


Slide 1 - Slide 1



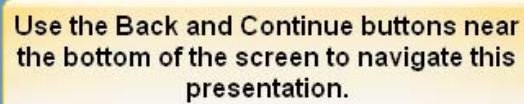
Archives and Records Centers Information System (ARCIS)

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 navigation bar with the text "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this, a lighter blue bar contains the links "Home", "Reference Requests", "Application Help", and "Application Administration". On the far right of this bar are the links "Personal Profile" and "Log Out". A yellow callout box with a black border points to the "Personal Profile" link, containing 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, the main content area features a welcome message: "Welcome Reference Student! from Department of ARCIS Practice. Today is Sunday, September 14, 2008! Please verify that your Profile is current." To the left of this message is the "FEDERAL RECORDS CENTERS" logo. In the center, the text "ARCIS Online" is displayed. Below the welcome message, there are three main sections: "My Transactions" (with a sub-link for "My Reference Requests"), "Record Center Locations by State/Territory" (with a sub-link for "California" and a list of states including Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State)), and "User Alerts" (with a sub-link for "Have National Archives..."). On the right side, there is a "Top FAQs" section. At the bottom of the page, a dark red footer bar contains links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below the footer bar, the text reads: "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 left side of the footer, there is a "Continue" button, and on the right side, there are "Back" and "Con" buttons.

Slide 6 - Slide 6

THE NATIONAL ARCHIVES Archives.gov Home

Home Profile Log Out

To edit your profile, click the **Edit** button.

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.

Record Group: 388
Records Center: RRC - Philadelphia
Challenge Question:
Challenge Answer:
Country:

Last Name: REFSTUI
First Name: Reference
Middle Name:
Prefix:
Job Title:
Agency Location: Department of ARDS Practice
Address Line 1:
Address Line 2:
City:
State:
Zip Code:
Work Phone #:
Work Fax #:
Email: refstui@nara.gov

User Id: REFSTUI@NARA.GOV

Edit **Change Password**

Fiscal Year	Charge Code	Charge Account	Status
2008	AJ	198888A1	Active

1 - 1 of 1

Agreements

Primary	Agreement #	Agreement Type
<input checked="" type="checkbox"/>	888	National

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
1-800-826-4000 (Voice) 1-800-255-9696 (TDD)

Back **Continue**

Slide 8 - Slide 8

THE NATIONAL ARCHIVES Archives.gov Home

Personal Profile Log Out

Home Reference Requests Application

User Save Cancel Change Password

*Last Name: Student1

*Agency: Department of ARCIS Practice

Address Line 1: []

Address Line 2: []

City: []

State: []

Do Not Email:

*Record Group: 888

*First Name: []

Agency Location: []

Work Phone #: []

Middle Name: []

Work Fax #: []

Zip Code: []

Country: []

Prefix: []

*Email: refstul@nara.gov

Job Title: []

User Id: REFSTU1@NARA.GOV

Records Center: FRC - Philadelphia

*Challenge Question: []

*Challenge Answer: []

Save Cancel Change Password

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year
>	✓ 888	National	2008

Charge Code: A1 Charge Account: 198888A1 Status: Active

1 - 1 of 1

Back Continue

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-800-NARA (6272) or 1-800-375-6375

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.

Slide 9 - Slide 9

THE NATIONAL ARCHIVES Archives.gov Home

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

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

User

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

*Last Name: *Agency: Department of ARCIS Practice Address Line 1: Do Not Email:

*First Name: Agency Location: Address Line 2: *Records Center: FRC - Philadelphia

State: Zip Code: Country: *Challenge Question:

Work Fax #: *Challenge Answer:

*Email: Middle Name:

User Id: Prefix:

[Change Password](#)

Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
888	National	2008	AJ	198888M	Active

1 - 1 of 1

[Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

Send Records Administration
College Park, MD 20740-6001

[Archives.gov Home](#) [Contact Us](#)

The U.S. National Archives
8601 Adelphi Road, College Park, MD 20740-6001

Slide 10 - Slide 10

THE NATIONAL ARCHIVES Archives.gov Home

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

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

User

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

*Last Name: *Agency: Department of ARCIS Practice Address Line 1: Do Not Email:

*First Name: Agency Location: Address Line 2: *Records Center:

