ICRIS Quick Start

CREATE A PROJECT

Purpose: Help users begin a new ICRIS project and understand the first steps needed before submission.

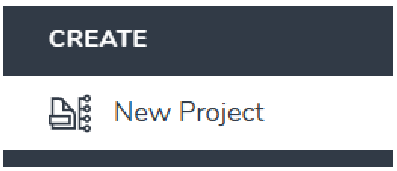
1. Log in to ICRIS

Go to ICRIS and log in using your registered account.

If you do not have an account, complete the ICRIS registration process before attempting to create a project. Only registered users have the ability to create a project.

2. Start a New Project

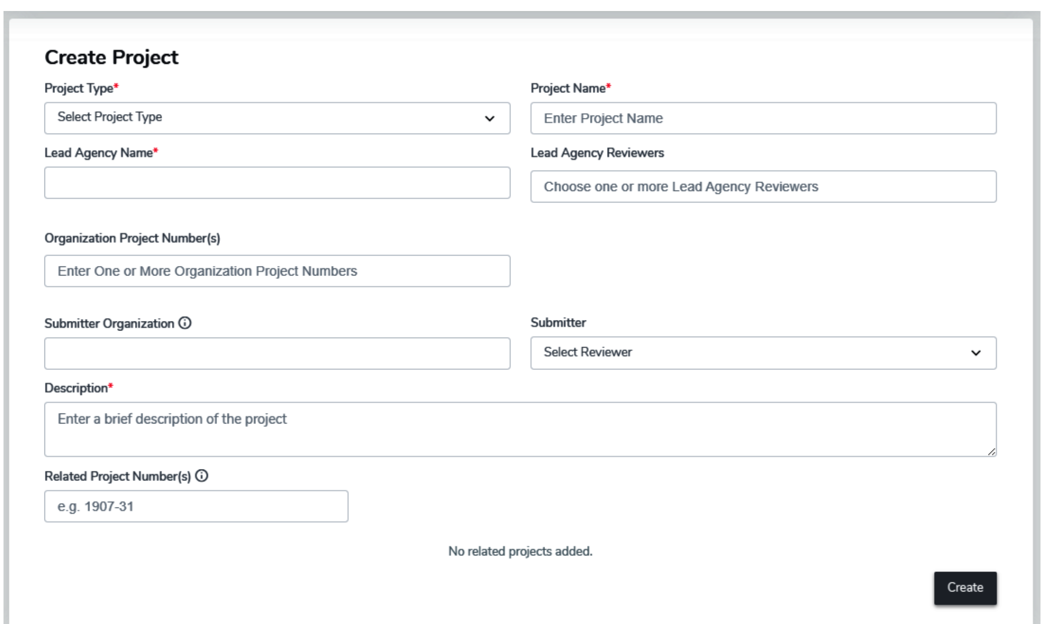
From your menu bar on the left, select **New Project**.



3. Enter Basic Project Information

Complete the required project fields, including:

Field	Guidance
Project Type	Select the type that best matches the review or documentation purpose.
Project Name	Use a clear, descriptive name.
Lead Agency	Identify the agency responsible for the undertaking or review.
Submitter Organization	Auto-populated with the user’s Organization and name as the Submitter.
Project Description	Briefly describe the project scope, location, and purpose.



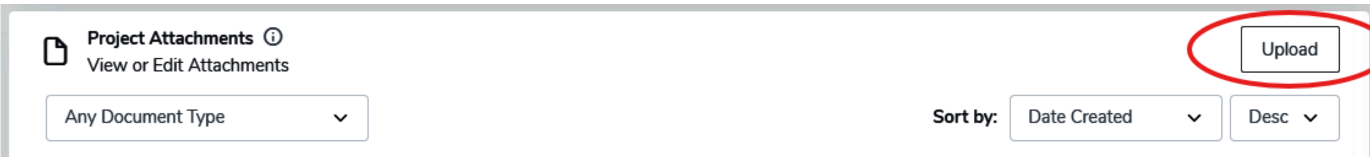
Note: Users without an active ICRIS subscription should save the project creation email sent by the system. The email contains a direct link needed to return to the project later.

