

Staff Password and Username Cheat Sheet

- Arc Email
 - Web Address: <https://outlook.office365.com>
 - Username: _____
 - Password: _____
 - If you need assistance with your password you can email helpdesk@thearcofpgc.org

- Registering for trainings and viewing trainings that you schedule
 - Web Address: <https://thearcofpgc.oncims.net> (For Current Staff)
 - Web Address: <https://thearcofpgc.oncims.net/Kiosk/Home/Training> (New Staff)
 - Username: _____ (your Arc email address i.e. jdoe@thearcofpgc.org)
 - Password: _____ (Arc email password)
 - If you need assistance with trainings please contact bramnarine@thearcofpgc.org

- ADP
 - Web Address: <https://workforcenow.adp.com/public/index.htm>
 - Username: _____
 - Password: _____
 - If you need assistance with your pass code you can email mshah@thearcofpgc.org

- Arc Web Address: www.thearcofpgc.org

Training Locations: Main Office= 1401 McCormick Dr., MD, 20774; **Training Office**=7931 Fernham Lane, Forestville, MD 20747 (for GPS use: 8198 Parston Dr, Forestville, MD 20747)