State: Zip Code: Country: Middle Name:

Work Fax (F): *Challenge Question: Prefix:

*Email: *Challenge Answer: Job Title:

User Id:

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

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
<input checked="" type="checkbox"/>	888	National	2008	AJ	1988888A	Active

Archives.gov Home [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

The U.S. National Archives and Records Administration
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Slide 11 - Slide 11

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: <input type="text"/>	Record Group: <input type="text" value="888"/>
Role Name: <input type="text"/>	Work Phone #: <input type="text"/>	City: <input type="text"/>	Record Center: FRC - Philadelphia
Office: <input type="text"/>	Work Fax #: <input type="text"/>	State: <input type="text"/>	*Challenge Question: <input type="text"/>
		Zip Code: <input type="text"/>	Country: <input type="text"/>

Slide 12 - Slide 12

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 ARCIS Practice

Address Line 1: [input]

Do Not Email:

*First Name: [input]

Agency Location: [input]

Address Line 2: [input]

Work Fax #: [input]

State: [input]

Records Center: [input]

Zip Code: [input]

Country: [input]

Challenge/Answer: [input]

Reference: [input]

Middle Name: [input]

Prefix: [input]

Job Title: Practice Technologist

Email: [input]

User Id: [input]

Agreements

Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
	National	2008	AJ	1000000	Active

Privacy Policy Accessibility Freedom of Information Act

Archives.gov Home Contact Us

Slide 13 - Slide 13

THE NATIONAL ARCHIVES Archives.gov Home

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

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

User

*Last Name: *Agency: Department of ARCIS Practice Address Line 1: Do Not Email:

*First Name: Agency Location: Address Line 2:

304-866-1111 State: Reference:

Work Fax: Zip Code: Records Center: Middle Name:

 Country: Prefix:

 Email: Challenge Answer:

Job Title: User Id: REFSTU1@NARA.GOV

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

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-800-NARA-NARA ext. 295-273-6373

Slide 14 - Slide 14

THE NATIONAL ARCHIVES Archives.gov Home

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

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

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

*Last Name: *Agency: Department of ARCIS Practice
*First Name: Agency Location:
Middle Name: Work Phone #:
*Challenge Question: Work Fax #:
*Challenge Answer:

Address Line 1: Do Not Email:
Address Line 2:
City: *Record Group:
State: Records Center:
Zip Code:

Prefix: *Email:
Job Title: User Id:

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

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year
<input checked="" type="checkbox"/>	888	National	2008

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

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www.archives.gov

Slide 15 - Slide 15

THE NATIONAL ARCHIVES Archives.gov Home

Home Reference Requests Application Help Application Administration Personal Profile Log Out

User

*Last Name: Student Denard

*Agency: Denard

*First Name: Denard

Middle Name:

Prefbc:

Job Title: Practice Technician

Agency Location:

Work Phone: (714) 866-1111

Work Fax #: (714) 866-8555

*Email: refstul@nara.gov

User Id: REFSTU1@NARA.GOV

Do Not Email:

*Record Group: 888

Records Center: FRC - Philadelphia

*Challenge Question:

*Challenge Answer:

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge
<input checked="" type="checkbox"/>	888	Historical	2008	88	100000

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

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8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 202-837-1400, 1-800-377-0770

Slide 17 - Slide 17

THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

Last Name: Student

First Name: Student

Middle Name:

Prefix:

Job Title:

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account
<input checked="" type="checkbox"/>	888	National	2008	AJ	100000X

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

8301 Adelphi Road, College Park, MD 20740-6001

If your address is not available in the pick-list, click the New button to add it.

http://peatest.archives.gov - Contact Addr... No Records

New Save Query

Address: Line 1 Line 2 City State Zip Code County

OK

Slide 19 - Slide 19

The screenshot displays the 'Application Administration' section of the National Archives website. The page title is 'THE NATIONAL ARCHIVES' and the user is logged in as 'Student1'. The navigation menu includes 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The main content area is divided into several sections:

- User Profile:** Includes fields for Last Name (Student1), Agency, Department, Agency, First Name, Work Phone (314-55...), and Email. There are 'Save', 'Cancel', and 'Change Password' buttons.
- Address Book:** A window titled 'http://gpeatest.archives.gov - Contact Addr...' is open, showing address fields and a 'Save' button.
- Agreements Table:** A table with columns: Primary, Agreement #, Agreement Type, Fiscal Year, Charge Code, and Charge Ac. The table contains one row with a checkmark in the Primary column, Agreement # 888, Agreement Type National, Fiscal Year 2008, Charge Code A, and Charge Ac 10000000.

