

ARIAS Login Instructions

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Training and Production Environments

1. To access the ARIAS **Training Environment**, go to: <https://or-arias-training.crm9.dynamics.com>

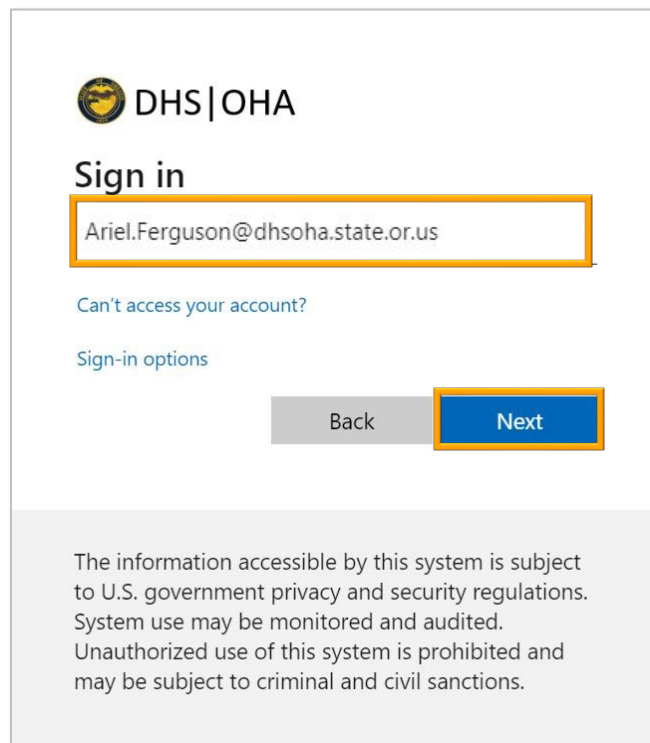
To access ARIAS **Production Environment**, go to: <https://or-arias-prod.crm9.dynamics.com>

2. You will receive an email from ARIAS support ARIAS.Support@dhssoha.state.or.us
Enter in the Microsoft Sign-In ID that you received from this email.

NOTE: Your Microsoft Sign-In ID will be similar to FirstName.LastName@dhssoha.state.or.us
There could also be a middle initial and/or a number at the end of your last name.

NOTE: If you do not receive Microsoft Sign-In ID, contact ARIAS.Support@dhssoha.state.or.us

3. Click **Next**.



DHS|OHA

Sign in

Ariel.Ferguson@dhssoha.state.or.us

[Can't access your account?](#)

[Sign-in options](#)

Back Next

The information accessible by this system is subject to U.S. government privacy and security regulations. System use may be monitored and audited. Unauthorized use of this system is prohibited and may be subject to criminal and civil sanctions.

4. Enter your temporary password that was sent you by email from:

MIM.Service MIM.Service@dhssoha.state.or.us

NOTE: Your temporary password will EXPIRE in 7 calendar days, after the date you have received it. Please make sure you immediately update your password as soon as you have received your ARIAS login information.

NOTE: If you already have a P#, and it is not disabled or deactivated, you will not receive a new temporary password. Please use your current password that you use for your P#.


NOTE: If you also use Opera/Orpheus, your password will be the same for both ARIAS and Opera/Orpheus. However, your User IDs will be different; a Microsoft Sign-In ID for ARIAS and a P# for Opera/Orpheus.

NOTE: If you have not received a password, or if you need a new temporary password, please call the Office of Information Services (OIS) Service Desk (503-947-0691, enter PIN number 1859 followed by #) and ask for a temporary password to access ARIAS.

When you call, you will need:

1. Your P# or OR#
2. Your Work Phone Number
3. Your Work Address

5. Click **Sign in**.

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← Ariel.Ferguson@dhsoha.state.or.us

Enter password

[Forgot my password](#)

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6. Enter in your temporary password (same password as step 4) into the **Current password** field. Then enter a new password in the **New password** field and confirm it in the **Confirm password** field.

Passwords must have:

1. At least 10 total characters.
2. At least one uppercase letter.
3. At least one lowercase letter.
4. At least one number.
5. At least one special character.


Passwords cannot:

1. Contain any spaces.
2. Include the user's name.
3. Be similar to an old password (you cannot just change a number at the end).

Please remember the following:

1. You must log in at least once every 30 days or the login will deactivate.
2. You will be prompted every 60 days to change your password.

