

How to Create AZ Online Account



- 1 From the create a new account link you will be taken to this screen.

A Virtual Company

Applicant Portal Registration

To access your information online, please create your personal account. You **MUST** use a unique email address for electronic communication and account verification. Please **DO NOT** use your school instructor's email address. This account is for applicants only.

After submission, you will receive a link via email to complete your registration.

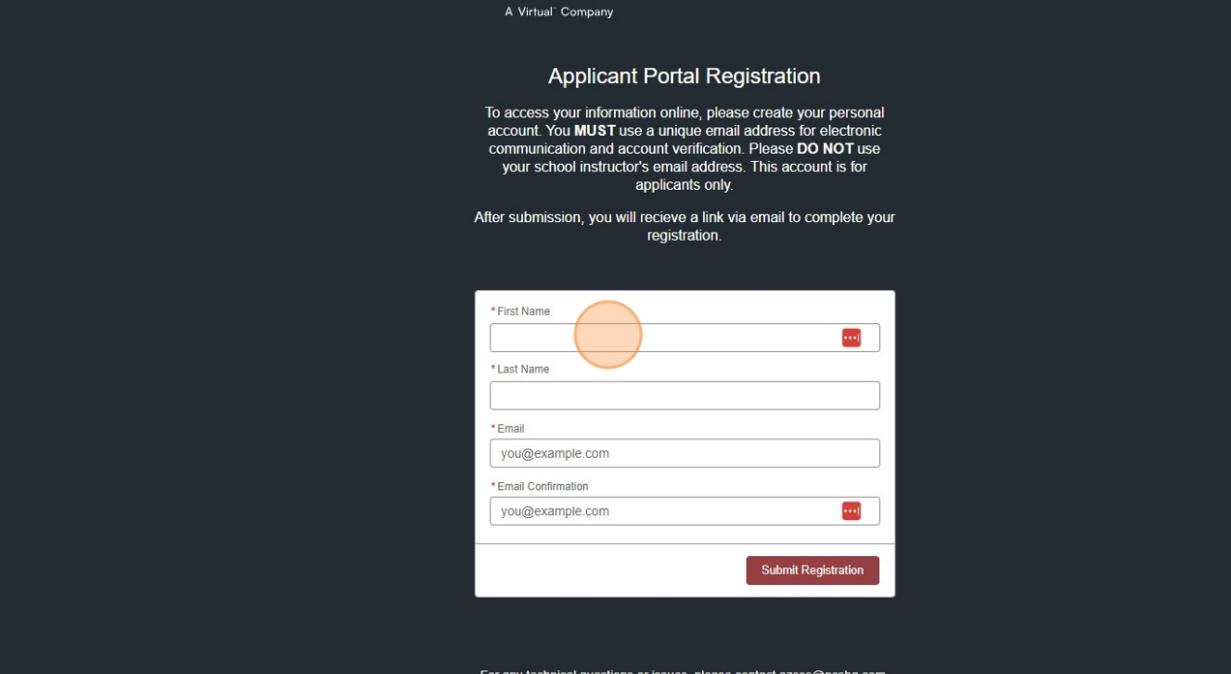
* First Name

* Last Name

* Email

* Email Confirmation

For any technical questions or issues, please contact azcos@pcshq.com.



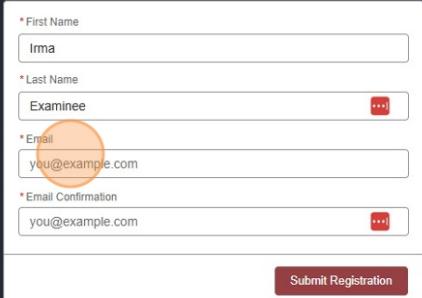
2 Complete with your full government first and last name(s) exactly as it appears on your ID

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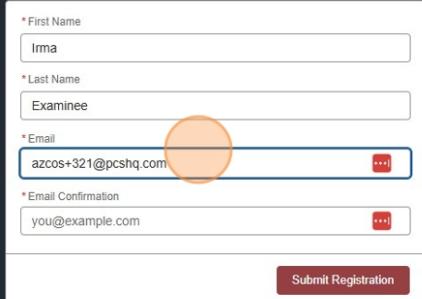
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3 Enter a valid personal email address.

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4 Click "Submit Registration"

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After submission, you will receive a link via email to complete your registration.

