

Title: How to Sign up as a Principal Investigator in SRTS

Summary: Provides step-by-step guidance on how to register and Log-on with SRTS, a process which is required before one can submit a survey approval request.

Prerequisite: Active NPS or IRMA Partner Access account

Step 1. Signing up as a Principal Investigator

Once a Partner Account has been created and activated, the account can be used to access SRTS. To log in with a Partner Account, navigate to the SRTS Home page and click the Log On link.

The screenshot shows the SRTS Home page. At the top, there is a header with the SRTS logo and the National Park Service logo. Below the header, there is a navigation bar with 'Home', 'Help', and 'Contact Us'. A 'Log On' link is highlighted with a red box. The main content area features a welcome message and a link to 'Log In or Sign Up' to request a partner account, which is also highlighted with a red box. Below this, there is a table titled 'Currently Active Requests' with columns for Number, Type, Survey Start, Project Title, Abstract, and Status. The table contains three rows of data.

Number	Type	Survey Start	Project Title	Abstract	Status
2013-010	Programmatic	06/30/2013	Silver Salmon Creek and Crescent Lake Creel Survey	Lake Clark National Park and Preserve (L...	Approved
2013-006	Programmatic	06/17/2013	Analyzing the Importance of Night Sky Quality to Park Vi...	Concern for the preservation of dark ski...	Approved
2013-007	Programmatic	06/01/2013	Narratives of the Night Sky	Concern for the preservation of dark ski...	Approved

All users with an active NPS or IRMA Partner Access account can request to become a Principal Investigator (PI) for SRTS. To request a PI account, log into SRTS and click the link for 'Sign up for a Principal Investigator account'. **NOTE:** Only users with a Principal Investigator account can create survey requests

The screenshot shows the SRTS Home page for a user with a Principal Investigator account. The header includes the SRTS logo and the National Park Service logo. The navigation bar shows 'Home', 'Account', 'Help', and 'Contact Us'. A 'Log Off' link is highlighted with a red box. The main content area features a welcome message and a link to 'Sign up for a Principal Investigator account to submit survey requests', which is also highlighted with a red box. Below this, there is a table titled 'Currently Active Requests' with columns for Number, Type, Survey Start, Project Title, Abstract, and Status. The table is currently empty.

Number	Type	Survey Start	Project Title	Abstract	Status
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This link will automatically take you to the “Your Account” page where contact information will be entered. The email address entered here will be used for all SRTS related correspondence. Once the information is entered, click the Save button to move to the next screen.

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 > Account > SRTS Profile Scooby [Log Off]

Your Account

First Name * Scooby

Last Name * Doo

Phone * 555-873-9034 Ext 344

Email * ScoobyDoo@WSMU.edu

Phone (alternate) 555-455-9877

Email (alternate)

Organization/Affiliation * Whatsamatta U

Purpose * Research park visitor views on resource management.

* Indicates fields which are required to request access

Save

The system will display a confirmation message and notify you that your “Principal Investigator account is pending.” If for some reason your account request is denied, the system will indicate that here as well. The system administrator will approve your account within 2-3 business days. If the account is needed sooner, please contact the ICRC.

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.

Your Principal Investigator account is pending. [Download documents](#)

Currently Active Requests

Number ▾	Type	Survey Start	Project Title	Abstract	Status
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Once your PI account is approved, you will receive an e-mail message notifying you that the account is ready for use. The notification will be sent to the e-mail address you provided in the step above. You will have to log-out of the application and then log back in to fully activate the PI account. You will be taken to a personalized home page after logging into the application.