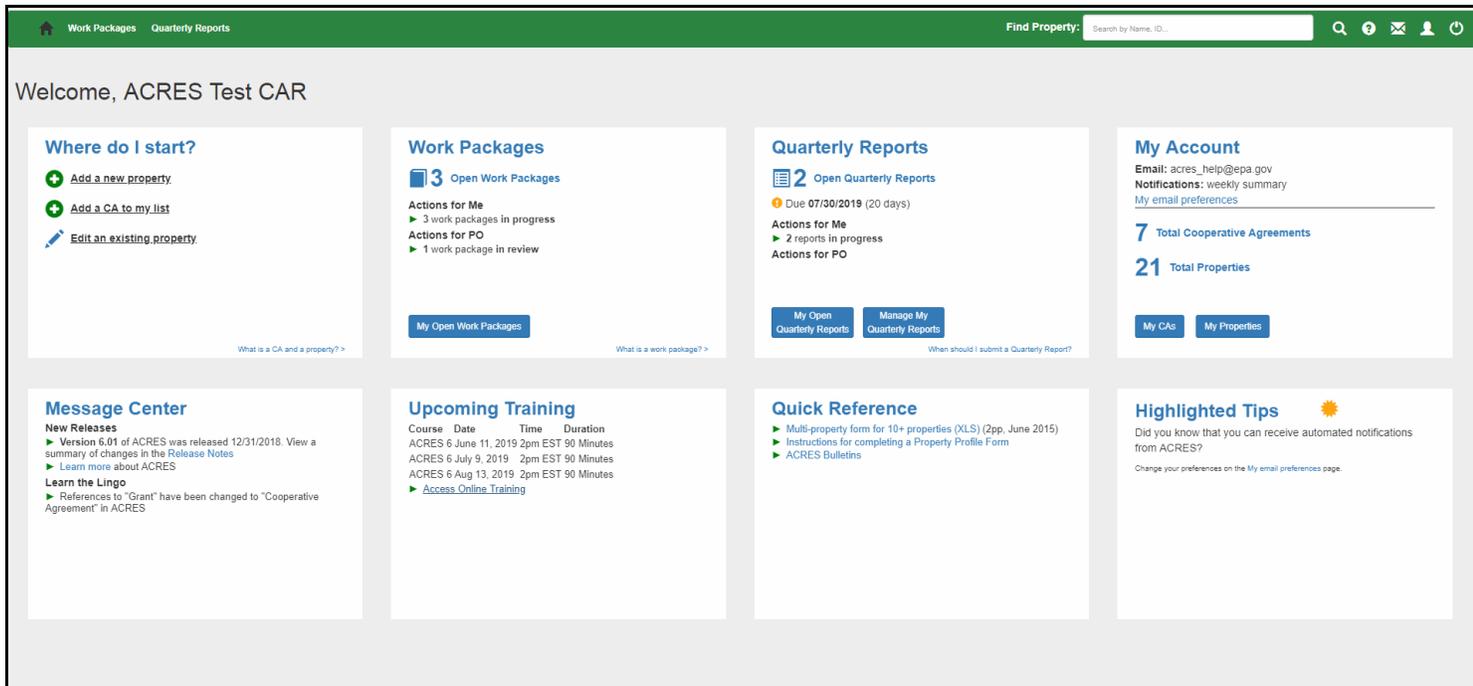


Using your ACRES Homepage

The ACRES Home screen is designed to give you quick and easy access to the tasks you perform most often and to your property and Cooperative Agreement information.

Your ACRES Homepage displays eight “Cards”, and each card is designated for different functions for Property information, Cooperative Agreements, Quarterly Reports, and upcoming ACRES Training sessions.

ACRES Homepage



The screenshot shows the ACRES homepage with a green navigation bar at the top containing 'Work Packages' and 'Quarterly Reports' menus, and a search bar labeled 'Find Property:'. Below the navigation bar, the user is greeted with 'Welcome, ACRES Test CAR'. The main content area is organized into eight cards:

- Where do I start?**: Includes links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- Work Packages**: Shows '3 Open Work Packages', 'Actions for Me' (3 work packages in progress), and 'Actions for PO' (1 work package in review). Includes a 'My Open Work Packages' button.
- Quarterly Reports**: Shows '2 Open Quarterly Reports', a due date of '07/00/2019 (20 days)', 'Actions for Me' (2 reports in progress), and 'Actions for PO'. Includes buttons for 'My Open Quarterly Reports' and 'Manage My Quarterly Reports'.
- My Account**: Displays email 'acres_help@epa.gov', notification preferences (weekly summary), and statistics: '7 Total Cooperative Agreements' and '21 Total Properties'. Includes buttons for 'My CAs' and 'My Properties'.
- Message Center**: Features 'New Releases' (Version 6.01 of ACRES released 12/31/2018) and 'Learn the Lingo' (References to "Grant" changed to "Cooperative Agreement").
- Upcoming Training**: Lists training sessions with columns for Course, Date, Time, and Duration. Includes a link for 'Access Online Training'.
- Quick Reference**: Lists 'Multi-property form for 10+ properties (XLS) (2pp, June 2015)', 'Instructions for completing a Property Profile Form', and 'ACRES Bulletins'.
- Highlighted Tips**: Prompts the user to check if they can receive automated notifications from ACRES and to change preferences on the 'My email preferences page'.



