



Achievement Reporting and Innovation System (ARIS) First Time Login Guide

Introduction

ARIS is an online system that teachers can use to view student information, access instructional resources, and collaborate with colleagues. This guide explains how teachers, principals, and Department of Education (DOE) employees can log on to ARIS for the first time.

DOE employees can log on to ARIS using their DOE username and password. Your DOE username is the first part of your DOE e-mail address. If you don't know your DOE username and password, please use this guide to find information on how to find them. This guide also includes information on:

- **Logging on to ARIS** using your DOE username and password.
- **Using the Account Confirmation Tool** if you do not know your username or password, if your username and and/or password are incorrect, or if your username and password do not let you access ARIS.
- **Verifying that you can see appropriate student data** in ARIS.

Part A: Logging on to ARIS

To log in to ARIS, go to www.nyc.gov/schools/ARIS.

If you know your DOE username and password, enter it and click **Login**. Your DOE username is the first part of your DOE email address. For example, if your email address is HJones3@schools.nyc.gov, then your DOE username is HJones3.

If you don't know your DOE username and password, click **Trouble Logging In? Click Here** and skip to Part B of this guide.

The first time you log in, you must **Accept the Terms and Conditions** to continue to the **Welcome to ARIS** page. The **Welcome to ARIS** page opens when you log in successfully. If you have logged in successfully, continue to Section C of this guide, to verify that you are viewing the correct student data.

If your DOE username and/or password do not give you ARIS access, try to log in again before completing the Account Confirmation Process described in Part B of this guide.

Part B: Using the Account Confirmation Tool

To confirm your user account, use the Account Confirmation Tool at <https://idm.nycenet.edu/selfservice>.

Please make sure to your employee ID number ready; it is listed as the reference number on your pay stub. This is not your file number. If you can't locate your Employee ID number, call HR Connect at (718) 935-4000.

B.1. Enter your last name, employee ID number, and the last four digits of your Social Security number. Then click Submit.

B.2. Information displays for the DOE Outlook account associated with your Employee ID number. Confirm that this is your account information. You may update the location later if it is no longer accurate.

If the email address is correct, click here where directed and continue to step B.2.a. If this is not your email account, click here where directed and continue to step B.2.b.

B.2.a. Email Account Information Is Correct

B.2.a.i. Confirm your account by entering your DOE password, then click Submit. If you do not have your DOE password, go to step B.2.a.iv.

B.2.a.ii. When your account has been validated, the DOE Internet Acceptable Use Policy displays. Review and accept the policy, then click Submit to continue.

B.2.a.iii. To finish confirming your account, select a new password that meets the DOE requirements for length and character use. Enter it in the New Password and Confirm Password fields, then click Submit. The new password you select will now be your password for both ARIS and your DOE Outlook. This completes the Account Confirmation Process. After 15 minutes, you can use your new password to log in to ARIS and Outlook.

NYC Department of Education
 DOE > Password Reset

Your DOE Login is JSmith. Please select a new password:

Logon: JSmith

* New Password:

* Confirm Password:

Passwords must adhere to the DOE's minimum password policy, as detailed below:
 An example for a complex password is "NewYork2B0".

A Note About Passwords

- Passwords are required to be at minimum 6 characters long
- Passwords are required to be complex
 - A password can contain any of the following 3 character types
 1. Capital letters (A-Z)
 2. Lower case letters (a-z)
 3. Numbers (0-9)
 - The NYC Department of Education **REQUIRES** that a complex password contain characters from all 3 of the character types listed above.

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B.2.a.iv. If you do not know your password, manual intervention is necessary. Click here where directed on page from Step B.2.a.i. A prompt asks you to provide information so you can be contacted by the validation support team. Complete all fields with red asterisks. Click Submit to forward the incident to validation support and receive a Help Ticket. A support representative will contact you within two days; during this time, you cannot log in to ARIS.

NYC Department of Education
 DOE > Magic Ticket

Contact Information:

* First Name:

* Last Name:

* Employee ID:

* Phone:

* Location: SCHOOLS CENTRAL

SCHOOLS

Alternate contact (someone in your school/office who can get a message to you if you are unavailable.)

