



ICRIS

Idaho Cultural Resource Information System

An aerial photograph of a city street intersection. The main focus is a large, multi-story brick building with a classical architectural style, featuring a prominent cornice and decorative window surrounds. To the right, there are more modern buildings, including one with a blue facade and another with a yellow sign. The street is paved with asphalt and has several vehicles, including a white van, a black car, and a silver pickup truck. The sky is blue with scattered white clouds.

ICRIS BASICS

APRIL 2026

VERSION 1.3

The Idaho Cultural Resource Information System (ICRIS) is Idaho's online platform for managing cultural resource information and project review. This guide provides an overview of ICRIS functionality for new users, including general public access, creating an account, searching resources, navigating surveys and projects, and understanding access levels.

Front Cover: Idaho Building, 8th St., Boise, Ada County, Idaho



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GENERAL PUBLIC

YOUTUBE TRAINING VIDEOS

ICRIS General Public Resource Search and Section 106 Projects – <https://youtu.be/Wn1Aj8i9XoY>

ICRIS FOR THE GENERAL PUBLIC

ICRIS provides limited, read-only access to non-restricted cultural resource information for public research and general interest.

What the public can see without registering:

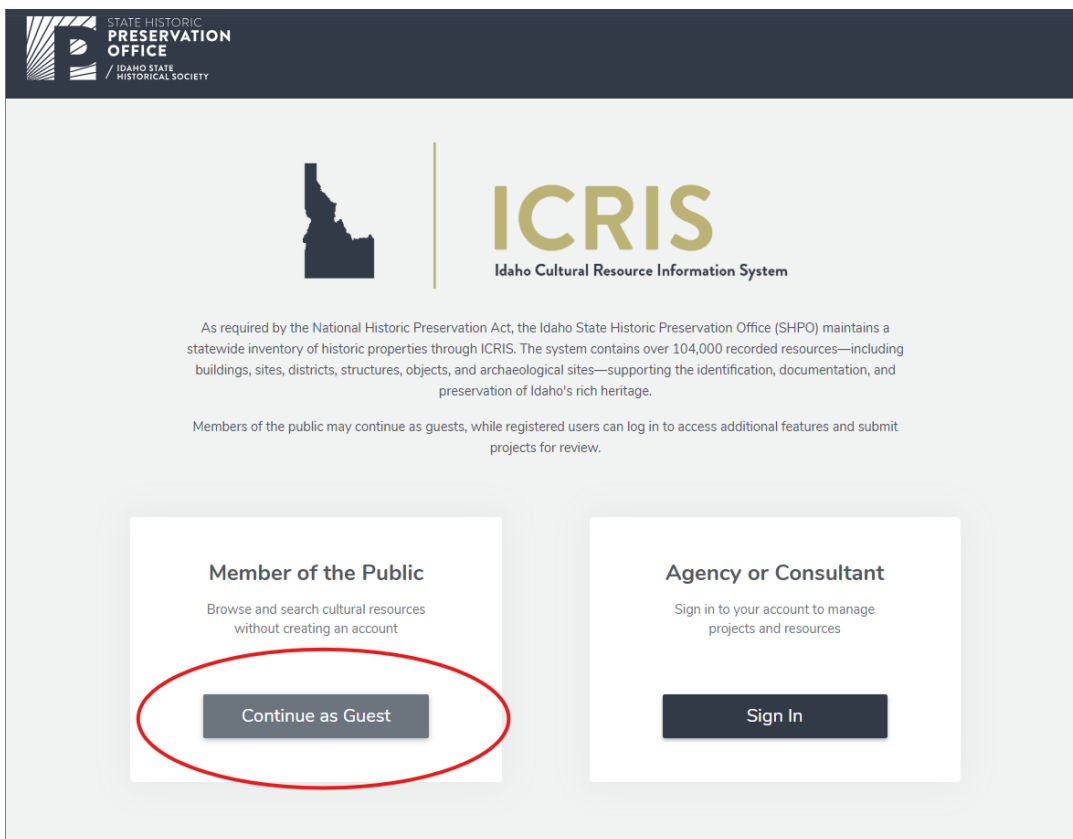
- A list of active Section 106 projects (project name, status, lead agency only).
- Unrestricted architectural/historic built environment resources.

What is not visible to the public:

- Archaeological site data (always restricted).
- Sensitive resource information (TCPs, government facilities, etc.).
- Project documentation, attachments, maps, or agency correspondence.

A free Guest search portal is available directly from the ICRIS homepage—no account required.

