

IMPORTANT INFORMATION REGARDING HRIS AND YES

POP UP BLOCKERS

- Pop-Up Blockers Must Be Turned Off in order to view certain items within HRIS or YES

USER NAME

- **YES USERS:**
Username: Enter your EIN WITHOUT the leading zeros
- **HRIS Users:**
Username: Power User ID (begins with three initials followed by your last five digits of your EIN – example: abc26074)

NEW SECURITY QUESTIONS ~ New Feature

When you initially login to HRIS or YES, you will be requested to answer two security questions:

- a. Choose two questions from the list and answer appropriately.
NOTE: As always, to prevent security violations, do not share these security questions or answers with anyone
- b. Once you successfully answer these questions, click Update

You will receive a message stating Update Complete – thank you for providing the information. This message denotes that your security questions have been answered successfully.

RESET YOUR PASSWORD ~ New Feature

In order to reset your password for your HRIS or YES account, please complete the following steps:

- a. Access the HRIS/YES login page
- b. Click Reset password
- c. Enter your Username (Power user ID or EIN)
- d. Click Continue
- e. Answer the Security questions that were previously answered in Step 1
NOTE: If you forget your answers, please contact the HRIS Help Desk at 602-542-4700 to have your security questions restored.
- f. Click Continue
- g. Enter your Username (Power use ID or EIN)
- h. Enter New Password
- i. Enter Password again for verification purposes
- j. Click Reset Password
- k. A notification stating that your password has been reset will appear. Click on the Login link and you will be redirected to HRIS/YES login screen

BROWSER SETTINGS

- The optimum Browser setting for HRIS and YES is Internet Explorer 7.0.
- HRIS or Y.E.S. is currently not compatible with Internet Explorer 8.0.

If you have any questions, please feel free to contact the HRIS Help Desk at 602-542-4700 or by email at hrishelpdesk@adoa.gov