



ICRIS

Idaho Cultural Resource Information System

SUBSCRIPTION & ACCESS GUIDE

MAY 2026

VERSION 1

ICRIS Subscription & Access Guide

USER ROLES, PERMISSIONS, ACCOUNT APPROVAL,
AND SUBSCRIPTION MANAGEMENT

Version 1

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This guide explains the different user access levels, organization subscription options, and permission structures within ICRIS. It is intended to help users and organizations understand what information and tools are available based on account type and subscription level.

Front Cover: Church of Jesus Christ of Latter-day Saints Temple., Boise, Ada County, Idaho



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ICRIS ACCESS POLICY (SUMMARY)

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

Access Level	Project Submission	Archaeology Access	Work Queues
Guest (Public)	✗	✗	✗
Basic	✓	✗	✗
Basic+	✓	✓	✗
Pro Basic	✓	✗	✓
Pro	✓	✓	✓

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

General Public (Guest) users can:

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

General Public (Guest) 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
- Subscription organizations cannot use Basic or Basic+ roles.

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
- Subscription organizations cannot use Basic or Basic+ roles.

UNDERSTANDING USER ACCOUNTS

PUBLIC VS. REGISTERED ACCESS

GUEST/PUBLIC ACCESS

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 or map 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.

The Guest Portal is intended for public transparency and general research access.

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

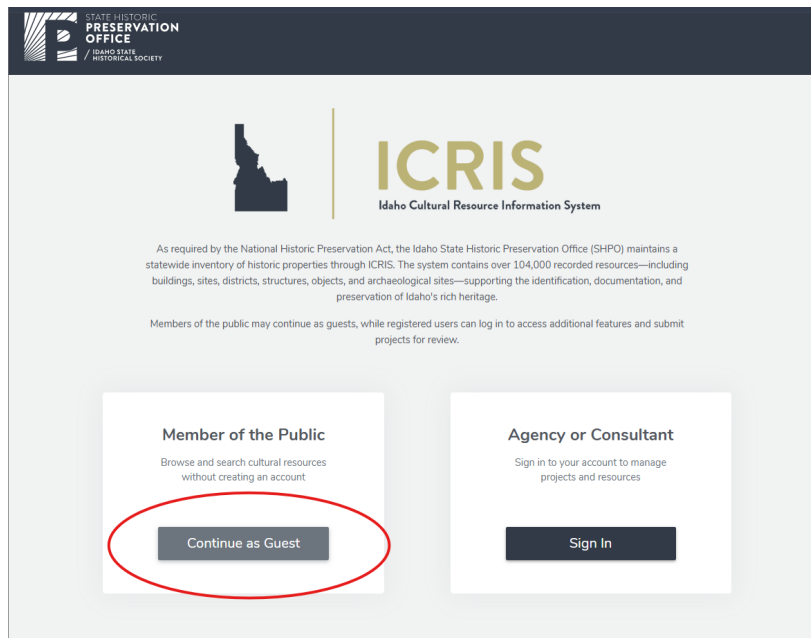


Figure 1. ICRIS welcome page indicating Guest/Public access option

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.