<https://icris-history.idaho.gov/>



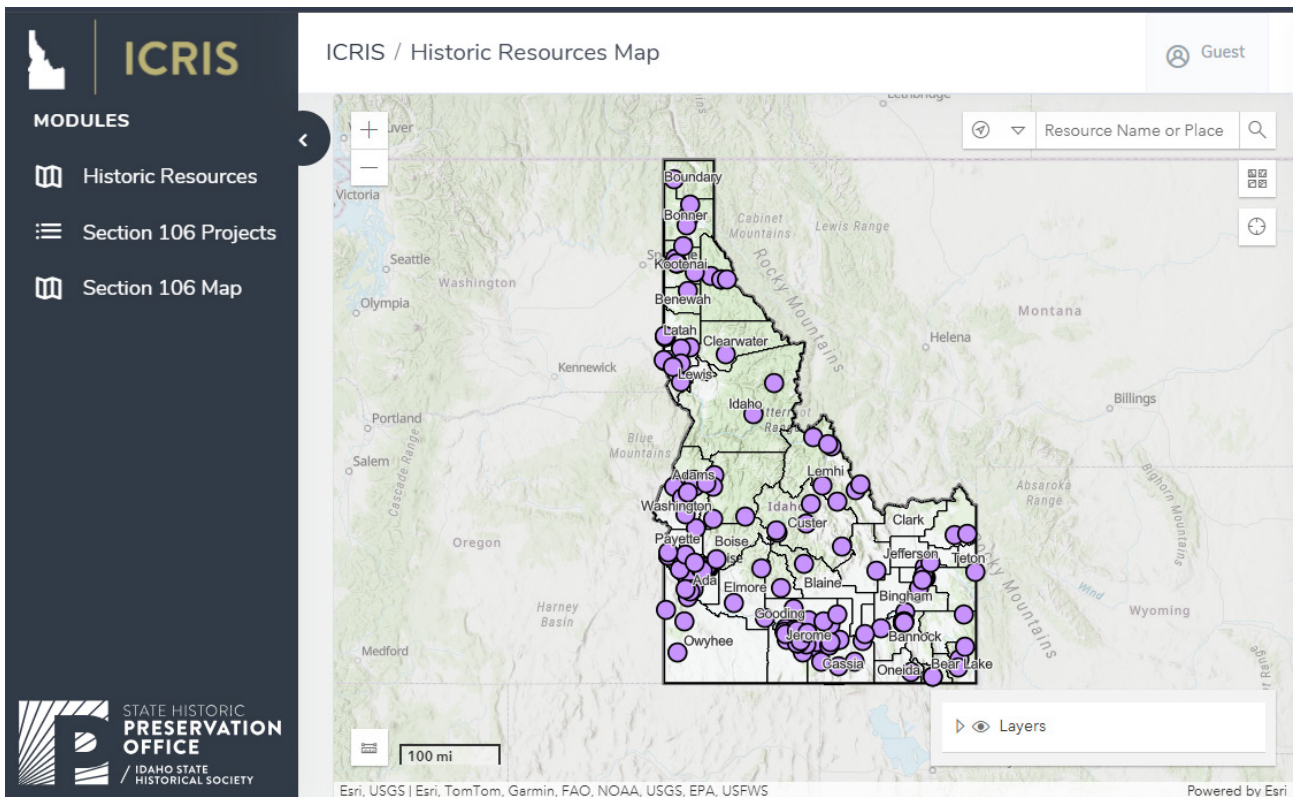
HISTORIC RESOURCES MAP

The public-facing Historic Resources Map, available through the **Guest Portal**, displays **unrestricted resources**, primarily historic buildings and other built-environment properties. These records include basic information and are available for public viewing.

Map Display Note

On the map, **purple dots** indicate areas where resources are present. Zoom in to view the actual resource locations and boundaries. Archaeological sites and other restricted resources are not shown in order to protect sensitive information.

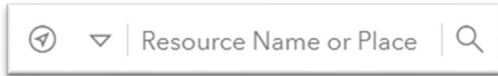
The map includes a variety of tools that allow users to search for specific locations, explore resource data, and navigate between different map views. The following sections provide guidance on how to use these tools to locate and review information in ICRIS.



MAP TOOLS

SEARCH TOOL

Use the Search tool to quickly locate places, addresses, or ICRIS resource records.



To search for a location:

1. Type an address, place name, or building name into the search bar.
2. Use the **data source dropdown** ▾ to choose what you want to search:
 - All
 - Resources (ICRIS resource records)
 - Idaho Places
3. Select the **Current Location** icon 📍 to zoom the map to where you are.

BASEMAP GALLERY

The Basemap Gallery tool displays a collection of images representing basemaps from ESRI

To change the basemap:

1. Open the **Basemap Gallery**.
2. Scroll through the available options.
3. Click a basemap to immediately update the map display.



Imagery



Imagery Hybrid



Streets




Topographic



Navigation








COORDINATES





You can find the geographic coordinates of any point on a map using the **Coordinate** tool .

You can display coordinates in any of the following notations:


- Longitude and Latitude (XY)
- Decimal Degrees (DD) (00.000000°N, 000.000000°E)
- Degrees Decimal Minutes (DDM) (00° 00.000000'N, 000° 00.000000'E)
- Degrees Minutes Seconds (DMS) (00° 00' 00.000000"N, 000° 00' 00.000000"E)
- Military Grid Reference System (MGRS)
- United States National Grid (USNG)
- Universal Transverse Mercator (UTM)
- BASEMAP—Display x,y coordinates in the coordinate system and units used by the current basemap.

Find a location

1. Click **Coordinate** tool. 
2. Move the pointer to a location on the map and view the coordinates in the **Location** window.
3. Click **Expand**  to reveal additional location options.
4. Optionally, click the **Add conversion** drop-down menu and choose additional coordinate systems to display the location.
5. Optionally, do any of the following:
 - Click **Remove conversion**  next to the coordinate system you want to remove if you have multiple coordinate system conversions and want to remove one or more from the list.
 - Click **Input coordinate** , choose a coordinate system, and provide the coordinates.
 - Click **Capture**  to capture a location and switch to capture mode. When in capture mode, you can click anywhere on the map to capture the coordinates of that location.
 - Click **Format settings**  to format how the coordinates appear. From the drop-down menu, choose the coordinate system, and change the formatting in the field below it. Click **Reset to default**  to reset the formatting.

DD	44.257759°N, 119.622105°W	
DDM	44° 15.465566'N, 119° 37.326312'W	
UTM	11T 290685 4903846	
Add conversion 		  

MEASURE

Measure distance  – Measure a linear distance. Click the map where you want to start the measurement, and click once for every vertex of the line you want to measure. Double-click to complete the line.


Optionally, do any of the following:

- From the **Unit** drop-down menu, select a different unit of measure. The measurement results are converted to the newly selected unit.
- Click **New measurement** to start another measurement.



Move the map while measuring

You may find that what you want to measure is not completely contained within the current extent of the map; for example, a street or parcel may extend beyond what is visible. To move the map as you're measuring, while maintaining the cumulative total distance or area, press the mouse button (or the equivalent navigation) while dragging the map in the desired direction. Double-click to complete the measurement.

