


Slide 1 - Slide 1



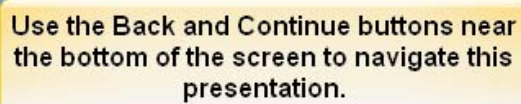
# Archives and Records Centers Information System (ARCIS)

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 navigation bar with "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home" on the right. Below this is a secondary navigation bar with "Personal Profile" and "Log Out" links. A main navigation bar contains "Home", "Reference Requests", "Application Help", and "Application Administration".

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." Below this is the "ARCIS Online" logo. The page is divided into three columns:

- My Transactions:** Includes "My Reference Requests" and "Agency Transactions" (with "My Agency Reference Requests").
- Record Center Locations by State/Territory:** A list of states including California, Colorado, District of Columbia, Georgia, Illinois, Maryland, Massachusetts, Missouri, Ohio, Pennsylvania, Texas, and Washington (State).
- User Alerts:** Includes "News National Archives" and "Top FAQs".

A yellow callout box with a mouse cursor pointing to the "Personal Profile" link in the top navigation bar contains the text: "To view or edit your Personal Profile, select the **Personal Profile** link near the top of any ARCIS page."

At the bottom of the page, there is a footer with "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below the footer is 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". On the right side of the footer, there are "Back" and "Continue" buttons.

Slide 6 - Slide 6

The screenshot shows a user profile page for 'THE NATIONAL ARCHIVES'. The page includes a header with 'Archives.gov Home', 'Profile', and 'Log Out' links. A 'User' section contains 'Edit' and 'Change Password' buttons. A yellow callout box points to the 'Edit' button with the text: 'To edit your profile, click the **Edit** button.' Another yellow callout box contains 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 profile data is as follows:

<b>Last Name:</b> Student1	<b>Agency:</b> Department of ARCIS Practice	<b>Address Line 1:</b>	<b>Do Not Email:</b> No
<b>First Name:</b> Reference	<b>Agency Location:</b>	<b>Address Line 2:</b>	<b>*Record Group:</b> 888
<b>Middle Name:</b>	<b>Work Phone #:</b>	<b>City:</b>	<b>Records Center:</b> FRC - Philadelphia
<b>Prefix:</b>	<b>Work Fax #:</b>	<b>State:</b>	<b>*Challenge Question:</b>
<b>Job Title:</b>	<b>Email:</b> refstul@nara.gov	<b>Zip Code:</b>	<b>*Challenge Answer:</b>
	<b>User Id:</b> REFSTU1@NARA.GOV	<b>Country:</b>	

Below the profile data is an 'Agreements' section with a table:

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

At the bottom of the page, there is a footer with contact information and two buttons: 'Back' and '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.

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:** Student1

**\*First Name:** Reference

**Middle Name:**

**Prefix:** Miss

- 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:**

[Change Password](#)

---

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

1 - 1 of 1

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Slide 10 - Slide 10

THE NATIONAL ARCHIVES Archives.gov Home

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

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

---

**User**

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

**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**

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

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

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

---

**User**

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

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**User**

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

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

[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**

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

<b>*Last Name:</b> <input type="text" value="Student1"/>	<b>*Agency:</b> Department of
<b>*First Name:</b> <input type="text" value="Reference"/>	<b>Agency Location:</b> <input type="text" value="314-555-1111"/>
<b>Middle Name:</b> <input type="text"/>	<b>Work Phone:</b> <input type="text" value="314-555-2222"/>
<b>Prefix:</b> <input type="text"/>	<b>Work Fax #:</b> <input type="text"/>
<b>Job Title:</b> <input type="text" value="Practice Technician"/>	<b>*Email:</b> refstu1@nara.gov
	<b>User Id:</b> 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 contains a 'New' button, a 'Save' button, and a 'Query' button, along with a table for address information with columns for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Country'. The main page includes a navigation bar with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The user profile form has fields for 'Last Name' (Student1), 'First Name' (Reference), 'Middle Name', 'Prefix', 'Job Title' (Practice Technician), 'Email' (refstul1@nara.gov), and 'User Id' (REFSTU1@NARA.GOV). 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: Bureau of Land Management, Work Phone: 314-555-1234, Email: refstul1@nara.gov, User Id: REFSTU1@NARA.GOV

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

http://gpeatest.archives.gov - Contact Addr... New Save Query No Records

Address Line 1	Address Line 2	City	State	Zip Code	Country

OK

Challenge Question: Philadelphia

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 19 - Slide 19

The screenshot shows the 'User' profile page on the National Archives website. A modal window is open for editing contact information. The main page includes navigation tabs (Home, Reference Requests, Application Help, Application Administration) and a 'Personal Profile' section with fields for Last Name, First Name, Middle Name, Prefix, Job Title, Agency, Work Phone, Email, and User ID. Below the profile is an 'Agreements' table with one entry.

