Archives and Records Centers Information System (ARCIS)

Managing Your Personal Profile
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
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.
To view or edit your Personal Profile, select the **Personal Profile** link near the top of any ARCIS page.
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.
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.
### The National Archives

<table>
<thead>
<tr>
<th>Primary</th>
<th>Agreement #</th>
<th>Agreement Type</th>
<th>Fiscal Year</th>
<th>Charge Code</th>
<th>Charge Account</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B888</td>
<td>National</td>
<td>2018</td>
<td>AI</td>
<td>198888A1</td>
<td>Active</td>
</tr>
</tbody>
</table>

---

[Image of a form with personal information fields and a table showing records with details like record group, records center, and status.]
If your address is not available in the pick-list, click the New button to add it.
### THE NATIONAL ARCHIVES

#### Home > Reference Requests > Application Help > Application Administration

**User Information**
- **Last Name:** [Input]
- **First Name:** [Input]
- **Middle Name:** [Input]
- **Prefix:** [Input]
- **Job Title:** [Input]
- **Reference:** [Input]
- **Agency:** [Input]
- **Work Phone:** [Input]
- **Fax:** [Input]
- **Address Line 1:** [Input]
- **Address Line 2:** [Input]
- **City:** [Input]
- **State:** [Input]
- **Zip Code:** [Input]
- **Country:** [Input]
- **Email:** [Input]
- **Login:** [Input]
- **Password:** [Input]
- **Confirm Password:** [Input]

**Agreements**

<table>
<thead>
<tr>
<th>Primary</th>
<th>Agreement #</th>
<th>Agreement Type</th>
<th>Fiscal Year</th>
<th>Charge Code</th>
<th>Charge Account</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>888</td>
<td>National</td>
<td>2008</td>
<td>A1</td>
<td>198888A1</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Contact Information**

*The U.S. National Archives and Records Administration*

**Address:**
9201 Austin Road, College Park, MD 20740-5001

**Phone:** 301-433-0871

**Fax:** 301-433-0880
### THE NATIONAL ARCHIVES

![Diagram of the National Archives website interface](http://www.archives.gov)

**User**

- Last Name: [Field]
- First Name: [Field]
- Middle Name: [Field]
- Prefix: [Field]
- Job Title: [Field]

**Save**

- [Save]
- [Cancel]
- [Change Password]

**Agreements**

<table>
<thead>
<tr>
<th>Primary</th>
<th>Agreement #</th>
<th>Agreement Type</th>
<th>Fiscal Year</th>
<th>Charge Code</th>
<th>Charge Account</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>888</td>
<td>National</td>
<td>2008</td>
<td>A1</td>
<td>199988A1</td>
<td>Active</td>
</tr>
</tbody>
</table>

---

*The U.S. National Archives and Records Administration*

1100 Independence Ave., N.W.

3601 Connecticut Ave., N.W.

Tel: 866-NARA-1000

Fax: 202-458-4655
After completing updates to your Personal Profile, click the Save button.
## THE NATIONAL ARCHIVES

**User**
- **Last Name:**
- **First Name:**
- **Middle Name:**
- **Prefix:**
- **Job Title:**
- **Reference:**
- **Agency:**
  - Department of APICOS Practice
  - Agency Location:
  - Work Phone #:
    - (214) 555-1111
  - Work Fax #:
    - (214) 555-2222
- **Email:**
  - refstul@era.gov
- **User Id:**
  - REFSTUL@NARA.GOV

**Address Line 1:**
- 1245 Spruce UND

**Address Line 2:**
- Room 123
- City:
- State:
- Zip Code:
- Country:
- USA

**Do Not Email:**
- No

**Record Group:**
- 888

**Records Center:**
- PRC - Philadelphia

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

**Challenge Answer:**
- Jones

### Agreements

<table>
<thead>
<tr>
<th>Primary</th>
<th>Agreement #</th>
<th>Agreement Type</th>
<th>Fiscal Year</th>
<th>Charge Code</th>
<th>Charge Account</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>888</td>
<td>National</td>
<td>2008</td>
<td>A1</td>
<td>1999999A1</td>
<td>Active</td>
</tr>
</tbody>
</table>
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.
To change your password, enter the **Personal Profile** screen through the link near the top of any ARCIS page.
Click the **Change Password** button.
On the Change Password screen, first enter your Current Password.
Next, enter your New Password ensuring it meets the minimum password requirements shown above.
Re-enter your new password in the Verify New Password field.
Click the **Save** button to save changes to your password.
Change Password

Password must be 6 characters and is case-sensitive. The * indicates information that is required to change your password.

- Current Password: ********
- New Password: ********
- Verify New Password: ********

Cancel Save
The End