LAYERS

Click **Expand**  to view available layers

- Resources
- THPO (Tribal Historic Preservation Office)
- Idaho Boundaries
 - State outline
 - Incorporated Cities (city boundaries)
 - Counties
- SHPO Layers (ArcGIS Online)
 - Multiple Property Documentation
 - Certified Local Governments
 - National Register Listed Properties
 - National Register Districts

Click **Hide layer**  or **Show layer**  to hide or show, respectively, individual layers

☰ SECTION 106 PROJECTS

The **Active Section 106 Projects** page provides a public view of ongoing consultation activities submitted to the Idaho SHPO. This list includes all Section 106 projects that are **currently in progress** or were **completed within the last six months**, offering a snapshot of recent federal compliance work across the state.

Each project entry displays key information to help users quickly understand the type, status, and lead agency for the consultation. The following fields are included:

- SHPO Project No.
- Project Name
- Project Status
- Lead Agency
- Agency Project Finding
- SHPO Project Finding (displayed only for projects marked *Complete*)

Users may refine or reorganize the list using built-in tools:

- Search by Project Name or Lead Agency
- Filter by County to narrow results to a specific geographic area.
- Sort by Project Number, Project Name, Lead Agency, Date Submitted, or Status to quickly locate relevant projects.

This page is intended to improve transparency and provide easy access to the most up-to-date Section 106 review activity in ICRIS.

If a project is not listed, users should contact the appropriate federal agency to determine its status, as the project may not yet have been initiated in ICRIS and SHPO has likely not been consulted.

Active Section 106 Projects		Project Name: <input type="text" value="Search Project Name"/>	Lead Agency: <input type="text" value="Search Lead Agency"/>	Filter by County: All ▾	Sort by: Project Name ▾	Asc ▾
Project No.	Name	Status	Lead Agency	Agency Finding	SHPO Finding	
2023-569	10075841 / ID29 / MOSCOW DORMITORY, 52 West Paradise Creek St., Moscow, Latah County, 83843	In Progress	Federal Communications Commission (FCC)			
2024-601	1012 West 3rd Ave Nezperce	In Progress	Idaho Department of Health and Welfare (DHW)			
2019-60	1115 N. Hayes Ave., Pocatello	MOA Needed	Department of Housing and Urban Development (HUD)		Adverse Effect	
2024-512	115 S Main St Hailey	Lead Agency Review	Office of Energy & Mineral Resources (Idaho OEMR)	No Adverse Effect		
2025-524	119 N. 1st Ave. Sanpoint Submitted 4/14/25	MOA Needed	U.S. Small Business Administration (SBA)	Adverse Effect	Adverse Effect	
2020-959	1218 E Center St, Pocatello, 83201	MOA Needed	Department of Housing and Urban Development (HUD)		Adverse Effect	
2026-27	123456 Submitted 12/15/25	Complete	BLM, Bruneau	No Adverse Effect	No Adverse Effect	
2026-32	123456545461523	In Progress	USFS, Boise			
2024-517	1240 E Center St	In Progress	Department of Housing and Urban Development (HUD)			

Each Section 106 project in ICRIS is assigned a **Project Status** to indicate where it is in the consultation and review process. These statuses help users, agencies, and the public quickly understand whether a project is newly submitted, under review, awaiting information, or complete. The table below defines each status and explains what it means within the Section 106 workflow.

PROJECT STATUS		
STATUS	SUB-STATUS	DESCRIPTION
In Progress	—	The project is being prepared by the Submitter Organization and has not yet been submitted to the Lead Agency or SHPO for review. This status may also indicate that a project was returned for revisions or additional documentation.
Lead Agency Review	—	The project has been submitted to the Lead Agency and is awaiting the agency's determination and transmittal to SHPO. No SHPO review is active while the project is in this status.
SHPO	Submitted	The project has been received by SHPO and is awaiting assignment to a reviewer.
	Review	The project is undergoing SHPO review. SHPO may request revisions or additional information from the Lead Agency or Submitter during this stage.
Complete	—	SHPO's review is finished and consultation is closed. No further action is required by SHPO.
MOA	Needed	The Lead Agency has determined that the undertaking results in an Adverse Effect, and consulting parties are working to develop a Memorandum of Agreement (MOA) outlining how the effects will be resolved.
	In Progress	A Memorandum of Agreement has been executed, and the Lead Agency is implementing the agreed-upon stipulations. The project remains in this status until all stipulations are fulfilled.

SECTION 106 MAP

The **Section 106 Map**, available through the **Guest Portal**, provides a spatial view of active Section 106 projects in Idaho. This page is intended to improve transparency and provide easy access to the most up-to-date Section 106 review activity in ICRIS.

This tool complements the **Active Section 106 Projects** table by allowing users to search for projects based on location rather than project name.

