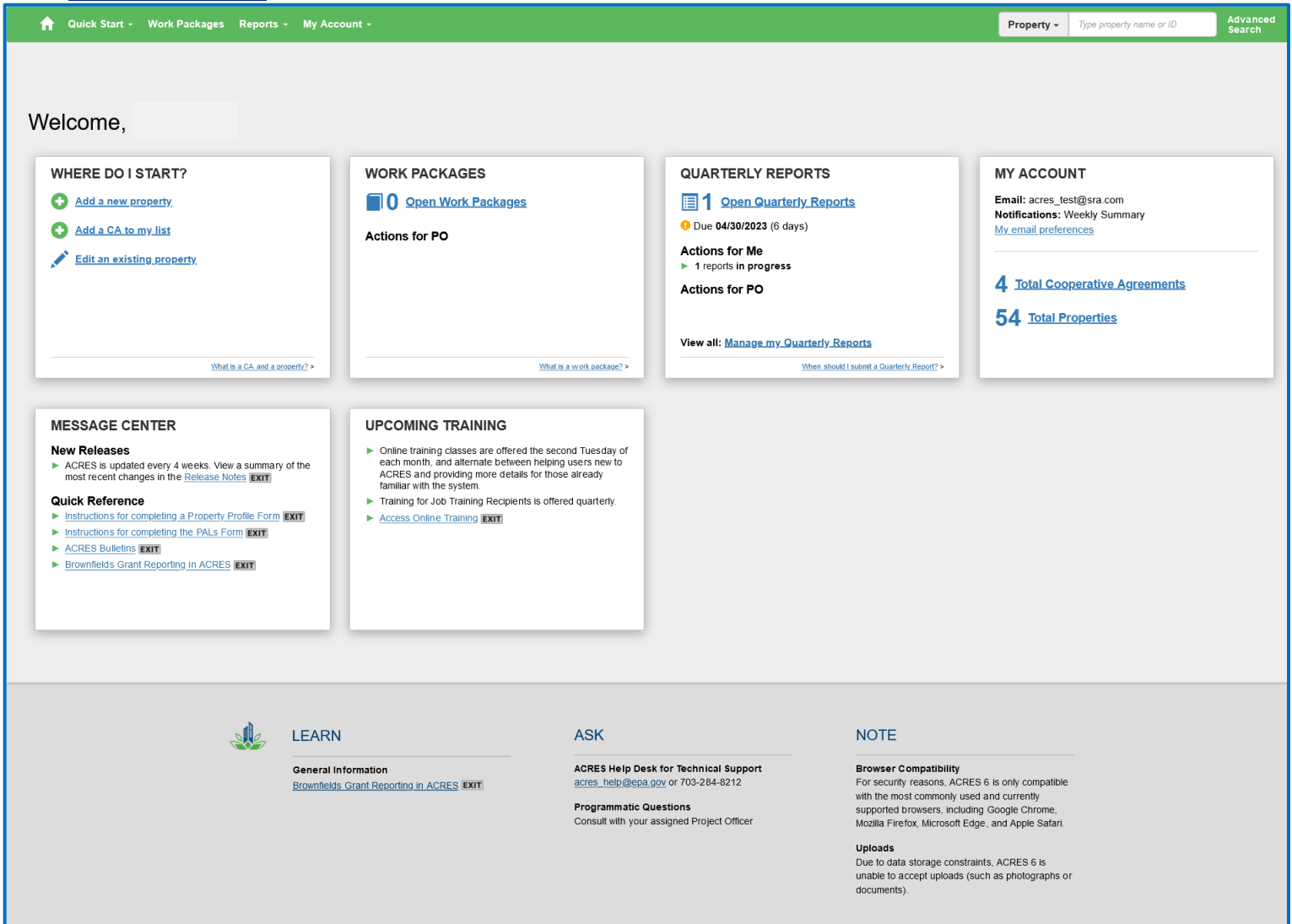


Using your ACRES Homepage

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 interface. At the top, there is a navigation bar with a home icon, 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. On the right side of the navigation bar, there is a 'Property' dropdown menu with a search input field labeled 'Type property name or ID' and an 'Advanced Search' button.

The main content area is titled 'Welcome,' and contains eight cards:

- WHERE DO I START?**
 - [Add a new property](#)
 - [Add a CA to my list](#)
 - [Edit an existing property](#)
- WORK PACKAGES**
 - [0 Open Work Packages](#)
 - Actions for PO**
- QUARTERLY REPORTS**
 - [1 Open Quarterly Reports](#)
 - Due 04/30/2023 (6 days)**
 - Actions for Me**
 - 1 reports in progress
 - Actions for PO**
 - View all:** [Manage my Quarterly Reports](#)
- MY ACCOUNT**
 - Email:** acres_test@sra.com
 - Notifications:** Weekly Summary
 - [My email preferences](#)
 - 4 Total Cooperative Agreements**
 - 54 Total Properties**
- MESSAGE CENTER**
 - New Releases**
 - ACRES is updated every 4 weeks. View a summary of the most recent changes in the [Release Notes](#) **EXIT**
 - Quick Reference**
 - [Instructions for completing a Property Profile Form](#) **EXIT**
 - [Instructions for completing the PALS Form](#) **EXIT**
 - [ACRES Bulletins](#) **EXIT**
 - [Brownfields Grant Reporting in ACRES](#) **EXIT**
- UPCOMING TRAINING**
 - Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system.
 - Training for Job Training Recipients is offered quarterly.
 - [Access Online Training](#) **EXIT**