* First Name

* Last Name

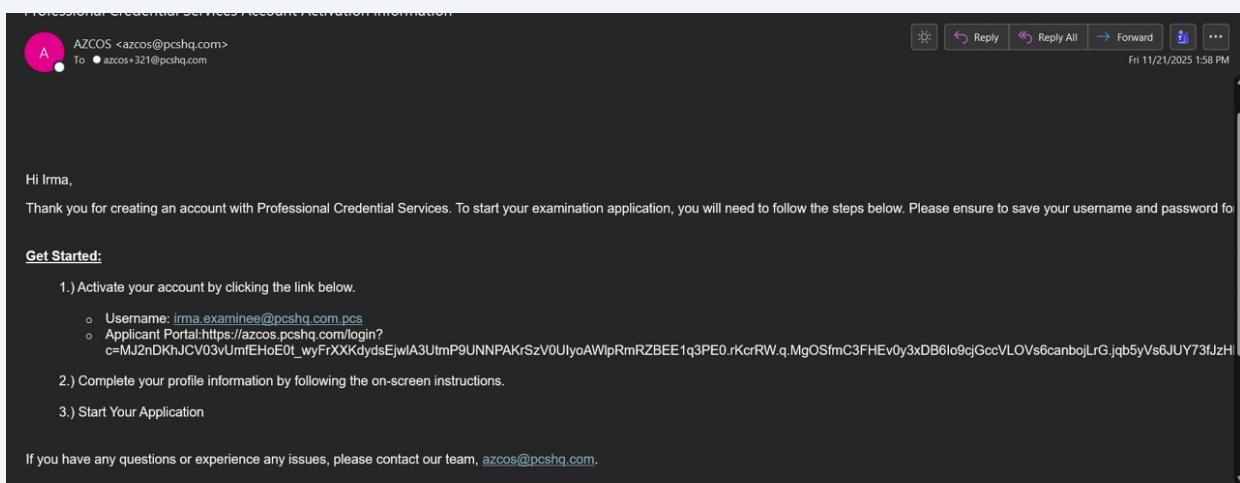
* Email

* Email Confirmation

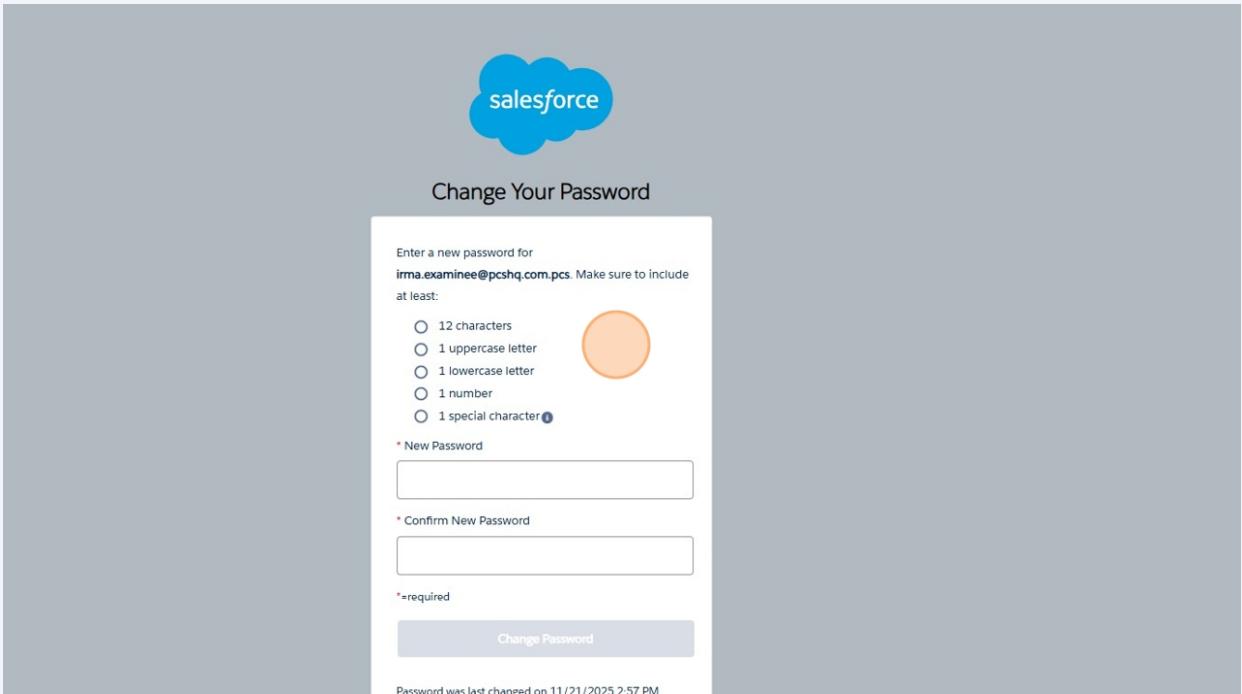
Submit Registration

For any technical questions or issues, please contact azcos@pcshq.com.