The footer contains links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act'. It also includes the text: 'The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, www.archives.gov, 1-800-826-4000'.

Slide 20 - Slide 20

The screenshot displays the National Archives website interface. At the top, the header includes "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below the header is a navigation bar with "Personal Profile" and "Log Out" links. A secondary navigation bar contains "Home", "Reference Requests", "Application Help", and "Application Administration".

The main content area is divided into several sections. On the left, there is a "User" profile section with fields for "Last Name" (Student1), "First Name", "Middle Name", "Practice", and "Job Title" (Practice Technician). There are "Save", "Cancel", and "Change Password" buttons. To the right of the user profile is a "Contact Address" form with fields for "Address Line 1", "Address Line 2", "City", "State", "Zip Code", and "Country" (USA). This form is overlaid on top of the main page content. Below the user profile is an "Agreements" section with a table showing one agreement.

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

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

Slide 21 - Slide 21

The screenshot displays the 'THE NATIONAL ARCHIVES' application administration interface. At the top, there are navigation tabs for 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The user is logged in as 'Student1' with the email 'student1@refstus.gov'. The main form contains the following fields:

- *Last Name:** Student1
- *First Name:** [Empty]
- *Agency:** Department of the Interior
- *Agency Work P:** [Empty]
- Address (Line 1):** [Empty]
- Address (Line 2):** [Empty]
- City:** [Empty]
- State:** [Empty]
- Zip Code:** [Empty]
- Country:** USA
- Work Phone:** 314-551-3100
- Job Title:** Practice Technician
- Challenge Question:** [Empty]
- Challenge Answer:** [Empty]

Below the form is a table with columns: 'Agreement Type', 'Fiscal Year', 'Charge Code', 'Charge Account', and 'Status'. The table contains one row with the following data:

Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
...

At the bottom of the page, there is a footer with the following text:

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act
The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-800-NARA (6272) or 1-800-370-9370

Slide 22 - Slide 22

THE NATIONAL ARCHIVES Archives.gov Home
Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User http://greatest.archives.gov - Contact Addr...

Save Cancel Change Password

Word Group: []
Records Center: Philadelphia
Challenge Question: [v]
Challenge Answer: []
Cancel

Student1
*First Name: Reference
Middle Name:
Prefix: [v]
Job Title: Practice Technician
Save Cancel Change Password

Address Line 1: []
Address Line 2: []
Room: []
Agency: []
Work Phone: 314-55- []
Work Fax: 314-55- []
*Email: refstu1@ []
User ID: REFSTU []
Done Intern

Charge Code	Charge Account	Status
A1	19RRRRA1...	Active

Primary	Agreement #	Agreement Type	Fiscal Year
>	888	National	2008

Freedom of Information Act Archives.gov Home Contact Us Privacy Policy Accessibility Free

The U.S. National Archives and Records Administration...
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Slide 23 - Slide 23

THE NATIONAL ARCHIVES Archives.gov Home Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

*Last Name: Student
*First Name:
Middle Name:
Prefix:
Agency Department Agency Work P
314-55
314-55
*Email:
Job Title: Practice Technician User Id: REFSTU
Done Internet

*Address Line 1:
Address Line 2:
*City:
State:
Zip Code:
Country:
Word Group:
Records Center:
Challenge Question:

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Ch
<input checked="" type="checkbox"/>	888	National	2008	A1	198

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

The U.S. National Archives and Records Administration
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Slide 24 - Slide 24

The screenshot displays the National Archives application interface. At the top, the header includes "THE NATIONAL ARCHIVES" and "Archives.gov Home". Navigation tabs include "Home", "Reference Requests", "Application Help", and "Application Administration". A browser window shows the URL "http://gpeatest.archives.gov - Contact Addr...".

The main content area is divided into several sections:

- User Profile:** A form with fields for "Student1", "First Name", "Reference", "Prefix", "Job Title", "E-mail", "User ID", and "Work P".
- Challenge Question:** A section with "Challenge Question" and "Challenge Answer" fields.
- Agreements Table:** A table with columns for "Primary", "Agreement #", "Agreement Type", and "Fiscal Year".