At the bottom of the page, there are three columns of information:


- LEARN**
 - General Information**
 - [Brownfields Grant Reporting in ACRES](#) **EXIT**
- ASK**
 - ACRES Help Desk for Technical Support**
 - acres_help@epa.gov or 703-284-8212
 - Programmatic Questions**
 - Consult with your assigned Project Officer
- NOTE**
 - Browser Compatibility**
 - For security reasons, ACRES 6 is only compatible with the most commonly used and currently supported browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Apple Safari.
 - Uploads**
 - Due to data storage constraints, ACRES 6 is unable to accept uploads (such as photographs or documents).

Table of Contents

Logging into ACRES.....	3
Homepage Menu Bar	3
Homepage Menu Bar Icons.....	4
Where Do I Start? card.....	5
Work Packages card	7
Reports card	8
My Account card	9
Message Center card.....	11
Upcoming Training card	12

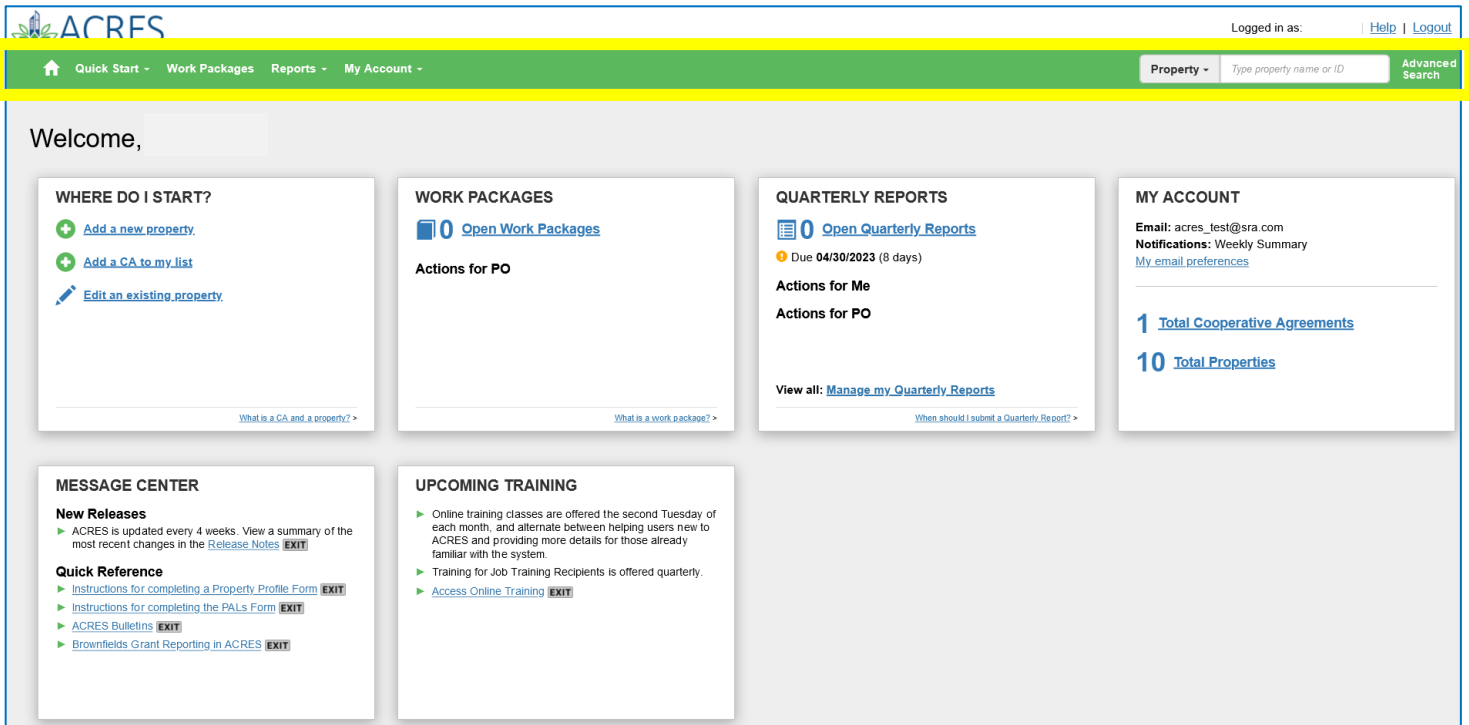
Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL: <https://acres6.epa.gov>

1. Select the  button.
2. Enter your Login.gov **Email address** and **Password**.
3. Enter your security codes.

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 navigation bar with the ACRES logo on the left and 'Logged in as: [user] | Help | Logout' on the right. Below this is a green menu bar with a home icon, 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. To the right of the menu bar is a search box labeled 'Property' with a dropdown arrow, a text input field for 'Type property name or ID', and an 'Advanced Search' button. The main content area is titled 'Welcome,' and contains several dashboard widgets:

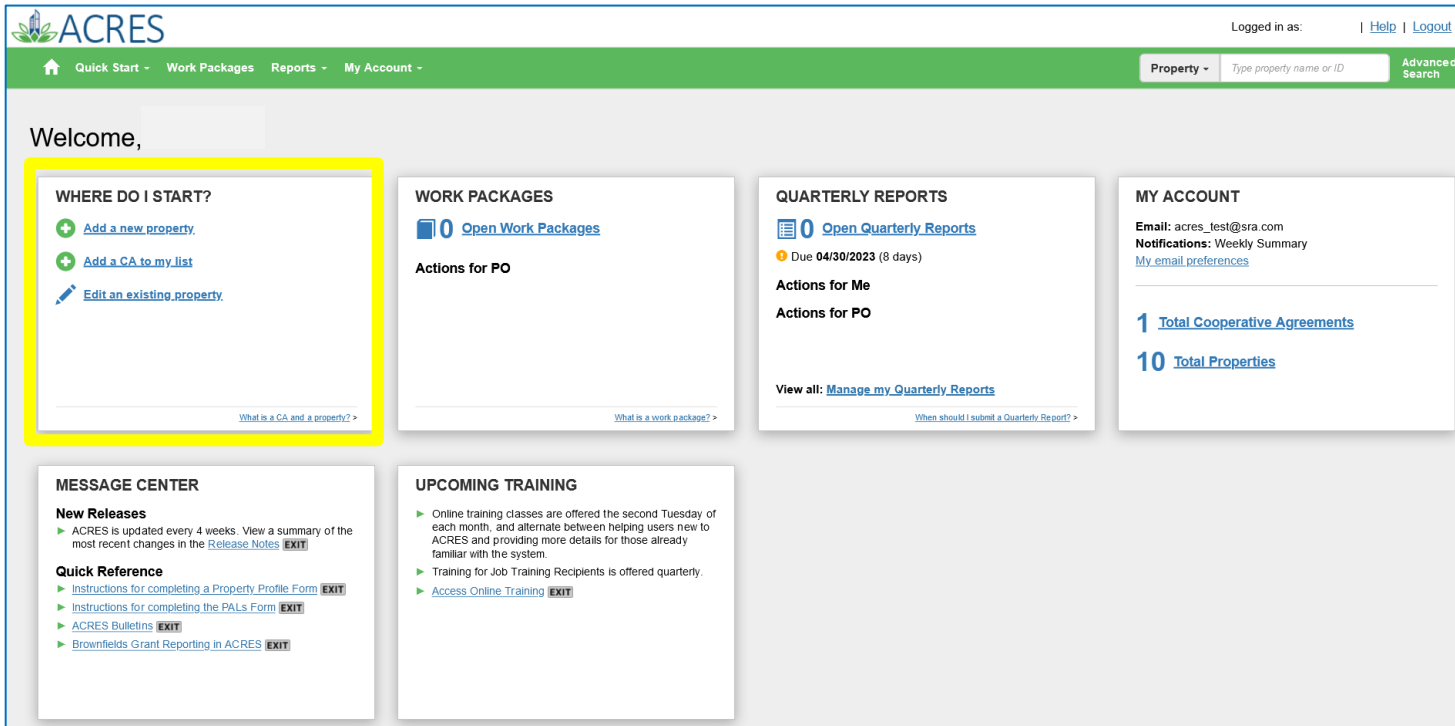
- WHERE DO I START?**
 - + [Add a new property.](#)
 - + [Add a CA to my list](#)
 - [Edit an existing property.](#)
- WORK PACKAGES**
 - [0 Open Work Packages](#)
 - Actions for PO**
- QUARTERLY REPORTS**
 - [0 Open Quarterly Reports](#)
 - Due **04/30/2023** (8 days)
 - Actions for Me**
 - Actions for PO**
 - View all: [Manage my Quarterly Reports](#)
- MY ACCOUNT**
 - Email: acres_test@sra.com
 - Notifications: Weekly Summary
 - [My email preferences](#)
 - 1** [Total Cooperative Agreements](#)
 - 10** [Total Properties](#)
- MESSAGE CENTER**
 - New Releases**
 - ACRES is updated every 4 weeks. View a summary of the most recent changes in the [Release Notes](#) **EXIT**
 - Quick Reference**
 - [Instructions for completing a Property Profile Form](#) **EXIT**
 - [Instructions for completing the PALs Form](#) **EXIT**
 - [ACRES Bulletins](#) **EXIT**
 - [Brownfields Grant Reporting in ACRES](#) **EXIT**
- UPCOMING TRAINING**
 - ▶ Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system.
 - ▶ Training for Job Training Recipients is offered quarterly.
 - ▶ [Access Online Training](#) **EXIT**

Homepage Menu Bar Icons

Icon	Type	Function
	Home Icon	Select this icon on any screen to return to your ACRES homepage.
	Quick Start	Select this icon to access a list of all the functions you may use most often.
	Work Packages	Select this icon to access a list of all of your open and/or active Work Packages.
	Reports	Select this icon to access your Quarterly reports.
	My Account	Select this icon to access your email preferences, your cooperative agreements, and properties associated to your account.
	Find Property or CA Search field	Enter the Name or Property ID of a Property or CA in the search field. You can select the specific property or cooperative agreement 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.