5 You will receive an Account activation email with a unique Username for login. Make note of this Username as you will be required to use it every time you access the PCS System. Click the link below the Username to confirm your email and complete activation.

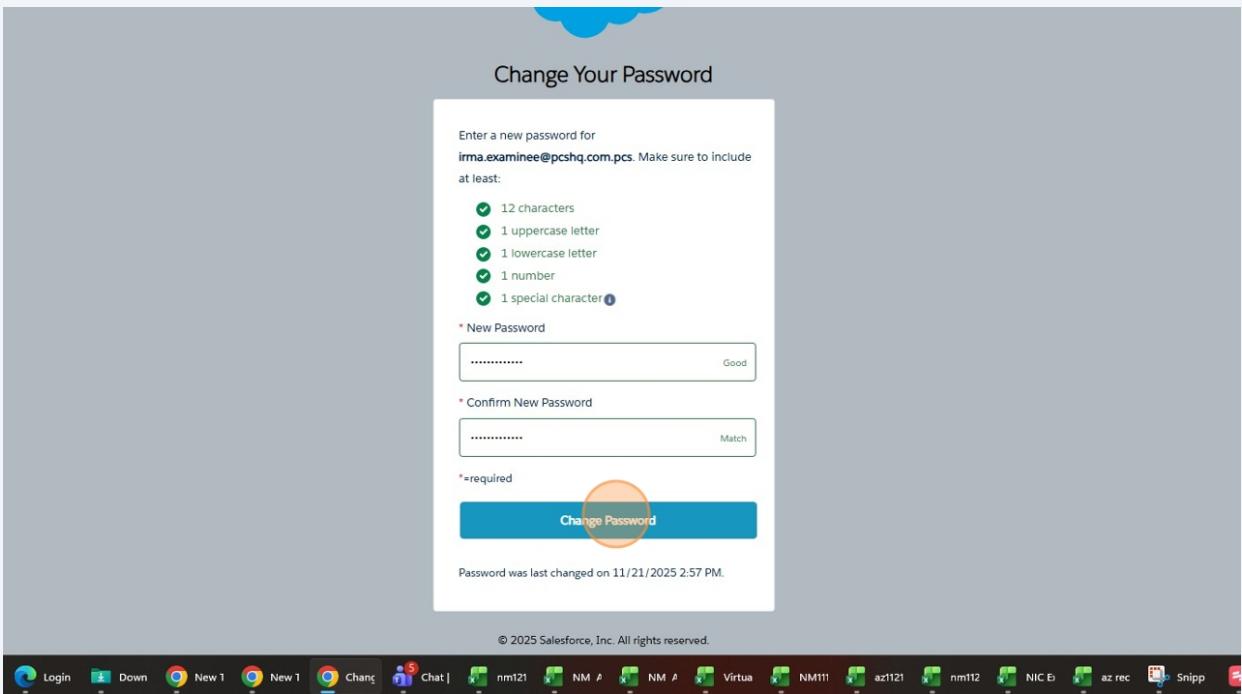


6 The link will take you here. Enter a password that meets all the criteria listed.



The image shows the 'Change Your Password' page from the Salesforce interface. The page title is 'Change Your Password'. It prompts the user to enter a new password for the email address 'irma.examinee@pcshq.com.pcs'. Below this, it says 'Make sure to include at least:'. There are five radio buttons for password requirements, with the last one ('1 special character') highlighted with an orange circle. The requirements are: 12 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. Below these are two input fields: '* New Password' and '* Confirm New Password', both with placeholder text '.....'. A note below the fields says '* =required'. At the bottom is a large blue 'Change Password' button. At the very bottom of the page, a small note says 'Password was last changed on 11/21/2025 2:57 PM.'

