



MYARCAREERS Reset Your Password Job Aid

Purpose: Use this job aid to reset your MYARLearning password.

NOTE: In order to reset your password, security questions must be set up.

1. Go to the **Shared Administrative Service** website (<https://sas.arkansas.gov/>)
2. Select **ARCAREERS** tile located on the webpage.
3. Select **MyARCareers** or **MYARLearning** tile.



4. Enter your **Email or User Name** in the field (Arrow 4).
5. In the lower right corner of the **Password** field, click **Forgot Password?** to change your password.



MYARCAREERS

Reset Your Password Job Aid

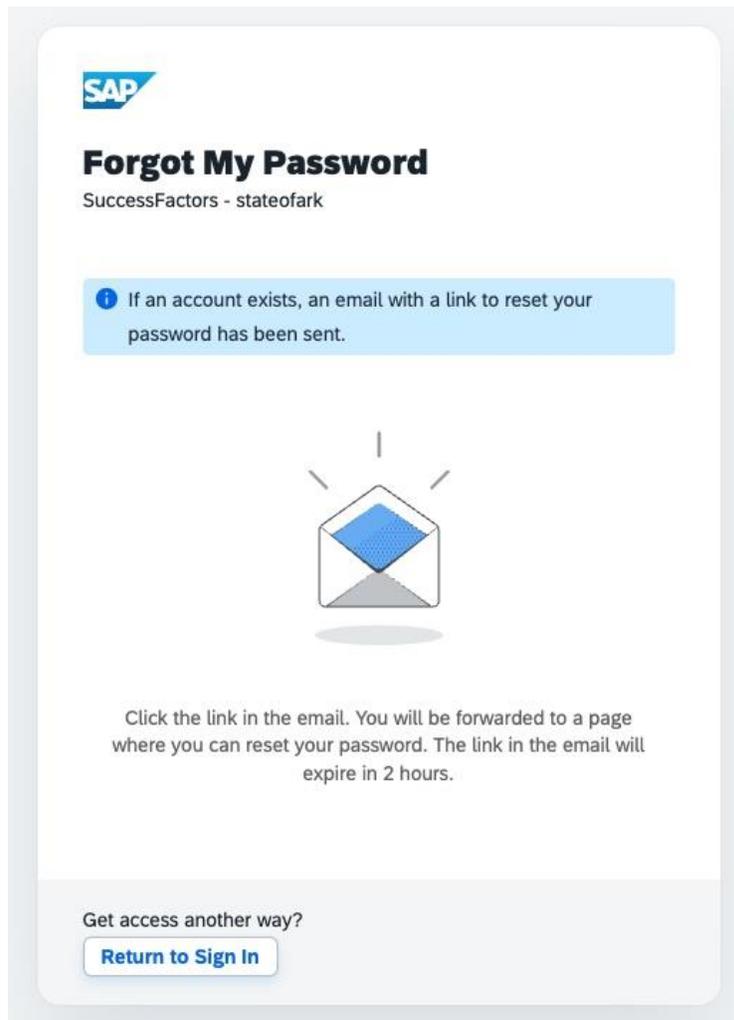
If you do not know your user ID or password, contact the SAS Office of Personnel Management (OPM) at (501) 682-1800 or contact arcareers@arkansas.gov.

6. Complete the following.
 - a. Enter your username (same as in step 4).
 - b. Select **Continue**.

The screenshot shows the SAP 'Forgot My Password' page. At the top left is the SAP logo. Below it is the title 'Forgot My Password' and the text 'SuccessFactors - stateofark'. A message reads: 'To reset your password, enter your email address and choose Continue.' Below this is a text input field labeled 'Email or User Name *'. A blue arrow labeled '6 a' points to this field. At the bottom of the page, there is a section 'Get access another way?' with two buttons: 'Return to Sign In' and 'Continue'. A blue arrow labeled '6 b' points to the 'Continue' button. Both the input field and the 'Continue' button are highlighted with red rectangular boxes.



7. The following screen notifies you that you will receive an email with a link to reset your password.





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8. This email is sent to you (See below.) Follow the directions to continue the process.

How to reset your password 😊 ↶ ↷ ↸

SC ○ SAP Cloud Identity Services No Reply <ias@notifications.sa... Today at 12:22 PM
To: [Redacted]

SAP The Best-Run Businesses Run SAP [?]

Dear [Redacted]

Someone requested to reset your Identity Authentication service password. If it was not you, ignore this email. To reset your password, click on the link below.

