


Slide 1 - Slide 1



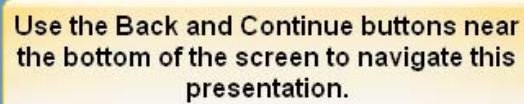
Archives and Records Centers Information System (ARCIS)

Managing Your Personal Profile

Slide 2 - Slide 2



This module demonstrates how to update your personal profile in the ARCIS customer agency portal. The Personal Profile screen is where users change items such as challenge questions, passwords, phone numbers, and addresses.



Use the Back and Continue buttons near the bottom of the screen to navigate this presentation.

Duration: 3 minutes

Back

Continue

Slide 3 - Slide 3

Continuous improvement efforts may result in minor differences between items shown in this module and the actual production system.

However, the differences will be minor and should not affect the value of this module in demonstrating how to use ARCIS.

[Update Personal Profile - Click Here](#)

[Change Your Password - Click Here](#)

Slide 4 - Slide 4

The screenshot shows the National Archives ARCIS Online web application. At the top, there is a dark blue header with the text "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this is a navigation bar with links for "Home", "Reference Requests", "Application Help", and "Application Administration". On the far right of this bar are "Personal Profile" and "Log Out" links. A yellow callout box with a mouse cursor pointing to the "Personal Profile" link contains the text: "To view or edit your Personal Profile, select the **Personal Profile** link near the top of any ARCIS page." Below the navigation bar is a white content area. On the left is the "FEDERAL RECORDS CENTERS" logo. To its right is a welcome message: "Welcome Reference Student! from Department of ARCIS Practice. Today is Sunday, September 14, 2008! Please verify that your Profile is current." Below this is the "ARCIS Online" logo. The main content area is divided into three columns. The left column has "My Transactions" (with a link to "My Reference Requests") and "Agency Transactions" (with a link to "My Agency Reference Requests"). The middle column is titled "Record Center Locations by State/Territory" and lists: California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State). The right column has "User Alerts" (with a link to "News National Archives") and "Top FAQs". At the bottom of the page is a dark blue footer with links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below the footer is the text: "The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, Telephone: 1-86-NARA-NARA or 1-866-272-6272". On the right side of the footer are two buttons: "Back" and "Continue".

Slide 6 - Slide 6

The screenshot shows the 'User Profile' page on the National Archives website. The page is titled 'THE NATIONAL ARCHIVES' and includes a navigation bar with 'Home', 'Profile', and 'Log Out'. The main content area is divided into two sections: 'User Profile' and 'Agreements'. The 'User Profile' section contains a form with fields for personal and contact information, including Last Name, First Name, Middle Name, Prefix, Job Title, Agency, Agency Location, Work Phone, Work Fax, Email, User Id, Address Line 1, Address Line 2, City, State, Zip Code, and Country. There are also fields for 'Do Not Email' (No), 'Record Group' (888), 'Records Center' (FRC - Philadelphia), 'Challenge Question', and 'Challenge Answer'. Below the profile information are 'Edit' and 'Change Password' buttons. The 'Agreements' section features a table with columns for Primary, Agreement #, Agreement Type, Fiscal Year, Charge Code, Charge Account, and Status. A single agreement is listed with Agreement # 888, Agreement Type National, Fiscal Year 2008, Charge Code A1, Charge Account 198888A1, and Status Active. Annotations include a yellow callout box pointing to the 'Edit' button with the text 'To edit your profile, click the Edit button.' and another yellow callout box with the text 'Information on this page represents data entered when your account was first created. The Agreements applet near the bottom of the page provides details from the support agreements between NARA and your agency used to establish charge accounts.'

