

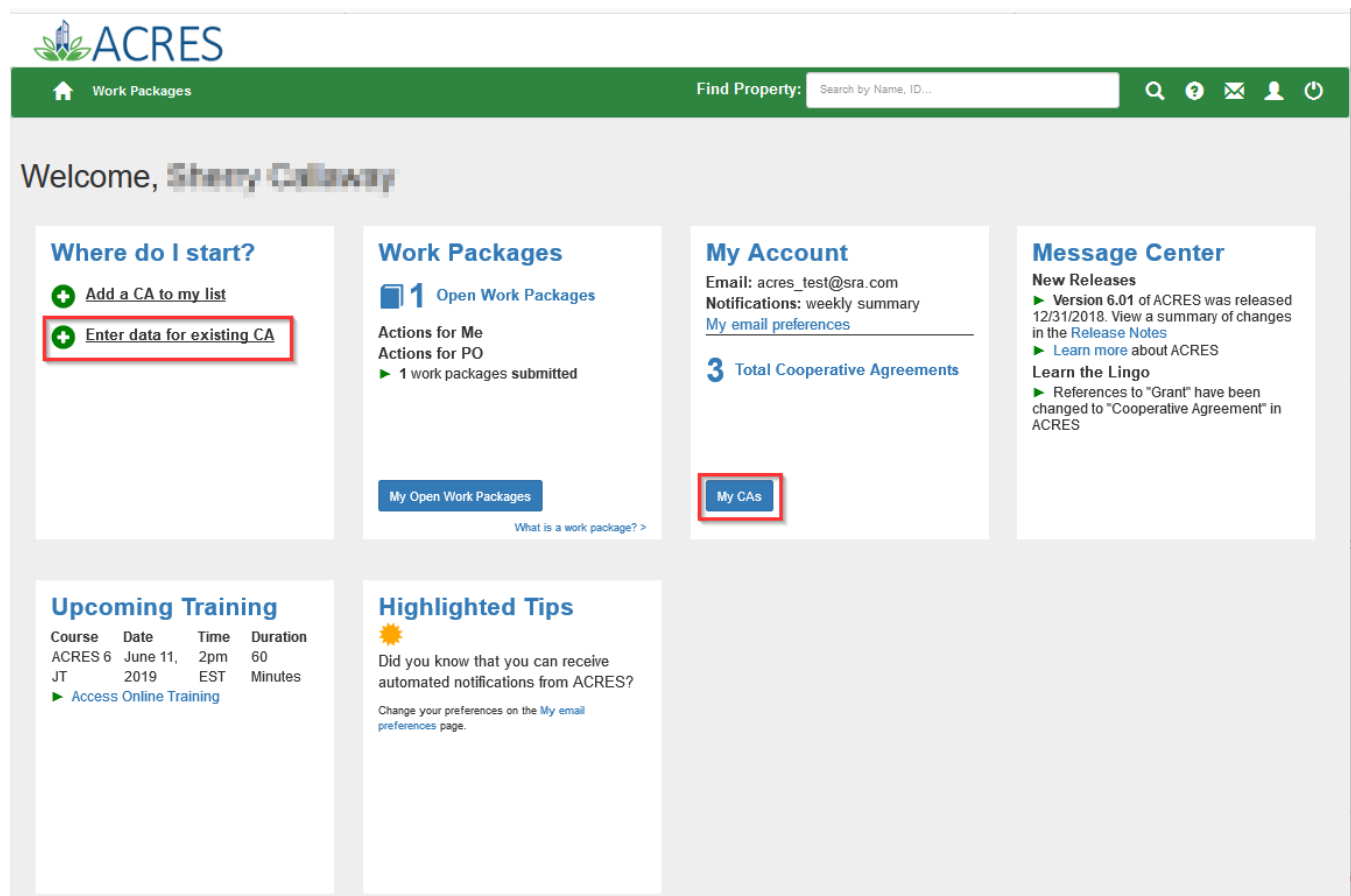
## Starting Job Training Data Entry

Job Training (JT) data entry can be initiated several different ways in ACRES. The first instructions provided below are for starting new work on a JT, followed by instructions for returning to an existing JT work package. Instructions for a new work package are divided into using 1) the **Enter data for existing CA** link on the “**Where do I start?**” card, and 2) the **My CAs** button on the “**My Account**” card on your ACRES Home screen.

To log into ACRES, open your Internet Browser and enter the following URL: <https://acres6.epa.gov>. (Note: You can add the ACRES URL to your browser Favorites by selecting **CTRL +D** on your keyboard.)

