

HRIS Help Desk Message

Multiple Sessions of HRIS / or YES

For those using Internet Explorer 8 (IE8) on the Windows XP operating system, perform the following steps in order to run multiple sessions of HRIS/YES on your desktop:

- 1) Open IE8 and navigate to the HRIS/YES Portal Login page (https://portal.hris.azdoa.gov/CES/ces_login.jsp).
- 2) Login to HRIS/YES.
- 3) In the upper left-hand corner of your browser click File.
- 4) Click New Session. A new browser window will appear.
- 5) Navigate to the HRIS/YES Portal Login page.
- 6) Repeat step #2.

You now have two different active sessions of HRIS/YES running on your desktop. Repeat steps 3 through 6 as necessary to open a different HRIS/YES session. Remember that if you logout of one session, any other sessions you have open are still active.