Primary	Agreement #	Agreement Type	Fiscal Year
<input checked="" type="checkbox"/>	800	National	2008

At the bottom, there is a footer with contact information: "The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001".

Slide 25 - Slide 25

The screenshot displays the 'THE NATIONAL ARCHIVES' application administration interface. At the top, there is a navigation bar with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. A user profile form is visible, containing fields for 'First Name', 'Middle Name', 'Email', 'Agency', 'Work P', and 'Status'. Below the profile form, there is a table titled 'Agreements' with columns for 'Year', 'Charge Code', 'Charge Account', 'Status', 'Priority', 'Agreement #', 'Agreement Type', and 'Fiscal Year'. The table contains one entry with a 'Status' of 'Active' and an 'Agreement Type' of 'National'. The footer of the page includes links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act', along with the organization's address: 'The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001'.

Slide 26 - Slide 26

The screenshot displays the 'Application Administration' section of the National Archives website. At the top, there are navigation tabs for 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. A user profile form is visible, containing fields for 'First Name' (Student1), 'Middle Name', 'Job Title' (Practice Technician), 'Agency', 'Work P' (314-55), 'Work F', 'Email' (refstul@...), and 'User Id' (REFSTU). A table titled 'Agreements' is shown below the form, with columns for 'Agreement Type', 'Fiscal Year', 'Charge Code', 'Charge Account', and 'Status'. The table contains one entry: National, 2008, A1, 19888A1, Active. The footer includes links for 'Policy', 'Accessibility', 'Freedom of Information Act', and contact information for the National Archives and Records Administration.

Agreement Type	Fiscal Year	Charge Code	Charge Account	Status
National	2008	A1	19888A1	Active

Slide 27 - Slide 27

The screenshot displays the 'THE NATIONAL ARCHIVES' application interface. At the top, there is a navigation bar with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. A user profile form is visible, containing fields for 'First Name' (Student1), 'Job Title' (Practice Technician), and 'Agreements'. A table below the form shows a single row with 'Charge Code' A1, 'Charge Account' 198888A1, and 'Status' Active. The footer includes contact information for the U.S. National Archives and Records Administration.

THE NATIONAL ARCHIVES Archives.gov Home

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

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

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

Word Group:

Records Center:

First Name: Student1

Reference: Reference

Middle Name:

Prefix:

Job Title: Practice Technician

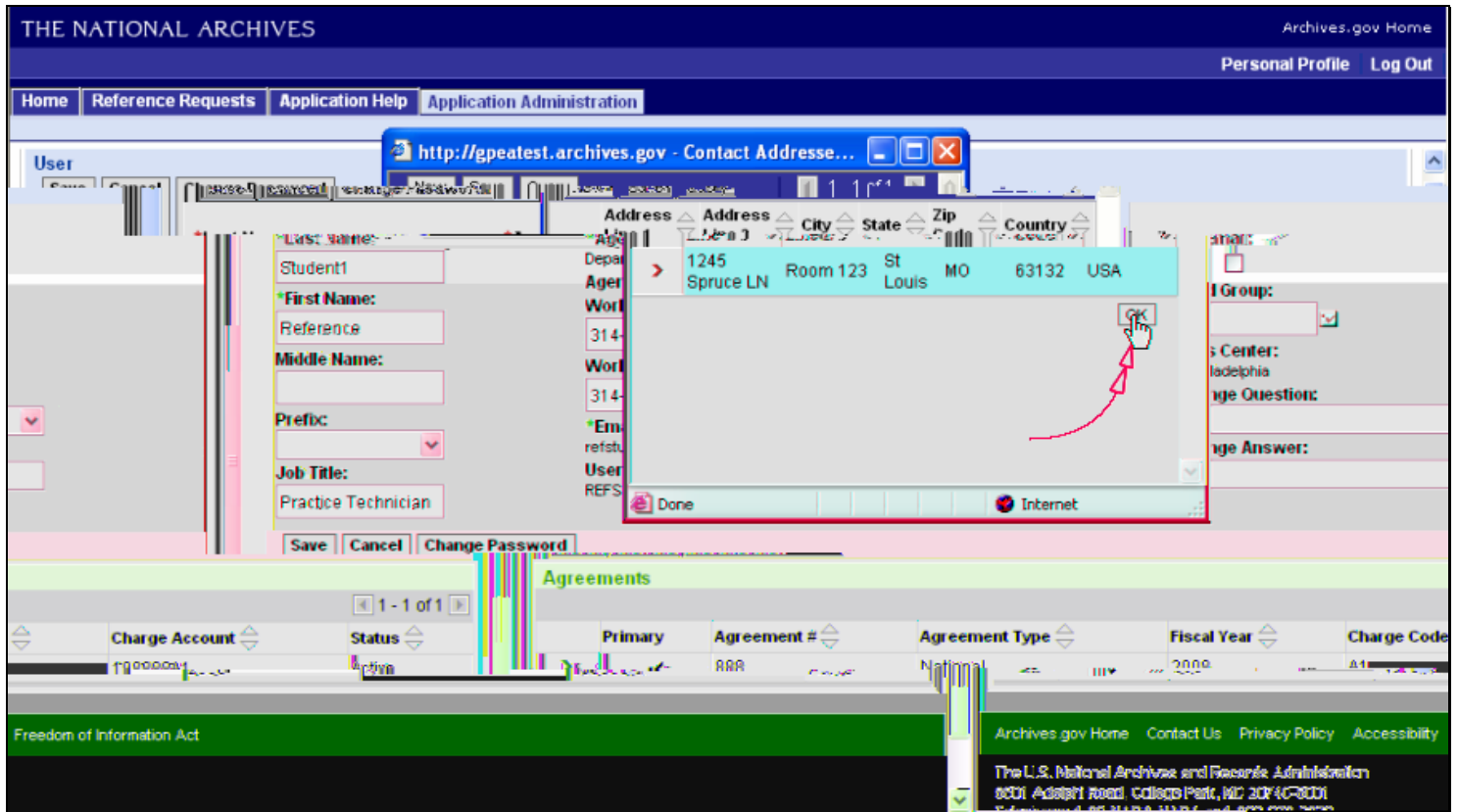
Agreements

Primary	Agreement #	Agreement Type	Fiscal Year
<input checked="" type="checkbox"/>	888	National	2008

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-800-NARA (NARA) or 410-975-6000

Slide 28 - Slide 28



Slide 29 - Slide 29

The screenshot displays the 'THE NATIONAL ARCHIVES' application 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 several sections:

- User Profile Form:** A form with fields for 'Last Name' (1245 Spruce LN), 'Address Line 1' (Room 123), 'City' (St Louis), 'State' (MO), 'Zip Code' (63132), and 'Country' (USA). Other fields include 'Prefix', 'Job Title', and 'User' (314-refsstu). A 'Save' button is visible.
- Agreements Table:** A table with columns: 'Primary', 'Agreement #', 'Agreement Type', and 'Fiscal Year'. One row is visible with 'Primary' checked, 'Agreement #' 808, 'Agreement Type' National, and 'Fiscal Year' 2008.
- Footer:** Contains links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act'. It also includes the address: 'The U.S. National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001'.

Slide 30 - Slide 30

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 ARCIS Practice
Address Line 1: 1245 Spruce LN
Address Line 2: Room 123
City: St. Louis
State: MO
Zip Code: 63132
Country: USA
Do Not Email:
*Records Center: FRC - Philadelphia
*Challenge Question:
*Challenge Answer:

*First Name: Reference
*Middle Name:
*Work Phone #: 314-555-1111
*Work Fax #: 314-555-2222
*Prefix: [dropdown]
*Email: refstul@nara.gov
*User ID: REFSTU1@NARA.GOV
*Job Title: Practice Technician
Save Cancel Change Password

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year	Charge Code	Charge Account	Status

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act
The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001

Slide 31 - Slide 31

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

***Agency:** Department of ARCIS Practice
Agency Location:
Work Phone #:

Address Line 1: 1245 Spruce LN
Address Line 2: Room 123
City: St Louis
State: MO
Zip: 63113

Do Not Email:
***Record Group:** 888

Challenge Question:
What is the name of your hometown?
What is your pet's name?
What is your mother's maiden name?
Who was your childhood hero?
What is your preferred internet password?

