

Chapter 2

Get Started With ARISS

2-1. Requirements.

a. Whether you are a new recruiter, SC, or you are moving to another RS, there are some items that you need before you can use ARISS and its supporting applications. Your recruiting battalion (Rctg Bn) information management specialist (IMS) will provide you with most of these.

b. Of course you will need a laptop with a type 1 load. A type 1 load has the ARISS-RWS Leads-Reports application. Your Rctg Bn IMS will provide you with your NT login and password, Internet Service Provider (ISP) account with login identification (ID) and password, Public Key Infrastructure (PKI) disk with login ID and password, e-mail account, and load your ARISS-RWS database extract.

c. The NT login ID and password will be used to access your laptop, e-mail, and your ARISS-RWS Leads-Reports application. It would be a good idea to change your default password the first chance you get. Of course you may not have a choice.

d. Your ISP account will give you access to the Internet. You are only allowed 100 hours per month so make sure you disconnect your ISP when not online or replicating. When your Rctg Bn IMS receives your account information, they will set up your dial-up networking on your laptop. Remember to use your ISP for official business only.

e. The PKI disk is your key to getting access through all of the firewalls within the United States Army Recruiting Command (USAREC). It is used in conjunction with your ISP and ensures the data you are transmitting is secure. Just like your NT and ISP passwords, your PKI disk and password should be treated like a credit card and should not be loaned to anyone and no one should know your password.

f. An e-mail account will be created for you, but will use your NT login ID and password. Remember to check right after you replicate in the morning and afternoon.

g. This leaves the last item, which is your ARISS-RWS database extract. If you are a new recruiter or SC there are certain events that must take place to ensure your Leads-Reports application is ready to use. Your Rctg Bn IMS will need to add you in the system along with your specific role. This will generate a database extract for you. This database extract is the key to working with the Leads-Reports application. Once the database extract is loaded, you will need to replicate so the system can recognize you.

(1) If you are a recruiter, your SC will access the TOS and assign you ZIP Codes and schools. This is the foundation for you receiving new leads. Additionally, the SC may reassign records to you that were being worked by an old recruiter.

(2) If you are the SC, you will need to access the Leads-Reports application and ensure there are no unassigned records. You will want to review the TOS to ensure all of the RS's ZIP Codes and schools are assigned properly to your recruiters.

h. For departing recruiters, your SC should reassign your records, ZIP Codes, and schools prior to your departure. This will ensure a smooth transition in the processing cycle for those records you are working. Upon your departure your database extract will be terminated.

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(1) If you are a recruiter, your SC should reassign your records prior to your departure. If for some reason that does not happen, those records, ZIP Codes, and schools are not lost, but will be shown as unassigned on the SC's ARISS-RWS Leads-Reports application.

(2) As the SC, if you find unassigned records you will need to reassign them back to either a recruiter already on board or the new or incoming recruiter. For departing SCs, you can reassign your records to another recruiter or just let the Rctg Bn IMS terminate your extract. The new SC will reassign those records from unassigned.

i. When you review this manual you will notice that some chapters are specific to the SC. Even though the other chapters are general in nature, recruiters and SCs should be familiar with all functions.

j. There may be other items that you will be issued, but this should be all you need to use the ARISS-RWS Leads-Reports application and access the TOS. So what are you waiting for? Get started.