How to Access HRIS Training and Exams

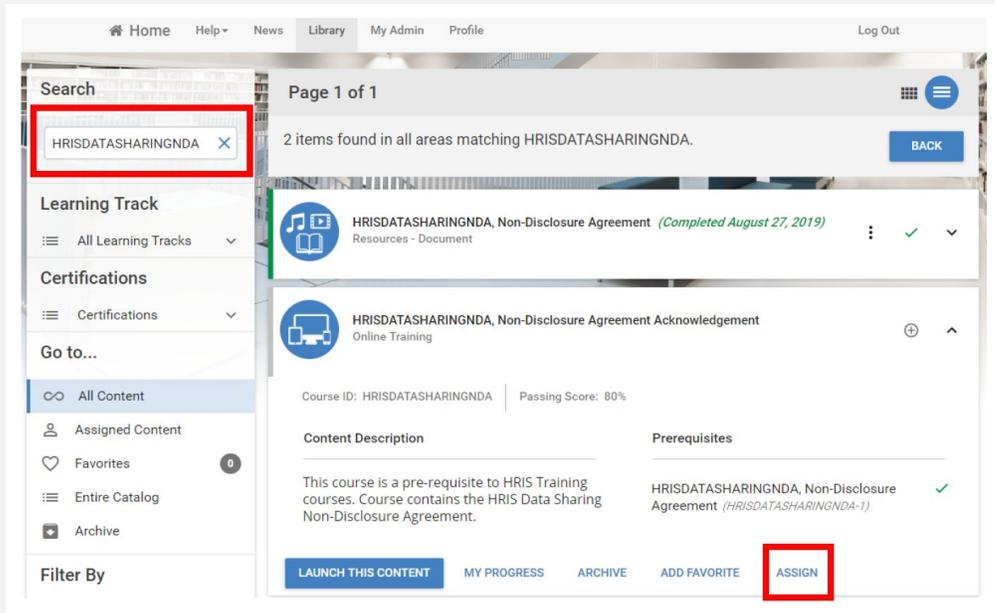| Steps	ACTION	INSTRUCTIONS
1	Access Employee Learning Portal (TraCorp)	To gain HRIS Power User access, users must complete the necessary prerequisites and training first. Employee Learning Portal (TraCorp) https://adoa.server.tracorp.com/novusii/application/login/ To Log In, use the following information: ● Username: Your EIN ● Password: The password for first-time users is: ● NewUser1 (case sensitive). Click the "Forgot Password?" link if you need to reset your password. ● Once both are entered correctly, Click "Log In." Learning Platform for Arizona State Agencies **Welcome to TraCorp!** The Learning Management System (LMS) of record for the State of Arizona. Your assigned and required training will now be available to you through TraCorp. **New Students:** Use the **Student Account Instructions** to log in to your account. **Technical Issues** For password or technical issues with the website please call the TraCorp Help Desk number below. **NOTE: DO NOT CALL the HRIS Help DESK!** **TraCorp Help Desk (602) 358-8464 - Option #1** For issues regarding course content, your training history, assigned content, completion verification, etc., please contact your respective agency Training Admins **here**. If your agency is not in the list, please email **azlearningcenter@azdoa.gov**. We are available to assist with development of your web and instructor led training courses. Please send your requests to **azlearningcenter@azdoa.gov**. **Arizona Department of Corrections Staff ONLY-** If you are encountering problems with your login, click **here** for instructions. Log In Username 123456 Password NewUser1 Forgot Password? Log In If you are having difficulty with accessing TraCorp review the following instructions or contact your Agency UGA.