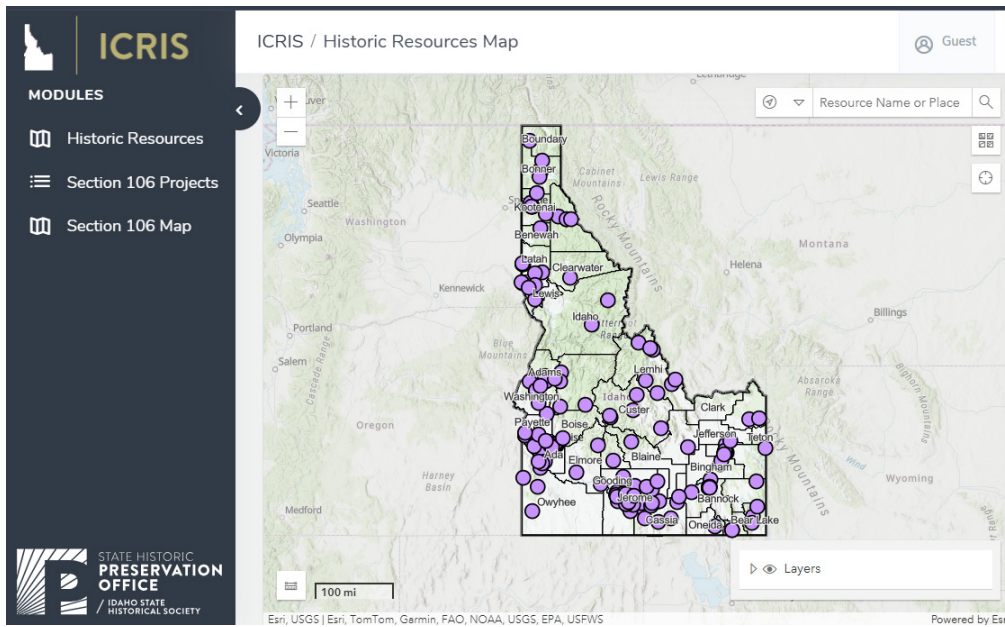


Figure 2. Historic Resources Map

ACTIVE 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.

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 <input type="text"/>	Sort by: Project Name <input type="text"/> Asc <input type="text"/>
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	MCA Needed	Department of Housing and Urban Development (HUD)	No Adverse Effect	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	MCA Needed	U.S. Small Business Administration (SBA)	Adverse Effect	Adverse Effect
2020-959	1218 E Center St, Pocatello, 83201	MCA Needed	Department of Housing and Urban Development (HUD)	No Adverse Effect	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		

Figure 3. Active Section 106 Projects page

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.

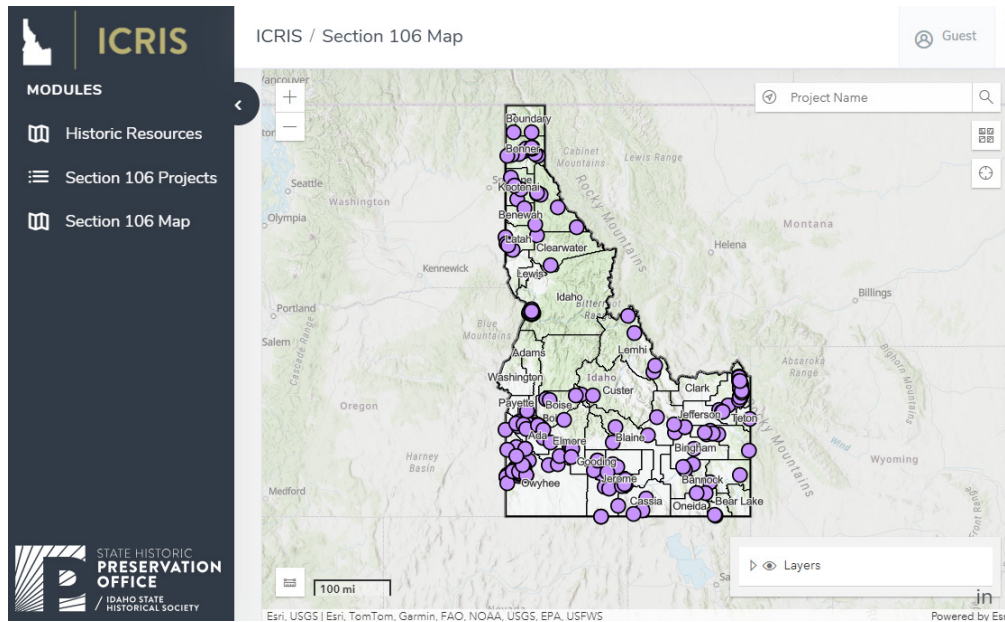


Figure 4. Section 106 Map

REGISTERED USER ACCOUNTS

Registered users of ICRIS have the ability to submit projects for review by the SHPO staff.

Registered users also have the ability to perform complex searches of resources and surveys.

All registered users are required to sign a Confidentiality agreement. Although archaeological resource data is restricted to users that demonstrate Secretary of Interior’s Professional Qualifications in Historic Preservation, all users must sign the agreement in the event that such information is made available through a project they are assisting with.

Access to particular features is dictated by the organization the user is tied to and whether or not the organization has paid for a subscription.