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Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

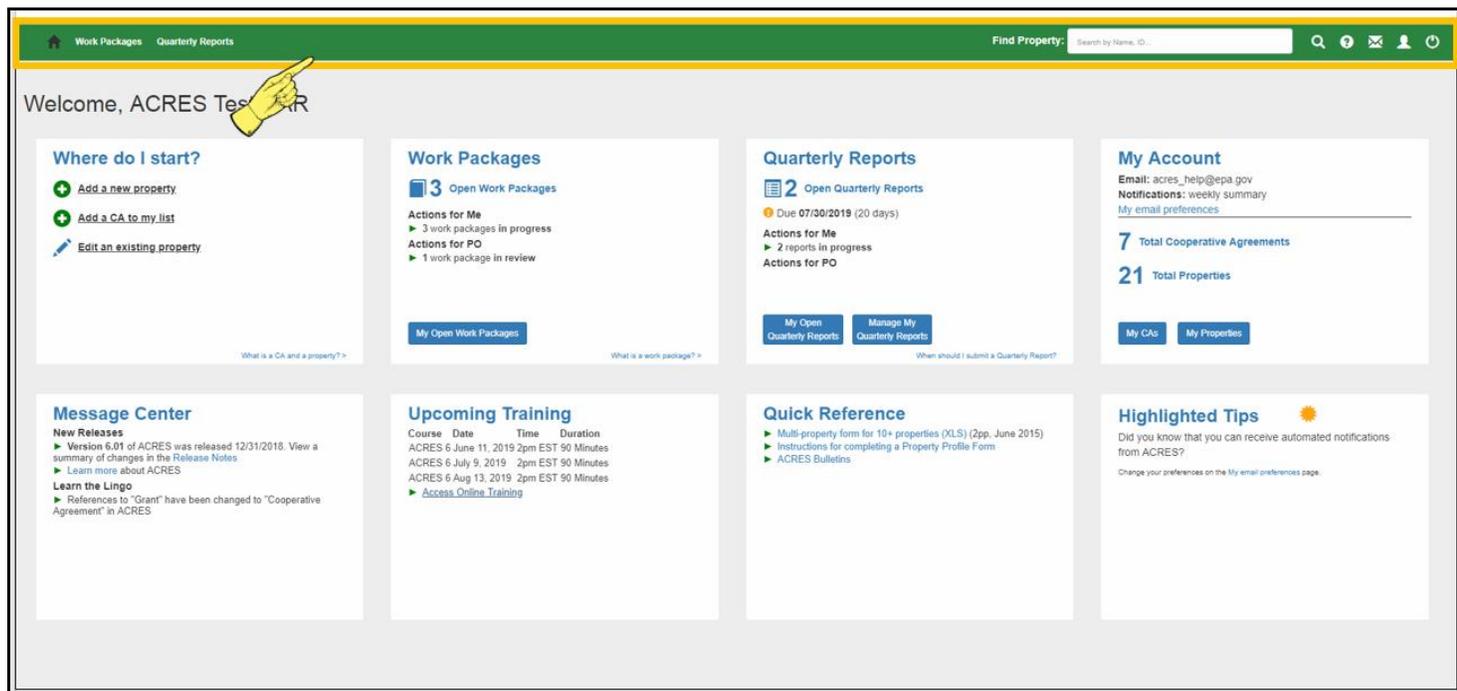
1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.



NOTE: Your ACRES **User ID** and **Password** are what you set during the EPA registration process.

Homepage Menu Bar

The Menu bar on your ACRES Homepage displays several icons, with each icon performing a specific function.



The screenshot shows the ACRES homepage interface. At the top, there is a green navigation bar with a home icon, 'Work Packages', and 'Quarterly Reports' tabs. On the right, there is a search bar labeled 'Find Property:' and several utility icons (search, help, email, user profile, refresh). Below the navigation bar, the main content area is divided into several sections:

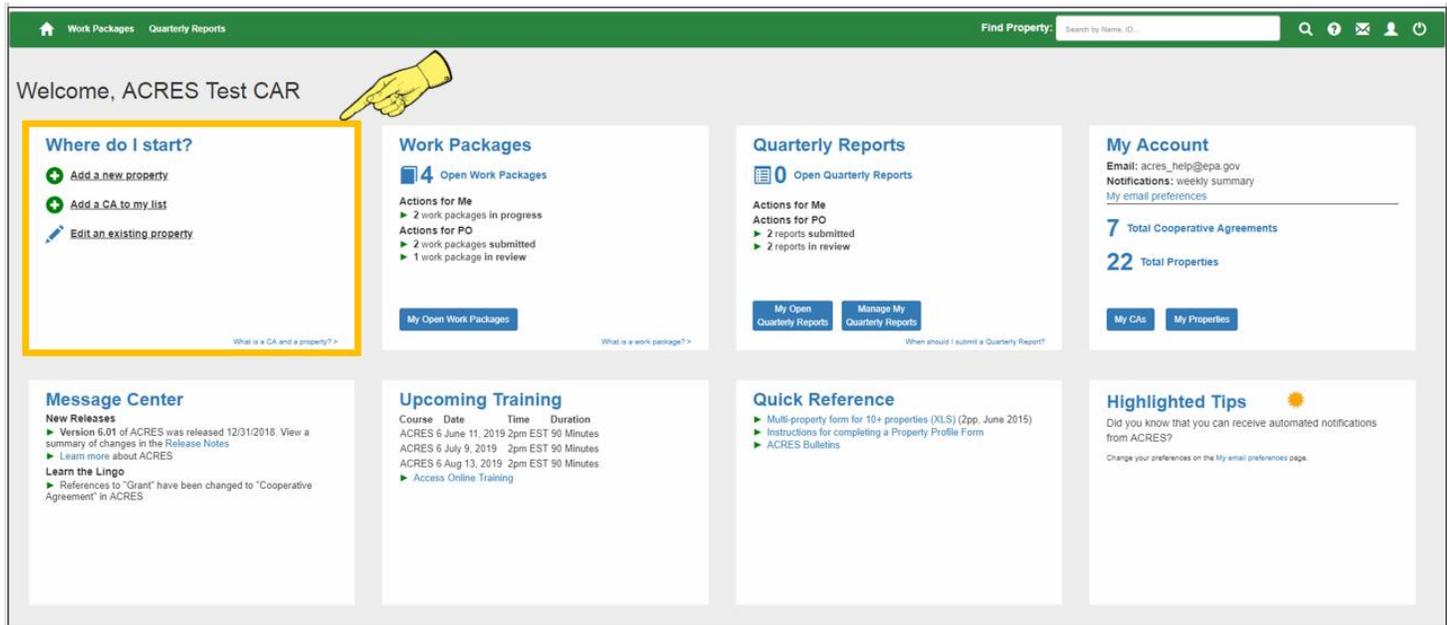
- Welcome, ACRES Test User:** A yellow hand icon points to the 'Work Packages' tab in the navigation bar.
- Where do I start?:** Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'.
- Work Packages:** Shows '3 Open Work Packages', 'Actions for Me' (3 work packages in progress), and 'Actions for PO' (1 work package in review). Includes a 'My Open Work Packages' button.
- Quarterly Reports:** Shows '2 Open Quarterly Reports', 'Due 07/30/2019 (20 days)', 'Actions for Me' (2 reports in progress), and 'Actions for PO'. Includes buttons for 'My Open Quarterly Reports' and 'Manage My Quarterly Reports'.
- My Account:** Displays email 'acres_help@epa.gov', notification preferences, '7 Total Cooperative Agreements', and '21 Total Properties'. Includes buttons for 'My CAS' and 'My Properties'.
- Message Center:** Lists 'New Releases' and 'Learn the Lingo'.
- Upcoming Training:** Lists training courses with columns for Course, Date, Time, and Duration.
- Quick Reference:** Lists links for multi-property forms, instructions for completing a Property Profile Form, and ACRES Bulletins.
- Highlighted Tips:** Provides a tip about automated notifications and a link to 'My email preferences page'.

Homepage Menu Bar Icons

Icon	Type	Function
	Home Icon	Select this icon on any screen to return to your ACRES homepage.
	Work Packages	Select this icon to access a list of all of your open and/or active Work Packages.
	Quarterly Reports	Select this icon to access your open Quarterly reports.
	Find Property Search field	Enter the Name or ID of a Property or CA in the search field. You can select the specific property from the results. The filter becomes more restrictive as you enter additional characters.
	Advanced Search	Select to use the advanced filters for your Property or CA search.
	Help Tools	Select this icon to navigate to the EPA ACRES page for helpful Brownfields grants and property information.
	Contact Us	Select this icon to contact the ACRES Help desk via email or phone.
	My Preferences	Select this icon to elect your email preferences to receive ACRES information, the type of information, and the frequency.
	Log Out	Select this icon to logout of ACRES.

Where Do I Start? card

The **Where Do I start?** card was designed in ACRES 6.0 to provide easy access to the functions you may use most often.



The screenshot shows the ACRES user interface. At the top, there is a navigation bar with 'Work Packages' and 'Quarterly Reports' tabs, and a search bar labeled 'Find Property:'. Below the navigation bar, the main content area is titled 'Welcome, ACRES Test CAR'. A yellow hand icon points to the 'Where do I start?' card, which is highlighted with a yellow border. This card contains three links: 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'. Below these links is a small question: 'What is a CA and a property? >'. Other cards visible include 'Work Packages' (4 Open Work Packages), 'Quarterly Reports' (0 Open Quarterly Reports), 'My Account' (7 Total Cooperative Agreements, 22 Total Properties), 'Message Center' (New Releases, Learn the Lingo), 'Upcoming Training' (Course Date, Time, Duration), 'Quick Reference' (Multi-property form for 10+ properties, Instructions for completing a Property Profile Form, ACRES Bulletins), and 'Highlighted Tips' (Did you know that you can receive automated notifications from ACRES?).

You will find three links on this card:

- o **Add a new property**: select this link to begin the process of adding a new property to your account.
- o **Add a CA to my list**: select this link to begin the process of adding a new Cooperative Agreement to your account.
- o **Edit an existing property**: select this link to update, add, or edit property data and/or information for an existing property associated to your account.