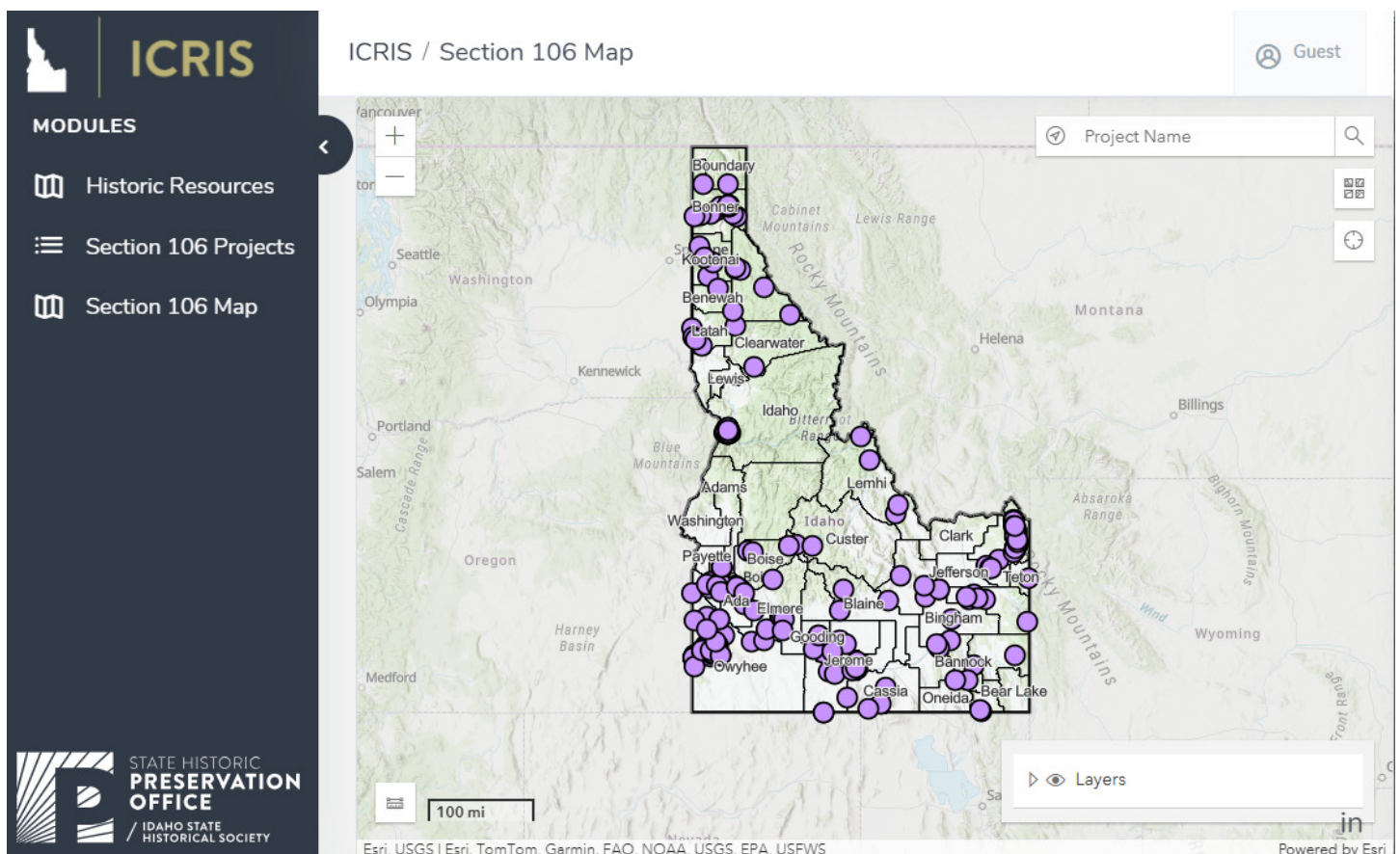
The map displays project boundaries for all active Section 106 reviews, allowing users to quickly determine whether a project is occurring in a specific area of interest.

On the map, **purple dots** indicate areas where projects are present. Zoom in to view the actual project boundaries. Once visible, select a project area to open a pop-up window with additional project information.

The Section 106 Map is especially useful for:

- Identifying projects near a specific address or location
- Reviewing project distribution across a broader area
- Quickly determining if an area has ongoing Section 106 activity

Use the [Map Tools](#) described in the **Historic Resources Map** section of this guide to search by address, navigate the map, and explore project details.



ICRIS / Section 106 Map

Guest

Project Name

Layers

100 mi

Esri, USGS | Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS

Powered by Esri

REGISTRATION

YOUTUBE TRAINING VIDEOS

Register for ICRIS - <https://youtu.be/kbgNx9tdb-k>

REGISTERING FOR ICRIS

You only need to register for ICRIS if you are:

- Submitting projects
- Uploading surveys, resource recordings, or monitoring reports
- Working as a consultant, agency staff member, or Secretary of Interior (SOI)-qualified professional
- Needing access to archaeological data (Basic+ or Pro subscription level)

REGISTRATION REQUIREMENTS

- A completed online registration form
- A signed ICRIS Confidentiality Agreement
- A CV/resume that demonstrates SOI professional qualifications if requesting access to restricted data
- Approval from SHPO staff

Once approved, users can log in and begin submitting projects or entering resource data.

REGISTERING FOR ICRIS – STEP-BY-STEP

1. Navigate to the ICRIS Welcome Page

<https://icris-history.idaho.gov/>

2. Click **Sign In** → **Register**

Tip: Use Chrome for best performance.

3. Complete online registration form

- a. Name
- b. Job Title
- c. Organization Name

Start typing the name of your organization and select from the dropdown. If your organization is not listed, enter the complete organization name

- d. Phone
- e. Email

We require you to register with the email address of your company and not a generic gmail, yahoo, or msn account. Your account is tied directly to the organization you work for and therefore must have a matching email address. We also do not accept generic in-house email like info@mycompany.com


- a. Password
 - ✓ Must contain at least 8 characters.
 - ✓ Must contain an uppercase letter.
 - ✓ Must contain a lowercase letter.
 - ✓ Must contain a number.
 - ✓ Must contain a symbol.

4. Verify email

You will be sent an email that you will need to click “Verify Email”

REGISTRATION

5. Return to ICRIS Welcome page
Enter email and password
6. View Account
Upper right corner, select your name → **My Account**
7. Upload Required Documentation:
 - a. Signed Confidentiality Agreement (PDF)
 - b. CV/Resume showing Secretary of Interior qualifications (if requesting restricted access)
8. Wait for SHPO to approve your registration
Reminder: Accounts are manually reviewed by SHPO staff.

 ICRIS

First Name*

Last Name*

Job Title


Organization Name*


Phone* (XXX) XXX-XXXX

Your Account

Email*

Confirm Email*

Password* 

Confirm Password* 

Q SEARCH

YOUTUBE TRAINING VIDEOS

ICRIS Searching for Resources, Surveys, and Projects – <https://youtu.be/fj3fEa-VJN-0>

GENERAL SEARCH GUIDANCE

ICRIS search tools allow users to locate Resources, Surveys, and (for Pro users) Projects using a consistent set of functions. The following tools and behaviors apply across all search types.