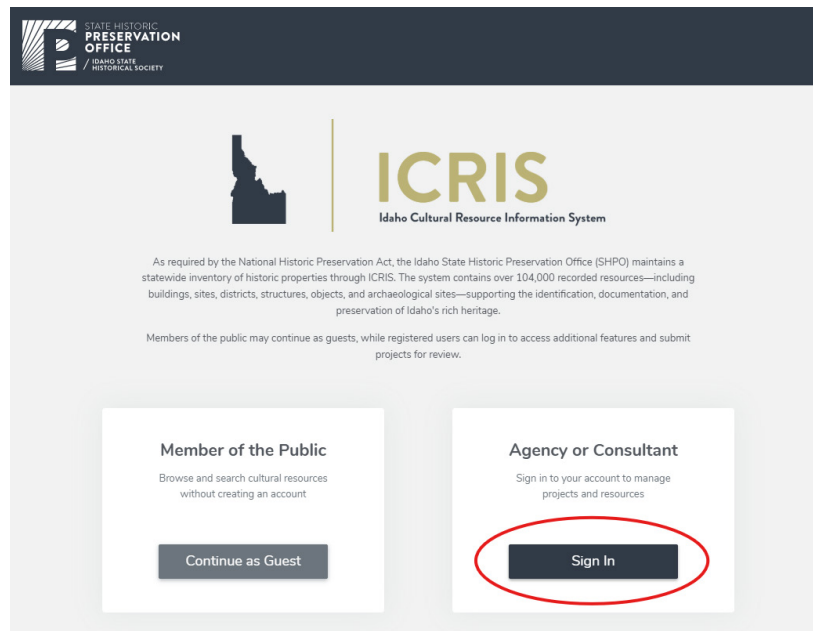


Figure 5. ICRIS welcome page indicating Registered User access option

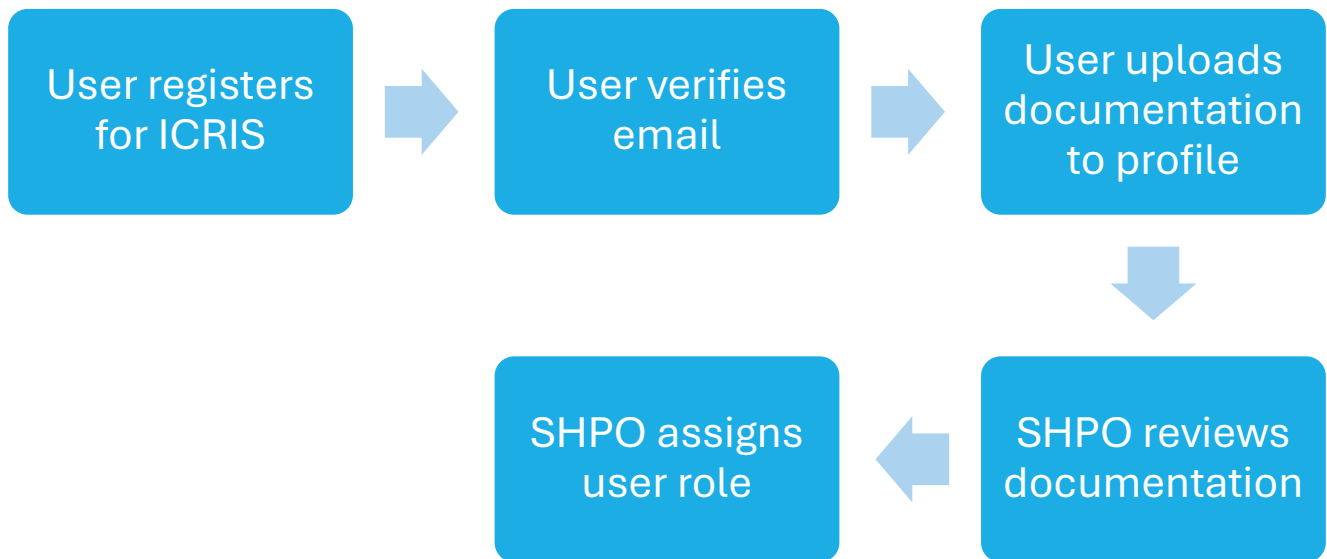
USER APPROVAL PROCESS

All new ICRIS accounts are reviewed by SHPO staff before access is granted.

During the review process SHPO may:

- Verify organization affiliation
- Review uploaded Confidentiality Agreements
- Review Resume/CV documentation
- Assign the appropriate access role
- Request additional information if needed

Users requesting access to restricted archaeological data may require additional review before approval.



