1. From the **ARIES System Resources Page**, Select ARIES Project Videos.
2. New users should click on the link titled “Click here to register”.

3. Next, create a username, enter your first name, last name and your work email, the one used to receive the JFS WORKFORCE emails and The Pulse newsletter. If you receive neither, please enter your work email address.
4. Your registration is now pending approval. You’ll receive a confirmation email once you’re approved.

*Note that the confirmation email, from “ARIES System Project”, may end up in your spam or junk email folder. The illustration below is from Microsoft Outlook.*
When you receive the email, follow the link to log-in using the assigned password.

5. After clicking on the login link in the confirmation email, enter the username that you created and the password from the confirmation email into the log in page.
6. The Category: Posts page is presented. – To change your password, click on MY ACCOUNT in the Top Menu.

7. And select Change Password
8. Enter a new password. Enter it again to confirm it and click on the Update Password.

9. You’ll get the message below that your password was successfully changed.
10. Existing Users will enter their username or email and password

11. You’ll be prompted to enter the verification code that was just sent to you.
12. Look for an email from ARIES Videos. Note that it may land in your “Junk Email” folder.

![Email from ARIES Videos]

13. Enter the code into Verification Code you receive to access the website.

![Verification Code]

Email sent by WP 2FA plugin. <https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wwf7C93b802bbad7a45290d0b08d9bfd28ce7%7C50f8fccc494d84f0784eb36ed57c7c8a2%7C0%7C0%7C637751733897C1000&sdata=XG0UQmOh%2BedIrntK%2BmPu7%2BGhakFr7pA8z8fg47eg%3D&reserved=0>
1. Items are divided into two categories, Posts and Videos. After logging into the site, the view is Category: Posts. The items are posted chronologically, from newest to oldest. Users can scroll down to see more items.
2. There are three navigation tools on the right side of the screen: Search Bar, Recent Additions and Keywords.

- **SEARCH BAR** – Enter words to have items that contain them returned to you.
- **RECENT ADDITIONS** – Links to the 10 most recent items posted to the site.
- **KEYWORDS** – Clicking on the keyword will return all of the items that are tagged with that keyword.

*** After viewing the videos, if you have comments, questions or suggestions for the ARIES System Project Team, we ask that you download the spreadsheet template to log them. Then email the spreadsheet to us at CMAdmin@jfs.ohio.gov.

PLEASE INDICATE THAT YOU ARE SUBMITTING COMMENTS REGARDING THE VIDEOS IN THE SUBJECT LINE OF YOUR EMAIL TO US.

An image of the first few rows of the spreadsheet is below.

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[Link to Download Spreadsheet]
3. The Category: Videos, can be accessed by clicking on the VIDEOS link in the top menu.

4. As with the posts, the videos are listed in chronological order from newest to oldest. To watch a video, users who are logged in will select the “view this” link next to the name of the video.
5. Videos can be viewed, but not downloaded.

6. To log out, click on the LOG OUT text in the Top menu.