

Title: How to Create an IRMA Partner Access Account to use with SRTS

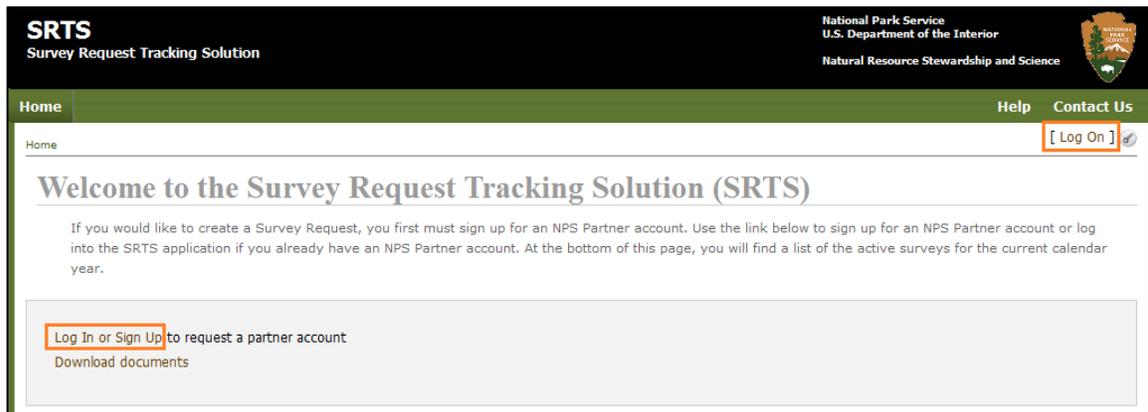
Summary: Provides step-by-step guidance on how to create an IRMA Partner Access account that can be used with SRTS. This part of the process is required for any **non-NPS** user to submit a survey approval request in SRTS. NPS staff can proceed to the [Help Requesting a Principal Investigator Role](#) document.

Prerequisite: None

Step 1. Navigate to SRTS and Select Sign Up

Non-NPS users who wish to use SRTS must sign up for an NPS Partner Account. This account will establish credentials that can be used in SRTS and other NPS systems. The user will initiate this process from a link on the SRTS Home page. ALL NPS employees will automatically be logged in to SRTS with your NPS credentials when you access the application from a computer connected to the NPS network.

Using your web browser, navigate to the following URL: <https://irma.nps.gov/SRTS/Home>. Non-NPS users will see a link to log in or sign up for a partner account as shown below. Click the link for Log In or Sign Up.



Step 2. Click the Link to Register

Click the first link below the User Name and Password fields to register a new account.

Username / Password Sign In

Three failed attempts to login will result in a temporary lockout of your account.

Enter your username and password.

User Name*

Password*

[Click here](#) to register if you don't have an account.

[Click here](#) if you have forgotton your password.

[Click here](#) if you have forgotton your username.

Step 3. Type in Your User Information

Complete the information required for the account. **Note:** for a Partner account - the email address cannot have the @nps.gov domain. Passwords must meet each of the five criteria displayed to the right of the Password field. A password is not valid until each criterion has a green checkmark. Click Create when finished.

Partner Access
Partner Security Token Service
Part of IRMA (Dev - Build:02.01.002 Label:PartnerSTS_02.01_Latest_Deploy_20131112.2 Date:11/12/2013 04:00:56)

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Help Contact Us [Log On]

Create New User Account

Use the form below to create a new user account for IRMA access. After completing the form, you will receive an email at the address you enter, below. Open the email and follow the instructions to complete the registration process.

Passwords are required to be 12-25 characters long, contain at least one upper case and one lower case letter, at least one number, and at least one special character.

First Name*

Last Name*

User Name*

Email*

Password*

Strength **38%**

Password Confirm*

Security Question*

Security Answer*

Generate new image

e7w34

Enter Characters Above*

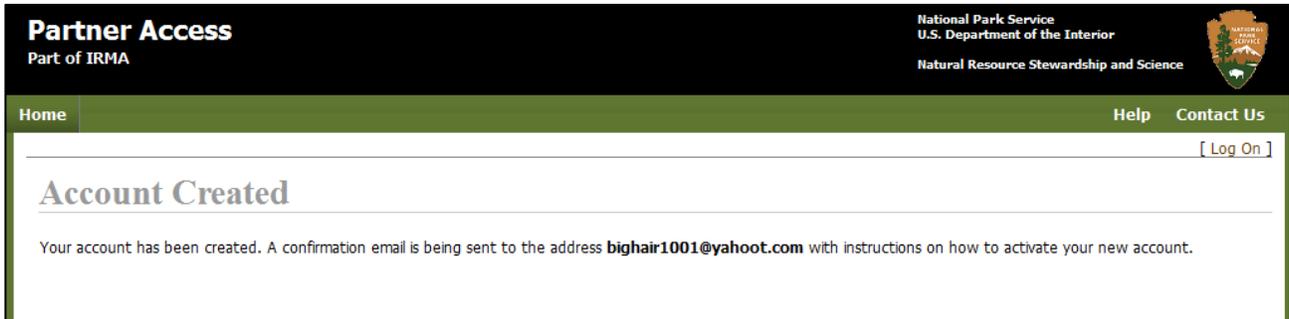
Create

Password Criteria

- Minimum 12 characters
- Lowercase Letters
- Uppercase Letters
- Numbers
- Symbols [!&#;\$%^&*()]