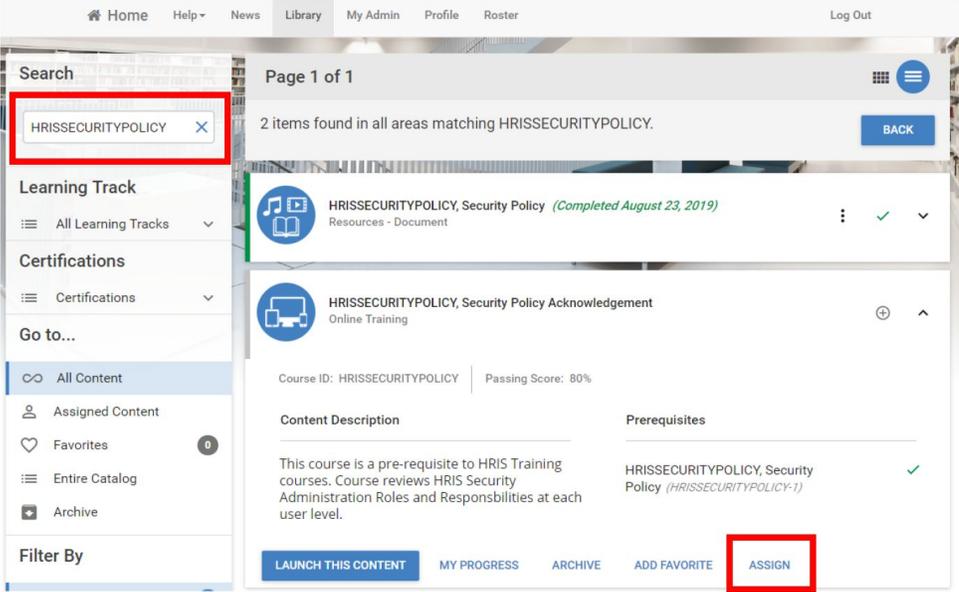| 2	Launch the Library Catalog	From the landing page, click on "Library" at the top or "Assigned Content to go to the content library where training is accessed.
3	Search for Training	All HRIS training can be found by searching "HRIS".
		A listing of all HRIS Power User Roles with the Training and Exam requirements as well as Course ID can be found on the HRIS User Access Webpage.
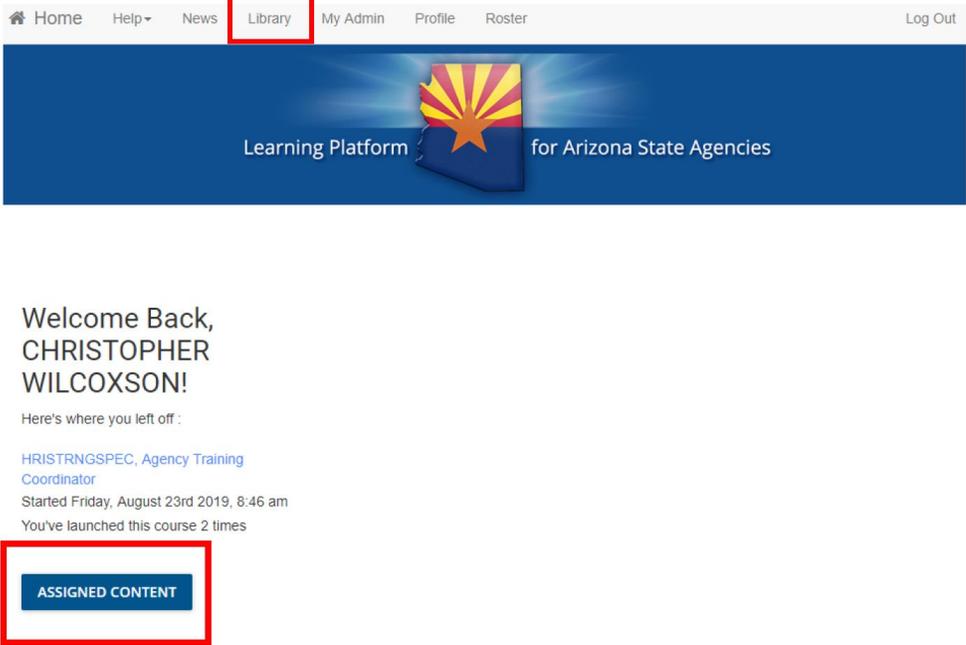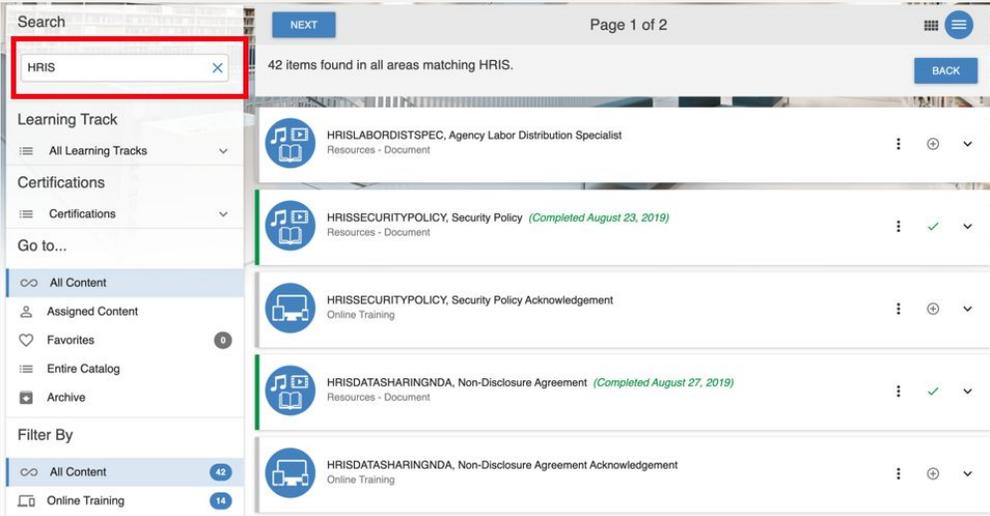
First-time HRIS Power User Training Prerequisites

