



HRIS Job Role Training

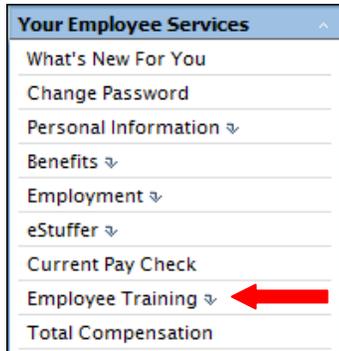
HRIS Exams



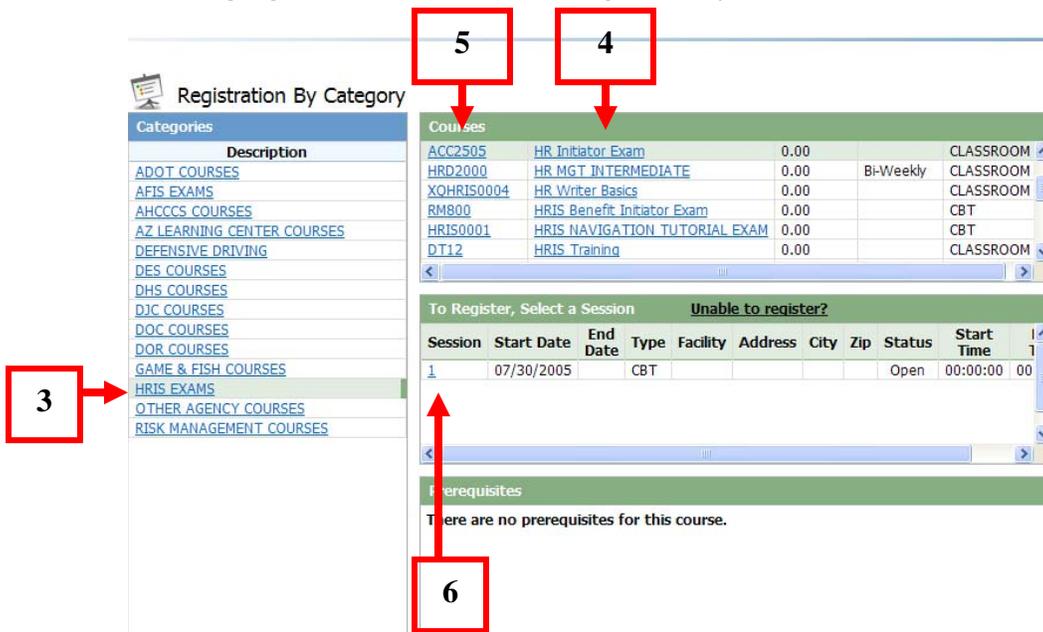
How to Access HRIS CBT Exams

To begin, login to the YES homepage at www.yes.az.gov.

1. Click on **Employee Training** to display Training Bookmarks.



2. Click on Registration by **Category** on the left navigation bar
3. Click on **HRIS Exams**
4. Locate the HRIS CBT Exam which will be named after the HRIS Job Role (i.e. HR Initiator Exam)
5. Click on the **Course Name** and the associated Sessions will display (i.e. ACC2505)
6. Click on highlighted **Session Number** to register for your HRIS CBT Exam (i.e. 1)



7. A dialog box will appear asking if you Are you sure you want to register for this session? Click OK
8. A second dialog box will appear explaining *you have been successfully registered*

Once you have registered for the Session, now you can launch the CBT

1. Click on **Scheduled Training**
2. Locate the **HRIS CBT Exam** which will be found under the Course Header (i.e. HR Initiator Exam)
3. Click the **CBT link** under the CBT Site Header
4. The Exam will launch and you may begin the exam.
5. Once you have successfully completed the exam, a final screen will appear with your test results.

The screenshot shows the Lawson HRIS interface. The left sidebar contains a menu with 'Employee Training' highlighted. The main content area is titled 'Scheduled Training' and displays a table of courses. The table has columns for Course, Session, Start Date, End Date, Status, CBT Site, and Address. The first row is 'HR Initiator Exam' with Session 1, Start Date 07/30/2005, and Status Enrolled. A red box labeled '2' points to the 'HR Initiator Exam' course. Another red box labeled '3' points to the 'CBT Site' link in the 'HR Initiator Exam' row. A third red box labeled '2' points to the 'Employee Training' menu item in the left sidebar.

Course	Session	Start Date	End Date	Status	CBT Site	Address
HR Initiator Exam	1	07/30/2005		Enrolled	CBT Site	
AFIS CONCEPTS	1	09/01/2009		Enrolled	Cancel	123213
8 HR Annual Refresher Training	36881	07/13/2009	07/13/2009	Enrolled	Cancel	
AFIS BUDGET LOADING EXAM	99998	02/02/2009		Enrolled	Cancel	
HRIS NAVIGATION TUTORIAL EXAM	1	02/02/2009		Enrolled	CBT Site	
HRIS NAVIGATION TUTORIAL EXAM	99998	02/02/2009		Enrolled	CBT Site	
AGENCY TRAVEL MT APPROVER EXAM	99998	02/02/2009		Enrolled	CBT Site	
CBT TEST	99998	02/02/2009		Enrolled	CBT Site	
Elements of Supervision	2	09/01/2009		Enrolled	CBT Site	
Elements of Supervision	999	01/01/2009	01/02/2009	Enrolled	Cancel	
Elements of Supervision	99999	01/01/2009		Enrolled	CBT Site	
Leslie's Test Course	1	08/01/2009		Enrolled	Cancel	

6. If you have passed the exam, you have the option to print your certificate. Also, your testing results will automatically update to your Training Transcripts (this can take up to several hours).
7. If you have failed the exam, your transcripts will be updated with testing results and you will be required to retake the exam.