THE NATIONAL ARCHIVES Archives.gov Home

Home Profile Log Out

User Profile

Edit **Change Password**

Last Name: Student1
First Name: Reference
Middle Name:
Prefix:
Job Title:

Agency: Department of ARCIS Practice
Agency Location:
Work Phone #:
Work Fax #:
Email: refstul@nara.gov
User Id: REFSTU1@NARA.GOV

Address Line 1:
Address Line 2:
City:
State:
Zip Code:
Country:

Do Not Email: No
***Record Group:** 888
Records Center: FRC - Philadelphia
***Challenge Question:**
***Challenge Answer:**

Edit **Change Password**

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
<input checked="" type="checkbox"/>	888	National	2008	A1	198888A1	Active

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Back **Continue**

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THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application

User
Save Cancel Change Password

*Last Name: Student1
*First Name: Reference
Middle Name:
Prefix:
Job Title:

*Agency: Department of ARCIS Practice
Agency Location:
Work Phone #:
Work Fax #:
*Email: refstu1@nara.gov
User Id: REFSTU1@NARA.GOV

Address Line 1:
Address Line 2:
City:
State:
Zip Code:
Country:

Do Not Email:
*Record Group: 888
Records Center: FRC - Philadelphia
*Challenge Question:
*Challenge Answer:

Save Cancel Change Password

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
> ✓	888	National	2008	A1	198888A1	Active

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Back Continue

Fields with open text boxes or drop-down lists may be completed or edited. Items without the red asterisk are not required, but may reduce data entry when later submitting a transaction through ARCIS.

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

***Last Name:** Student1

***First Name:** Reference

Middle Name:

Prefix:
Miss
Mr.
Ms.
Mrs.
Dr.

***Agency:** Department of ARCIS Practice

Agency Location:

Work Phone #:

Work Fax #:

***Email:** refstu1@nara.gov

User Id: REFSTU1@NARA.GOV

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Do Not Email:

***Record Group:** 888

Records Center: FRC - Philadelphia

***Challenge Question:**

***Challenge Answer:**

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: <input type="text" value="Student1"/>	*Agency: Department of ARCIS Practice	Address Line 1: <input type="text"/>	Do Not Email: <input type="checkbox"/>
*First Name: <input type="text" value="Reference"/>	Agency Location:	Address Line 2:	*Record Group: <input type="text" value="888"/>
Middle Name: <input type="text"/>	Work Phone #: <input type="text"/>	City:	Records Center: FRC - Philadelphia
Prefix: <input type="text"/>	Work Fax #: <input type="text"/>	State:	*Challenge Question: <input type="text"/>
Job Title: <input type="text"/>	*Email: refstu1@nara.gov	Zip Code:	*Challenge Answer: <input type="text"/>
	User Id: REFSTU1@NARA.GOV	Country:	

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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User

<p>*Last Name: <input type="text" value="Student1"/></p> <p>*First Name: <input type="text" value="Reference"/></p> <p>Middle Name: <input type="text"/></p> <p>Prefix: <input type="text" value=""/></p> <p>Job Title: <input type="text"/></p>	<p>*Agency: Department of ARCIS Practice</p> <p>Agency Location:</p> <p>Work Phone #: <input type="text"/></p> <p>Work Fax #: <input type="text"/></p> <p>*Email: refstu1@nara.gov</p> <p>User Id: REFSTU1@NARA.GOV</p>	<p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>Country: <input type="text"/></p>	<p>Do Not Email: <input type="checkbox"/></p> <p>*Record Group: <input type="text" value="888"/></p> <p>Records Center: FRC - Philadelphia</p> <p>*Challenge Question: <input type="text"/></p> <p>*Challenge Answer: <input type="text"/></p>
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Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
<input checked="" type="checkbox"/>	888	National	2008	A1	198888A1	Active

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

[Save](#) [Cancel](#) [Change Password](#)

<p>*Last Name: Student1</p> <p>*First Name: Reference</p> <p>Middle Name: <input type="text"/></p> <p>Prefix: <input type="text"/></p> <p>Job Title: Practice Technician</p>	<p>*Agency: Department of ARCIS Practice</p> <p>Agency Location:</p> <p>Work Phone #: <input type="text"/></p> <p>Work Fax #: <input type="text"/></p> <p>*Email: refstu1@nara.gov</p> <p>User Id: REFSTU1@NARA.GOV</p>	<p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>Country: <input type="text"/></p>	<p>Do Not Email: <input type="checkbox"/></p> <p>*Record Group: 888</p> <p>Records Center: FRC - Philadelphia</p> <p>*Challenge Question: <input type="text"/></p> <p>*Challenge Answer: <input type="text"/></p>
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[Save](#) [Cancel](#) [Change Password](#)