NOTE: Several cards have a “flip” link at the bottom, and when selected provides helpful text for the card contents or functions.



Where do I start?

-  [Add a new property.](#)
-  [Add a CA to my list](#)
-  [Edit an existing property.](#)



[What is a CA and a property? >](#)

What is a work package?

A work package is created when you click a link to "Edit data" to add/update information. This "package" moves through the data entry and approval process. Only one work package can exist at a time for a CA and associated property. Once approved, a new work package can be created to record new data.

An **open work package** is any package that you are currently working on that has not yet completed the review process. A **closed work package** is any package that has completed the data entry and subsequent approval.

You can create an unlimited number of work packages. It is important to enter data whenever it becomes available (at the beginning/end of an assessment, cleanup, or any step during redevelopment) and submit it to your PO for review.

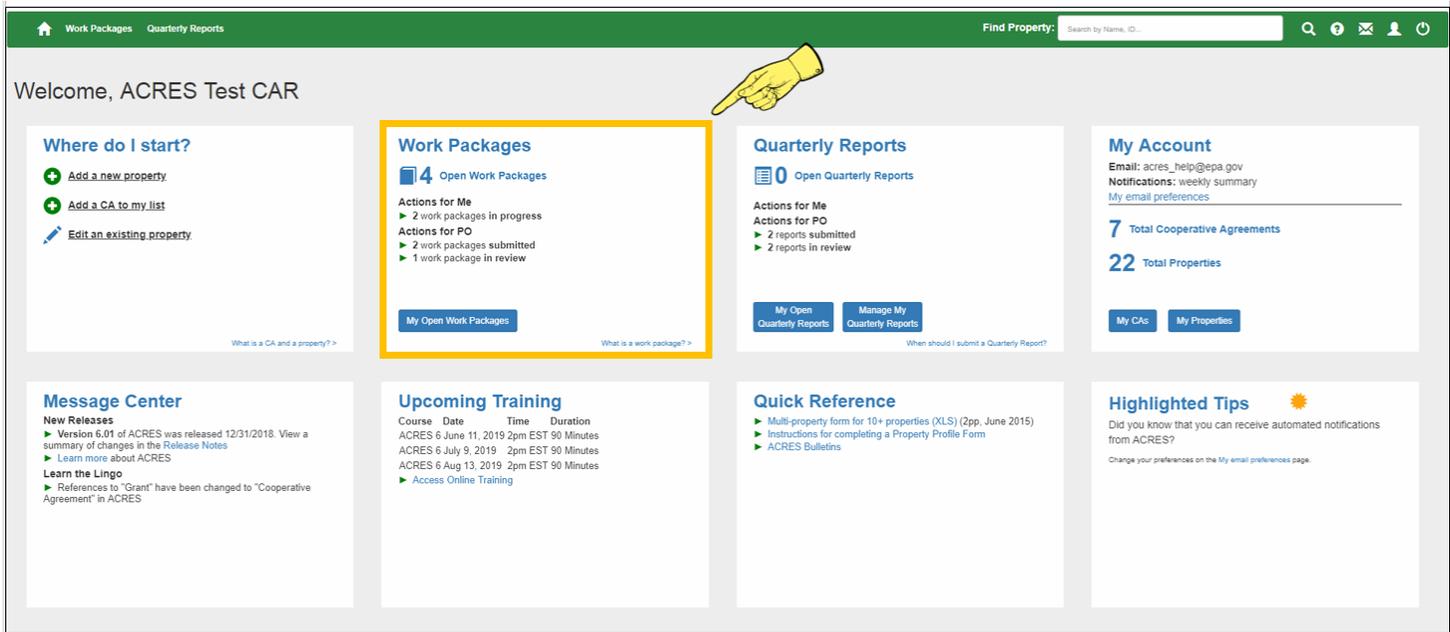
[Flip back >](#)

Select **Flip back >** to return to the front of the card.

Work Packages card

Your **Work Packages** card displays the total number of ‘open’ packages you currently have. An **Open** work package is any package that has not yet been approved by Headquarters.

The work package numbers are divided into those that require an **Action by Me** (those you are still currently working on or have had returned for clarification) and those that require an **Action for PO** (those submitted for PO review but not yet reviewed, and those submitted for review that the PO has opened but not yet approved).



On this card, you will find one button:

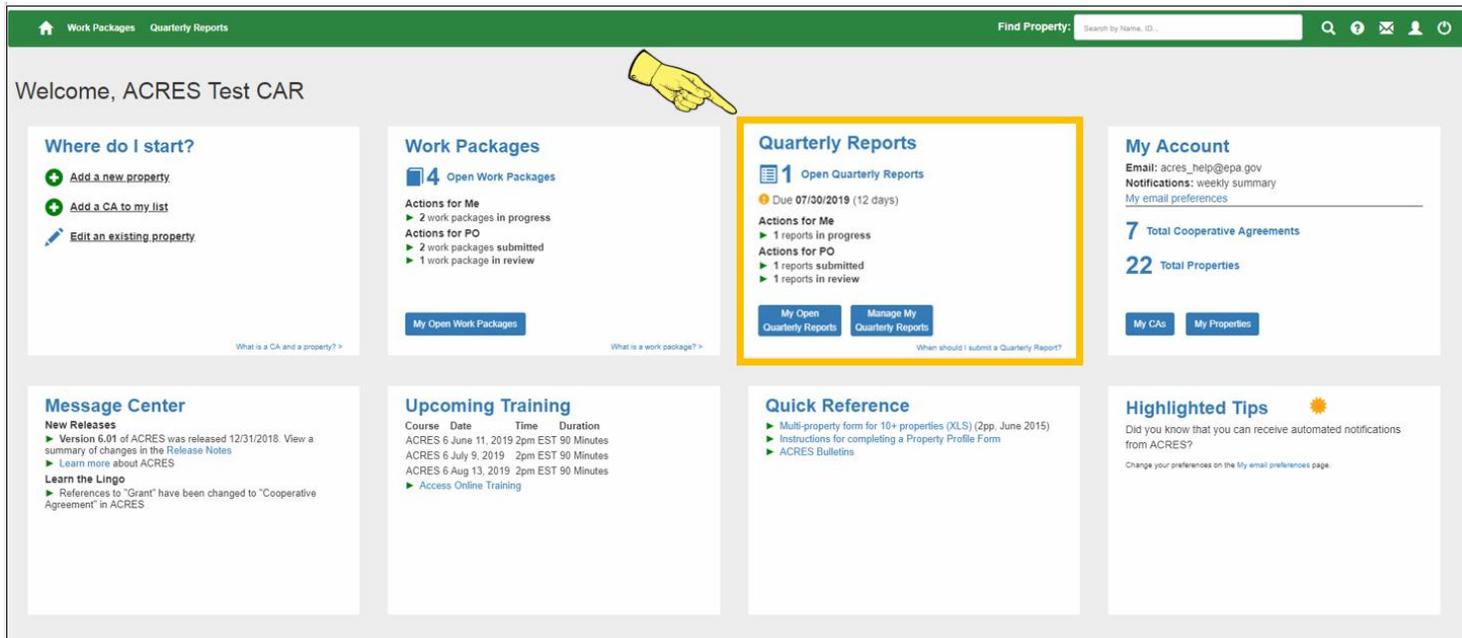
- o **My Open Work Packages**: select this button to navigate to your **My Work Packages** screen, where a list of all of your open and/or active packages display.



NOTE: You can select the **What is a work package?** link at the bottom to “flip” the card to display the definition of a work package.

Quarterly Reports card

The **Quarterly Reports** card displays the number of your open reports, the number of actions waiting for you and your PO (Property Officer), and the date the next quarterly report is due.



On this card, you will find two buttons:

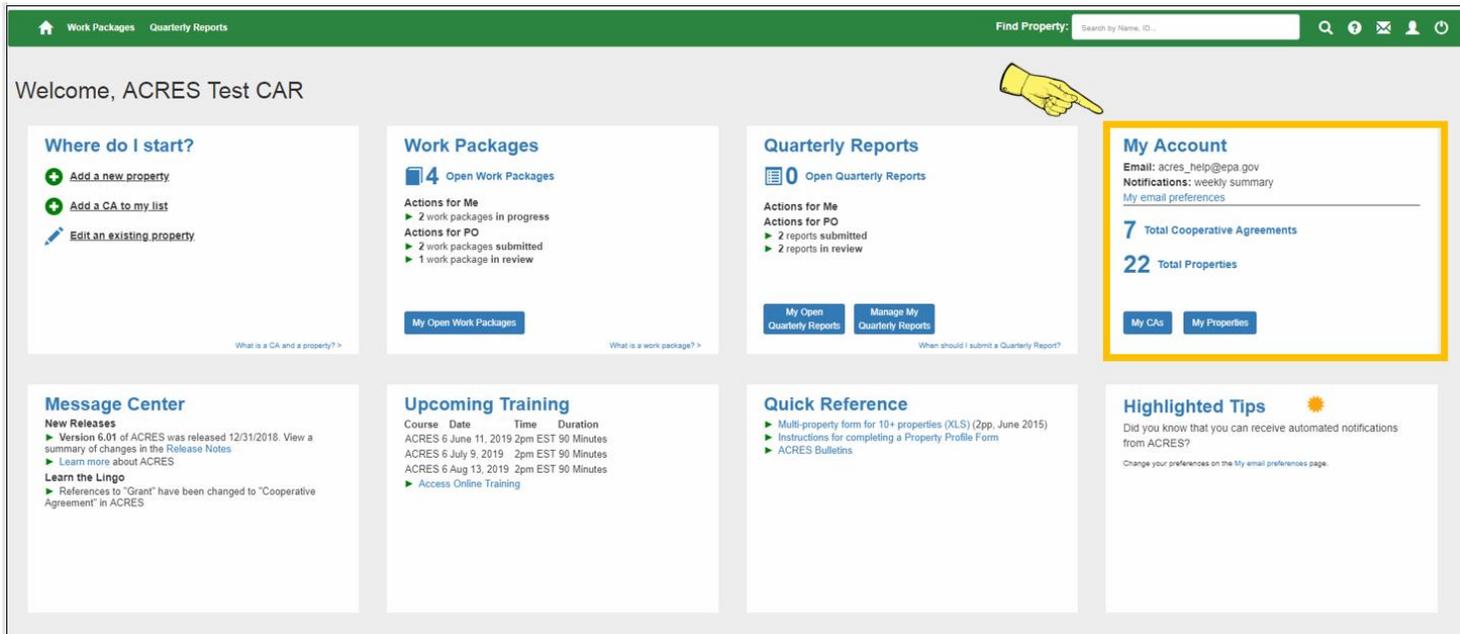
- o **My Open Quarterly Reports**: select to display a list of your ‘open’ reports, with the ability to edit a QR if it has not been submitted to your PO.
- o **Manage My Quarterly Reports**: select to manage your reports by; adding, viewing, or editing your QR(s).