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 6.0 dashboard. The 'Where Do I Start?' card is highlighted with a yellow border. It contains three links: 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'. Below these links is a link that says 'What is a CA and a property? >'. Other cards on the dashboard include 'WORK PACKAGES', 'QUARTERLY REPORTS', 'MY ACCOUNT', 'MESSAGE CENTER', and 'UPCOMING TRAINING'.




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 CA and a property?

A Cooperative Agreement, or CA, is a grant from the EPA that is to be used to help with the assessment, cleanup and/or redevelopment of a property. There can be multiple properties associated with each CA. CA Numbers are assigned by the EPA and contain a 2 digit prefix that identifies the CA type, and 8 digits that are key to tracking ACRES data.

A property is the site designated for Brownfield work. It can be a fraction of an acre or many acres. Some larger properties are subdivided into parcels. A property can be associated to multiple CAs, as in the case where a property is assessed under one CA and cleaned up under another. The property ID is a unique value assigned when the property is first added to ACRES. It contains 5-6 numeric digits.

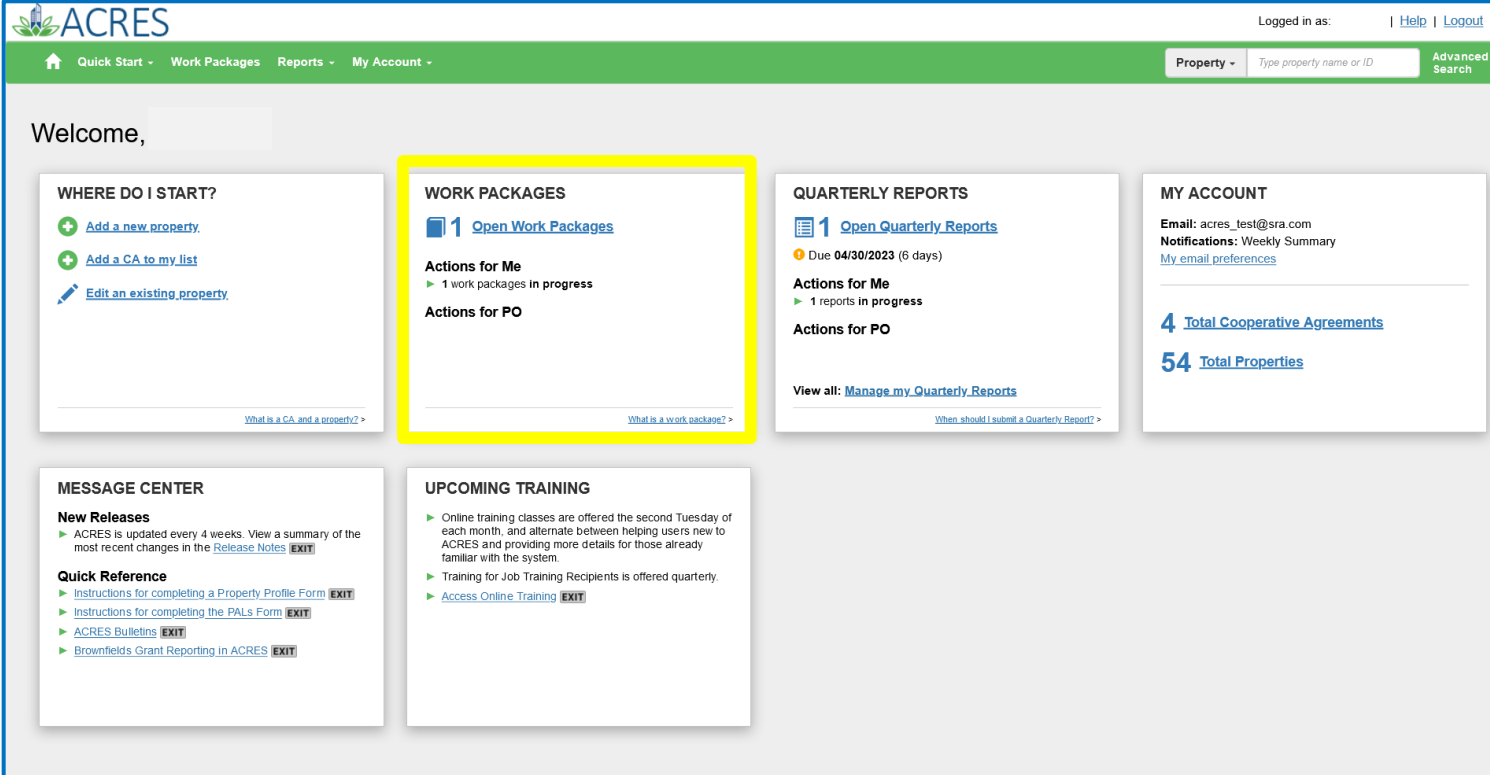
[Flip back >](#)

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).



The screenshot shows the ACRES user interface. The top navigation bar includes 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is on the right. The main content area is titled 'Welcome,' and contains several cards. The 'WORK PACKAGES' card is highlighted with a yellow border. It displays '1 Open Work Packages' and lists 'Actions for Me' (1 work packages in progress) and 'Actions for PO'. A link 'What is a work package?' is at the bottom. Other cards include 'WHERE DO I START?', 'QUARTERLY REPORTS', 'MY ACCOUNT', 'MESSAGE CENTER', and 'UPCOMING TRAINING'.