7. Click **Sign in**.

 **DHS|OHA**

Ariel.Ferguson@dhsoha.state.or.us

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

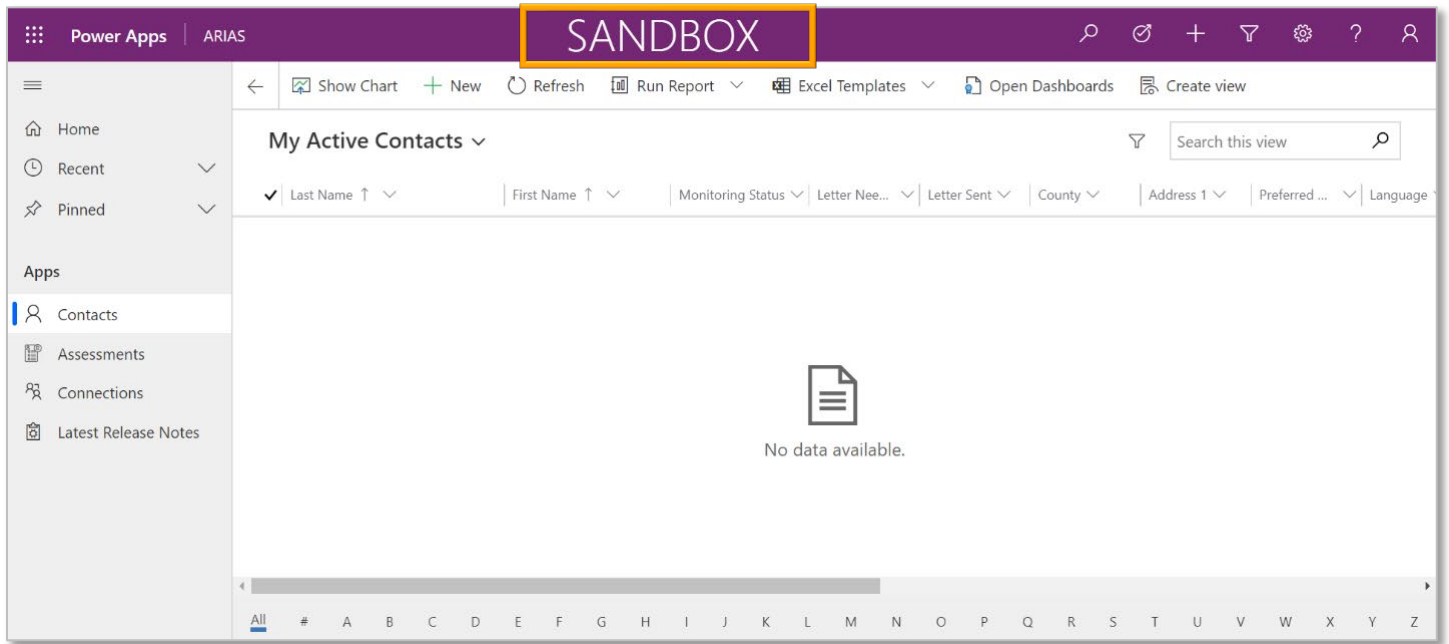
New password

Confirm password

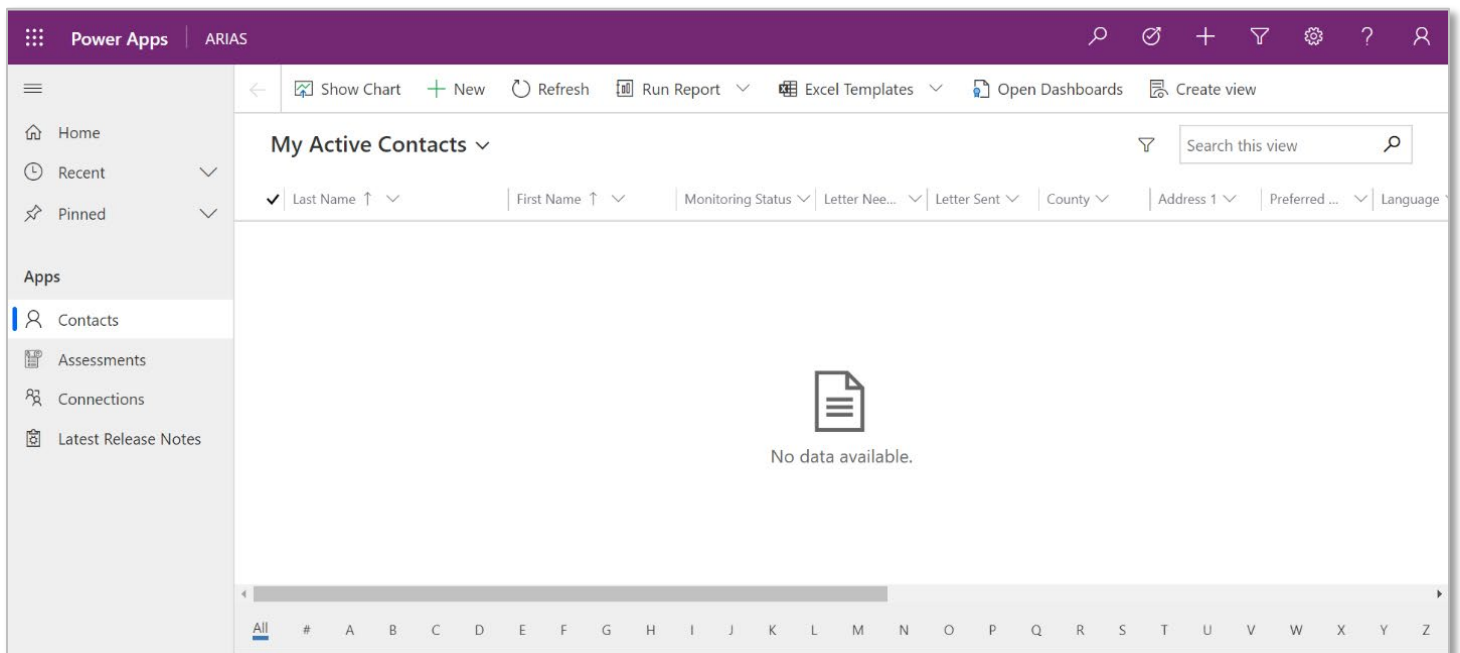
[Sign in](#)

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8. In the **ARIAS Training Environment** the word **SANDBOX** is located at the top of the screen.



In the **ARIAS Production Environment** the screen header will be blank.



NOTE: Be sure to remember your Microsoft Sign-In ID and newly created password.

LOGIN ERRORS

You need to be added to a security group to access this environment

Notifications



You (3.ARIAS-Test@dhsoba.state.or.us) need to be added to a security group to access this environment (OHA - PH - ARIAS PROD)

Ask your admin to add you to this environment's security group and then retry accessing this environment.
[Learn about security groups](#)

[Troubleshoot user sign in issues](#)

Error Code: notMemberOfOrg
Timestamp: 6/24/2020 7:54:27 PM UTC
Service Request Id: 99c2246b-fb1d-459b-9917-7f34dd261d9b

[Show Technical Details](#)

NOTE: Please confirm you are attempting to enter the correct website.

- Production (the live database): <https://or-arias-prod.crm9.dynamics.com>
- Training environment (Sandbox): <https://or-arias-training.crm9.dynamics.com>

You are not a member of this organization