Prefix:
Job Title: Practice Technician
***Email:** refstul@nara.gov
User Id: REFSTU1@NARA.GOV

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

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year
<input checked="" type="checkbox"/>	888	National	2008

Archives.gov Home [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

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www.archives.gov

Slide 32 - Slide 32

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

*Agency: Department of ARCIS Practice
Agency Location:
Work Phone #:

Address Line 1: 1245 Spruce LN
Address Line 2: Room 123
City: St Louis
State: MO
Zip: 63133

Do Not Email:
*Record Group: 888

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

Prefix:
Job Title: Practice Technician
Email: refstul@nara.gov
User Id: REFSTU1@NARA.GOV

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

Agreements

Primary	Agreement #	Agreement Type	Fiscal Year
<input checked="" type="checkbox"/>	888	National	2008

1 - 1 of 1

Charge Code	Charge Account	Status
AI	198888A1	Active

Information Act

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)

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8601 Adelphi Road, College Park, MD 20740-6001
Tel: 301-837-2000

Slide 33 - Slide 33

The screenshot shows the 'User' profile update page on the National Archives website. The page has 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', 'Application Help', and 'Application Administration'. The main content area is titled 'User' and contains a form with various fields. A red arrow points from a callout box to the 'Save' button. The callout box contains the text: 'After completing updates to your Personal Profile, click the Save button.' The form fields include: Last Name (Student1), Agency (Department of ARCIS Practice), Agency Location, Work Phone #, Address Line 1 (1245 Spruce LN), Address Line 2 (Room 123), City (St Louis), State (MO), Zip, Record Group (888), Do Not Email (checkbox), Challenge Question (What is your mother's maiden Name?), Challenge Answer, Email (refstul@nara.gov), and Job Title (Practice Technician). There are 'Save', 'Cancel', and 'Change Password' buttons at the bottom of the form. The footer contains links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act'.

Slide 34 - Slide 34

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 *Agency: Department of ARCIS Practice Address Line 1: 1245 Spruce LN Address Line 2: Room 123 Do Not Email: *Record Group: 888

*First Name: Reference Work Phone #: (314) 555-1111 City: St Louis

*Challenge Question: What is your mother's maiden Name? Prefix: (314) 555-2222 *Email: refstul@nara.gov

*Challenge Answer: Jones Job Title: Practice Technician User Id: REFSTU1@NARA.GOV

Agreements

STATUS	Agency	HOSEID	Agreement Type	Initial Recd	Storage Code	Storage Account
Active		888	National	2008	A1	198808A1

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information Act

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8601 Adelphi Road, College Park, MD 20740-6001

Slide 35 - Slide 35

THE NATIONAL ARCHIVES Archives.gov Home

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

*Agency: Department of ARCIS Practice

Address Line 1: 1245 Spruce LN

Do Not Email:

*First Name: Reference

*Work Phone #: (314) 555-1111

Address Line 2: Room 123

*Record Group: 888

*Middle Name:

*Work Fax #: (714) 555-2222

City: St Louis

Records Center: FRC - Philadelphia

*Prefix:

*Email: refstul@nara.gov

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

Zip Code: 63132

*Challenge Answer:

Country: United States

Job Title: REFERENCE TECHNICIAN

User Id: REFSTU1@NARA.GOV

Save Cancel Change Password

Agreements

Primary	Agreement #	Agreement Type
>	✓ 888	National

1 - 1 of 1

Fiscal Year	Charge Code	Charge Account	Status
2008	A1	198888A1	Active

in Act

Back Continue

Archives.gov Home Contact Us Privacy Policy Accessibility Freedom of Information

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-800-NARA (6272) TDD: 1-800-827-6337

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 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 change your password, enter the **Personal Profile** screen through the link near the top of any ARCIS page." Below the navigation bar, the main content area features a green header with the "FEDERAL RECORDS CENTERS" logo on the left and "ARCIS Online" in the center. A welcome message reads: "Welcome Reference Student!! from Department of ARCIS Practice. Today's Sunday, September 14, 2008. Please visit the page." The main content is divided into three columns: "My Transactions" with links for "My Reference Requests" and "My Agency Reference Requests"; "Record Center Locations by State/Territory" with a list of states including California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State); and "User Alerts" with a "News National Archives" icon and "Top FAQs" link. At the bottom, a green footer contains links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below the footer is contact information for the U.S. National Archives and Records Administration. On the right side of the footer are "Back" and "Continue" buttons.