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: <input type="text" value="Student1"/>	*Agency: Department of ARCIS Practice	Address Line 1: <input type="text"/>	Do Not Email: <input type="checkbox"/>
*First Name: <input type="text" value="Reference"/>	Agency Location:	Address Line 2: <input type="text"/>	*Record Group: <input type="text" value="888"/>
Middle Name: <input type="text"/>	Work Phone #: <input type="text" value="314-555-1111"/>	City: <input type="text"/>	Records Center: FRC - Philadelphia
Prefix: <input type="text"/>	Work Fax #: <input type="text"/>	State: <input type="text"/>	*Challenge Question: <input type="text"/>
Job Title: <input type="text" value="Practice Technician"/>	*Email: refstu1@nara.gov	Zip Code: <input type="text"/>	*Challenge Answer: <input type="text"/>
	User Id: REFSTU1@NARA.GOV	Country: <input type="text"/>	

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: <input type="text" value="Student1"/>	*Agency: Department of ARCIS Practice	Address Line 1: <input type="text"/>	Do Not Email: <input type="checkbox"/>
*First Name: <input type="text" value="Reference"/>	Agency Location:	Address Line 2: <input type="text"/>	*Record Group: <input type="text" value="888"/>
Middle Name: <input type="text"/>	Work Phone #: <input type="text" value="314-555-1111"/>	City: <input type="text"/>	Records Center: FRC - Philadelphia
Prefix: <input type="text"/>	Work Fax #: <input type="text" value="314-555-2222"/>	State: <input type="text"/>	*Challenge Question: <input type="text"/>
Job Title: <input type="text" value="Practice Technician"/>	*Email: refstu1@nara.gov	Zip Code: <input type="text"/>	*Challenge Answer: <input type="text"/>
	User Id: REFSTU1@NARA.GOV	Country: <input type="text"/>	

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
> ✓	888	National	2008	A1	198888A1	Active

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: <input type="text" value="Student1"/>	*Agency: Department of
*First Name: <input type="text" value="Reference"/>	Agency Location: <input type="text" value="314-555-1111"/>
Middle Name: <input type="text"/>	Work Phone: <input type="text" value="314-555-2222"/>
Prefix: <input type="text"/>	Work Fax #: <input type="text" value="314-555-2222"/>
Job Title: <input type="text" value="Practice Technician"/>	*Email: refstu1@nara.gov
	User Id: REFSTU1@NARA.GOV

Do Not Email:

***Record Group:**

Records Center:
FRC - Philadelphia

***Challenge Question:**

***Challenge Answer:**

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
> ✓	888	National	2008	A1	198888A1	Active

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Slide 17 - Slide 17

The screenshot shows the 'User' profile page on the National Archives website. A yellow callout box with the text 'If your address is not available in the pick-list, click the New button to add it.' points to the 'New' button in a modal window titled 'http://gpeatest.archives.gov - Contact Addr...'. The modal window has a 'New' button highlighted, and a mouse cursor is over it. The main page has a navigation bar with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The user profile form includes fields for Last Name (Student1), First Name (Reference), Middle Name, Prefix, Job Title (Practice Technician), Agency, Work Phone, Email (refstul@nara.gov), and User ID (REFSTU1@NARA.GOV). There are 'Save', 'Cancel', and 'Change Password' buttons. Below the form is an 'Agreements' table with one row showing an active agreement.

THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

*Last Name: Student1

*First Name: Reference

Middle Name:

Prefix:

Job Title: Practice Technician

Save Cancel Change Password

*Agency: Department of the Interior
Agency: National Archives and Records Administration
Work Phone: 314-555-5555
Work Phone: 314-555-5555
*Email: refstul@nara.gov
User ID: REFSTU1@NARA.GOV

Save Cancel Change Password

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: *Agency:

*First Name: *Work P:

Middle Name: *Work P:

Prefix: *Email:

Job Title: User Id:

http://gpeatest.archives.gov - Contact Addr...

*Address Line 1:

Address Line 2:

*City:

State:

Zip Code:

Country:

Agreements

1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

*Last Name: Student1 *Agency: Department of State
*First Name: Reference *City: *State: *Zip Code: *Country: USA
Middle Name: *Email: refstu1@...
Prefix: Practice Technician User ID: REFSTU...