**User Profile Fields:**

- Last Name: Student1
- First Name: Reference
- Middle Name: [Empty]
- Prefix: [Empty]
- Job Title: Practice Technician
- Agency: [Empty]
- Work Phone: 314-55 [Empty]
- Email: refstu1@ [Empty]
- User ID: REFSTU [Empty]

**Contact Address Form Fields:**

- Address Line 1: [Empty]
- Address Line 2: [Empty]
- City: [Empty]
- State: [Empty]
- Zip Code: [Empty]
- Country: USA

**Agreements Table:**

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 '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 includes fields for Address Line 1, Address Line 2, City, State (dropdown), Zip Code, and Country (USA). The background page shows a navigation menu with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The 'User' section contains fields for Last Name (Student1), First Name (Reference), Middle Name, Prefix, and Job Title (Practice Technician). Below the user information is an 'Agreements' table with one entry.

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



Slide 21 - Slide 21

The screenshot shows the National Archives user profile page. The main page has a navigation bar with 'Home', 'Reference Requests', 'Application Help', and 'Application Administration'. The 'User' section contains fields for Last Name (Student1), First Name (Reference), Middle Name, Prefix, and Job Title (Practice Technician). A popup window titled 'http://gpeatest.archives.gov - Contact Addr...' is open, showing a contact address form with fields for Address Line 1 (1245 Spruce LN), Address Line 2, City, State, Zip Code, and Country (USA). Below the user information is an 'Agreements' table with one row of data.

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 \*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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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 National Archives website interface. At the top, there is a navigation bar with "THE NATIONAL ARCHIVES" on the left and "Archives.gov Home", "Personal Profile", and "Log Out" on the right. Below this is a secondary navigation bar with "Home", "Reference Requests", "Application Help", and "Application Administration".

The main content area is titled "User" and contains a form with the following fields:

- \*Last Name: Student1
- \*First Name: Reference
- Middle Name: (empty)
- Prefix: (dropdown menu)
- Job Title: Practice Technician
- \*Agency: (dropdown menu)
- Work P: 314-55
- \*Email: refstu1@
- User Id: REFSTU

A dropdown menu for the "State" field is open, showing a list of state abbreviations: DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND. A mouse cursor is pointing at the "MN" option.

Below the form is an "Agreements" section with a table showing one agreement:

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 "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below that is 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 Personal Profile Log Out

Home Reference Requests Application Help Application Administration

User Save Cancel Change Password

\*Last Name: Student1 \*Agency: Department of the Interior  
\*First Name: Reference \*City: St Louis  
Middle Name: \*State: MO  
Prefix: Zip Code: Country: USA  
Job Title: Practice Technician \*Email: refstu1@refstu1.gov \*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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http://gpeatest.archives.gov - Contact Addr...  
\*Address Line 1: 1245 Spruce LN  
Address Line 2: Room 123  
\*City: St Louis  
State: MO  
Zip Code:   
Country: USA  
Save Cancel

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 titled "User" and contains a form for user information. A modal window is open over the form, titled "http://gpeatest.archives.gov - Contact Addr...". This modal window contains a form for contact information with the following fields:

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

Buttons for "Save" and "Cancel" are visible at the bottom of the modal window. A blue arrow points from the "Save" button in the modal to the "Save" button in the main user form. Below the user form is a table titled "Agreements" with 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 links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act".

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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.

Slide 27 - Slide 27

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' profile section with fields for Last Name (Student1), First Name (Reference), Middle Name, Prefix, Job Title (Practice Technician), Agency, and Email. Below the user profile 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 contains 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 (1-800-370-8272)

Slide 28 - Slide 28

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". On the right, there are links for "Personal Profile" and "Log Out".

The main content area is divided into sections. The "User" section contains a form with fields for "Last Name" (Student1), "First Name" (Reference), "Middle Name", "Prefix", and "Job Title" (Practice Technician). There are "Save", "Cancel", and "Change Password" buttons. Below this is the "Agreements" section, which contains a table with one row of data.

A pop-up window titled "http://gpeatest.archives.gov - Contact Adresse..." is overlaid on the form. It contains a table with columns: "Address Line 1", "Address Line 2", "City", "State", "Zip Code", and "Country". The table has one row of data: "1245 Spruce LN", "Room 123", "St Louis", "MO", "63132", "USA". A mouse cursor is pointing at an "OK" button in the bottom right corner of the pop-up window.

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".

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



Slide 29 - Slide 29

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". On the right, there are links for "Personal Profile" and "Log Out".