1. Enter your ACRES **User ID** (set during the EPA registration process).
2. Enter your ACRES **Password**.
3. Select **Login**.

The ACRES Home page will display.



The screenshot shows the ACRES Home page for user Sherry Callaway. The page features a green navigation bar with a search box and utility icons. Below the navigation bar, the user is greeted with a 'Welcome' message. The main content area is divided into several cards:

- Where do I start?**: Contains two links: 'Add a CA to my list' and 'Enter data for existing CA' (highlighted with a red box).
- Work Packages**: Shows '1 Open Work Packages' and '1 work packages submitted'. A 'My Open Work Packages' button is visible at the bottom.
- My Account**: Displays email 'acres\_test@sra.com', notification preferences, and '3 Total Cooperative Agreements'. A 'My CAs' button is highlighted with a red box.
- Message Center**: Lists 'New Releases' and 'Learn the Lingo'.
- Upcoming Training**: A table listing training courses.
- Highlighted Tips**: A tip about automated notifications from ACRES.

Course	Date	Time	Duration
ACRES 6	June 11,	2pm	60
JT	2019	EST	Minutes

**“Where do I start?” card**

1. On the **“Where do I start?”** card, select the link to **Enter data for existing CA**. The My Cooperative Agreements page displays. Select a CA link under the CA Name column to begin adding job training information to your CA.

**My Cooperative Agreements**

You are associated with the following Cooperative Agreements (CAs) ⓘ

Legend: ● Open, ● Cancelled, ● Closed

+ Add a Cooperative Agreement to My List

Narrow Results

CA Name	Associated Properties	CA #	CA Type	Announcement Year	State	Funding Type(s)	Award Amount
Limitless Vistas Inc ●	N/A	JT00F94101	Job Training	FY14	LA	Job Training	\$200,000.00
Limitless Vistas Inc ●	N/A	JT01F20201	Job Training	FY16	LA	Job Training	\$200,000.00
Limitless Vistas Inc ●	N/A	JT01F53501	Job Training	FY18	LA	Job Training	\$200,000.00

Showing 1 to 3 of 3 entries

+ Add a Cooperative Agreement to My List

2. The Cooperative Agreement Detail page displays. To add job training data, select the **“Enter Performance Measure Data”** link located under the Actions column.

**ACRES**

Work Packages Quarterly Reports Find Property: Search by Name, ID... 🔍 ⓘ 📧 👤 ⏻

**Cooperative Agreement (CA) Detail for Limitless Vistas Inc**

PLEASE NOTE: Information shown is the most current in ACRES and may include draft and approved data

<b>Basic Info</b>	ACRES CA ID: JT 01F53501 State: LA CA Type: Job Training Announcement Year: FY18	<b>Dates &amp; Statuses</b>	Award Date: 09/11/2018 Initial Project Period: 10/01/2018 to 09/30/2021 Current POP End Date: Status: ● Open	<b>Funding</b>	Funding Source: Regionally Funded Total Funded: \$200,000.00
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**Actions**

- View CA Fact Sheet
- View CA Submission Archive
- Enter Performance Measure Data**

Work Package Status: Submitted

**CA Contact**

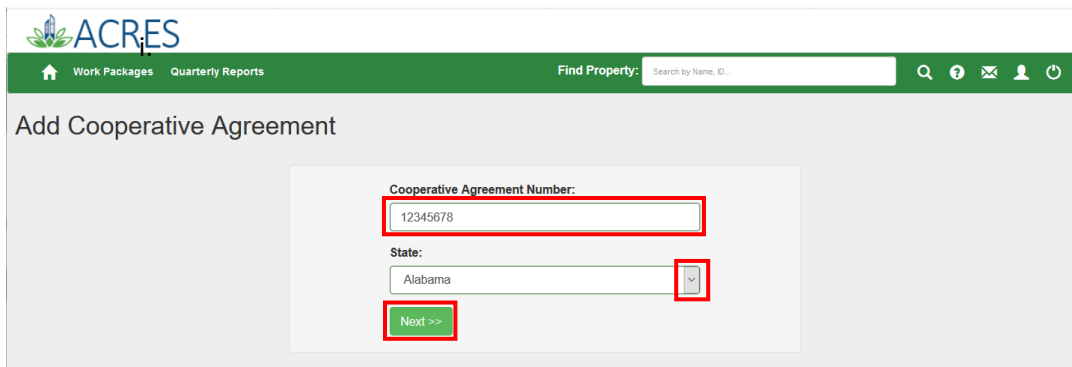
Primary Reviewer/Contact: ⓘ Johnson, Paul  
EPA Regional Brownfields Team  
acres\_test@sra.com  
214-665-2246