Save Cancel Change Password

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

*Last Name: Student1 *Agency: Department of State
*First Name: Reference *City: [empty]
Middle Name: [empty] State: [dropdown]
Prefix: [dropdown] Zip Code: [empty]
Job Title: Practice Technician Country: USA

*Address Line 1: 1245 Spruce LN
Address Line 2: [empty]
City: [empty]
State: [dropdown]
Zip Code: [empty]
Country: USA

Save Cancel

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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Slide 22 - Slide 22

THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

*Last Name: Student1 *Agency: Department of State
*First Name: Reference *Work Phone: 314-555-1234
Middle Name: *Work Phone: 314-555-1234
Prefix: *Email: refstu1@nara.gov
Job Title: Practice Technician *User ID: REFSTU1

Save Cancel Change Password

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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Telephone: 1-800-NARA (6272) or 1-800-373-6872

http://gpeatest.archives.gov - Contact Addr...
*Address Line 1: 1245 Spruce LN
Address Line 2: Room 123
*City: [arrow pointing to dropdown]
State: [dropdown]
Zip Code: [input]
Country: USA [dropdown]
Save Cancel

Slide 23 - Slide 23

The screenshot shows the 'Personal Profile' page on the National Archives website. The page has a blue header with 'THE NATIONAL ARCHIVES' and navigation links like 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The main content area is titled 'User' and contains a form with fields for 'Last Name', 'First Name', 'Middle Name', 'Prefix', 'Job Title', 'Agency', 'Work Phone', 'Email', and 'User ID'. A dropdown menu for 'State' is open, showing a list of state abbreviations from DE to ND. Below the form is an 'Agreements' table with one row of data. The footer contains contact information and a navigation menu.

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

Slide 24 - Slide 24

The screenshot shows the 'User' profile page on the National Archives website. A popup window titled 'http://gpeatest.archives.gov - Contact Addr...' is open, displaying contact information for a user. The popup contains the following fields:

- *Address Line 1: 1245 Spruce LN
- Address Line 2: Room 123
- *City: St Louis
- State: MO
- Zip Code: [empty]
- Country: USA

The background page shows a user profile for 'Student1' with fields for Last Name, First Name, Middle Name, Prefix, and Job Title (Practice Technician). There are also sections for 'Agreements' and a table of active agreements.

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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Slide 25 - Slide 25

The screenshot shows the National Archives website interface. At the top, there is a navigation bar with "Home", "Reference Requests", "Application Help", and "Application Administration". The main content area is divided into sections: "User" (with fields for Last Name, First Name, Middle Name, Prefix, Job Title, Agency, Work P, Email, and User ID), "Agreements" (with a table of active agreements), and "Challenge Question/Answer" fields. A modal window titled "http://gpeatest.archives.gov - Contact Addr..." is overlaid on the "User" section, containing a form for contact information: Address Line 1 (1245 Spruce LN), Address Line 2 (Room 123), City (St Louis), State (MO), Zip Code, and Country (USA). A blue arrow points to the "Save" button in the modal window. The footer contains contact information for the U.S. National Archives and Records Administration.

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

Slide 26 - Slide 26

The screenshot shows the 'User' profile page on the National Archives website. A modal window titled 'http://gpeatest.archives.gov - Contact Addr...' is open, displaying a contact address form. The form fields are as follows:

- *Address Line 1: 1245 Spruce LN
- Address Line 2: Room 123
- *City: St Louis
- State: MO
- Zip Code: 63132
- Country: USA

The modal window has 'Save' and 'Cancel' buttons at the bottom. The background page shows the 'User' section with fields for Last Name (Student1), First Name (Reference), Middle Name, Prefix, and Job Title (Practice Technician). Below this is an 'Agreements' table with one entry:

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

The footer of the page includes navigation links: Archives.gov Home, Contact Us, Privacy Policy, Accessibility, and Freedom of Information Act. It also provides the address: The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

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THE NATIONAL ARCHIVES Archives.gov Home

Home Reference Requests Application Help Application Administration Personal Profile Log Out

User

Save Cancel Change Password

*Last Name: Student1

*First Name: Reference

Middle Name:

Prefix:

Job Title: Practice Technician

Save Cancel Change Password

*Agency: Department of State

Agency: State

Work Phone: 314-555-1234

Work Phone: 314-555-1234

*Email: refstu1@state.gov

User ID: REFSTU1

Internet

http://gpeatest.archives.gov - Contact Addr...

