**ARIAS Access for Contact Tracers**

If you are a Contact Tracer requesting ARIAS access, please complete the following steps:

1. Information Security and Privacy Training
2. ARIAS Confidentiality Statement
3. Submit the ARIAS Request Form

# Step 1. Information Security and Privacy Training

Information Security and Privacy Training is required for access to ARIAS. Your program lead or supervisor may provide guidance on what training meets your program’s requirements. However, OHA offers a free Information Security and Privacy Training available in English and Spanish on OHA’s Workday Learning portal. To take the OHA course, you must create an Extended Enterprise Learner Account in Workday. If your organization has a different training for you to take, take that training and skip to Step 2.

For instructions on how to create an Extended Enterprise Learner Account and how to access OHA’s free Information Security and Privacy Training, please see this document: [Information Security and Privacy Training](https://www.oregon.gov/oha/covid19/Documents/Information%20Security%20and%20Privacy%20Training_Workday%20Instructions.docx).

# Step 2. ARIAS Confidentiality Statement

Complete the **User**, **Supervisor and Overall Responsible Party** section of the form.

* [English](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement%20-%20fillable_CBO.pdf)
* [Spanish](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement_SP.docx)
* [Russian](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement_RU.docx)
* [Marshallese](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement%20MH.docx)
* [Chuukese](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement_CHK.docx)
* [Palauan](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement%20Palauan.docx)
* [Pohnpeian](https://www.oregon.gov/oha/covid19/Documents/ARIAS%20Confidentiality%20Statement%20Pohnpeian.docx)

**Step 3. Submit the ARIAS Request Form**

Click the below link and complete the request form.

<https://app.smartsheet.com/b/form/1f98992dae844f91aabcb1112248c15c>

You can get this document in other languages, large print, braille, or a format you prefer. Contact the Coronavirus Response and Recovery Unit (CRRU) at 503-979-3377 or email [CRRU@dhsoha.state.or.us](mailto:CRRU@dhsoha.state.or.us). We accept all relay calls, or you can dial 711.