4. Add Attachments

Upload required project documents, such as:

- Cover letter
- Maps
- Agency correspondence
- Supporting documentation

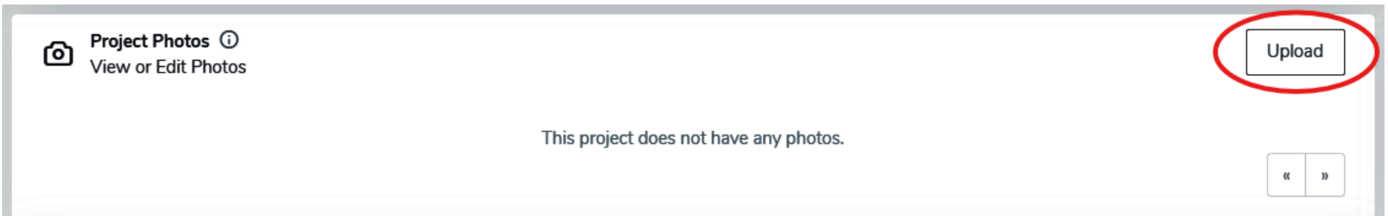
At least one project PDF (Cover Letter or Agency DoE) is required before submission.



> **Important**: If a cultural resource survey was conducted, upload the completed Survey Report PDF using the Project Survey section.

5. Add Photos

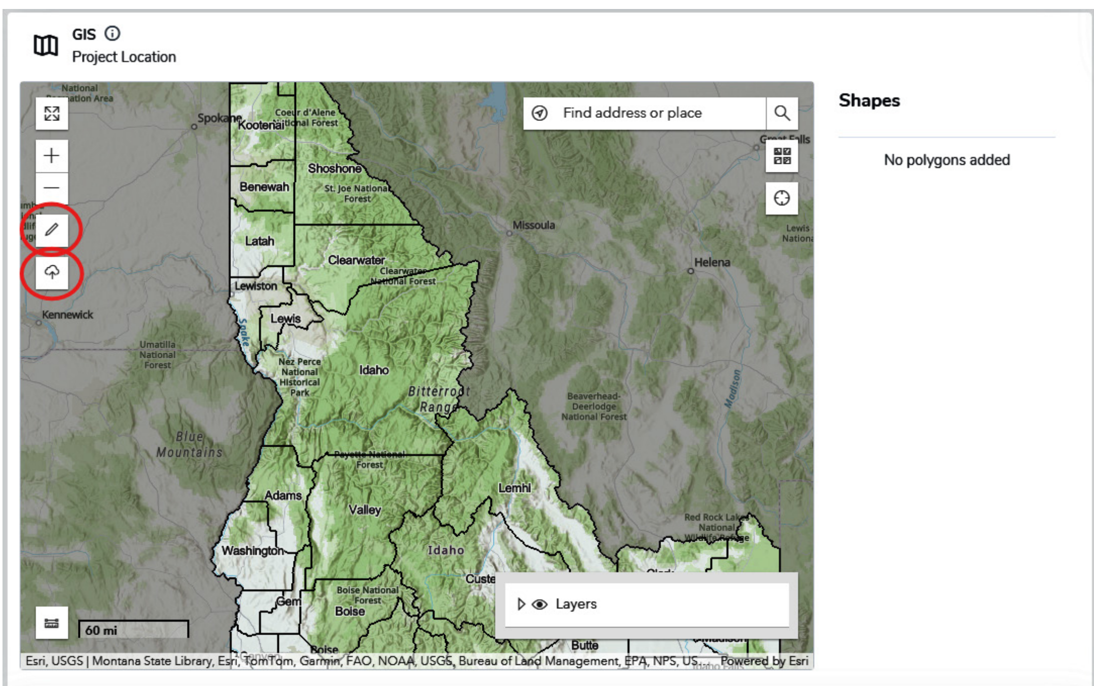
Upload project overview photographs. Depending on the project type, two photographs may be required.



6. Add the Project Location

Use map tools to draw or upload the project area.