*Address Line 1: 1245 Spruce LN

Address Line 2: Room 123

*City: St Louis

State: MO

Zip Code: 63132

Country: USA

Save Cancel

Agreements

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Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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The screenshot shows the National Archives website interface. At the top, there is a navigation bar with "Home", "Reference Requests", "Application Help", and "Application Administration". The main content area is divided into sections: "User" (with fields for Last Name, First Name, Middle Name, Prefix, and Job Title), "Agreements" (with a table of agreement details), and "Contact Address" (a pop-up window). The "Contact Address" window is a table with columns for Address Line 1, Address Line 2, City, State, Zip Code, and Country. A mouse cursor is pointing at the "OK" button in the bottom right corner of the pop-up window. The "Agreements" table has the following data:

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

At the bottom of the page, there is a footer with the text: "Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act" and "The U.S. National Archives and Records Administration 8601 Adelphi Road, College Park, MD 20740-6001".

Slide 29 - Slide 29

The screenshot shows the National Archives website interface. At the top, there is a navigation bar with "Home", "Reference Requests", "Application Help", and "Application Administration". The main content area is divided into sections: "User" (with fields for Last Name, First Name, Middle Name, Prefix, and Job Title), "Agreements" (with a table of agreement details), and "Personal Profile" (with fields for Email, Group, Center, Question, and Answer). A pop-up window titled "http://gpeatest.archives.gov/arciscustqa/start.s..." is open, displaying a table with columns for Address Line 1, Address Line 2, City, State, Zip Code, and Country. The table contains one row of data: 1245 Spruce LN, Room 123, St Louis, MO, 63132, USA. A mouse cursor is hovering over the "OK" button in the pop-up window.

User Profile Form:

- *Last Name: Student1
- *First Name: Reference
- Middle Name: [Empty]
- Prefix: [Empty]
- Job Title: Practice Technician

Agreements Table:

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: <input type="text" value="Student1"/>	*Agency: Department of ARCIS Practice	Address Line 1: <input type="text" value="1245 Spruce LN"/>	Do Not Email: <input type="checkbox"/>
*First Name: <input type="text" value="Reference"/>	Agency Location:	Address Line 2: <input type="text" value="Room 123"/>	*Record Group: <input type="text" value="888"/>
Middle Name: <input type="text"/>	Work Phone #: <input type="text" value="314-555-1111"/>	City: <input type="text" value="St Louis"/>	Records Center: FRC - Philadelphia
Prefix: <input type="text"/>	Work Fax #: <input type="text" value="314-555-2222"/>	State: <input type="text" value="MO"/>	*Challenge Question: <input type="text"/>
Job Title: <input type="text" value="Practice Technician"/>	*Email: <input type="text" value="refstu1@nara.gov"/>	Zip Code: <input type="text" value="63132"/>	*Challenge Answer: <input type="text"/>
	User Id: <input type="text" value="REFSTU1@NARA.GOV"/>	Country: <input type="text" value="USA"/>	

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

<p>*Last Name: Student1</p> <p>*First Name: Reference</p> <p>Middle Name: <input type="text"/></p> <p>Prefix: <input type="text"/></p> <p>Job Title: Practice Technician</p>	<p>*Agency: Department of ARCIS Practice</p> <p>Agency Location:</p> <p>Work Phone #: <input type="text" value="(314) 555-1111"/></p> <p>Work Fax #: <input type="text" value="(314) 555-2222"/></p> <p>*Email: refstu1@nara.gov</p> <p>User Id: REFSTU1@NARA.GOV</p>	<p>Address Line 1: 1245 Spruce LN</p> <p>Address Line 2: Room 123</p> <p>City: St Louis</p> <p>State: MO</p> <p>Zip Code: 63132</p> <p>Country: USA</p>	<p>Do Not Email: <input type="checkbox"/></p> <p>*Record Group: <input type="text" value="888"/></p> <p>Records Center: FRC - Philadelphia</p> <p>*Challenge Question: <input type="text"/></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>What is the name of your home town?</p> <p>What is your pet's name?</p> <p>What is your mother's maiden Name?</p> <p>Who was your childhood hero?</p> <p>What is your preferred internet password?</p> </div>
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Agreements 1 - 1 of 1