**Performance Measure Information**

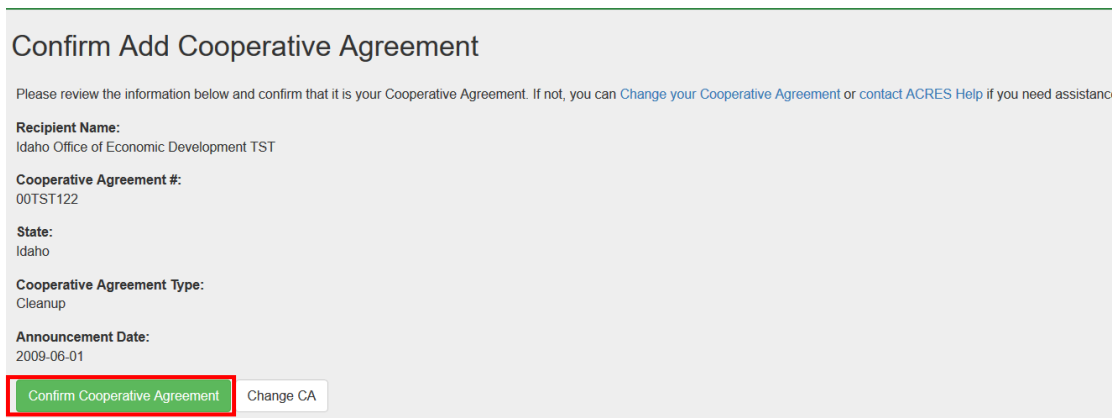
Performance Measure	Cumulative Value
Number of Participants Entered in Training	40
Number Participants Completing Training	17
Number Participants Obtaining Employment	16

If the CA you are looking for is not listed on the My Cooperative Agreements page:

- a. Select the **Add a Cooperative Agreement to My List** button at the bottom of your My Cooperative Agreements page.
- b. Enter the eight-digit CA number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Select the “Next” button.



- c. On the screen which follows, make sure that the correct Cooperative Agreement record was identified and select the **Confirm Cooperative Agreement** button. If the CA displayed is not correct, select the “Change CA” button and return to Step a.




- d. The “My Cooperative Agreements” page displays and you can select the CA you just added. Then follow step 2, outlined on the previous page, to begin adding JT data.

## “My Account” card

1. A second way to access your JT CA is using the **My CAs** button on the “**My Accounts**” card. This action takes you to the My Cooperative Agreements page, providing a list of all Cooperative Agreements (CAs) that are associated with your user account.

### My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs) 

Legend: ● Open, ● Cancelled, ● Closed

+ Add a Cooperative Agreement to My List

CA Name	Associated Properties	CA #	CA Type	Announcement Year	State	Funding Type(s)	Award Amount
Limitless Vistas Inc <span style="color: purple;">●</span>	N/A	JT00F94101	Job Training	FY14	LA	Job Training	\$200,000.00
Limitless Vistas Inc <span style="color: green;">●</span>	N/A	JT01F20201	Job Training	FY16	LA	Job Training	\$200,000.00
Limitless Vistas Inc <span style="color: green;">●</span>	N/A	JT01F53501	Job Training	FY18	LA	Job Training	\$200,000.00

Showing 1 to 3 of 3 entries

+ Add a Cooperative Agreement to My List

2. As outlined for the “**Enter data for existing CA**” link on the Home page, select the CA Name you wish to update, and then on the Cooperative Agreement Detail page select the “**Enter Performance Measure Data**” button located under the Actions column. The JT Performance Measures page displays and you can begin data entry.

## “Work Packages” card

1. To resume data entry on an existing JT Work Package, locate the record by selecting the “**My Open Work Packages**” button on the **Work Packages** card, or by selecting the **Work Packages** tab.

The screenshot shows the ACRES dashboard for user Sherry Callaway. The 'Work Packages' card is highlighted with a red box. It displays '2 Open Work Packages' and includes a button labeled 'My Open Work Packages' which is also highlighted with a red box. Other cards visible include 'Where do I start?', 'My Account', and 'Message Center'.

2. A list of open work packages displays. Select the “**Enter Data**” link under the Action column to the right. This will open the data entry screen for the JT Work Package.

The screenshot shows the 'My Work Packages' table. The table has columns for 'Open Work Packages', 'Shared', 'Cooperative Agreement', and 'Action'. The 'Action' column for the first row is highlighted with a red box, showing 'Edits in Progress' and 'Enter Data' links.