Slide 37 - Slide 37

The screenshot shows the 'User' profile page on the National Archives website. The page has 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', 'Application Help', and 'Application Administration'. The main content area is titled 'User' and contains a profile form with fields for 'Last Name', 'First Name', 'Middle Name', 'Prefix', 'Address Line 1', 'Address Line 2', 'Work Fax #', 'Email', 'City', 'State', 'Zip Code', 'Country', 'Do Not Email', and 'Records Center'. There are two 'Change Password' buttons: one at the top left and one in the middle of the page. A yellow callout box with an arrow points to the top 'Change Password' button, containing the text 'Click the Change Password button.' A purple callout box with an arrow points to the middle 'Change Password' button, also containing the text 'Click the Change Password button.' At the bottom of the page, there is a green footer with links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act', along with contact information for the U.S. National Archives and Records Administration.

Slide 38 - Slide 38

The screenshot shows the 'Change Password' page on the National Archives website. The page has 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 'Personal Profile' (with a 'Log Out' link). The main content area is white and contains a 'Change Password' form. A yellow callout box on the left says 'On the Change Password screen, first enter your Current Password.' Another yellow callout box on the right says 'On the Change Password screen, first enter your Current Password.' The form includes a 'Current Password' field, a 'New Password' field, and a 'Verify New Password' field. A red arrow points from the 'Save' button to the 'New Password' field. Below the form are 'Cancel' and 'Save' buttons. At the bottom of the page is a dark red 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

Change Password

On the Change Password screen, first enter your Current Password.

On the Change Password screen, first enter your Current Password.

Change Password

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

*Current Password: [input field]

*New Password: [input field]

*Verify New Password: [input field]

Cancel Save

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Telephone: 1-800-N99A-N99A or 1-301-837-6272

Slide 39 - Slide 39

The screenshot shows the 'Change Password' form on the National Archives website. The form includes three input fields: 'Current Password', 'New Password', and 'Verify New Password'. A yellow callout box points to the 'New Password' field with the text 'Next, enter your New Password'. A red callout box points to the 'Current Password' field with the text 'ensuring it meets the minimum password requirements shown above.' The form also features a 'Save' button on the left and a 'Cancel' button on the right. The page header includes 'THE NATIONAL ARCHIVES' and 'Archives.gov Home'. The footer contains contact information for the National Archives and Records Administration.

Slide 40 - Slide 40

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:

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

[Archives.gov Home](#) [Contact Us](#) [Privacy](#)

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8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-866-272-6272

Slide 41 - Slide 41

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:

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

Archives.gov Home

The U.S. National Archives
8601 Adelphi Road
Telephone: 1-86-NARA-NARA or 1-866-272-6272

Slide 42 - Slide 42

The screenshot shows the 'Change Password' form on the National Archives website. The page header includes 'THE NATIONAL ARCHIVES' and 'Archives.gov Home'. A navigation bar contains links for 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. On the right, there 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'. Below this are three required input fields: '*Current Password:', '*New Password:', and '*Verify New Password:'. Each field is represented by a text box with eight dots. At the bottom of the form are 'Cancel' and 'Save' buttons. A mouse cursor is positioned over the 'Save' button. A footer bar contains links for 'Archives.gov Home', 'Contact Us', 'Privacy Policy', 'Accessibility', and 'Freedom of Information Act'. The bottom of the page shows a dark grey area with some faint, illegible text.

Slide 43 - Slide 43

The screenshot shows the National Archives website interface. At the top, it says "THE NATIONAL ARCHIVES" and "Archives.gov Home". There are navigation tabs for "Home", "Reference Requests", "Application Help", and "Application Administration". A date notice reads: "Today is Sunday, September 14, 2008! Please verify that your Profile is current." The main content area features "ARCIS Online" and a large red "The End" watermark. A central dialog box contains three buttons: "Update Personal Profile - Click Here", "Change Your Password - Click Here", and "End". On the right, there are sections for "User Alerts" (with a "News National Archives" alert) and "Top FAQs". The footer includes "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act", along with the address: "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".