The main content area is titled "User" and contains a form with fields for "Last Name" (Student1), "First Name" (Reference), "Middle Name", "Prefix", and "Job Title" (Practice Technician). There are "Save", "Cancel", and "Change Password" buttons. A pop-up window is open over the form, displaying a search result for an address: "1245 Spruce LN, Room 123, St Louis, MO 63132, USA". The pop-up window has a "New Save Query" header and a "1 - 1 of 1" indicator. A mouse cursor is pointing at an "OK" button in the pop-up.

Below the user form is an "Agreements" section with a table showing one agreement:

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 links for "Archives.gov Home", "Contact Us", "Privacy Policy", "Accessibility", and "Freedom of Information Act". Below that, it provides 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**

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

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

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Telephone: 1-800-NARA-NARA or 1-800-373-6872

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THE NATIONAL ARCHIVES Archives.gov Home

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

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

---

**User**

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

[Archives.gov Home](#) [Contact Us](#) [Privacy Policy](#) [Accessibility](#) [Freedom of Information Act](#)  
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 Telephone: 1-800-NARA-NARA or 1-800-373-6872

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](#)

<p><b>*Last Name:</b> Student1</p> <p><b>*First Name:</b> Reference</p> <p><b>Middle Name:</b> <input type="text"/></p> <p><b>Prefix:</b> <input type="text"/></p> <p><b>Job Title:</b> Practice Technician</p>	<p><b>*Agency:</b> Department of ARCIS Practice</p> <p><b>Agency Location:</b></p> <p><b>Work Phone #:</b> (314) 555-1111</p> <p><b>Work Fax #:</b> (314) 555-2222</p> <p><b>*Email:</b> refstu1@nara.gov</p> <p><b>User Id:</b> REFSTU1@NARA.GOV</p>	<p><b>Address Line 1:</b> 1245 Spruce LN</p> <p><b>Address Line 2:</b> Room 123</p> <p><b>City:</b> St Louis</p> <p><b>State:</b> MO</p> <p><b>Zip Code:</b> 63132</p> <p><b>Country:</b> USA</p>	<p><b>Do Not Email:</b> <input type="checkbox"/></p> <p><b>*Record Group:</b> 888</p> <p><b>Records Center:</b> FRC - Philadelphia</p> <p><b>*Challenge Question:</b> What is your mother's maiden Name?</p> <p><b>*Challenge Answer:</b> <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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Telephone: 1-800-NARA-NARA or 1-800-373-6872

Slide 33 - Slide 33

The screenshot shows the 'Personal 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 form with several sections: 'Last Name' (Student1), 'First Name' (Reference), 'Middle Name', 'Prefix', 'Job Title' (Practice Technician), 'Agency' (Department of ARCIS Practice), 'Agency Location', 'Work Phone #', 'Work Fax #', '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' (checkbox), 'Record Group' (888), 'Records Center' (FRC - Philadelphia), 'Challenge Question' (What is your mother's maiden Name?), and 'Challenge Answer'. At the bottom of the form are 'Save', 'Cancel', and 'Change Password' buttons. A yellow callout box with a black border points to the 'Save' button and contains the text: 'After completing updates to your Personal Profile, click the Save button.' Below the form is an 'Agreements' section with a table showing 'Charge Code', 'Charge Account', and 'Status'. The footer contains links for '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'.

Slide 34 - Slide 34

THE NATIONAL ARCHIVES Archives.gov Home

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

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

---

**User**

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

**Agreements** 1 - 1 of 1

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

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

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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

\*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 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, 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 contact information and two buttons: "Back" and "Continue".



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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

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: 1-86-NARA-NARA or 1-866-272-6272

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 black border contains the text: 'On the Change Password screen, first enter your Current Password.' A blue arrow points from the callout box to the 'Current Password' input field. 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: '8601 Adelphi Road, College Park, MD 20740-6001' and 'Telephone: 1-86-NARA-NARA or 1-866-272-6272'.

Slide 39 - Slide 39

The screenshot shows the 'Change Password' form on the National Archives website. The form includes three input fields: '\*Current Password:' (filled with dots), '\*New Password:', and '\*Verify New Password:'. Below the fields are 'Cancel' and 'Save' buttons. A yellow callout box with a pointer to the 'New Password' field contains the text: 'Next, enter your New Password ensuring it meets the minimum password requirements shown above.' The page header includes 'THE NATIONAL ARCHIVES' and 'Archives.gov Home'. The footer contains contact information for the U.S. National Archives and Records Administration.

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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:

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

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

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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:

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

Archives.gov Home

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Telephone: 1-86-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](#)

---

### 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:

---

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


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Telephone: 1-86-NARA-NARA or 1-866-272-6272

Slide 43 - Slide 43

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**

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

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