

# MEMORANDUM

# State of Alaska

Department of Transportation & Public Facilities  
Alaska Marine Highway System

TO: All AMHS Employees

DATE: August 13, 2015



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FROM: Captain John F. Falvey, Jr.

SUBJECT: Accessing the AMHS  
Internal Resources website

## REFERENCES

-  ALASKA MARINE HIGHWAY SYSTEM (AMHS) HOME PAGE  
[FerryAlaska.com](http://FerryAlaska.com)
-  AMHS INTERNAL RESOURCES WEB SITE  
<https://web.dot.state.ak.us/amhs/index.shtml>

## PURPOSE

The purpose of this memo is to provide an introduction to the Alaska Marine Highway System Internal Resources website and to provide instructions on how to access it. This website is for all AMHS Vessel and Shoreside Staff whether they are on duty or not. The Internal Resources website is unique in that it offers easy access to information for employees in one convenient location.

## INTRODUCTION

AMHS developed an “Internal Resources” website as a central repository for documents and information needed by both shoreside and vessel employees. Currently, the Internal Resources website contains Administrative and Operational sections; an Engineering section is in development. The Internal Resources website is the “*go-to*” location to find almost any documentation, guidance and link that is specific to AMHS.

## ACCESSING THE INTERNAL RESOURCES WEBSITE

### User ID and Password:

Employees may access the site using either 1) their State issued Username and Password or 2) their vessel work station Username and Password; e.g. Malaspina Pursers’ Username & Password. Note: For all Employees, this is the same Username and Password that is used to access your State of Alaska webmail, paystubs, and other sites restricted for State of Alaska Employees only.

Employees who do not know their Username and Password should do one of the following:

 **Ferry Terminal Employees**

(a) Ask your Ferry Terminal Manager to submit a Help Desk Ticket to the AMHS Help Desk

 **AMHS Vessel Workstation Accounts** (using a vessel's workstation)

(b) Submit a Help Desk Ticket to the AMHS Help Desk

 **AMHS Vessel Employees**

(c) Contact the AMHS Password Reset Desk via email: [amhs.soa.accounts@alaska.gov](mailto:amhs.soa.accounts@alaska.gov) or call: (907) 228-6826

**About Usernames and Passwords:**

Your Username never changes; however, your Password is only valid for a maximum of 90 days for security reasons. Passwords may be changed by the employee at any time during their 90 day validity period. It is expected that the employee will continuously maintain their password.

**Accessing the Internal Resources website:**

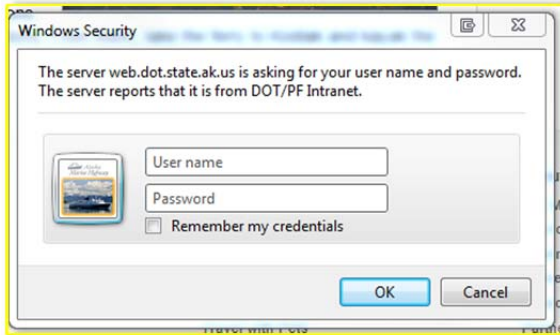
The AMHS Internal Resources web address is <https://web.dot.state.ak.us/amhs/index.shtml>. Alternately use the quick link found in the footer of the Alaska Marine Highway Home Page [FerryAlaska.com](http://FerryAlaska.com). Select "AMHS Staff" link (Figure 1)

**Figure 1**



A box will appear requesting your Username and Password; use either your personal or work stations' username or password (Figure 2).

**Figure 2**



**About the Internal Resources Website:**

The Internal Resources website has two (2) sections: Administration (Figure 3) and Marine Operations (Figure 4). A third section is in development for Engineering. The Administration Section is recommended for all employees. The Marine Operations section is recommended for all vessel employees. Note: some links may land users on either the Administration or Marine Operations sections; there is some overlap – navigate both sections to become more familiar with the information presented.

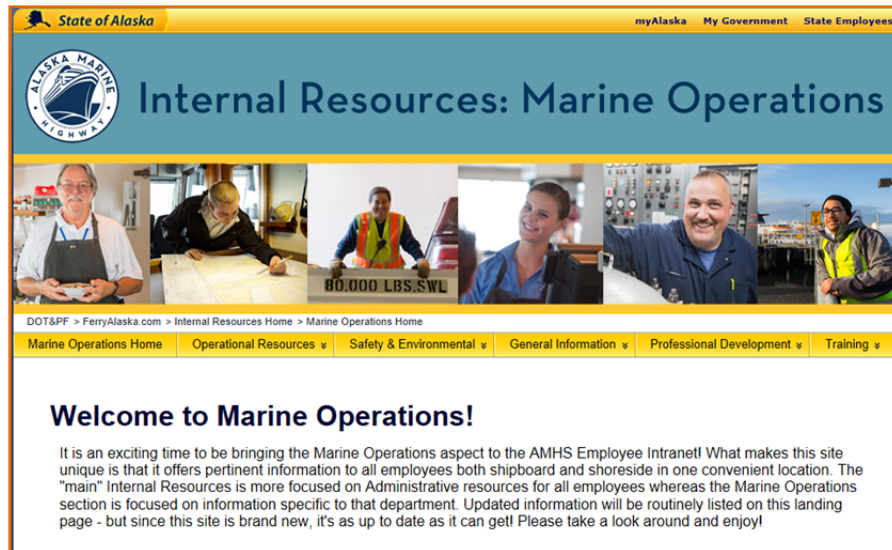
***The Internal Resources Administrative Section contains:*** Administrative Forms, Travel Information & Forms, Policies & Procedures, Employee Handbooks, Quick Links to the AMHS Help Desk & Paystubs, Alaska Port Resources, AMHS Organizational Charts and more!

**Figure 3**



**The Marine Operations Section contains:** Master's Actions Circulars, Safety Management System (SMS) Manuals, Vessel Operating Plan, AMHS Dispatch & Training Department information and more!

**Figure 4**



Requests, suggestions and comments can be provided to the webmaster email found in the footer of the site. Look for numerous directives to other contacts, as well as complete contact information on both Admin and Operations Internal Resources website.