On this card, you will find one button:

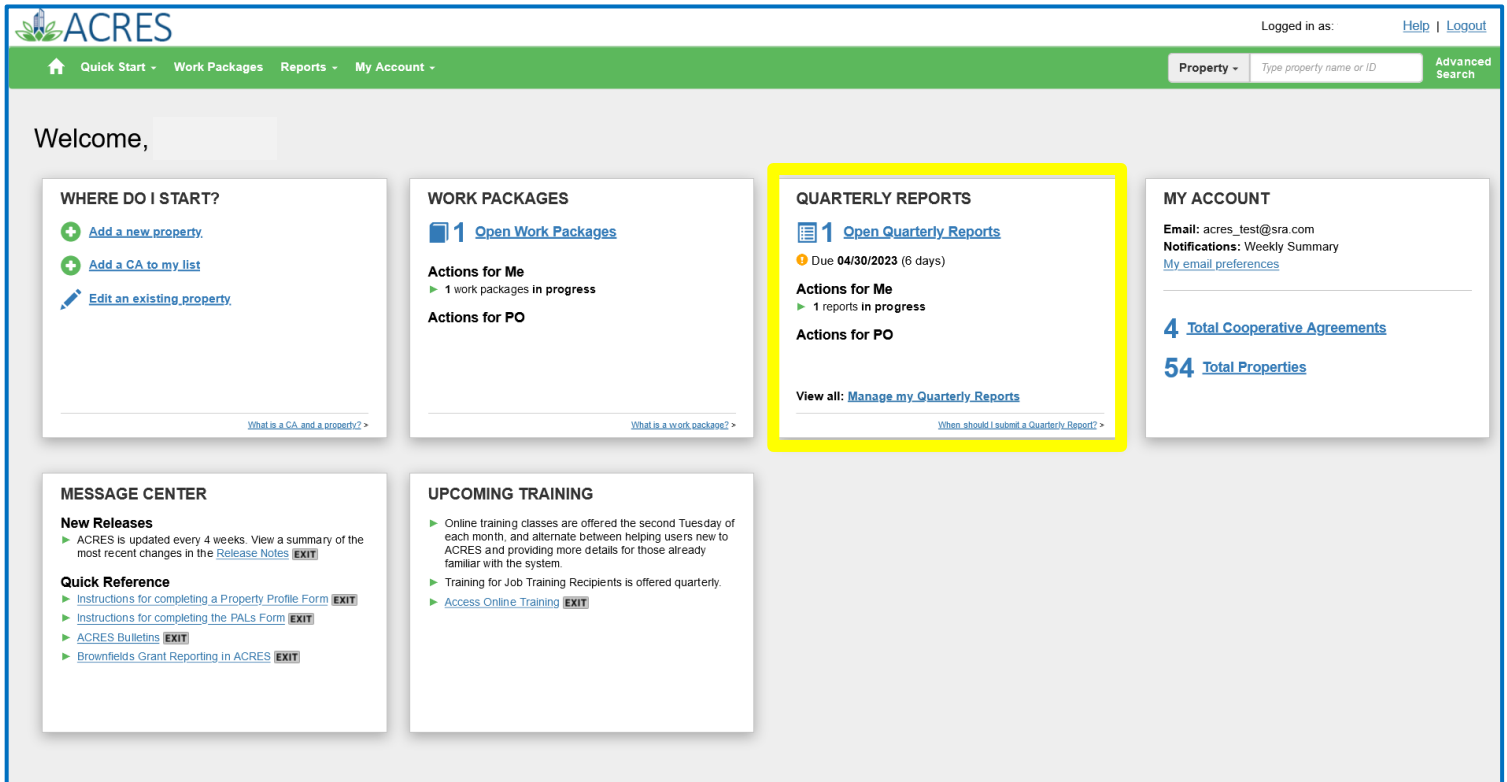
- o **My Open Work Packages**: select this button to navigate to your **My Work Packages** screen, where a list of all your open and/or active packages display.



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.



The screenshot shows the ACRES dashboard interface. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is on the right. The main content area is titled 'Welcome,' and contains several cards. The 'QUARTERLY REPORTS' card is highlighted with a yellow border. It shows '1 Open Quarterly Reports', a due date of '04/30/2023 (6 days)', '1 reports in progress' under 'Actions for Me', and 'Actions for PO'. A link at the bottom of the card reads 'When should I submit a Quarterly Report?'. Other cards include 'WHERE DO I START?', 'WORK PACKAGES', 'MY ACCOUNT', 'MESSAGE CENTER', and 'UPCOMING TRAINING'.