Notifications



You are not a member of this organization

You (huikim2002@hotmail.com) do not belong to the organization OHA - PH - ARIAS TEST. Verify the organization name and try to sign in again.


[Troubleshoot user sign in issues](#)

Error Code: notMemberOfOrg
Timestamp: 6/24/2020 7:58:55 PM UTC
Service Request Id: e9a2c758-ca30-4cad-9861-72fcd7152a34

[Show Technical Details](#)

NOTE: Please confirm you are using your **Microsoft Sign-In ID**.

Your account is temporarily locked to prevent unauthorized use

 DHS|OHA

Ariel.Ferguson@dhsoha.state.or.us

Enter password

Your account is temporarily locked to prevent unauthorized use. Try again later, and if you still have trouble, contact your admin.

Password

[Forgot my password](#)

[Sign in](#)

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NOTE: Please contact the Office of Information Services (OIS) Service Desk. The OIS Service Desk number is 503-947-0691, enter PIN number 1859 followed by #.

When you call you will need your:

1. Partner Number (P#)
2. Work address
3. Phone number

NOTE: This is the same for password resets and unlocking accounts.

NOTE: If you do not know your Microsoft Sign-In ID or continue to receive error messages, please contact ARIAS support.

Email: ARIAS.support@dhsoha.state.or.us

Phone: 971-673-1111, option #2

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