Important: Newly registered users may temporarily appear as Guest users until the review process is complete.

HOW ORGANIZATIONS WORK IN ICRIS

Each registered user within ICRIS must be associated with an organization. Organizations help define user permissions, subscription management, project workflows, and communication between agencies, consultants, tribes, and local governments.

Organizations are categorized by entity type:

- Agency (Federal or State Agency)
- CLG (Certified Local Government)
- Consultant
- Local (City or County)
- Tribe

The organization category affects some functionality within ICRIS, including project workflows, subscription structures, and visibility of certain features.

ORGANIZATION PROFILES

Registered users can view their organization profile by selecting their name in the upper-right corner of ICRIS and choosing **My Account**, then selecting the organization name.

What the Organization Page Displays

The Organization Profile page contains important information about the organization and its users, including:

- Subscription level (Basic will display if no paid subscription)
- Number of subscriptions currently in use (if applicable)
- Primary contact information
- Organization type
- Subscription expiration date (if applicable)
- Registered users associated with the organization
- User status and permission roles

This page also allows organizations to review which users currently have access under the organization subscription.

Agency

Pro/Business Unlimited 1 Subscriptions

123 Street
Boise, ID, 12345
Agency

Subscription expires Jan 1, 2027
[Contact us](#) to request a change to your subscription.

John Doe
Division Director
john.doe@myemail.com

Users in Agency

1 Active Users

Search Users All Statuses All Roles Sort by: Status Desc

User	Status	Role
Pro User icrispro1@gmail.com	Approved Approved 11 months ago	PRO

« « 1 » »

Figure 6. Organization Profile page showing subscription expiration and assigned user roles

ORGANIZATION SEARCH

Organizations can also be accessed through the **Organizations** menu option within ICRIS.

This feature functions as an address book of organizations and their associated users. It allows registered users to identify and contact other ICRIS users, such as agency contacts, consultants, or project participants.

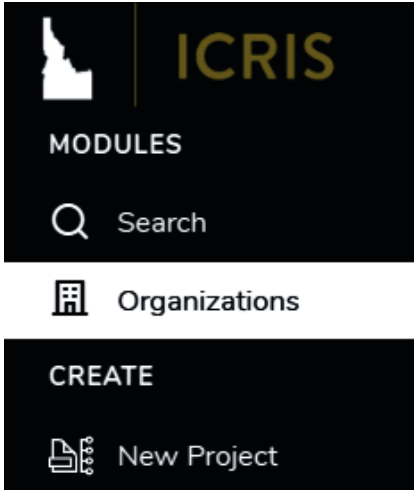


Figure 7. Organizations menu item

COMMON USES

- Finding the contact person for a federal agency
- Verifying whether a consultant organization already exists in ICRIS
- Identifying users associated with a project partner organization
- Locating organization contact information

SEARCHING ORGANIZATIONS

Once on the Organizations page, users can:

- Search for organizations by name
- Sort and filter results using the available search tools

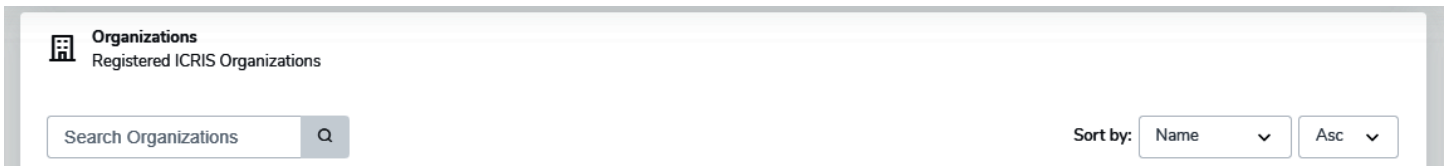


Figure 8. Organization search and sort options

USER ACCESS LEVELS

User access levels within ICRIS are based on two primary factors:

- Whether the user’s organization has free or subscription-based access
- Whether the user is qualified to access restricted cultural resource information

Access levels determine what information users can view, what tools are available, and how users interact with projects within the system.