Performing a Search


1. **Open a Search Tool**
Log in → Navigate to **Search** in the left menu → Select **Resources, Surveys, or Projects** (Pro only).
2. **Enter Search Criteria**
Type values or select items from dropdowns to refine your results.
Searches may be broad or highly targeted depending on the fields used.
3. **Run the Search**
Click **Search** or press **Enter**.

○ Map Display Note


Purple dots indicate that Resources, Surveys, or Projects are present in that area. To view actual boundaries, zoom in on the map until the shapes appear. Once visible, select a shape to open the pop-up window and view additional information.

The purple dot display improves system performance by reducing map loading time at broader zoom levels, where drawing every boundary would significantly slow the application.

Reviewing and Sorting Results




- Results appear in a sortable table.
- Click the arrows next to any column name to sort ascending or descending.
- Use the **Zoom to Record**  tool to automatically center the map on the selected record.

Adjusting Visible Columns

- Add fields by selecting them from the **Visible Columns** list.
- Click the **Remove**  icon to hide a column from the results table.


Exporting Results

ICRIS supports several export tools:

- **Export Table**  — Exports the visible results into a CSV file (opens in Excel or any spreadsheet program).
- **Export Shape**  — Exports results as a shapefile (Pro users only).
- **Export Line**  — Exports linear features as a shapefile (Pro users only; Resources only).

Adjusting Map and Table Ratio

You can resize the map, search panel, or results table to fit your workflow.

- Hover over the edge between the map and the panel you want to adjust.
- When the resize cursor  appears, **click and drag** the edge to increase or decrease the panel width.
- Release the mouse when the layout reaches your desired ratio.

Searching by Shape (optional)

Users may draw or upload a shape to spatially filter results.

Refer to the [SEARCH BY SHAPE](#) section of this guide for detailed instructions.



RESOURCE SEARCH

Use the Resource Search to locate built environment resources and (for Basic+ and Pro users) restricted archaeological sites. Users can view details, map locations, associated documents, and export results. For definitions of each field, refer to the ICRIS Resource Data Standards Guide.

Available Search Fields

General Fields

- Property Type
- National Register Listed (yes, no)
- Smithsonian No.
- IHSI No. (*legacy number, no longer issued*)
- Resource Name
- Counties
- Area of Significance


Archaeology Fields

- Primary Site Type
- Phase/Period
- Brief Resource Description





Built Environment Fields

- City
- Original Function or Use → Original Sub-Use
- Architectural Style
- Architect/Builder
- Original Construction Year Range




SEARCHING RESOURCES – STEP-BY-STEP

1. Log in → **Search** → **Resources**
1. Enter search criteria
2. Click **Search** or press **Enter**
3. Review and sort results
4. Adjust visible columns as needed .
5. Select a **Smithsonian No.** to open the resource record.
6. Export results as needed (CSV or shapefile).
7. Use [SEARCH BY SHAPE](#) if desired.

MAP COLOR KEY

-  Building, Structure, Object, or Site
-  Archaeology
-  District
-  Linear

Shape Outline

-  Overall Eligible
-  Overall Not Eligible
-  Overall Unevaluated




SURVEY SEARCH

The Survey Search includes Archaeological Surveys, Architectural Surveys, Ethnographic Studies, and Non-Field Studies. Basic+ and Pro users can view survey boundaries on the map, export results, and open detailed survey records. For definitions of each field, refer to the **ICRIS Project Data Standards Guide**.

Available Search Fields

- Survey No. (*format: 0000/0*)
- Project No. (*format: 0000-0*)
- Counties (*select all that apply*)
- Title
- Author (*Last Name, First*)
- Year
- Organization (*choose from list*)
- Organization Project No.
- Keywords

SEARCHING SURVEYS – STEP-BY-STEP

1. Log in → **Search** → **Surveys**
2. Enter search criteria.
3. Click **Search** or press **Enter**.
4. Review and sort results.
5. Adjust visible columns as needed .
6. Export results (CSV or shapefile, if enabled).
7. Use [SEARCH BY SHAPE](#) if desired (By GIS or By TRS).
 - **By GIS** – Shows records with overlapping GIS boundaries.
 - **By TRS** – Shows records without GIS, but that overlap by Township-Range-Section.

MAP COLOR KEY

 Survey


PROJECT SEARCH

Pro and Pro Basic users can search active, in-progress, and completed projects using a variety of fields. Results can be exported or spatially filtered. For definitions of each field, refer to the [ICRIS Project Data Standards Guide](#).

Available Search Fields

- Project Type
- Project Status
- SHPO Project No. (*format 0000-0*)
- Project Name
- Organization Project No.
- Lead Agency (*choose from list*)
- Submitter Organization (*choose from list*)
- Secondary Agency (*choose from list*)
- Year Created Range

SEARCHING PROJECTS – STEP-BY-STEP

1. Log in → **Search** → **Projects**
2. Enter search criteria.
3. Click **Search** or press **Enter**.
4. Review and sort results.
5. Adjust visible columns as needed .
6. Export results (CSV or shapefile).
7. Use [SEARCH BY SHAPE](#) if desired

MAP COLOR KEY

 Project


MAP TOOLS

The map tools in ICRIS provide consistent functionality across the system. These tools can be used within search views as well as within individual **Project**, **Resource**, and **Survey** records.

The following sections describe how to use these tools to search, navigate, and interact with map data in ICRIS.

SEARCH TOOL


Use the Search tool to quickly locate places or addresses.

1. Select the **Current Location** icon  to zoom the map to where you are.
2. Enter an address or business name to zoom to a specific location

BASEMAP GALLERY

The Basemap Gallery tool displays a collection of images representing basemaps from ESRI

To change the basemap:

1. Open the **Basemap Gallery** .
2. Scroll through the available options.
3. Click a basemap to immediately update the map display.