The project boundary should represent the Area of Potential Effects, survey area, or other applicable project location.



> **Note**: Large GIS files or shapefiles with excessive vertices may fail to upload.

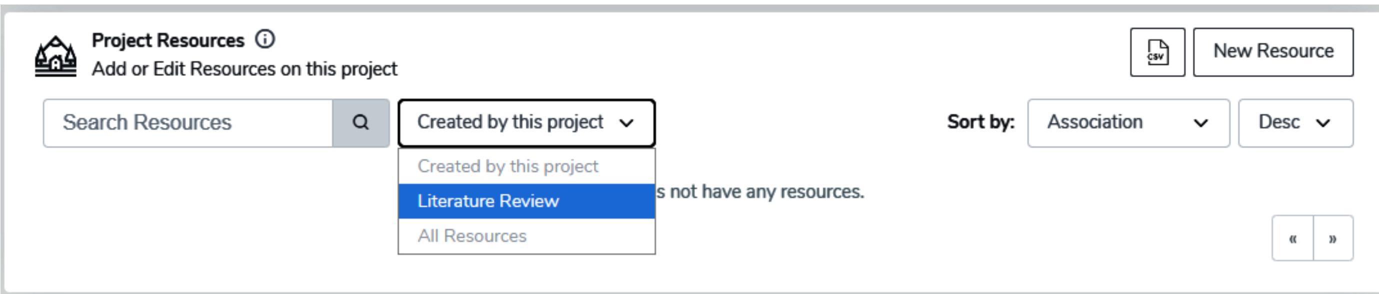
7. Add Survey Report

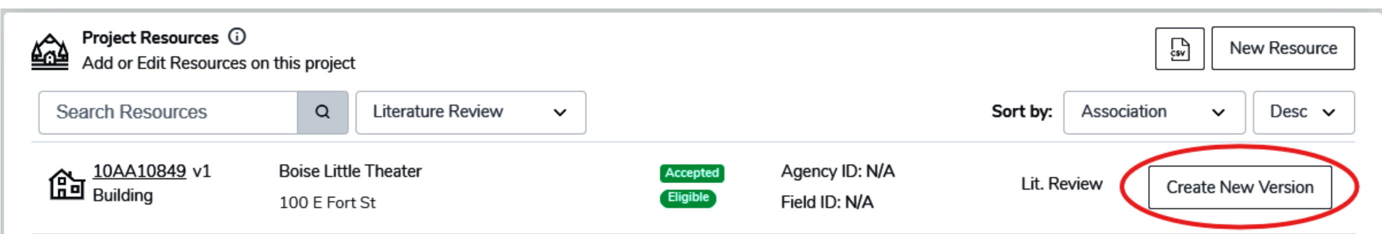
Use the Project Survey section to upload a Survey Report (PDF-format) and survey boundaries.

8. Add or Update Resources

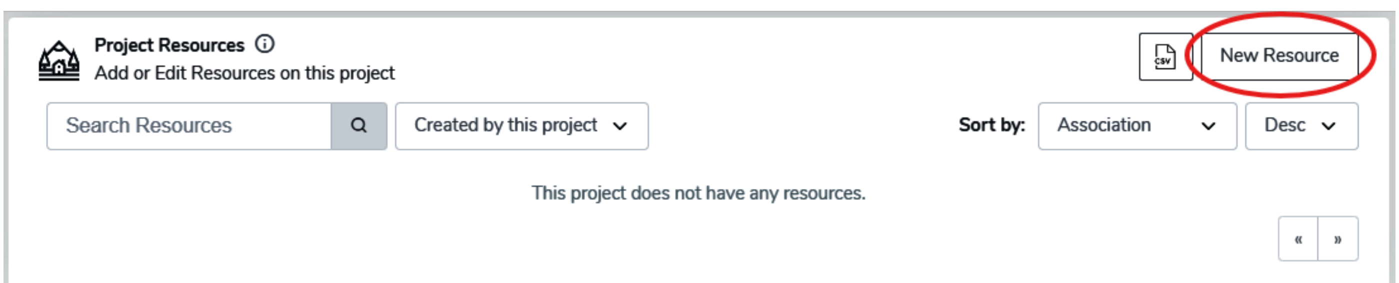
Use the Project Resources section to add new resources or update existing resources. The project area must be mapped to determine if a resource has been previously recorded.