Feature	Guest	Basic	Basic+	Pro Basic	Pro
Create Projects	✗	✓	✓	✓	✓
Search Project Records	✗	✗	✗	✓	✓
Work Queues	✗	✗	✗	✓	✓
Search Resource Records	✗	✓	✓	✓	✓
Archaeology Access	✗	✗	✓	✗	✓
Search Survey Records	✗	✗	✓	✗	✓
View Restricted Survey Data	✗	✗	✓	✗	✓
GIS Export	✗	✗	✗	✓	✓
Requires Subscription	✗	✗	✗	✓	✓

Note: Archaeological site information is restricted under state and federal confidentiality protections to help prevent site disturbance, vandalism, and unauthorized collection activities.

WHO SHOULD USE WHICH ACCESS LEVEL

User Type	Recommended Role
Agency archaeologist	Pro
Agency line officer or field manager	Pro Basic
Consultant architectural historian	Pro
Local government applicant	Basic
Public researcher	Guest

SHPO reviews submitted documentation and assigns the appropriate access level based on user qualifications and organization subscription type.

UNDERSTANDING ROLES VS. SUBSCRIPTIONS

A subscription determines what tools and workflows are available to an organization.

A user role determines what information an individual user can access within that subscription.

For example:

- An organization may have a Pro Business Subscription
- One user may be assigned Pro access
- Another user may be assigned Pro Basic access

FREE ACCESS (BASIC)

Free access within ICRIS is referred to as **Basic Access**.

Basic users can create and submit projects but have limited navigation and workflow functionality compared to subscription users.

Basic users:

- Cannot search for Projects within ICRIS
- Can only access projects that their organization is attached to
- Must track projects using the project link emailed by the system
- Do not have access to organizational work queues

Within the Basic level there are two distinct permission roles:

- Basic
- Basic+

BASIC ROLE

Intended For

- General users
- Project submitters
- Applicants
- Non-cultural resource staff

Includes

- Project creation and submission
- Access to unrestricted resources
- Basic project tools

Restrictions

- No archaeological site data
- No survey data
- No project searching
- No organizational work queues



Important: Basic users should save the project creation email generated by ICRIS. The project link contained in the email is the only way to return to the project later.

BASIC+ ROLE

The Basic+ role is intended for qualified cultural resource professionals who require access to restricted cultural resource information but do not need subscription workflow tools.

Intended For

- Qualified cultural resource professionals
- Archaeologists
- Architectural historians
- Preservation planners

Additional Access

- Restricted archaeological data
- Survey records

Requirements

- Resume/CV
- Confidentiality Agreement
- SOI qualification review where applicable

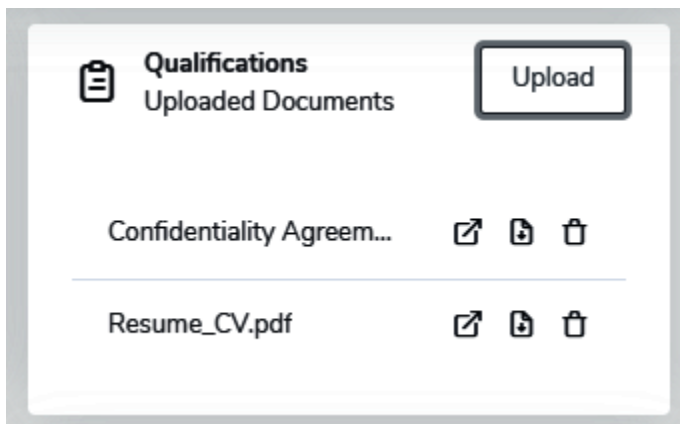


Figure 9. Qualifications section of user profile



Important: Access to restricted archaeological information is reviewed and approved by SHPO staff. Submission of documentation does not automatically guarantee approval.

SUBSCRIPTION LEVEL ACCESS

Subscription-level access provides additional workflow and navigation tools designed for organizations and professionals who regularly work within ICRIS.

These roles allow users to:

- Search for projects directly within ICRIS
- Utilize organizational work queues
- Access enhanced GIS and project management tools

Subscription-level access includes two primary permission roles:

- Pro
 - Pro Basic
-

PRO ROLE

The Pro role provides full subscription functionality and access to restricted cultural resource information.

Intended For

Organizations and professionals needing advanced workflow tools and full cultural resource access.

