Accessing ACRES After Registration

ACRES Login for Cooperative Agreement Recipients & Contractors

The ACRES system is accessed through the Login.gov and each user is required to have an approved Email address and Password in order to log in.

NOTE: If you have not already registered with the EPA and created a Login.gov account, please see the ACRES Registration for New Users Quick Reference Guide.

Logging into ACRES

EP/

Follow the process below to access ACRES and login to the system.

- 1. Open your Internet Browser and enter the following URL: <u>https://acres6.epa.gov</u>
 - a. You can add the ACRES URL to your browser Favorites by selecting **CTRL +D** on your keyboard.
 - b. Select or change the Folder.
 - c. Select Done.
- **2.** Select the button and accept the EPA Rules of Behavior.
- 3. Enter your Login.gov Email address and Password.
- 4. Enter your security codes.

United States Environmental Protection Agency	EPA GATEWAY
	Select a Login Method
	Login.gov PIV Card
	EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely.
	If you do not have an existing Login.gov account, you will be able to create one before you log in.
	LOGIN
	⑦ FAQ ⊗ Help ♥ Rules of Behavior ♥ Privacy & Security Notice
PA ACRES 6.0 May 2023	1 For Cooperative Agreement Rec

First Time Logging into ACRES

If this is your first time logging into ACRES, you will be prompted with two 'one-time' actions:

1. The first action is to read and accept the ACRES Rules of Behavior.

Once read, select the checkbox to indicate you have read and will comply with the Rules of Behavior for ACRES.

	Assessment, Cleanup & Redevelopment Exchange System (ACRES) Rules of Behavior
The Assessm	ent, Cleanup & Redevelopment Exchange System (ACRES) serves the EPA Office of Brownfields and Land Revitalization (OBLR) as a production
analytical sys	tem to track information and measure performance of the Brownfield grants/pilots under the Brownfields Program. All ACRES users share the
responsibility	and accountability for maintaining the confidentiality, integrity and accessibility of ACRES and the data it contains. Users must agree to follow the
system rules	as a condition for access to ACRES, as stipulated under the Federal Information Security Management Act of 2002, Public Law 107:347 and the Office
of Manageme	it and Budget (OMB) Circular A-130. Section 8b13). Securing Agency Information Systems, as analyzed in A-130, Appendix IV: Analysis of Key
Sections. Sup	splemental information is provided in A-130, Appendix III.
General ACR	IES Rules of Behavior
The Rules of 8	Behavior apply equally to ACRES users in HQ, at EPA contractor facilities, and in regional facilities. The users receiving the rules of behavior document
[1] will be requ	uired to sign off their agreement to the Rules of Behavior. Failure to adhere to the rules listed in this document may result in one or more of the following
administrative	or legal actions:

- 2. The second prompt associates you with a **Cooperative Agreement** number.
 - o Enter the eight-digit Cooperative Agreement (CA) number.
 - o Select the Next button.

👚 Quick Start - Work Packages Reports - My Account -			Type property name or ID	Advanced Search			
Add Cooperative Agreement (CA) to My Account							
	Enter the eight-digit CA number, excluding prefixes and/or amendments.						

2

NOTE: When entering your eight-digit CA number, **exclude** the two-letter prefix and any amendment numbers. Each CA number can be used more than once, allowing for multiple users for each CAR organization.

Do NOT include the two-letter prefix or any amendment numbers when entering your eight-digit CA number:

28 12345678

- o The Confirm Add CA screen displays.
 - Verify the CA information selected.
 - Select the Confirm Cooperative Agreement button.

Confirm Add Cooperative Agreement			
Please review the information below and confirm that it is your Cooperative Agreement. If not, you can Change your Cooperative Agreement or contact ACRES Help if you need assistance.			
Recipient Name: Boise Workforce TST			
Cooperative Agreement #:			
State: Idaho			
Cooperative Agreement Type: Job Training			
Announcement Date:			
Confirm Cooperative Agreement Change CA			

Pop-Up Blockers

If your browser's '**Pop-up blocker'** settings prevent ACRES from opening when you select the link to access ACRES, follow these steps:

- 1. Right-click on the yellow message bar or the prompt at the top of the screen that indicates a pop-up has been blocked.
- 2. Highlight and left-click or select the "Always Allow Pop-ups from this Site" option.
- 3. Click **Retry** on the dialog box to launch the application window.

A Few Important Notes

- **o** Do not attempt to register for ACRES more than once.
- If you would like to report activities under a CA that differs from the one you registered with the EPA, just log in as usual and add the new CA to your ACRES user profile.
- If new funding has been added to your CA, but the number has not changed, you can continue reporting accomplishments for the CA.
- If you need to check to see if you are registered for ACRES (or not), please contact the ACRES Help Desk, by email at ACRES_Help@epa.gov, or by phone (703)-284-8212.

ACRES Help Desk		
Email	Acres_help@epa.gov	
Phone	703-284-8212	
Day/Time	Mon – Thurs/ 9am -5pm EST	