailto:no-reply@azdoa.gov) first, search your work and personal email accounts using the search criteria: [no-reply@azdoa.gov](mailto:no-reply@azdoa.gov)*
  - *If you do not have a valid work or personal email address on file in Y.E.S. you will not receive this email. You may still continue with the process by following the instructions below.*

*Only continue with these instructions if you did not receive the email.*

- ❑ Go to: <https://hrsystems.azdoa.gov/> (**Bookmark/Favorite this page!**)
- ❑ Scroll down to select the **Login button** for the relevant HR system:
  - ❑ **Employees and Managers** should select the **Y.E.S. login button**
  - ❑ **Power Users** should select the **HRIS login button**
- ❑ Enter your **User name**
  - ❑ **Employees and Managers** (including Hiring Managers) accessing Y.E.S., Internal Job Board, MAP your **user name is your EIN**
  - ❑ **Power Users** accessing HRIS your **user name is your Power User name** (alphanumeric)
- ❑ Enter **your temporary password**. This will be **your birth year, last 4 ssn, AZ!**  
**Eg., 19824432AZ!**
- ❑ Click **Sign In**

*The system will prompt you to create a new password.*

### **Step 3 - Create a New Password**

- ❑ Re-enter your **User name** (the system may automatically add or ask you to add @hris.az.gov to your user name)
- ❑ Re-enter your **Temporary Password**
- ❑ Create a **New Password**
- ❑ Click **Submit**

*Once you have created a new password the system should take you back to the relevant login page. If it doesn't, return to [the Portal page](#) and select the login button again.*

### **Step 4 - Log-in with your New Password**

- Enter your **User name**
- Enter your **New Password**
- Click **Sign In**

**IMPORTANT!**

- **Employees and Managers** will use the same user name and password to access Y.E.S., Internal Job Board, and MAP. Hiring Managers will also use this same user name and password to access job requisitions in the Talent Acquisition system.
- **Recruiters and MAP Proxy's** will use their EIN user name and same password used to login to Y.E.S., Internal Job Board, and MAP to access Talent Acquisition and/or MAP (MAP Proxy).
- **HRIS and Data Warehouse Power Users** will use their Power User name and Power User password to access both systems.