General Guides – Help with Logging into AspireAlaska

Log In Options

AspireAlaska has separate ways to log in depending on if you are a State of Alaska employee or not.

State of Alaska Employees

You are not required to enter a username or password on AspireAlaska's log in page. Simply select the "SOA Employee Login" button on AspireAlaska's log in page. This log in button is also displayed below for you to select:

State Employee Log In

If the federated login page appears upon logging in, you will need to enter a username and password on the page. Your credentials to log in are the following:

Username = your State of Alaska email address

Password = your password used to log into IRIS, your email, etc.

External Users

External users are not State of Alaska employees. However, they have been granted permission by a State of Alaska Department to access specific areas of AspireAlaska.

To access AspireAlaska as an external user, enter the login credentials you were provided by the department into the username and password fields on the AspireAlaska log in page. You may also select the link provided below to do the same:

External User Login

State of Alaska Employee Login Help

Your internet browser

Some SOA Departments (DOH, DFCS, DOC) use their own login information for computer access and other systems. You may need to try:

- Using a different browser (*examples*: Chrome, Firefox, Edge)
- Using an incognito or private browser

Logging into Microsoft first

If you are a State of Alaska employee having trouble logging into AspireAlaska, follow these steps:

- Navigate to https://login.microsoftonline.com
- Log in using your State of Alaska email address and the password you use to log into IRIS ESS and your State of Alaska email.
  (If you cannot log into Microsoft Online, contact OIT for assistance)
- In the same browser, navigate to https://soa.csod.com/samldefault.aspx to log in as a State of Alaska Employee to AspireAlaska.

Log In for Non @alaska.gov email address

For employees with email addresses that do not end in "@alaska.gov", they may need to use an alternate User ID in the format of:

[Your User ID]+4soa@alaska.gov

Example: If your User ID is jdoe, your alternate User ID would be: jdoe4soa@alaska.gov

What is my User ID?

A User ID is typically in the format of:

[initial of your first name][initial of your middle name][your full last name]

Example: If your name if Robert John Smith, your username would be: RJSMITH

AspireAlaska Help Desk

If none of the assistance above is working for you, please contact the AspireAlaska Help Desk.