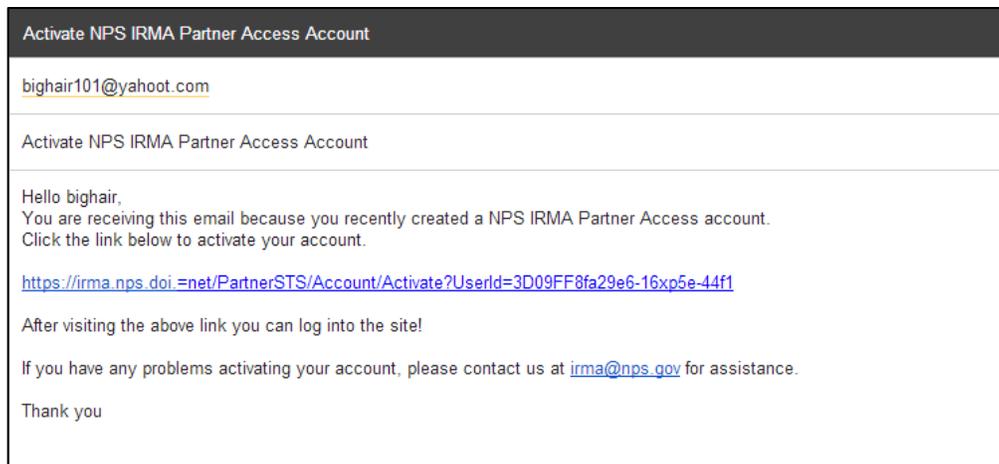
Step 4. Activate Your Partner Account

Once you have entered and saved contact information for your partner account, the system will send an email to the email address used in the account.



The screenshot shows the 'Partner Access' web interface. The header includes 'Partner Access Part of IRMA' on the left and 'National Park Service U.S. Department of the Interior Natural Resource Stewardship and Science' on the right, along with a logo. A navigation bar contains 'Home', 'Help', and 'Contact Us'. A '[Log On]' link is visible in the top right. The main content area displays a large heading 'Account Created' and a message: 'Your account has been created. A confirmation email is being sent to the address **bighair1001@yahoo.com** with instructions on how to activate your new account.'

Access the email account used in the account and locate the email with the subject "Activate NPS IRMA Partner Access Account". Click the link in the email or copy it and paste it into the address bar of your web browser.



The screenshot shows an email with the subject 'Activate NPS IRMA Partner Access Account' and the recipient address 'bighair101@yahoo.com'. The body of the email reads: 'Activate NPS IRMA Partner Access Account', 'Hello bighair, You are receiving this email because you recently created a NPS IRMA Partner Access account. Click the link below to activate your account.', a blue hyperlink 'https://irma.nps.doi.gov/PartnerSTS/Account/Activate?UserId=3D09FF8fa29e6-16xp5e-44f1', 'After visiting the above link you can log into the site!', 'If you have any problems activating your account, please contact us at irma@nps.gov for assistance.', and 'Thank you'.

You must click the link within the email to activate the Partner Account. A confirmation screen will appear when the activation is complete. Once activated, you will have the option to navigate back to SRTS.

Partner Access
Part of IRMA

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Account Access Applications Help Contact Us

DarthMaul [Log Off]

Access Granted

Your account grants you access to the following NPS applications:

NPSpecies - NPS Species Park Management
An NPS web site for viewing data about species in parks.

RPRS - Research Permit and Reporting System
Allows researchers to apply for and report on scientific research conducted in parks.

SRTS - Survey Request Tracking Solution
An NPS web site where one can apply for permission to conduct surveys within a national park.

Your NPS Partner Account is now active and can be used to log into SRTS. This completes the first part of the SRTS registration process for non-NPS users. On the SRTS Help page, see the [Help Requesting a Principal Investigator Role](#) link for instructions on the remainder of the registration process.

SRTS
Survey Request Tracking Solution

National Park Service
U.S. Department of the Interior
Natural Resource Stewardship and Science

Home Account Help Contact Us

Home Scooby [Log Off]

Welcome to the Survey Request Tracking Solution (SRTS)

NPS employees, or users with an NPS Partner account, must request a Principal Investigator account in order to create a Survey Request or search for existing Survey Requests. Use the link below to request a Principal Investigator account. An email notice will be sent to you once your account request has been approved.

Sign up for a Principal Investigator account to submit survey requests
Download documents

Currently Active Requests					
Number	Type	Survey Start	Project Title	Abstract	Status
2013-032	Regular	01/01/2012	Bug 873	abstract	Approved
2013-018	DOI Quantitative	03/18/2013	Proposal to add Elmer Fudd to Mount Rushmore	The title says it all.	Approved
2013-013	Regular	03/23/2013	BBUJGG 853		Approved
2013-010	Regular	01/01/2013	Bug 801	-- I changed the field dates... --	Approved
2013-009	Programmatic	01/18/2013	Bug 800		Approved
2012-008	Programmatic	01/04/2013	Who wants a ride in the Mystery Machine?	Quick survey of who would like a ride in the...	Approved

Displaying requests 1 - 6 of 6