NOTE: You can select the **When should I submit a Quarterly Report?** link at the bottom to “flip” the card. It explains when quarterly reports are due.

My Account card

The **My Account** card on your homepage is your repository of all of your associated CAs and properties. The total number of your Cooperative Agreements and Properties display on this card.



On this card, you will find two buttons:

- o **My CAs**: select to navigate to your **My Cooperative Agreements** screen, which displays a list of your associated CAs.
- o **My Properties**: select to navigate to your **My Properties** screen, which displays a list of your associated ACRES properties.

You can click the **My email preferences** link which will display the **My Preferences** dialog box.



On the **My Preferences** dialog box, you can select when you would like to receive an email (depending on the action performed in ACRES), and also select the frequency of receiving the emails.

Select the **Save Changes** button to keep your elections and return to My Account card, or select the **Close** button to return to your **My Account** card without saving any change(s).

My Preferences ✕

Email:
 acres_help@epa.gov [Change](#)

You will receive an email when the following occurs:
 If a work package I submitted has been returned for clarification
 If a work package I am editing has been in the same status for more than 30 days
 If a work package I submitted has been in the same status for more than 30 days

You may elect to receive an email when the following occurs:

- If I am assigned a new cooperative agreement or work package
- If a work package I submitted has been approved
- A quarterly email with statuses and last updated dates for my properties
- Release Notes

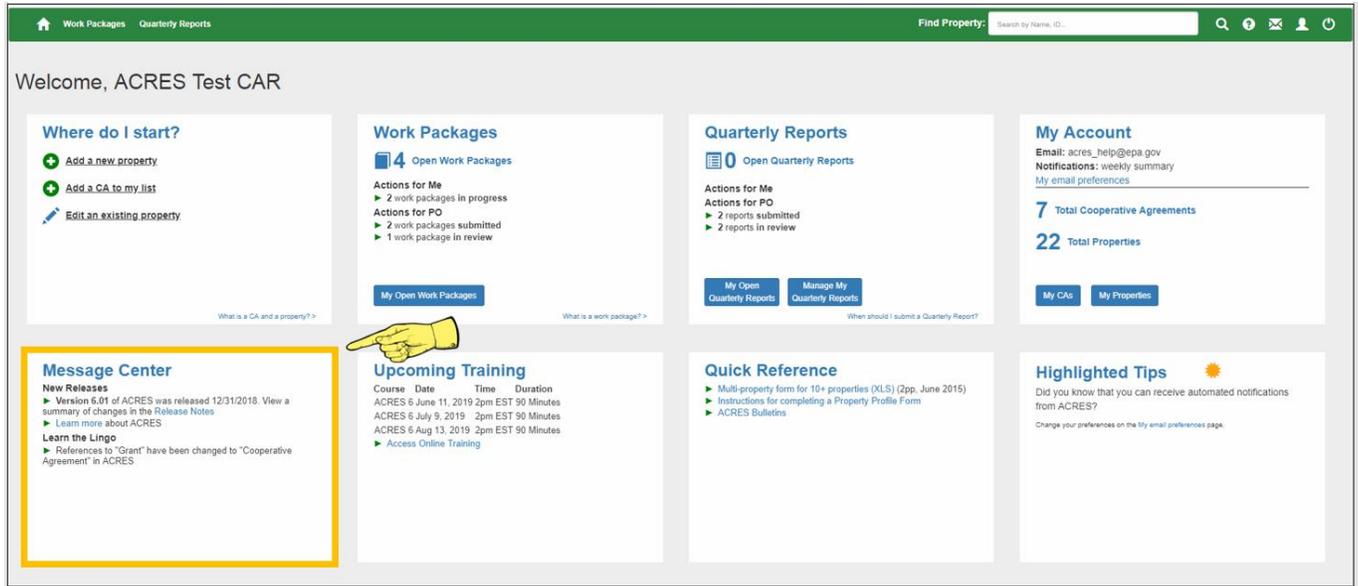
Please send my email:

- Whenever my selections above occur
- In a daily summary email
- In a weekly summary email
- In a monthly summary email



Message Center card

The **Message Center** card displays information including, Release Notes, announcements, and other updated news about ACRES.



The screenshot shows the ACRES user interface with a green header bar. The main content area is titled "Welcome, ACRES Test CAR" and contains several cards:

- Where do I start?**: Includes links for "Add a new property", "Add a CA to my list", and "Edit an existing property".
- Work Packages**: Shows "4 Open Work Packages" and lists actions for the user and the Property Owner (PO).
- Quarterly Reports**: Shows "0 Open Quarterly Reports" and lists actions for the user and the PO.
- My Account**: Displays user information, notification preferences, and statistics like "7 Total Cooperative Agreements" and "22 Total Properties".
- Message Center**: This card is highlighted with a yellow border. It contains sections for "New Releases", "Learn the Lingo", "Upcoming Training", "Quick Reference", and "Highlighted Tips".