On this card, you will find two buttons:

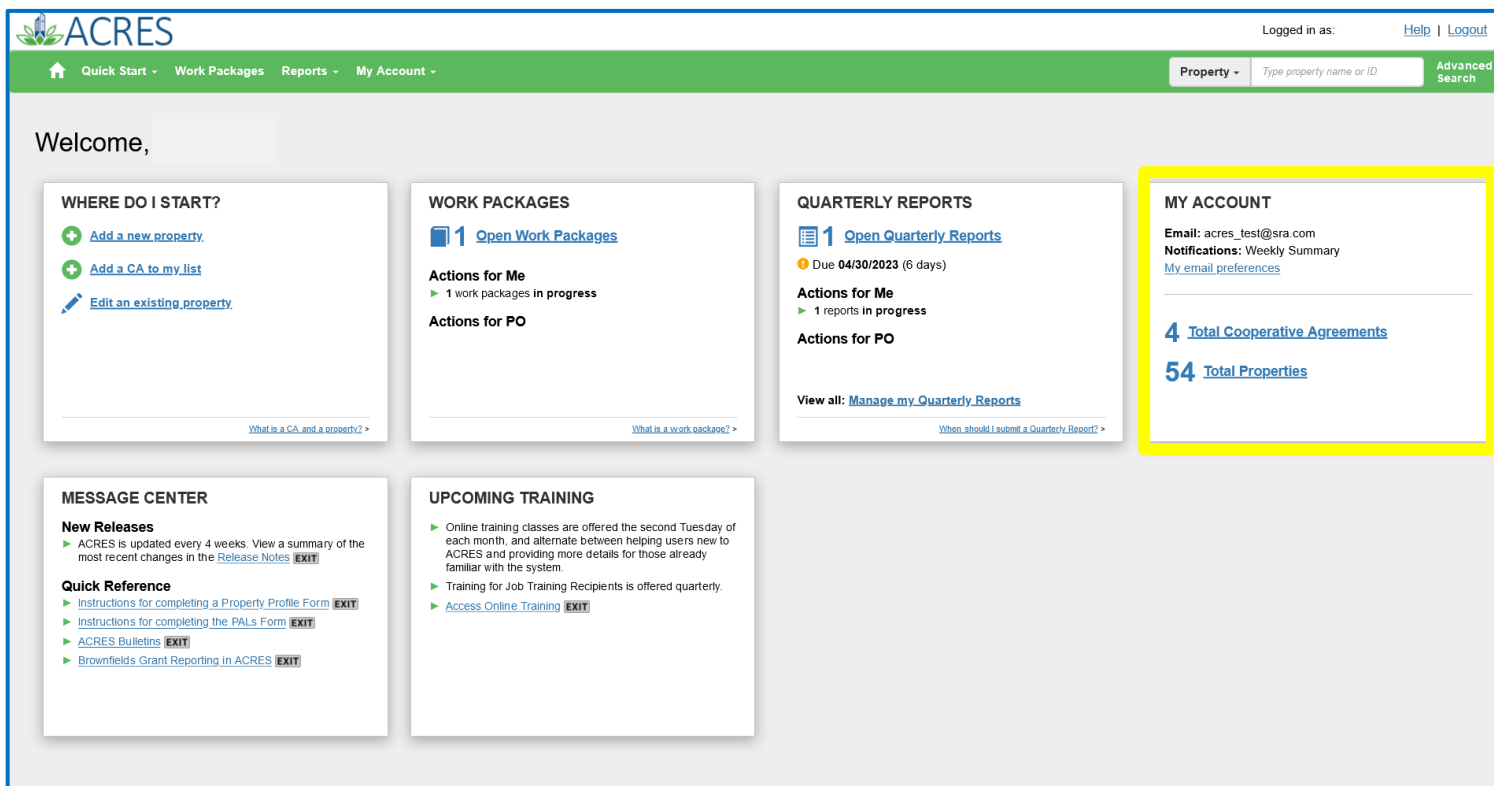
- o **Open Quarterly Reports**: select to display a list of your ‘open’ reports, with the ability to edit a QR if it has not been submitted to your PO.
- o **Manage My Quarterly Reports**: select to manage your reports by; adding, viewing, or editing your QR(s).



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 your associated CAs and properties. The total number of your Cooperative Agreements and Properties display on this card.



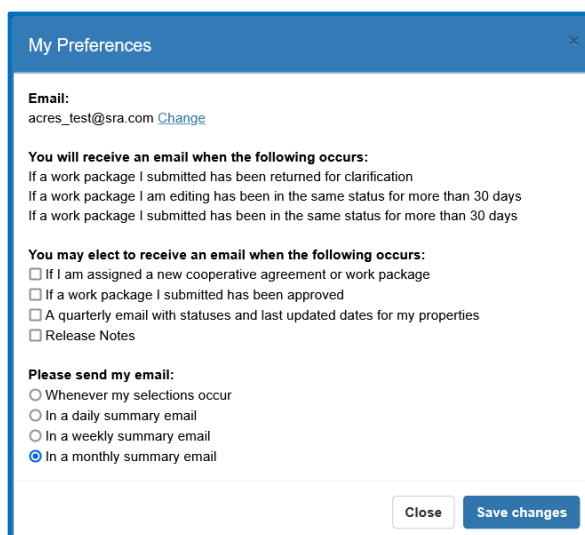
The screenshot shows the ACRES homepage with a green navigation bar. The 'My Account' card is highlighted with a yellow border. It displays the following information:

- MY ACCOUNT**
- Email: acres_test@sra.com
- Notifications: Weekly Summary
- [My email preferences](#)
- 4 Total Cooperative Agreements**
- 54 Total Properties**

On this card, you will find two links:

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



The screenshot shows a 'My Preferences' dialog box with a blue header and a white body. The 'Email' field is set to 'acres_test@sra.com' with a 'Change' link. Under 'You will receive an email when the following occurs:', three conditions are listed. Under 'You may elect to receive an email when the following occurs:', four checkboxes are present, with the first one selected. Under 'Please send my email:', four radio buttons are present, with the last one selected. At the bottom right, there are 'Close' and 'Save changes' buttons.