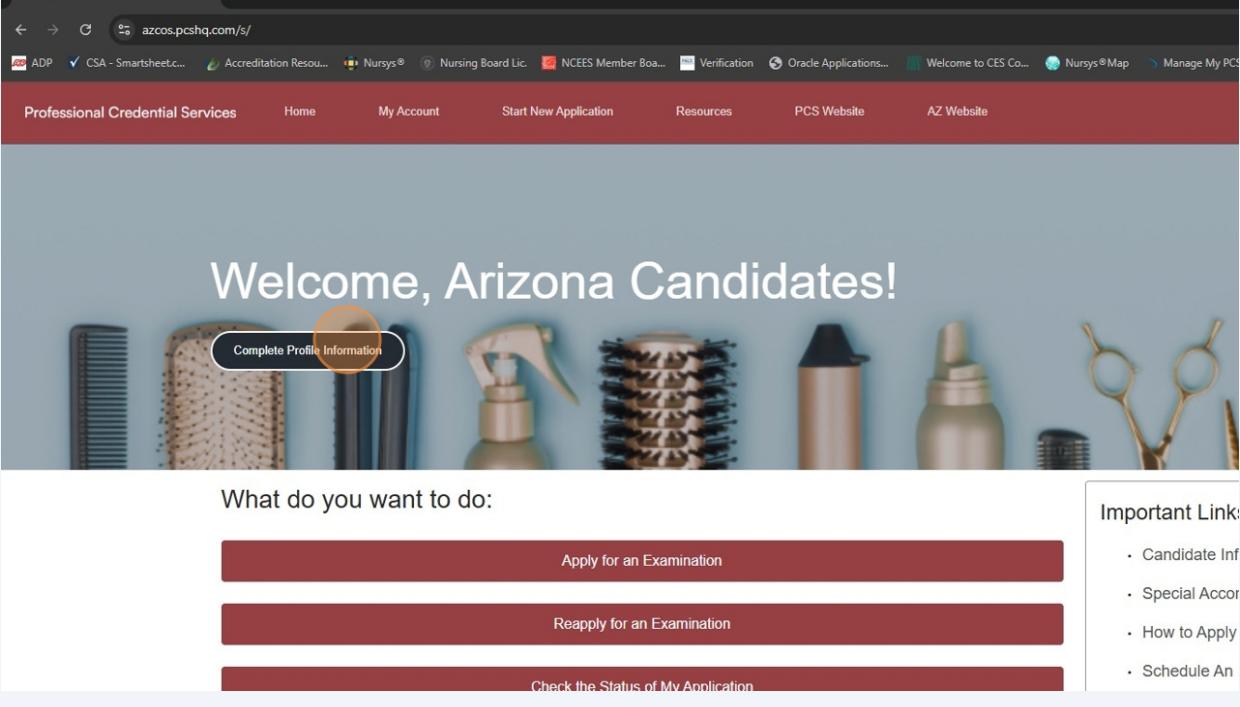
7 Click "Change Password"



The image shows the same 'Change Your Password' page as above, but with a successful password entry. The password requirements are now all marked with green checkmarks: 12 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. The 'New Password' field contains '.....' and is labeled 'Good'. The 'Confirm New Password' field also contains '.....' and is labeled 'Match'. The 'Change Password' button is now highlighted with an orange circle. The bottom note 'Password was last changed on 11/21/2025 2:57 PM.' is still present. At the bottom of the page, there is a footer with the text '© 2025 Salesforce, Inc. All rights reserved.' and a row of small icons representing various Salesforce features and tools.

