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
Cadets must have a PaYS User Account to access ROTC Cadet Job Reservations. Select “CREATE AN ACCOUNT”
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.
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 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).
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
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.
Review your Profile. To update any information, click the "Edit" button at the bottom of the page.
Type your new information in the boxes provided. To save your edits, click the "Submit" button at the bottom of the page.
If you have previously reserved any jobs, you can view each job's details by clicking the “DETAILS” button.
To add a new job, click “Reserve Job”. You may select up to five PaYS Partners and their related job titles.
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.
JOB RESERVATION SYSTEM – *SEARCH RESULTS*

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.
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.
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.
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.