All first-time HRIS Power Users must complete the following HRIS Security Prerequisites in TraCorp:
1. HRIS Data Sharing and Non-Disclosure Agreement Acknowledgment
2. HRIS Security Policy Acknowledgement
3. HRIS Intro Course and Exam

1	HRIS Data Sharing and Non-Disclosure Agreement Acknowledgment	**HRIS Data Sharing and Non-Disclosure Agreement (NDA)** **Course ID: HRISDATASHARINGNDA** Searching "HRISDATASHARINGNDA" will bring up both the NDA and the acknowledgement. Users will need to assign and launch both the • HRISDATASHARINGNDA, Non-Disclosure Agreement and • HRISDATASHARINGNDA, Non-Disclosure Agreement Acknowledgement Note: You may need to assign the content to yourself before you can launch it. After reviewing the HRIS Data Sharing and Non-Disclosure Agreement then launch and complete the Acknowledgement. Users will need to complete the Acknowledgement to receive credit.

2	HRIS Security Policy	**HRIS Security Policy** **Course ID: HRISSECURITYPOLICY** Searching "HRISSECURITYPOLICY" will bring up both the policy and the acknowledgement. Users must launch and review the Security Policy and then launch and complete the Security Policy Acknowledgement. Note: you may need to assign the content to yourself before you can launch it.
3	HRIS Intro Course and Exam	**HRIS Intro Course and Exam** **Course ID: HRISINTRO** After completing both the Data Sharing and Non-Disclosure Agreement and Security Policy Acknowledgement, then you can take the HRIS Intro Courses and Exam. Searching "HRISINTRO" will bring up the training material and exam. There are 4 HRIS Intro Courses: 1. HRIS Basics 2. Drill Around 3. Navigation Tutorial 4. On Demand Reports

Note: In order to launch the Exam, learners must first view the training material associated with HRIS Intro training.
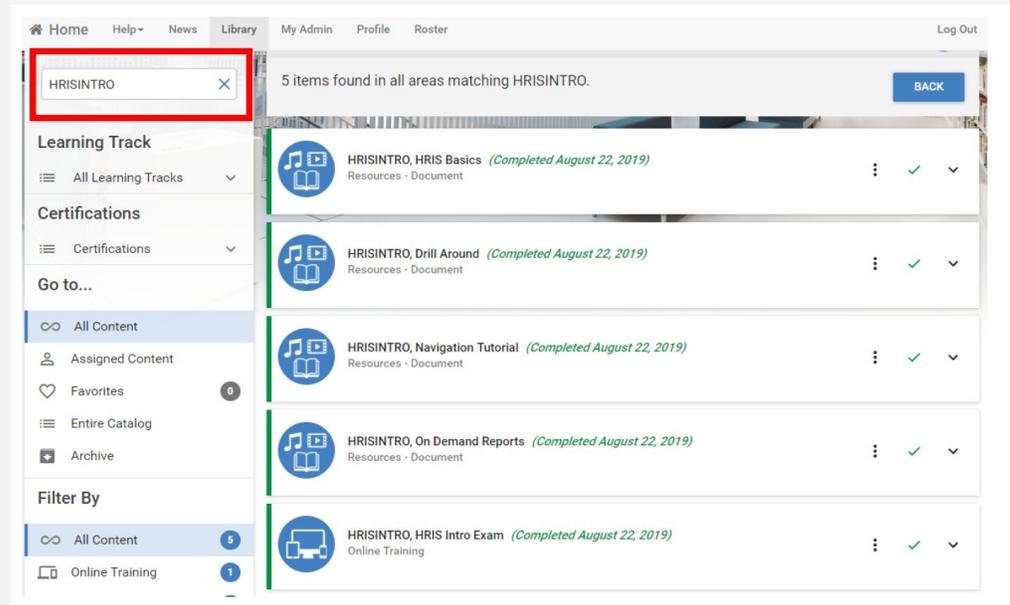
If you have questions about HRIS Security please contact the HRIS Security Desk at hrisservicedesk@azdoa.gov