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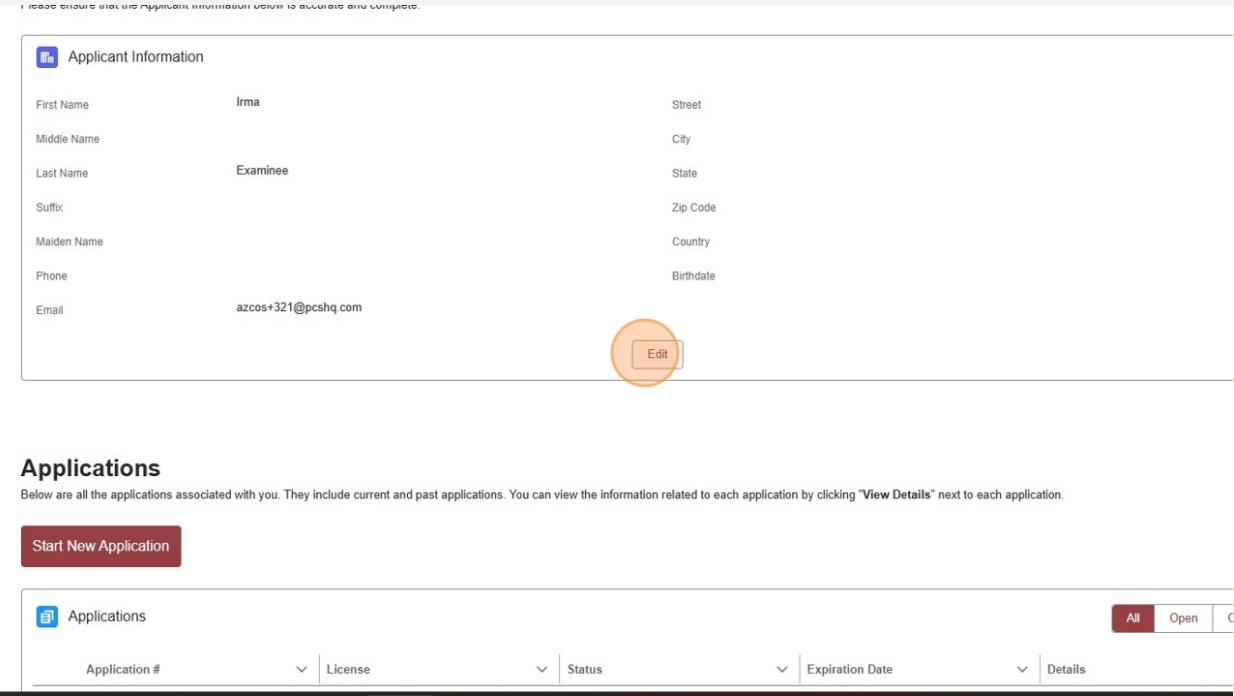
You will be taken to this page. Click "Complete Profile Information"



The screenshot shows a landing page for Arizona candidates. At the top, there is a navigation bar with links to various services like ADP, CSA, Accreditation Resources, Nursys, Nursing Board Lic., NCEES Member Board, Verification, Oracle Applications, Welcome to CES Co., Nursys Map, and Manage My PCs. Below the navigation bar, there is a red header with links to Professional Credential Services, Home, My Account, Start New Application, Resources, PCS Website, and AZ Website. The main content area features a background image of various hair and beauty tools (combs, brushes, spray bottles, etc.). A large, bold, white text 'Welcome, Arizona Candidates!' is centered. Below this, a button labeled 'Complete Profile Information' is highlighted with an orange circle. A section titled 'What do you want to do:' contains three buttons: 'Apply for an Examination', 'Reapply for an Examination', and 'Check the Status of My Application'. To the right, a sidebar titled 'Important Links' lists: Candidate Info, Special Accor..., How to Apply, and Schedule An...

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Click "Edit"



The screenshot shows the 'Applicant Information' section. It includes fields for First Name (Irma), Middle Name, Last Name (Examinee), Suffix, Maiden Name, Phone, and Email (azcos+321@pcshq.com). An 'Edit' button is highlighted with an orange circle. Below this, the 'Applications' section is shown. It displays a table with columns for Application #, License, Status, Expiration Date, and Details. A 'Start New Application' button is visible at the top of the applications section. A filter bar at the top of the applications table includes buttons for All, Open, and C...

10 Complete all the required profile information.

Profile

Please ensure that the Applicant Information below is accurate and complete.

 **Applicant Information**

* First Name Irma	* Mailing Street
Middle Name 	* Mailing City
* Last Name Examinee	* Mailing State/Province
Suffix 	* Mailing Zip/Postal Code
Maiden Name 	* Mailing Country
* Phone 	* Birthdate
* Email azcos+321@pcshq.com	

Save **Cancel**

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

11 Click "Save"

Please ensure that the Applicant information below is accurate and complete.

 **Applicant Information**

* First Name Irma	* Mailing Street 123 Sesame Way
Middle Name 	* Mailing City Somewhere
* Last Name Examinee	* Mailing State/Province KS
Suffix 	* Mailing Zip/Postal Code 15432
Maiden Name 	* Mailing Country United States
* Phone 9995555555	* Birthdate 11/12/2002
* Email azcos+321@pcshq.com	Format: 12/31/2024

Save **Cancel**

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

Start New Application

12 Click "Start New Application" to begin the Application process.

Profile

Please ensure that the Applicant Information below is accurate and complete.

Applicant Information

First Name	Irma	Street	123 Sesame Way
Middle Name		City	Somewhere
Last Name	Examinee	State	KS
Suffix		Zip Code	15432
Maiden Name		Country	United States
Phone	9995555555	Birthdate	11/12/2002
Email	azcos+321@pcshq.com		

[Edit](#)

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

[Start New Application](#)

Applications