>	Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
	✓	888	National	2008	A1	198888A1	Active

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

[Save](#) [Cancel](#) [Change Password](#)

*Last Name: Student1	*Agency: Department of ARCIS Practice	Address Line 1: 1245 Spruce LN	Do Not Email: <input type="checkbox"/>
*First Name: Reference	Agency Location:	Address Line 2: Room 123	*Record Group: 888
Middle Name:	Work Phone #: (314) 555-1111	City: St Louis	Records Center: FRC - Philadelphia
Prefix:	Work Fax #: (314) 555-2222	State: MO	*Challenge Question: What is your mother's maiden Name?
Job Title: Practice Technician	*Email: refstu1@nara.gov	Zip Code: 63132	*Challenge Answer:
	User Id: REFSTU1@NARA.GOV	Country: USA	

[Save](#) [Cancel](#) [Change Password](#)

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

*Last Name: Student1	*Agency: Department of ARCIS Practice	Address Line 1: 1245 Spruce LN	Do Not Email: <input type="checkbox"/>
*First Name: Reference	Agency Location:	Address Line 2: Room 123	*Record Group: 888
Middle Name:	Work Phone #: (314) 555-1111	City: St Louis	Records Center: FRC - Philadelphia
Prefix:	Work Fax #: (314) 555-2222	State: MO	*Challenge Question: What is your mother's maiden Name?
Job Title: Practice Technician	*Email: refstu1@nara.gov	Zip Code: 63132	*Challenge Answer:
	User Id: REFSTU1@NARA.GOV	Country: USA	

Agreements

After completing updates to your Personal Profile, click the Save button.

Charge Code	Charge Account	Status
M1	198888A1	Active

1 - 1 of 1

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

User

[Save](#) [Cancel](#) [Change Password](#)

<p>*Last Name: Student1</p> <p>*First Name: Reference</p> <p>Middle Name: </p> <p>Prefix: ▼</p> <p>Job Title: Practice Technician</p>	<p>*Agency: Department of ARCIS Practice</p> <p>Agency Location: Work Phone #: (314) 555-1111</p> <p>Work Fax #: (314) 555-2222</p> <p>*Email: refstu1@nara.gov</p> <p>User Id: REFSTU1@NARA.GOV</p>	<p>Address Line 1: 1245 Spruce LN</p> <p>Address Line 2: Room 123</p> <p>City: St Louis</p> <p>State: MO</p> <p>Zip Code: 63132</p> <p>Country: USA</p>	<p>Do Not Email: <input type="checkbox"/></p> <p>*Record Group: 888</p> <p>Records Center: FRC - Philadelphia</p> <p>*Challenge Question: What is your mother's maiden Name? ▼</p> <p>*Challenge Answer: Jones</p>
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[Save](#) [Cancel](#) [Change Password](#)

Agreements 1 - 1 of 1

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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Personal Profile Log Out

Home Reference Requests Application Help Application Administration

Your Personal Profile has now been edited and saved. Click the Continue button near the bottom of this screen to view the process for changing your ARCIS password.

User

Save Cancel Change Password

*Last Name: Student1

*First Name: Reference

Middle Name:

Prefix:

Job Title: Practice Technician

*Agency: Department of ARCIS Practice

Agency Location:

Work Phone #: (314) 555-1111

Work Fax #: (314) 555-2222

*Email: refstu1@nara.gov

User Id: REFSTU1@NARA.GOV

Address Line 1: 1245 Spruce LN

Address Line 2: Room 123

City: St Louis

State: MO

Zip Code: 63132

Country: USA

Do Not Email:

*Record Group: 888

Records Center: FRC - Philadelphia

*Challenge Question: What is your mother's maiden Name?

