



Purpose: State of Arkansas employees use this job aid to log on to MyARCareers.

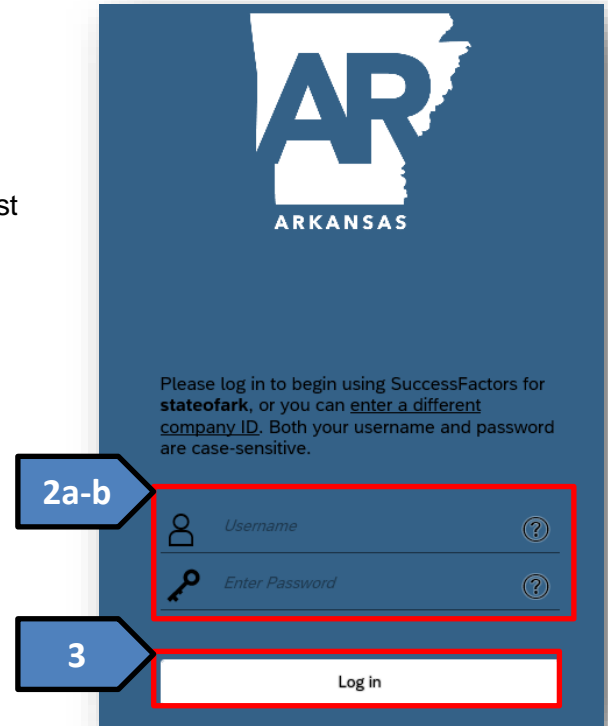
1. Go to <https://hcm41.sapsf.com/login?company=stateofark#/login>

NOTE: Save the link to your web browser favorites.

2. Complete the following fields:
 - a. **Username:** Usually combination of first initials last name. *(Case sensitive – must be all lower case)*
 - b. **Password:**

NOTE: ARCareers Help Desk: 501-682-1753

3. Click the **Log in** button.
4. Click the **MyARLearning** tile to access training materials, including MyARCareers training.



MyARCareers is a tile-based human resource dashboard. Common tiles, listed below, display for all users. Other tiles display when a user is assigned roles for job duty tasks.

- **To-Do** tile displays the recruiting process steps that need the user's attention.
- **MyARLearning** tile houses State and Department learning libraries.
- **My Profile** tile displays the employee personnel information.
- **Org Chart** tile displays the organizational hierarchy.
- **MyARCareers** tile allows internal applicants (active State employees) to maintain a career profile and search and apply for jobs.