Includes

- All Basic+ permissions
 - Organization work queues
 - GIS export tools
 - Shapefile downloads
 - Survey123 integration
 - Advanced workflow functionality
 - Project search tools
-

PRO BASIC ROLE

Pro Basic is a subscription-based access level that includes many organizational and workflow benefits of a Pro subscription while limiting access to restricted archaeological information.

This role is commonly used within agencies and larger organizations where some staff need workflow access but do not require access to confidential archaeological data.

Intended For

- Agency managers
- Environmental planners
- Biologists
- Line officers
- Administrative staff

Includes

- Organization work queues
- Project search functionality

Does NOT Include

- Restricted archaeological data
- Confidential survey information



Important: Pro Basic is not a separate subscription tier. It is a permission role assigned within an active subscription organization.

ORGANIZATION ACCESS & SUBSCRIPTION TYPES

Organizations in ICRIS operate under either **Basic Access** or **Subscription Access**. Subscription organizations may choose from several subscription tiers based on the number of users and organizational needs. Individual users are assigned permission roles that determine their access to restricted data and available system functionality.

INDIVIDUAL PRO

Intended For

Single consultants or independent professionals

Includes

- One Pro user

PRO BUSINESS

Intended For

Small firms or organizations

Includes

- Up to 5 Pro users
- Mix of Pro and Pro Basic users allowed
- Shared organizational workflows

PRO UNLIMITED

Intended For

Large organizations with many users

Includes

- Unlimited Pro users
- Mix of Pro and Pro Basic users allowed
- Shared organizational workflows

AGENCY SUBSCRIPTIONS

Intended For

Federal and state agencies

Includes

- Unlimited Pro users
- Mix of Pro and Pro Basic users allowed
- Shared organizational workflows

MANAGING USERS WITHIN AN ORGANIZATION

ADDING NEW USERS

New staff may be added at any time through the standard registration process.

New users should:

1. Register for ICRIS
2. Select the correct organization during registration
3. Upload any required documentation
4. Await SHPO approval and role assignment

SHPO will assign the appropriate permission level based on the organization's subscription and the user's qualifications.

REMOVING DEPARTED STAFF

When staff leave your organization, notify the ICRIS Administrator so their account can be updated or removed.

Keeping former staff assigned to your organization can create workflow issues, including:

- Automated notifications sent to inactive employees
- Returned projects going unnoticed
- MOA reminders sent to the wrong person
- Former staff remaining selectable as Lead Agency Reviewers
- Projects becoming stalled with no active reviewer assigned

Timely cleanup of user accounts helps keep project routing accurate and prevents delays.



Important: After a permission or subscription change, users should log out of ICRIS and then log back in to refresh their permissions.

CHANGING ORGANIZATIONS OR EMAIL ADDRESSES

Users who leave an organization should notify SHPO so their existing ICRIS account can be deactivated. This helps prevent former staff from receiving project notifications or retaining access through their previous organization.

If a user begins working for a different organization, they should create a new ICRIS account associated with the new organization. SHPO does not transfer existing user accounts between organizations.

If a user's email address changes but their organization remains the same, SHPO can assist with updating the email address on the existing account. This may occur when an agency changes email domains or when staff move within the same larger organization, such as from one BLM office to another.



Important: Users should contact SHPO before creating duplicate accounts if they are unsure whether their situation requires a new account or an email update.

COMMON ACCESS QUESTIONS

The following table reflects some of the most common issues reported by ICRIS users, along with likely causes and recommended solutions.

Issue	Likely Cause	Solution	When to Contact SHPO
Why can't I see archaeological sites?	Your account is assigned the Guest, Basic or Pro Basic role.	Upload a current Resume or CV demonstrating SOI qualifications and ensure a signed Confidentiality Agreement is on file.	After uploading or updating qualification documents.
Why can't I access a project?	Your organization is not listed as the Lead Agency, Submitter, or Secondary Agency on the project.	Contact the organization managing the project and request that your organization be added to the project	If your organization should already have access or the issue persists after being added.
Why am I only seeing public information?	Your account may still be pending approval; you are assigned a Guest role.	Verify that your Confidentiality Agreement and qualification documents have been uploaded to your profile.	If documents have already been uploaded and permissions have not updated.
Why did my user become Pro Basic?	Your organization uses subscription-level access, but your account is not approved for restricted archaeological data access	Upload qualification documents if archaeological access is needed.	After uploading documentation or if you believe your role was assigned incorrectly
Why can't I create a project?	Your account may not be fully approved; you are assigned a Guest role.	Verify your account status on your Profile page.	If your status is other than Guest and the issue continues.
Why do I need a Confidentiality Agreement?	All registered users are required to sign a Confidentiality Agreement. Although archaeological data is restricted, confidential information may be encountered through projects and other system functions.	Upload a signed Confidentiality Agreement to your ICRIS profile.	If you are unsure which form to use or have questions about access requirements.
Why is my organization subscription not updating?	Subscription payments are processed manually by SHPO staff after payment notification is received.	Allow time for payment processing and log out and back into ICRIS after updates are made.	If payment has already been submitted and access has not updated after a reasonable processing period.