My Preferences

Email:
acres_test@sra.com [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 occur
 In a daily summary email
 In a weekly summary email
 In a monthly summary email

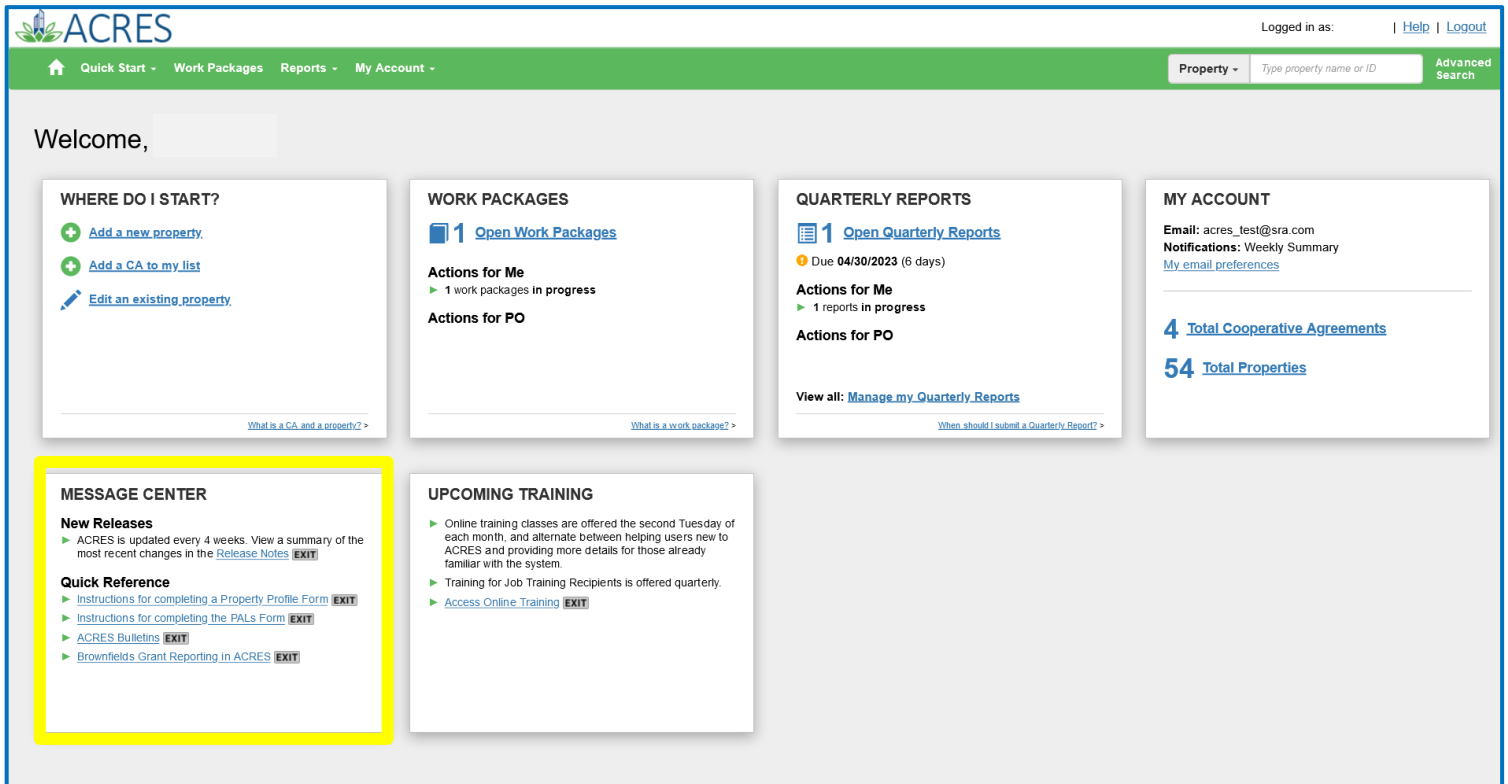
[Close](#) [Save changes](#)

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).

Message Center card

The **Message Center** card displays information including, Release Notes and links to Quick Reference Guides.



The screenshot shows the ACRES user interface. The top navigation bar includes 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. The main content area is titled 'Welcome,' and contains several cards: 'WHERE DO I START?', 'WORK PACKAGES', 'QUARTERLY REPORTS', 'MY ACCOUNT', 'MESSAGE CENTER', and 'UPCOMING TRAINING'. The 'MESSAGE CENTER' card is highlighted with a yellow border and contains two sections: 'New Releases' and 'Quick Reference'. The 'New Releases' section includes a link to 'Release Notes' and an 'EXIT' button. The 'Quick Reference' section includes links to 'Instructions for completing a Property Profile Form', 'Instructions for completing the PALS Form', 'ACRES Bulletins', and 'Brownfields Grant Reporting in ACRES', each with an 'EXIT' button.