Open Work Packages	Shared	Cooperative Agreement	Action
Limitless Vistas Inc (Submission Archive)	N/A	Limitless Vistas Inc ● JT01F20201 Job Training FY2016	Edits in Progress <a href="#">Enter Data</a>
Limitless Vistas Inc (Submission Archive)	N/A	Limitless Vistas Inc ● JT01F53501 Job Training FY2018	Submitted <a href="#">Enter Data</a>

Showing 1 to 2 of 2 entries

Sample JT Performance Measures page for data entry.

### Job Training Reporting Form - Limitless Vistas Inc

1 Enter CA Information
2 Enter Performance Measure Data
3 Review & Submit

#### Cooperative Agreement (CA) Information

**Cooperative Agreement (CA) Information**

CA Name: Limitless Vistas Inc  
 CA ID: JT 01P20201  
 State: LA  
 Announcement Year: 2016  
 Initial Project Period: 10/01/2016 to 09/30/2019  
 Current POP End Date:  
 Status:  Open Cooperative Agreement

**Notes**

\* Indicates a required field

EPA Form #620-03 (9-2006), Form Approval: CIVR No. 2000-0162, Expires 07-31-2019

**Submission Notes**

Submission notes are a temporary note to your regional representative to ask a question or share comments about this work package. When the work package is approved, the submission notes are deleted. For permanent notes, please enter Data Documentation

#### Performance Measure Information

Number Participants Entering Training	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	0	0
FY 2018	0	0	0	0	0
FY 2017	9	4	13	17	43
FY 2016	15	15	9	16	55
<b>Cumulative</b>					<b>98</b>

Number of Veterans Entering Training	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	0	0
FY 2018	0	0	0	0	0
FY 2017	0	0	0	0	0
FY 2016	2	0	0	0	2
<b>Cumulative</b>					<b>2</b>

Number Participants Completing Training	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	0	0
FY 2018	12	1	0	0	13
FY 2017	25	18	9	9	61
FY 2016	0	1	1	8	10
<b>Cumulative</b>					<b>84</b>

Number Participants Obtaining Employment	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0	0	0	0	0
FY 2018	4	8	8	0	20
FY 2017	8	2	7	6	21
FY 2016	1	1	1	13	16
<b>Cumulative</b>					<b>57</b>

etc.)	Dec)	Mar)	June)	Sept)	Cumulative
FY 2019	0	0	0	0	0
FY 2018	8	5	6	0	19
FY 2017	0	0	2	12	14
FY 2016	0	0	1	16	17
<b>Cumulative</b>					<b>50</b>

	Q1 (Oct-Dec)	Q2 (Jan-Mar)	Q3 (Apr-June)	Q4 (July-Sept)	Cumulative
FY 2019	0.00	0.00	0.00	0.00	\$0.00
FY 2018	15.00	14.35	14.50	0.00	\$14.54
FY 2017	16.00	15.00	16.00	15.25	\$15.69
FY 2016	16.50	16.00	12.50	15.00	\$15.00
<b>Cumulative</b>					<b>\$15.09</b>

#### Leveraged Funding Details

Funding Source Name	Activity Funded	Amount	
River of Life Church	Classroom space, internet access	\$3,900.00	
CNCS	Living Stipends and Other Expenses	\$65,498.37	
OXFAM	Job Developer	\$15,000.00	
Gulf of Mexico Alliance	Invasive Species Exploration Project - Water Quality Testing, Coastal Restoration	\$10,000.00	
Urban League of New Orleans	Co-Sponsored Job Fair	\$2,500.00	
Urban League	Classroom Space	\$3,900.00	
OXFAM	Additional Funding for Training	\$24,136.59	
		<b>Total Funds Leveraged:</b>	<b>\$124,934.96</b>

[Add Funding](#)

#### Supplemental Performance Measure Information (Optional)

Description of training curricula - 40-hr HAZWOPER, Introduction to Field Technician Training, Introduction to Water and Wastewater, Wetland Ecology & Restoration, 1st Aid, CPR, AED and Bloodborne Pathogens.

Participants completing the training are working at these types of jobs: Refiner/ies as safety personnel, owners of construction/landscaping companies with an increase of environmental sensitivity, Post Office safety personnel, environmental maintenance personnel.

#### Data Documentation

If you want to provide documentation for data regarding this JT, please enter your notes below

Notes:

Save Changes
Save and Continue to REVIEW & SUBMIT

<u><b>ACRES Help Desk</b></u>	
<b>Email</b>	<b><a href="mailto:Acres_help@epa.gov">Acres_help@epa.gov</a></b>
<b>Phone</b>	<b>703-284-8212</b>
<b>Day/Time</b>	<b>Mon – Thurs/ 9am -5pm EST</b>