Imagery



Imagery Hybrid



Streets




Topographic



Navigation








COORDINATES





You can find the geographic coordinates of any point on a map using the **Coordinate** tool 

You can display coordinates in any of the following notations:

- Longitude and Latitude (XY)
- Decimal Degrees (DD) (00.000000°N, 000.000000°E)
- Degrees Decimal Minutes (DDM) (00° 00.000000'N, 000° 00.000000'E)
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- Military Grid Reference System (MGRS)
- United States National Grid (USNG)
- Universal Transverse Mercator (UTM)
- BASEMAP—Display x,y coordinates in the coordinate system and units used by the current basemap.


Find a location

1. Click **Coordinate** tool. 
2. Move the pointer to a location on the map and view the coordinates in the **Location** window.
3. Click **Expand**  to reveal additional location options.
4. Optionally, click the **Add conversion** drop-down menu and choose additional coordinate systems to display the location.
5. Optionally, do any of the following:
 - Click **Remove conversion**  next to the coordinate system you want to remove if you have multiple coordinate system conversions and want to remove one or more from the list.
 - Click **Input coordinate** , choose a coordinate system, and provide the coordinates.
 - Click **Capture**  to capture a location and switch to capture mode. When in capture mode, you can click anywhere on the map to capture the coordinates of that location.
 - Click **Format settings**  to format how the coordinates appear. From the drop-down menu, choose the coordinate system, and change the formatting in the field below it. Click **Reset to default**  to reset the formatting.

DD	44.257759°N, 119.622105°W	^
DDM	44° 15.465566'N, 119° 37.326312'W	
UTM	11T 290685 4903846	
Add conversion 	  	



MEASURE

Measure distance  – Measure a linear distance. Click the map where you want to start the measurement and click once for every vertex of the line you want to measure. Double-click to complete the line.


Optionally, do any of the following:

- From the **Unit** drop-down menu, select a different unit of measure. The measurement results are converted to the newly selected unit.
- Click **New measurement** to start another measurement.



Move the map while measuring

You may find that what you want to measure is not completely contained within the current extent of the map; for example, a street or parcel may extend beyond what is visible. To move the map as you're measuring, while maintaining the cumulative total distance or area, press the mouse button (or the equivalent navigation) while dragging the map in the desired direction. Double-click to complete the measurement.

LAYERS

Click **Expand**  to view available layers




- Resources
- THPO (Tribal Historic Preservation Office)
- Idaho Boundaries
 - State outline
 - Incorporated Cities (city boundaries)
 - Counties
- Additional Boundaries
 - USGS Quads
 - TRS
- SHPO Layers (ArcGIS Online)
 - Multiple Property Documentation
 - Certified Local Governments
 - National Register Listed Properties
 - National Register Districts
- Added Value Layers (*Pro and Pro Basic users*)
 - Roads
 - Watershed Layers
 - Flowlines
 - Waterbodies
 - Geology (IGS) layers
 - Lithostratigraphy
 - Geology Unit
 - State Parks
 - BLM Field Office
 - US Forest Service
 - Land Management
 - Idaho Transportation Department Districts
 - Mining

Click **Hide layer**  or **Show layer**  to hide or show, respectively, individual layers


SEARCH BY SHAPE

You can search for Resources, Surveys, and (for Pro users) Projects by drawing simple shapes on the map or by uploading your own spatial data. This tool allows you to identify content within a point, line, polygon, or buffered area. Select a drawing tool: Click a button to choose a feature type (point, line, polygon, etc.).

Draw a shape to define your search area

1. **Choose a drawing tool** by selecting a feature type:
 - **Polygon**  – Draw a custom area to select content within that shape. Click to create vertices and double-click to close the shape.
 - **Line**  – Draw a linear feature for corridor-based searches. Click to create the start point, click to add vertices, and double-click to finish.
 - **Point**  – Select a single location on the map to search around.

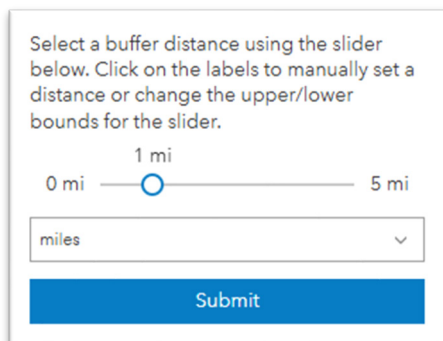
Alternatively:

- **Upload a shapefile**  – Import a polygon created outside of ICRIS to use as your search area.
2. **Set a buffer distance** (optional).

Use the slider to increase or decrease the buffer around your point, line, or polygon.

Click the numeric labels to manually enter a distance or adjust the slider limits.

Default buffer = 1 mile




Select a buffer distance using the slider below. Click on the labels to manually set a distance or change the upper/lower bounds for the slider.

0 mi — 1 mi — 5 mi

miles




Submit

3. **Run your searches.**
 - For a complete review, run searches separately in both Resources and Surveys.
 - Projects can be searched by shape only by users with Pro access.
4. Clear your shapes and filters when finished.

Click **Clear all GIS filters**  to remove drawn or uploaded features from the map.

RESULTS EXPORT TOOLS

Shapefile download tools are available only to Pro-level subscribers. Pro users may download GIS data as polygon or linear shapefiles for the search results currently visible in the table, depending on how each record was mapped. Basic users will see the CSV download option only.

ACCESS	ICON	ACTION	DESCRIPTION
BASIC		Download Table (CSV)	Click this icon to download a CSV file containing the results currently displayed. The exported table reflects applied filters and search criteria.
PRO		Download Polygon Shapefile	Click this icon to download a shapefile containing polygon geometry for the results currently listed in the results table. The exported data reflects any filters applied to the table.
		Download Linear Shapefile	Click this icon to download a shapefile containing line geometry for the resources currently visible results section. Linear shapefiles typically represent canals, ditches, roads, rail lines, trails, and other linear cultural features. The exported data reflects any filters applied to the table.

CREATE AND EDIT GIS

Users must have the appropriate permissions to create or edit any Resource, Survey, or Project shape in ICRIS.