On this card, you will find two sections:

- o **New Releases**: 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 **Quick Reference**: select to navigate to the Quick Reference Guides on the **EPA ACRES** Homepage, where you can also learn more about the ACRES overview, general Property and Grant information, and access links to ACRES training presentations.

Upcoming Training card

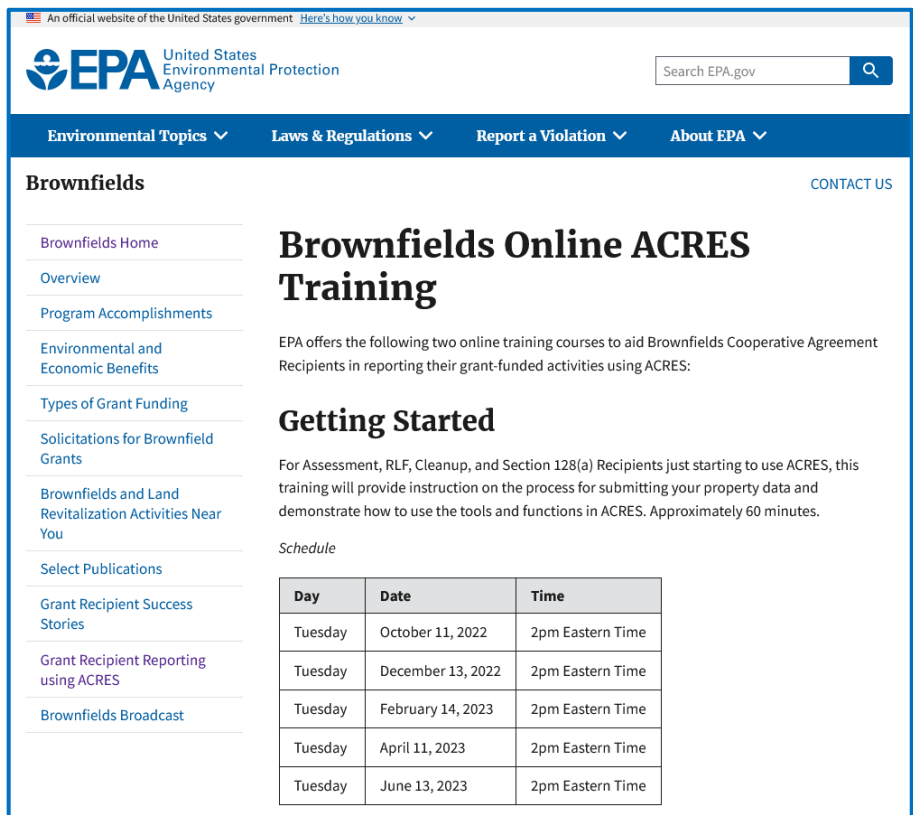
Your **Upcoming Training** card displays a link to the **Brownfields Online ACRES Training** page. This training page will indicate the Course, Date, Time, and Duration of each session.

The screenshot shows the ACRES user interface. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar for 'Property' is also present. The main content area is titled 'Welcome,' 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 '1 Open Work Packages' and 'Actions for Me' (1 work packages in progress) and 'Actions for PO'.
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' and 'Due 04/30/2023 (6 days)'. It also lists 'Actions for Me' (1 reports in progress) and 'Actions for PO'. A link 'View all: Manage my Quarterly Reports' is provided.
- MY ACCOUNT**: Displays email 'acres_test@sra.com', 'Notifications: Weekly Summary', and 'My email preferences'. It also shows '4 Total Cooperative Agreements' and '54 Total Properties'.
- MESSAGE CENTER**: Contains 'New Releases' and 'Quick Reference' sections with various links and 'EXIT' buttons.
- UPCOMING TRAINING**: This card is highlighted with a yellow border. It contains:
 - ▶ Online training classes are offered the second Tuesday of each month, and alternate between helping users new to ACRES and providing more details for those already familiar with the system.
 - ▶ Training for Job Training Recipients is offered quarterly.
 - ▶ [Access Online Training](#) **EXIT**

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 **Click here to join the meeting** link to access and join the session on the specified date/time.



The screenshot shows the EPA website's 'Brownfields Online ACRES Training' page. It includes a navigation menu with 'Environmental Topics', 'Laws & Regulations', 'Report a Violation', and 'About EPA'. The main content area features a sidebar with links like 'Brownfields Home', 'Overview', and 'Program Accomplishments'. The main heading is 'Brownfields Online ACRES Training', followed by a sub-heading 'Getting Started' and a table of training sessions.

Day	Date	Time
Tuesday	October 11, 2022	2pm Eastern Time
Tuesday	December 13, 2022	2pm Eastern Time
Tuesday	February 14, 2023	2pm Eastern Time
Tuesday	April 11, 2023	2pm Eastern Time
Tuesday	June 13, 2023	2pm Eastern Time

To Join Training

There is no need to pre-register for training. On the day of training, follow the instructions below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 917-781-4590](tel:+19177814590), [685403353#](tel:+1685403353) United States, New York City

Phone Conference ID: 685 403 353#

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