

# “Quick Start” Guide to ARCIS for CIPS Users

## Sign up...

If you are a current user of the Centers Information Processing System (CIPS), you will automatically be migrated to ARCIS with the same access and rights you had in CIPS. By now, you should have received your ARCIS user name and password. If you have not received these items, please contact the ARCIS help desk (see contact information, below).

If you...

- did not previously have a CIPS account, or
- if it has been more than a year since you have made a request through CIPS, or
- if you are new to making reference requests (e.g. a new employee), please contact the ARCIS help desk (see contact information, below) to get access to ARCIS.

## Log in...

If you have your user name and password, you are ready to log in!

1. Go to the ARCIS customer portal <https://eservices.archives.gov/arcis>.
2. Type in your user ID and password in the spaces indicated, and click on the blue arrow.
3. You should see a welcome screen indicating you have logged in successfully. If you do not, please contact the ARCIS help desk (see below).

## Get help and learn more...

Visit the ARCIS web page at [www.archives.gov/frc/arcis](http://www.archives.gov/frc/arcis)

View computer-based **ARCIS tutorials** any time. Also, check the latest schedule of free, instructor-led **ARCIS webinars**.

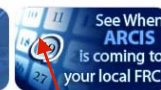


Read **general information on ARCIS** and its benefits, and download and print informational flyers.

Download and print the **ARCIS reference manual**, which details step-by-step instructions on how to submit a reference request.



**Log in to ARCIS**, and begin submitting reference requests!



Access the **ARCIS help desk** at 314-801-9300 or [arcishelp@nara.gov](mailto:arcishelp@nara.gov), 7am-5:30pm CT

Watch a three-minute **introductory video** on ARCIS

Check out the **ARCIS deployment schedule**

Read **frequently asked questions** on making a reference request.