

Remote ARIMS Training
V. 1.0 April 28, 2004

ARIMS users wishing to complete the training requirements for ARIMS can now do so remotely from their district office by downloading the training material from the internet and completing the class on their own schedule. The following is a list of steps that need to be taken, in order to get access to the training database and also to make sure that the right people are available for any questions or support that is needed while going through the training material:

1. Trainee will contact District Data Steward informing them that they want to go through the class.
2. Data steward or other trained ARIMS user will be trainees "mentor" throughout the class, if the trainee has any questions they will go to the mentor first before contacting the State Office.
3. Trainee will contact Jeremy Hruska or GeGe Coleman at the State Office and let them know that they plan on taking the class, dates they plan to start and finish (recommend 2 weeks and no more than four weeks) and who their mentor is.
4. State Office will assign trainee a training login, password and stream to use for the class.
5. Trainee should contact the local district SA to schedule a time that the local SA can set up ARIMS_train on trainee's machine using VDD from internet listed below.
6. Trainee can download complete training manual online or use an existing hardcopy manual that may be available in the district.
7. When trainee logs in for the first time they will be prompted to change their CORP password. They will also need to telnet to or3031 and change their UNIX password. When AV_ARIMS is run for the first time, the trainee will update their UNIX password stored in ODBC.
8. If the mentor is unable to answer questions during training, State Office contacts are as noted below. If the trainee must contact the State Office with questions during training, please do so with the local mentor present also in order to assure that the mentor can also learn the answers.

Jeremy Hruska----- 503-808-6433
Gege Coleman----- 503-808-6326
9. After the trainee has completed the class please contact the State Office, and the training tracking table can be updated to document the completion of the class.
10. If the trainee has difficulty completing the course within the two to four weeks, please notify the State Office contracts so that a new completion date can be established and the files associated with the completed work are preserved for the additional time needed.

Reference Materials:

- Training Manual: <ftp://ftpint.or.blm.gov/gisweb/pdf/Release3training.pdf>
- ARIMS 3.5 XP Training VDD:
ftp://ftpint.or.blm.gov/gisweb/pdf/ARIMS_VDD_R3.5_XP_TRAIN_12704.pdf