 [Click here to reset your password](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar

[Redacted Link]

Best regards,
Your Identity Authentication Service Team

9. Complete the following:
- a. Enter the New Password, then re-enter it.
 - b. Click **Save**.

SAP

Reset Your Password

SuccessFactors - stateofark

Reset the password for your account [Redacted]

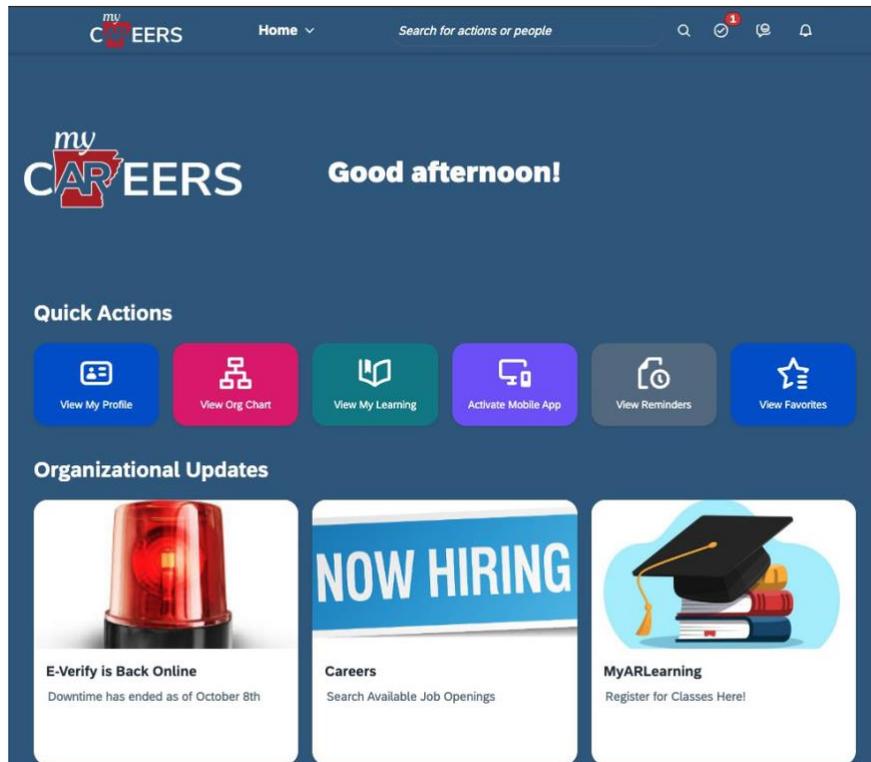
New Password *

Re-enter New Password *

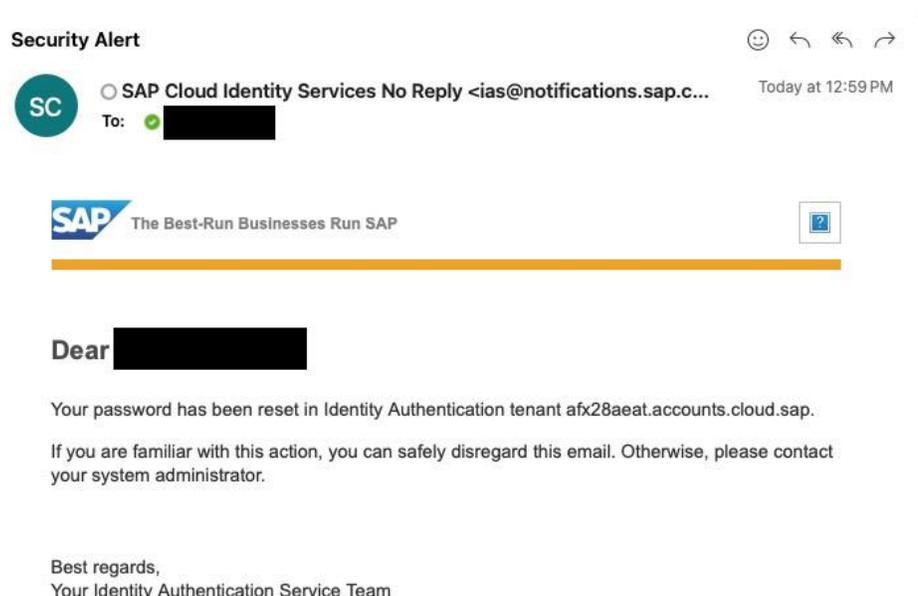
  [Save](#)



10. If your password reset is successful, the MyARCareers landing page will appear in your browser.



11. You will receive an email notifying you of the change.



If you are still unable to log in, contact the SAS Office of Personnel Management (OPM) at 501) 682-1800 or contact arcareers@arkansas.gov.