On this card, you will find two links:

- o **Release Notes**: select to navigate to the **Brownfields ACRES Release Notes** screen, where you will find the current and legacy release notes that you can access.
- o **Learn More**: select to navigate to the **EPA ACRES** Homepage, where you can learn more about the ACRES overview, general Property and Grant information, and also access links to ACRES training presentations and/or quick reference guides.



NOTE: The **Learn the Lingo** section displays helpful tips and other ACRES updates.



Upcoming Training card

Your **Upcoming Training** card displays and lists the next ACRES online training sessions. This card will indicate the Course, Date, Time, and Duration of each session.

The screenshot shows the ACRES user interface with a green header bar. The main content area is titled "Welcome, ACRES Test CAR" and contains several cards:

- Where do I start?**: Includes links for "Add a new property", "Add a CA to my list", and "Edit an existing property".
- Work Packages**: Shows "4 Open Work Packages" and lists actions for the user and the Property Owner (PO).
- Quarterly Reports**: Shows "0 Open Quarterly Reports" and lists actions for the user and the PO.
- My Account**: Displays email, notification preferences, and counts for "7 Total Cooperative Agreements" and "22 Total Properties".
- Message Center**: Lists "New Releases" and "Learn the Lingo".
- Upcoming Training**: (Highlighted with a yellow border and a hand icon) Lists training sessions with columns for Course, Date, Time, and Duration.

Course	Date	Time	Duration
ACRES 6	June 11, 2019	2pm EST	90 Minutes
ACRES 6	July 9, 2019	2pm EST	90 Minutes
ACRES 6	Aug 13, 2019	2pm EST	90 Minutes
- Quick Reference**: Lists links for "Multi-property form for 10+ properties (XLS)", "Instructions for completing a Property Profile Form", and "ACRES Bulletins".
- Highlighted Tips**: Includes a tip about automated notifications and a link to "My email preferences page".

On this card you will find the **Access Online Training** link, which will navigate you to **Brownfields Online ACRES Training** page.

The **Online ACRES Training** page displays the schedule for the next and upcoming ACRES training session(s). You can click the **WebEx Session** link in the **Webinar Link** column to access and join the session on the specified date/time.

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- Solicitations for Brownfield Grants
- Brownfields and Land Revitalization Activities Near You
- Select Publications
- Grant Recipient Success Stories
- Grant Recipient Reporting using ACRES
- Brownfields Broadcast

Brownfields Online ACRES Training

EPA offers the following two online training courses to aid Brownfields Cooperative Agreement Recipients in reporting their grant-funded activities using ACRES:

Getting Started

For Assessment, RLF, Cleanup, and Section 128(a) Recipients just starting to use ACRES, this training will provide instruction on the process for submitting your property data and demonstrate how to use the tools and functions in ACRES. Approximately 90 minutes.

