Welcome to the Reserve Officers' Training Corps (ROTC) Army Partnership for Youth Success (PaYS) job reservation tutorial. Navigate through the lesson by using the keyboard arrow keys or the icons located on the bottom right of each screen.

Icon definitions are below.

- Returns to the start of the training module
- Returns to the previous slide
- Advances to the next slide

Any questions about the PaYS program, go to www.armypays.com or call the PaYS Helpdesk at 502-613-1222
GETTING THERE

Select "PARTNER-SOLDIER-CADET-AP&A PORTALS" at the top of the screen, or just scroll down to the PORTAL section of the webpage and select CADET PORTAL LOGIN in the SOLDIER/CADET INFORMATION PORTAL.
CREATING AN ACCOUNT

Cadets must have a PaYS User Account to access ROTC Cadet Job Reservations. Select “CREATE AN ACCOUNT”
CREATING AN ACCOUNT - *VERIFY STATUS*

Verify your Cadet status. Enter last name, gender and last six of SSN (xx-xxxx). All fields are required.
CREATING AN ACCOUNT - STATUS UNKNOWN

If the information you entered does not align with the information in the PaYS database, you will be redirected to the Login screen again and instructed to contact the PaYS helpdesk for assistance...502-613-1222 or email usarmy.knox.hqda-asa-mra.mbx.payshelpdesk@mail.mil
If your Cadet status is verified, you will see the “Verify and Update Information” page. Your military email address and at least one phone number (home or mobile – 10 digits, no dashes - for example: 2220001111) are required. Please update any missing information.
CREATING AN ACCOUNT - PASSWORD CREATION

After verifying your information, you will be asked to create a User Account. USERNAME is your .mil email address and your PASSWORD needs to consist of a minimum of 15 characters containing at least one uppercase letter, one lowercase letter, one number and one special character. Make sure you remember your PASSWORD...you will need it to login.
LOGIN

Login with your USERNAME (your .mil email address) and your PASSWORD (15 characters containing at least one uppercase letter, one lowercase letter, one number and one special character).
LOGIN

Entering an incorrect username and/or password during login will generate this message. Remember, USERNAME is your .mil email address and your PASSWORD consists of a minimum of 15 characters containing at least one uppercase letter, one lowercase letter, one number and one special character.

If you have already created your account but do not remember your PASSWORD, please contact the PaYS helpdesk for assistance. 502-613-1222, email usarmy.knox.hqda-asa-mra.mbx.payshelpdesk@mail.mil
JOB RESERVATION SYSTEM – HOME

After a successful login, you will see the Reservation System home page. It displays your profile information on file and the number of jobs you may have reserved. At any time you may select the "Profile" link to view or edit your Cadet Profile.

PaYS ROTC Reservation System - Home

Cadet Profile
Cadet Name: LARRY K WALKER
Mobile Phone: 2022220202
Military Email Address: LARRY.K.WALKER.MIL@MAIL.MIL
College: ALBANY STATE UNIVERSITY

Jobs Reserved
You currently have no jobs reserved with PaYS.
Please click the 'Reserve Job' button to reserve a job.

Reserve Job
JOB RESERVATION SYSTEM – PROFILE

Review your Profile. To update any information, click the "Edit" button at the bottom of the page.
JOB RESERVATION SYSTEM – PROFILE

Type your new information in the boxes provided. To save your edits, click the "Submit" button at the bottom of the page.
JOB RESERVATION SYSTEM – HOME

If you have previously reserved any jobs, you can view each job’s details by clicking the “DETAILS” button.
JOB RESERVATION SYSTEM – HOME

To add a new job, click “Reserve Job”. You may select up to five PaYS Partners and their related job titles.
JOBS RESERVATION SYSTEM – SEARCH CRITERIA

The first step in making a job reservation is to select your search criteria...
year of graduation/commissioning, job location by state, career field, PaYS Partner, or keyword.

You may filter your job search by selecting values from any of these options, or leave empty for a wider search.

When you are ready to search, click the search button. If you change your mind on any search filters, click the reset button to start over. If you want to return to your home page, click the 'Home' button or 'HOME' in the navigation box at the top of the page.
Available results from the previous page's selections. If you want to reserve a job in the table, select the radio button beside the job and click “Reserve Selected Job”. If you do not want a job in the list, return to the Search Criteria page to change your filter selections by clicking “Change Search Criteria”. To return to your home page, click “HOME” in the navigation box.
JOB RESERVATION SYSTEM – CONFIRM RESERVATION

After selecting a job from the previous page, confirm your selection by clicking the “Confirm Reservation” button. If you do not want to reserve the job, click “Return to Search Results” to return to the previous page. To return to your home page, click “HOME” in the navigation box.
JOB RESERVATION SYSTEM – RESERVATION SAVED

This is the last step in reserving a job reservation. You have the ability to review the job’s details by clicking the “HERE” button. To return to your home page, click the “Home” button or click “HOME” in the navigation box.

PaYS ROTC Reservation System - Reservation Saved

CONGRATULATIONS! LARRY WALKER
You job selection “KSP test job ROTC” with KENTUCKY STATE POLICE is reserved.

Click HERE to review the job details and company point of contact information.

Home
JOB RESERVATION SYSTEM – JOB DETAILS

The Job Details screen opens in a new browser tab. The Company’s POC information and job information (code, title, location, description, and qualifications) are displayed. Click the “PRINT” button to print a pdf document of the information listed.

ROTC PaYS Cadet Job Details - KENTUCKY STATE POLICE

Click the ‘Print’ button to print a pdf version. Close the browser tab when finished viewing.

Company Point of Contact

CINDY MILLER
1600 SPEARHEAD DIVISION ROAD
FORT KNOX, KY 40122
Phone: 5026131027
CINDYMILLER@KSP.COM

JOB CODE: 747828
JOB TITLE: KSP test job ROTC
JOB LOCATION: BRANDENBURG, KY
JOB DESCRIPTION: enforce the law
JOB QUALIFICATIONS: 4 year degree

PRINT