CREATE



DRAW A SHAPE

- Click **Draw Shape**
Click to place the starting point, click to add vertices, and double-click to finish the shape.



UPLOAD A SHAPEFILE

- Click **Upload shapefile** to import a polygon created outside of ICRIS.
- Shapefiles must be uploaded as a **.zip** file. A valid shapefile typically includes **five or more component files**, all of which must be included in the zipped folder.

EDIT

- Use the **Zoom to Record**  tool to automatically center the map on a shape.
- Use the **Delete Shape**  tool to remove incorrect shapes. (At least one shape must remain.)
- Select a shape to edit vertices.
 - Drag orange vertices to adjust the boundary.
 - Add a new vertex by selecting the white dot between two existing vertices. When hovering, the cursor changes to an arrow with a “+” symbol.
 - To move the entire shape, click inside the boundary to highlight the full feature with an orange outline, then drag to the new location.
- Select Update Shape button to save edits.



FULLSCREEN TOOLS

- Use the **Enter Fullscreen**  tool to expand the map to full screen.
- Use the **Exit Fullscreen**  tool (or press **ESC**) to return to standard view.

ICRIS ATTACHMENTS



Attachments in ICRIS may include reports, maps, photographs, forms, and supporting documentation associated with Resources, Surveys, and Projects. Users can view, download, and manage attachments depending on their access level and role.

VIEWING AND DOWNLOADING ATTACHMENTS

-  **Open File** – Opens the attachment in a new browser tab or window.
 -  **Download File** – Saves a copy of the attachment to your computer.
-

ATTACHMENT MANAGEMENT TOOLS


(Available only to users with edit permissions)

-  **Edit Attachment Type** – Change the file category (*e.g., Cover Letter, Architectural Drawing, Artifact Sketch, MOA*).
-  **Delete File** – Permanently remove the attachment from the record.

PRINT RESOURCE RECORD

ICRIS provides a print-friendly view of each Resource record that compiles all information into a single, continuous page for printing or saving.

Create a Print View

1. Open a Resource record.
 2. Select the **Print** button  located in the upper-right corner of the screen.
 3. A print-friendly version of the record will open in a new browser tab.
-

What Is Included in the Print View

The print view compiles all data from each tab into one continuous document, including:

- **Resource Details**
 - **Property Type-specific information**
 - **GIS map and spatial data**
 - **Historic District information** (if applicable)
 - **GIS Details**, including coordinates, counties, quadrangles, PLSS, and area
 - **Photographs**
 - **Resource Versions**
 - **Associated Projects**
 - **Associated Surveys**
 - **SHPO comments**
-

Print or Save as PDF

- Use your browser's print function (**Ctrl + P** or **Cmd + P**) to print the record.
- Select **Save as PDF** to create a digital copy for reports or documentation.

CREATE A PROJECT

ICRIS projects are used to document and track cultural resource reviews, including Section 106 and Section 110 compliance activities. Projects must be created before submitting materials to SHPO for review.

CREATING A NEW PROJECT – STEP-BY-STEP

1. Start a New Project

Log in → Navigate to **Create** in the left menu → Select **New Project**

2. Select Project Type

Choose the appropriate project type (e.g., Section 106, Section 110, Monitoring, Annual Report).

The selected type will determine required fields and workflow.

PROJECT TYPES	
TYPE	DESCRIPTION
Determination of Eligibility	Use this option only when there is no associated undertaking under review and the sole purpose is to determine whether a resource is eligible for the National Register of Historic Places (NRHP). This applies when a person or agency specifically needs a Determination of Eligibility (DOE) outside of a broader Section 106 or other planning review process
Section 106 Review	Applies to undertakings involving federal funding, permitting, licensing, or land. This project type documents the consultation process required under Section 106 of the National Historic Preservation Act, including identification of historic properties, assessment of effects, and resolution of adverse effects.
Section 110 Review	Used when federal agencies are fulfilling their proactive stewardship responsibilities under Section 110 of the National Historic Preservation Act. This includes inventory, documentation, resource management, and planning efforts not tied to a specific undertaking.
Annual Report	For agencies or entities that submit yearly summaries of cultural resource compliance work, field surveys, site evaluations, and findings. This project type enables reporting required under federal or state programmatic agreements.
CLG Survey	For Certified Local Governments conducting local historic resource surveys, planning studies, or other preservation projects supported by CLG grants. This project type tracks survey boundaries, methodology, and resource documentation submitted to SHPO.
Non-Federal Review	Use this option only when there is no federal undertaking and Section 106 does not apply. This includes state-funded projects, local government actions, private development requiring SHPO comment, or other courtesy reviews. This project type documents SHPO coordination and comments outside of the Section 106 review process.

Complete Project Information

3. Enter Basic Project Details

Provide all required information, including:

- Project Name
- Lead Agency
- Organization Project Number (if applicable)
- Submitter (auto populated with logged in user data)
- Project Description

4. Enter Project Type Specific Details

The selected project type will determine required fields and attachments

Define the Project Area

5. Create or Upload Project Boundary (APE)

- Draw a shape directly on the map, or
- Upload a shapefile

Refer to the [Create and Edit GIS](#) section for detailed instructions.

Attach Supporting Documentation

6. Upload Attachments

Add relevant files such as:

- Cover Letter
- Additional Maps
- Photographs
- Agency forms

Refer to the [ICRIS Attachments](#) section for file management guidance.

Link Surveys and Resources (if applicable)

7. Create new Surveys or Resources if needed

Refer to the Project Data Standards document for further guidance.

Review and Submit

8. Review Project for Completeness

Ensure all required fields, attachments, and spatial data are included.

9. Submit for Lead Agency Review or SHPO Review

Click **Submit** to send the project to the Lead Agency or SHPO for review.

Once submitted, the project will move into the [SHPO Project Workflow](#).