* Alternate Contact Name:

* Alternate Contact Phone:

If you'd like us to contact you by email rather than phone, enter a non-DOE email address.

Non-DOE Email:

* Details of Problem:

* Additional Comments:

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B.2.b. Account Information is Not Correct

B.2.b.i. If you indicated in step B.2 that your account information is incorrect, you go to this page to locate your account.

B.2.b.ii. Enter either your DOE Outlook Logon or your last and first names where prompted.

B.2.b.iii. If you entered your Outlook logon, click Find by Logon; if you entered your name, click Find by Name. The system shows a list of accounts matching your search criteria. Select the account you believe is yours and click Submit. If your account is not in the list, click here where directed and go back to step B.2.a.iv. You may update the location later if it is no longer accurate.

B.2.b.iv. Verify the account information that displays.

If the email address is correct, click here where directed and go back to step B.2.a.i. to continue.

If this is not your account, click here where directed and go back to step B.2.b.i. to continue. Once you locate your account, there is a waiting period for your account to connect to student data, typically 24 hours. You will not be able to log in at this time.

Select	Name	Middle Initial	Location	Title	Logon
<input type="checkbox"/>	John Smith (12X108)	F	T. R. Gatlings - IS 158	Teacher	JSmith28
<input type="checkbox"/>	John Smith (02M620)	B	Norman Thomas High School	Teacher	JSmith12
<input type="checkbox"/>	John Smith (59898C8)	T	Thurgood Marshall Academy	Teacher	JSmith11
<input type="checkbox"/>	John Smith (34545C4)	D	Mirabal Sisters - IS 90	Teacher	JSmith4
<input type="checkbox"/>	John Smith (06M070)	J	IS 053 Brian Piccolo	Teacher	JSmith

Part C: Verifying Student Data

In ARIS, principals can view information about all students in their schools, and teachers with active classes in ATS and HSST can view information about the students in their classes. Network Leaders and SAFs can view information about the students in their SSOs.

If you are a teacher with active classes in ATS or HSST, or a principal, you should be able to view your students' data when you log on. Once you log in to ARIS, please verify that the classes and student data are your own.

- At the top of the ARIS home page, click the My Students tab. If you teach more than one class, select a class from the My Classes and Groups list. Check the names in the student list. If they are your students, you may start using ARIS.
- If you have active classes in ATS or HSST and no names appear in the student list or the listed students are not in your class, then your user information is not matching up correctly. To address this, complete the User Confirmation Process in step B. If you have completed this process already, please call the ARIS Help Desk at 866-562-6618.
- If you recently switched positions and your old class or school shows up when you log onto ARIS, please contact the ARIS Help Desk immediately at 866-562-6618. The ARIS Help Desk will contact your former principal and have you removed from your former school's Table of Organization.

If you work in a school but do not have active classes in ATS or HSST, you will not automatically be able to view student data. If you have an instructional need to please contact your principal to request access to student data. Your principal can grant you access to student data using the Assign an ARIS Role function in Galaxy, following the instructions outlined in the Guide to Assigning ARIS Roles for Principals, available online at <http://schools.nyc.gov/NR/rdonlyres/756AF58E-BC59-42DF-8FE8-3CC5181164B3/46856/GuidetoAssigningARISRoles102108.pdf>.

If you are an SSO, ISC, or other central user with an instructional need to view student data and you cannot see student data, the ARIS Liaison for your office or department can grant you access to student data using the Assign an ARIS Role function in Galaxy, following the instructions outlined in the Guide to Assigning ARIS Roles for SSOs, ISCs, and other Central Users, available online at <http://schools.nyc.gov/NR/rdonlyres/3306C657-462D-4331-94E8-5CD4B55DDBCB/46857/GuidetoAssigningARISRolesCentralFINAL.pdf>. To find out who your office's ARIS Liaison is, please call the ARIS Help Desk at 866-562-6618.