Important: After changes are made to subscriptions or permissions, users should log out of ICRIS and log back in to refresh their access rights.

SUBSCRIPTION RENEWALS & BILLING

RENEWAL PROCESS

ICRIS subscriptions are valid for a one-year period. The subscription expiration date is based on the date access was granted within ICRIS.

Users can view their subscription expiration date at any time by navigating to their Organization Profile page.

ICRIS will begin sending automated expiration notifications approximately 7 days before the subscription expires.

RENEWING A SUBSCRIPTION

Subscriptions can be renewed through the [ICRIS Purchasing Portal](#):

<https://store.history.idaho.gov/Donation.aspx?C=ICRIS>

Users should complete all required fields during the purchasing process. Once payment is received:

- SHPO staff are automatically notified
- SHPO manually updates the subscription expiration date within ICRIS
- Any permissions disabled due to expiration will be reenabled



Important: Subscription renewals are not automatic. Access may be temporarily restricted if a subscription expires before payment is processed.

UPGRADES

ICRIS subscriptions can be upgraded at any time.

When upgrading, SHPO applies a prorated credit for the unused portion of the current subscription toward the new subscription tier. This ensures users receive the full value of their original purchase.

Users should:

1. Reach out to SHPO to discuss
2. Complete the normal purchasing process through the Purchasing Portal
3. Select the desired upgraded subscription tier
4. Submit payment

Once payment has been received:

- SHPO manually updates the subscription tier
- The expiration date is recalculated using the new subscription and prorated credit amount
- Updated permissions are applied within ICRIS



Important: Organizations upgrading from lower subscription tiers may require SHPO review to confirm the number of users and appropriate organization setup.

PAYMENT OPTIONS

Payments are preferred through the online Purchasing Portal.

Currently, the Purchasing Portal only supports certain payment methods. Users needing alternative payment arrangements should contact SHPO directly.

Examples may include:

- Cards other than Visa or Mastercard
- Agency purchasing processes
- Split payments
- Invoice requests



Important: Subscription access is not activated until payment has been received and processed by SHPO staff.

COMMON BILLING QUESTIONS

What happens if my subscription expires?

Users may temporarily lose access to subscription tools and permissions until the subscription is renewed and processed by SHPO.

Will I lose my projects if my subscription expires?

No. Projects and organization records remain within ICRIS. However, some workflow tools and permissions may be temporarily unavailable until the subscription is renewed.

Do I need to create a new account when renewing?

No. Renewals extend the existing organization subscription and user permissions.

How long does it take for access to be restored?

In most cases, SHPO processes subscription updates shortly after payment notification is received. Timing may vary depending on staffing and business hours.

SUBSCRIPTION PAYMENT WORKFLOW



BEST PRACTICES FOR ORGANIZATIONS

Recommendations

- Keep user lists current
 - Remove inactive staff promptly
 - Use Pro Basic strategically
 - Review subscriptions annually
-

CONTACT & SUPPORT

For ICRIS questions you can contact icris@ishs.idaho.gov

When Contacting SHPO

Please include:

- Project number (if applicable)
- Organization name
- Username/email
- Screenshots of any error messages

Training videos are available on our website <https://history.idaho.gov/icris-training-and-resources/>

Guidance resources:

- [ICRIS Basics](#)
 - [Project Data Standards](#)
 - [Resource Data Standards](#)
 - [Training videos](#)
-

FINAL NOTES

ICRIS access levels are designed to balance public transparency, professional workflow needs, and protection of sensitive cultural resource information. Organizations are encouraged to review user permissions regularly to ensure staff have appropriate access levels and current documentation on file.