*Challenge Answer: Jones

Save Cancel Change Password

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status	
>	✓	888	National	2008	A1	198888A1	Active

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Back Continue

Slide 36 - Slide 36

The screenshot shows the National Archives ARCIS Online web application. At the top, there is a dark blue header with the text "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this, a navigation bar contains links for "Home", "Reference Requests", "Application Help", and "Application Administration". On the right side of this bar are "Personal Profile" and "Log Out" links. A yellow callout box with a mouse cursor pointing to the "Personal Profile" link contains the text: "To change your password, enter the **Personal Profile** screen through the link near the top of any ARCIS page." Below the navigation bar, a welcome message reads: "Welcome Reference Student! from Department of ARCIS Practice. Today is Sunday, September 14, 2008! Please verify that your [Profile](#)." The main content area is titled "ARCIS Online" and is divided into three columns. The left column has "My Transactions" (with a link to "My Reference Requests") and "Agency Transactions" (with a link to "My Agency Reference Requests"). The middle column is titled "Record Center Locations by State/Territory" and lists: California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State). The right column has "User Alerts" (with a link to "News National Archives") and "Top FAQs". At the bottom of the page, there is a footer with "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". On the far right of the footer are "Back" and "Continue" buttons. The bottom left of the footer contains the text: "The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, Telephone: 1-866-NARA-NARA or 1-866-272-6272".

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THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Edit Change Password

Last Name: Student1
First Name: Reference
Middle Name:
Prefix:
Job Title: Practice Technician

(314) 555-1111
Work Fax #: (314) 555-2222
Email: refstu1@nara.gov
User Id: REFSTUI@NARA.GOV

Address Line 1: 1245 Spruce LN
Address Line 2: Room 123
City: St Louis
State: MO
Zip Code: 63132
Country: USA

Do Not Email: No
*Record Group: 888
Records Center: FRC - Philadelphia
*Challenge Question: What is your mother's maiden Name?
*Challenge Answer: Jones

Edit Change Password

Agreements 1 - 1 of 1

Primary	Type	Fiscal Year	Charge Code	Charge Account	Status
<input checked="" type="checkbox"/>		2008	A1	198888A1	Active

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Back Continue

Click the Change Password button.

Click the Change Password button.

Slide 38 - Slide 38

The screenshot shows the 'Change Password' page on the National Archives website. At the top, there is a dark blue header with 'THE NATIONAL ARCHIVES' on the left and 'Archives.gov Home' on the right. Below the header is a navigation bar with 'Home', 'Reference Requests', and 'App' (partially visible). On the right side of the navigation bar are links for 'Personal Profile' and 'Log Out'. The main content area is titled 'Change Password' and contains the instruction: 'Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password'. There are three input fields: '*Current Password:', '*New Password:', and '*Verify New Password:'. Below these fields are 'Cancel' and 'Save' buttons. A yellow callout box with a blue arrow pointing to the first input field contains the text: 'On the Change Password screen, first enter your Current Password.' At the bottom of the page, there is a dark blue footer with links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act'. Below the footer is the contact information for the U.S. National Archives and Records Administration.

THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [App](#)

Change Password

Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password

*Current Password:

*New Password:

*Verify New Password:

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

Change Password

Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password

*Current Password:

*New Password:

*Verify New Password:

Next, **enter your New Password** ensuring it meets the minimum password requirements shown above.

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[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

Change Password

Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password

*Current Password:

*New Password:

*Verify New Password:

Re-enter your new password in the **Verify New Password** field.

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Change Password

Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password

*Current Password:

*New Password:

*Verify New Password:

Click the **Save** button to save changes to your password.

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

Change Password

Password must be 8 characters and is case-sensitive. The * indicates information that is required to change your password

*Current Password:

*New Password:

*Verify New Password:

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THE NATIONAL ARCHIVES Archives.gov Home

[Personal Profile](#) [Log Out](#)

[Home](#) [Reference Requests](#) [Application Help](#) [Application Administration](#)

 **Welcome Reference Student!** from Department of ARCIS Practice.
Today is Sunday, September 14, 2008! Please verify that your [Profile](#) is current.

ARCIS Online

The End

[Update Personal Profile - Click Here](#)


[Change Your Password - Click Here](#)

[End](#)

My Transactions
• My Reference Requests

Agency Transactions
• My Agency Reference Requests

Record Center Location by State/Territory
• California
• Colorado

User Alerts
 **News National Archives**

Top FAQs

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