



How to Register with AZ STATE JOBS and how to reset your password

1. To begin, click **Search for Jobs**
2. In the right upper corner, click **Register**
3. Enter the following information a. Email Address (this will be your user name in the future)
 - b. Password
 - c. Confirm your password
 - d. Upload your resume by clicking on the **Browse** tab, **Locate** your resume, and click **Open**. This resume will be considered your **Base Resume** in your profile section.
4. Click **Continue** in the lower right corner

Your registration is now complete

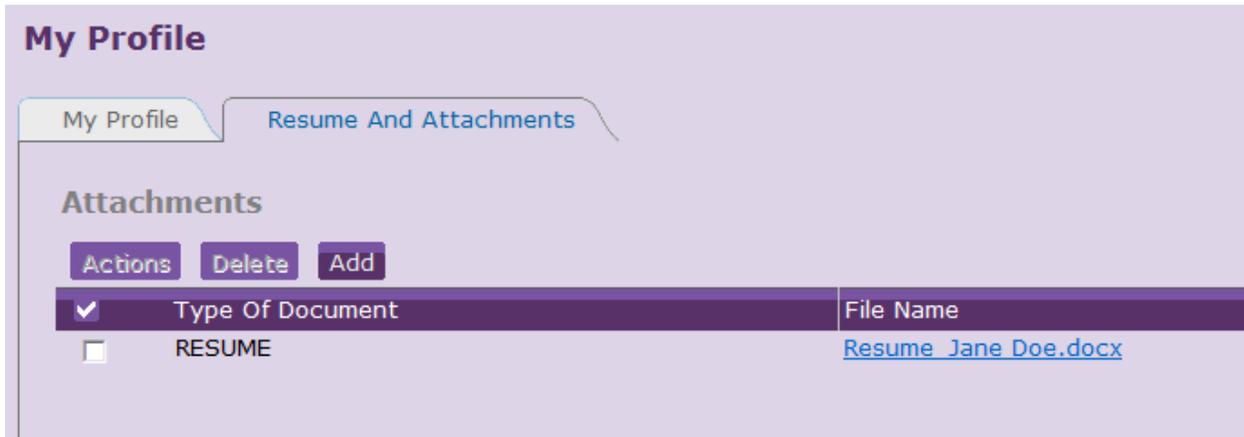
5. Once you are logged in to the azstatejobs.gov, click on the “My Profile” button at the top of the page:



Contact Information: Verify that your contact information is accurate. To update or to enter additional contact information, click **Update Contact Info**

6. Once you are completed, click **Save**
7. The base resume that you uploaded during your registration can be found in your Profile under the Attachment tab. To replace your Base Resume, you first need to delete the original by clicking the **Attachment** tab and the placing a check mark in the box next to the Resume and then click **Delete**. Then, click **Add**, select **Resume** as the Type of Document and then click the **Browse** tab, **Locate** your new resume, and click **Open**. Finally, you will click Save

8. The Attachment section can also be used to add a variety of other documents that you wish to remain in your profile. These documents can include transcripts, licenses, reference letters and much more. To add an Attachment, click **Add**. Then, select the **Type of Document** and then **Browse** for that document, and click **Open**.

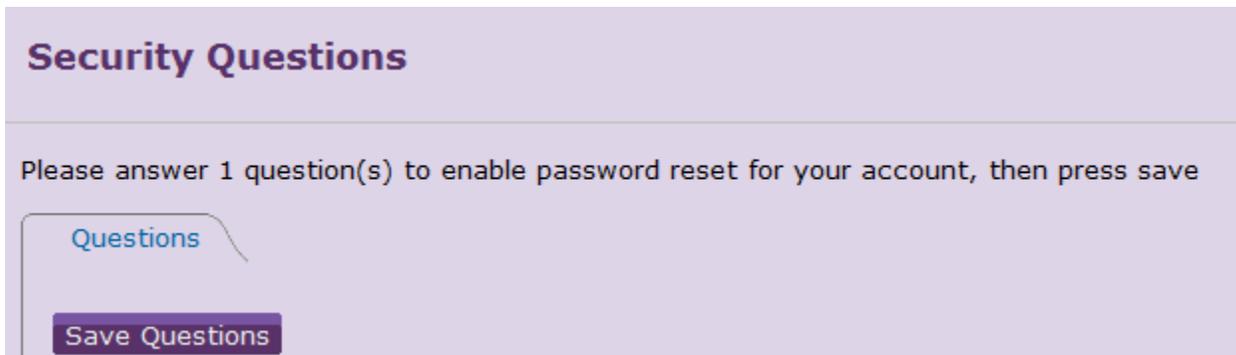


9. You are now completed with updating your profile and you may begin applying for jobs. Click Search for Jobs to start the process.

