Alaska Department of Natural Resources
Office of History and Archaeology
550 W. 7th Ave., Suite 1310 Anchorage, AK 99501-3565
Phone: (907) 269-8721; Fax (907) 269-8908
http://www.dnr.state.ak.us/parks/oha/index.htm

Steps for Gaining Access to the Alaska Heritage Resources Survey - Integrated Business Suite

Thank you for your interest in the Alaska Heritage Resources Survey - Integrated Business Suite (commonly referred to as either the AHRS-IBS or simply as the AHRS).

Please note that, by law, the AHRS-IBS is a restricted database. Forms and documents submitted as part of the AHRS User sign up will be reviewed by Office of History and Archaeology personnel to determine access to the AHRS.

Please complete the first two steps before coming into OHA to look at the physical AHRS records in person and to conduct research. Please complete all three steps if you are applying for remote access to the AHRS information found on our IBS System.

Step 1. Read and understand the AHRS-IBS Policies and Guidelines (http://dnr.alaska.gov/Assets/uploads/DNRPublic/parks/oha/ahrs/forms/policiesguidelinescurrent.pdf)

Step 2. Fill out an AHRS-IBS Individual User Agreement Form: (http://dnr.alaska.gov/Assets/uploads/DNRPublic/parks/oha/ahrs/forms/ibsuseragreementform.pdf) and send it back to OHA

E-mail the signed form to the AHRS Manager at e-mail address oha.ibs@alaska.gov along with any necessary documentation (vita, transcript, copy of diploma, etc.). If you have a hard time filling out the form as a PDF, feel free to print it, fill it out, scan it, and send it by e-mail. You can also send it regular mail, if you prefer.

Step 3. Go to the AHRS Portal (https://dnr.alaska.gov/ohasecurity/portal) page and click on the New User Account link on the left side to create your user name and password. If you are requesting access immediately, please contact the AHRS Manager to inform him that you have signed up. If/when you are approved for access you will receive an automated e-mail stating that your account has been activated. Please allow a few minutes after receiving this e-mail for the permissions to populate and the account to become active.

You must go through all three steps to activate an online account. If you have any questions, please feel free to contact the AHRS Manager at (907) 269-8718 or by e-mail at oha.ibs@alaska.gov.