Update Existing Resource:

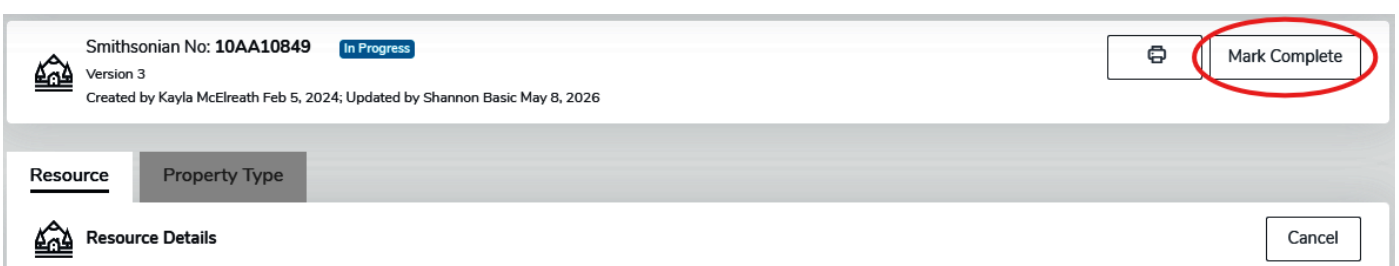




Create New Resource:



For each resource, complete all required fields and select **Mark Complete** when the record is ready.



9. Review Before Submission

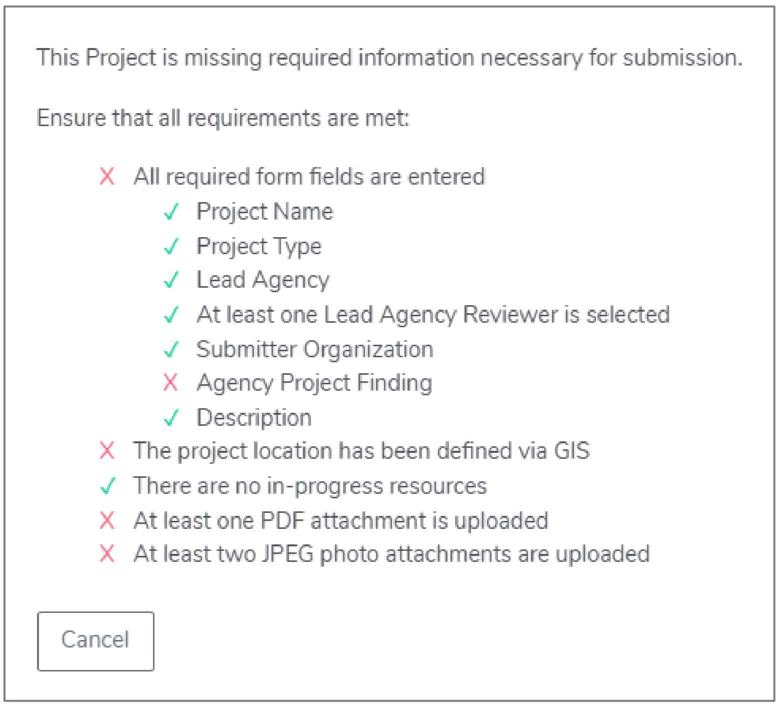
Before submitting, confirm that:

- Project information is complete
- GIS boundary is correct
- Required attachments are uploaded
- All associated resources are marked **Complete**
- Findings and comments are clear

10. Submit the Project

Once all required information is complete, select **Submit to SHPO**.

If there is missing information, a pop-up will tell you what still needs to be addressed.



After submission, the project will be sent to the Lead Agency for review. The Lead Agency will then submit the project to SHPO. If the lead agency does not have cultural resource staff, the system will bypass the agency and submit directly to SHPO.

SHPO review timelines vary depending on project type and workload.