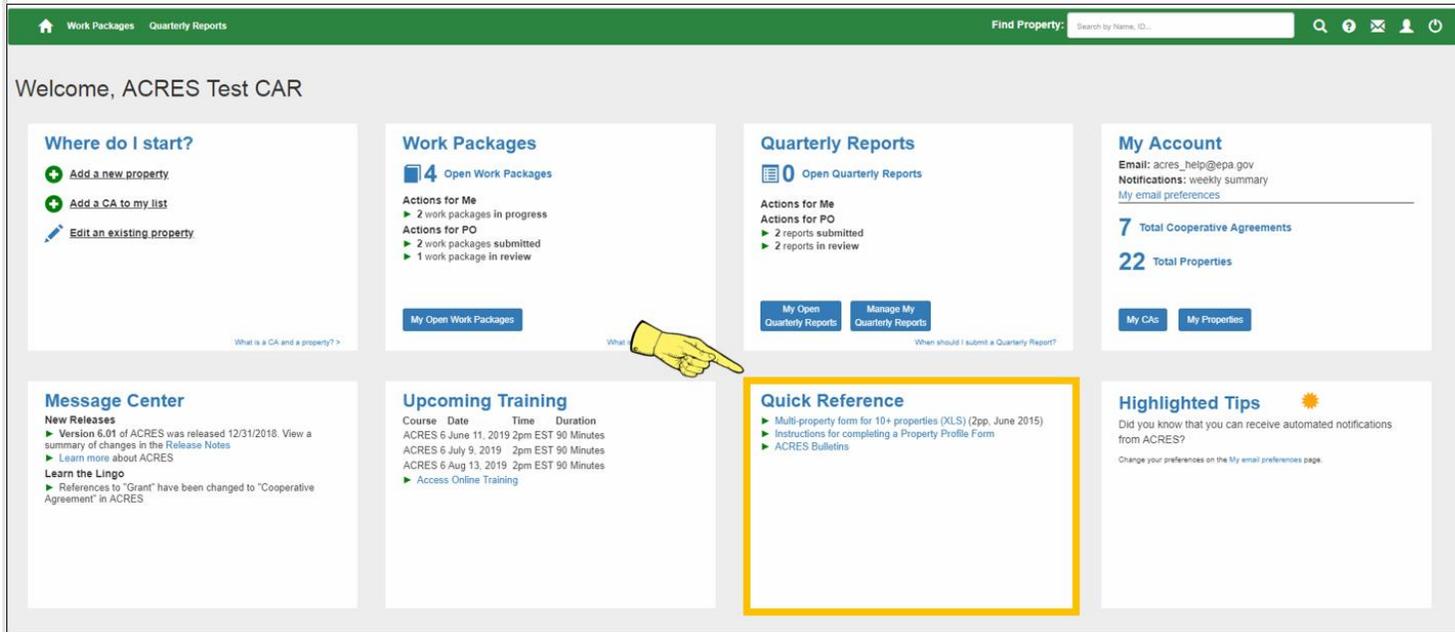
Schedule

Day	Date	Time	Webinar Link
Tuesday	June 11, 2019	2pm Eastern Time	WebEx Session 
Tuesday	August 13, 2019	2pm Eastern Time	WebEx Session 



Quick Reference card

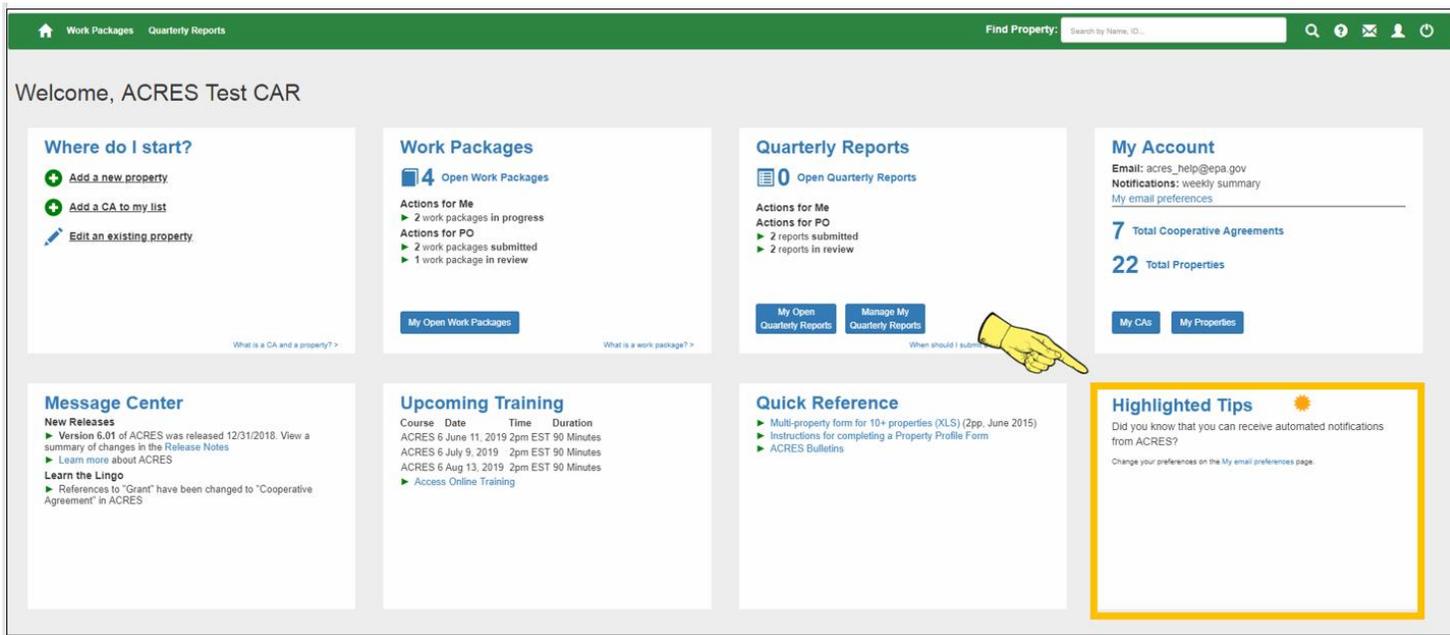
The **Quick Reference** card consists of and displays three links.



LINK	FUNCTION
<i>Multi-property form for 10+ properties (XLS)</i>	Select to generate an excel spreadsheet where you can enter and submit data for 10 or more ACRES properties, that are all under a single Cooperative Agreement.
<i>Instructions for completing a Property Profile Form</i>	Select to navigate to the Brownfields Property Profile Form Instructions page, where you can download the PPF instructions in a pdf format.
<i>ACRES Bulletins</i>	Select to navigate to the ACRES Bulletin screen, where you can access and view the newest bulletin, or select one from the past.

Highlighted Tips card

The **Highlighted Tips** card displays valuable ACRES information and helpful tips about the system. The ACRES tips and information on this card will be updated, periodically.



On this card you will find the **My email preferences** link, which is the same as the link on your My Account card. You can select when you would like to receive emails (depending on the action performed in ACRES), and also the frequency of the receiving the emails.



NOTE: Remember, you can select the Homepage icon  on any screen to return to your ACRES homepage.

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