Resetting your password

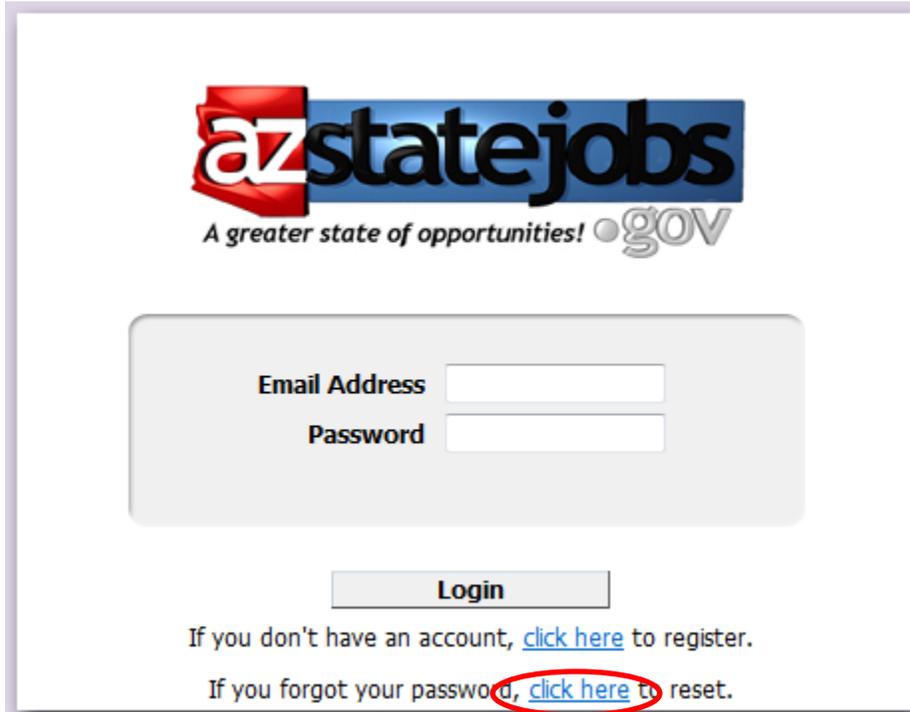
You will be prompted to select from one of the two security questions the first time you login to your azstatejobs.gov account after the initial account creation. You have the choice to answer 1, 2 or none of the questions if you do not want to answer any of them.

Once you have entered the answer to your security question, click “save questions”



You will now be able to reset your password by answering the security question.

If you need to reset your password, go to the login page and follow the instructions for the ‘If you forgot your password, click here to reset’ section.



azstatejobs
A greater state of opportunities! .gov

Email Address

Password

Login

If you don't have an account, [click here](#) to register.

If you forgot your password, [click here](#) to reset.

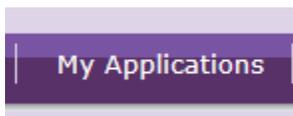
If you have never logged back into your account since you initially created it, you will get a message asking you to contact your system administrator. If this is the case, please contact the HRIS Help Desk at 602-542-4700 and they will reset your password for you.

If you forgot the answers to your security questions, please call the HRIS Help Desk at 602-542-4700 and they will allow you to re-answer your questions.

Checking the status of your application

If you have submitted an application and would like to know the status of the job you applied to, you may take the following steps:

1. Login to your azstatejobs.gov account
2. Click on the “My Applications” tab at the top of the screen:



3. Locate the job posting you applied for and view the “Job Status” column. This will let you know if the job is still open, filled, or cancelled. If the job has been filled or cancelled, the recruitment process has been completed and you have not been selected for this job.



azstatejobs Job Board Welcc

Home | Search For Jobs | My Profile | My Questions | My Job Cart | My Applications | Change My Password | Help

My Applications- This Is Where You See The Jobs You Have Applied For Previously

Actions

Application Date	Posting Position	Location	Job Status	Application Status
06/24/2013	TESTING DO NOT APPLY	VARIOUS	Open	Incomplete

Please note that we will contact you if we would like to schedule an interview. There is no need to contact us to initiate this process.