After Submission

- The project status will update as it moves through review
- SHPO may request revisions or additional information
- Users can monitor progress through their **Work Queue** (Pro Basic and Pro users)

ORGANIZATIONS

The **Organizations** menu is available to all registered users and functions as an internal address book within ICRIS. This tool allows users to search for and view information about organizations and their associated users.

Users can search for an organization by name and select it to open the organization profile page.

The Organization Profile page displays:

- **Organization contact information**
- **Subscription level** (e.g., Basic, Pro Basic, Pro) and expiration date
- **Organization type** (Agency, Consultant, Tribe, CLG, Local)
- A list of **registered users** associated with the organization, including:
 - Name
 - Title
 - Email
 - Registration status
 - Permission role

This feature is useful for identifying points of contact, confirming organizational affiliation, and understanding user roles within ICRIS.

ICRIS ACCESS POLICY (SUMMARY)

ICRIS has tiered access levels to balance transparency with protection of sensitive cultural resource information.

GENERAL PUBLIC ACCESS *(No account required)*

Users may access ICRIS through the Guest Portal for general research purposes.

General Public users can:

- Use the Guest Portal
- View unrestricted built environment resources
- View a list of active projects (*project name, lead agency, and status only*)

General Public users cannot:

- Access archaeological site data
- View project documentation or attachments
- Access any restricted or confidential materials

PROFESSIONAL ACCESS *(ICRIS Account Required)*

Basic Access

- Submit projects
- Create surveys and built-environment resources
- No access to archaeology or restricted data

Basic+ Access

- Includes all Basic permissions
- Allows access to restricted archaeological data
- Requires submitted credentials and SHPO approval

Pro Basic Subscription Access *(Subscription required)*

- Includes all Basic permissions
- Access to organization and individual Work Queues
- Enhanced workflow tools, GIS features, and exporting tools
- No access to archaeological data or restricted information
- User-level roles cannot be mixed within a subscription (organization-wide level applies)

Pro Subscription Access *(Subscription required)*

- Includes all Basic+ permissions
- Access to organization and individual Work Queues
- Enhanced workflow tools, GIS features, advanced exporting, and priority support
- Organization-wide access level (user roles cannot be mixed within the same subscription)

REQUIREMENTS FOR RESTRICTED ACCESS:

- Signed ICRIS Confidentiality Agreement
- CV/resume demonstrating SOI professional qualifications
- SHPO approval

ICRIS SUBSCRIPTION

ICRIS offers paid subscriptions that provide enhanced workflow tools, GIS functionality, and organizational management features. Subscriptions are purchased at the **organization level** and are **tiered based on the number of users**.

This section outlines the subscription options, benefits, and how to obtain or upgrade a subscription.

BENEFITS OF A SUBSCRIPTION

Organizations with a paid ICRIS subscription gain access to tools that significantly improve efficiency, coordination, and project management capabilities.

ENHANCED PRODUCTIVITY

- Organization-wide and individual **Work Queues** to track project status and manage workload
- Streamlined workflows for teams handling multiple or high-volume projects
- Easier coordination between project managers, field staff, and SHPO reviewers

ADVANCED GIS & EXPORTING CAPABILITIES

- Access to additional GIS map tools not available to non-subscribed users
- Ability to **export Resources, Surveys, and Projects as shapefiles** for use in GIS software
- Greater flexibility for map-based review of project areas, resource locations, and survey coverage

SURVEY123 MOBILE DATA COLLECTION

- Access to the **ICRIS Resource Collect (Survey123)** field application
 - Allows field users to quickly record **new** resources directly from mobile devices
 - Automatically georeferences new resource points collected in the field
 - Improves efficiency during fieldwork and reduces post-field data entry time
- (Note: Survey123 can only create new resources; updates to existing resources must be submitted through ICRIS.)*

IMPROVED WORKFLOW AND COORDINATION

- Tools that support faster internal handoffs and clearer project tracking
- Enhanced monitoring of project progress from initiation through SHPO review

SCALABLE ACCESS

- Subscription pricing is **tiered by number of users**
- Organizations can select a tier that fits their staffing size and upgrade as needed

HOW TO OBTAIN A SUBSCRIPTION

Organizations can purchase a subscription at any time.

1. Visit the ICRIS Subscription Pricing page
The page includes pricing tiers, subscription descriptions, and purchase instructions.
<https://history.idaho.gov/icris-subscription/>
2. Choose your subscription tier

ICRIS SUBSCRIPTION

Select the appropriate user-count tier.

3. Submit payment through the [PURCHASING PORTAL](#)

Payments should be made through the secure link provided on the subscription page. Contact SHPO if alternative payment arrangements are necessary.

4. SHPO will be notified once payment is submitted
Subscriptions are entered into ICRIS manually, so be patient

AFTER YOUR SUBSCRIPTION IS ACTIVATED

SHPO will:

- Update your organization's subscription level in ICRIS
- Verify the selected user tier
- Confirm your subscription's start and expiration dates
- Grant Pro or Pro Basic access to users based on qualifications

After activation, your organization may add new users through the registration process, and SHPO will assign appropriate roles based on the subscription level and user qualifications.

CHECKING YOUR SUBSCRIPTION STATUS

Users can verify their organization's subscription level and expiration date at any time through the Organization Profile page.

HOW TO ACCESS YOUR ORGANIZATION PROFILE

1. Select your **name** in the upper-right corner
2. Click **My Account**
3. Select your **Organization Name**

WHAT YOU CAN VIEW

The Organization Profile page displays:

- Current subscription type (Pro Basic or Pro)
 - Number of Pro-level seats included in your subscription
 - Organization contact information
 - Subscription expiration date
-

UPGRADING A SUBSCRIPTION

Organizations may upgrade at any point during their active subscription. Upgrades:

- Apply a **pro-rated credit** of the remaining subscription value
- Require full payment of the new subscription tier
- Apply to **all users** within the organization

SHPO can assist with upgrade calculations prior to purchase.

ICRIS PROJECT PROCESS FLOW

