This tutorial covers how to sign in to CRGIS, register as a user, and begin using the online database.

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Sign In, Register and Begin

Summary
Access to the CRGIS is free and does not require registration. Anyone can view the data. However, map locations for archaeological sites are confidential and therefore, archaeological site data is limited to individuals registered with CRGIS as Archaeologists.

In addition, individuals can register to submit data concerning historic resources for consideration for inclusion in the CRGIS.

Access & Login Types:
There are two primary types of access:

- Public Access - Use does not require an account.
- Registered User (3 types) – Use requires registration and an account.
  o Registered Submitter
  o Registered Planner
  o Registered Archaeologist

System Requirements
While we strive to be browser neutral, we currently recommend the latest version of Chrome or Internet Explorer (IE) for the best user experience.

The CRGIS uses pop-ups to display resource and report data. To display properly, ensure browser pop-up blockers are turned off.

For problems, questions, or general assistance getting started, please contact us at RA-CRGIS@pa.gov.
Finding the CRGIS Webpage

There are two web addresses to find the CRGIS. Both take you to the same place but we will show both options:

Option 1:
Go directly to the website at this address: crgis.state.pa.us.
The homepage will look like the image to the right.

Option 2:
Click "CRGIS SYSTEM" link on the CRGIS page of the SHPO website.
The image to the right is the CRGIS landing page at the PA SHPO website.
The red circle indicates the button to click.
To Access as Public

1. Click the green button near the upper left corner called “Open CRGIS.”

2. A “Terms & Conditions” pop-up window will come up once you click the “Open CRGIS” button.

   If you accept the Terms & Conditions, click the green button, “I Accept,” to continue.

   If you do not accept the Terms & Conditions, then you will not be able to continue.

Please move to this page to learn how to build a map.
To Register as an Archaeologist or a Planner

1. Click on the word “Register” in the upper right corner of the screen. It is circled in red in this image.

2. Follow the Registration Directions. Be sure to read the “Data Quality Statement.”

When finished, click on the blue “Registration Form” button, circled in red in this image, near the bottom on the screen.
3. A pop-up box will appear called “Sign Up.”

**THIS IS A CHANGE. Registration is now a multi-step process.**

A new process for enrollment and logging in was implemented with the Fall 2017 release.

First you must sign up to create a PDAUTH account through PennDOT. To do this:

- Fill out all the required information and click **Save**.
- An email will be sent to you immediately confirming your PDAUTH registration. If you do not see it, check your junk mail. It will say that it is a “PennDOT Password Reset Request.”
4. Select your password and click the **Update Password** button.

You now have a valid PDAUTH account.

This account registration process does **not** mean that you have registered for access to CRGIS.

5. You will be re-directed to CRGIS and see a pop-up box that says “Unauthorized.”

This is a notice that you are not authorized to use the CRGIS site yet.
6. Complete the request form, making sure to include your preferred role, reason for requesting access, and confirm you have a valid business reason for the access you’ve requested.

When finished, click the blue “Request Access” button at the bottom of the box.

You have now made a request to CRGIS and you will hear from us within two business days advising you of the level of access assigned or requesting additional information.

Please note that submitting your paperwork at this time will speed up the process.
7. Return to the main Registration page and complete items 3 and 4.

In item #3, click on the link for “Terms and Conditions” to print a copy of the document. Sign the document.

For item #4, please provide the requested information supporting your request for access:

- Archaeologists must submit a copy of their CV showing they meet the Secretary of the Interior’s Professional Qualification Standards.
- Planner must provide a relevant job description or letter justifying access.

When finished, mail or email these items to the CRGIS address at the bottom of the webpage.
To Sign In as a Registered User

1. Click “Sign In” in the upper right corner of your screen.

2. Enter your email address and password. Your email address is your user name.

Click the “Log in” button to complete your sign in.

After signing in, click the green “Open CRGIS” button at the top of the page to get to the next step.
3. The “Area of Interest” (AOI) search window will open after clicking the “Open CRGIS” button.

This window has “Select Area of Interest” at the top of the page.

**THIS IS A CHANGE.**
You will need to build your first search here, but after that, only archaeological site searches will require returning to the AOI page.

To build a map, please see the next section.
Using the AOI to build a map

You can search the database by Area of Interest (AOI) or by using the Ask ReGIS tool to display query data. This tutorial covers using the AOI. To learn how to use Ask ReGIS, please see Tutorial #3: Ask ReGIS

To Search by Area of Interest (AOI):

1. Begin from the “Area of Interest” search page by logging in and/or clicking the green “Start CRGIS” button.

   Begin the search by selecting what you want to find from the “Select Area of Interest” drop-down field.

2. The AOI search options include four main categories: Location, Resource, Transportation, and Political. Each category has several options.

   - **Locations** - search by place names, addresses, or coordinates.

   - **Resources** - search by BHP resource identifiers such as Key Number, Site Number, or Environmental Review (ER) Number. For historic bridges, you can use either the BRkey number or PennDOT’s BMS number.

   - **Transportation** - search by PennDOT MPMS number. These numbers are available from various PennDOT sources including MPMS IQ or ProjectPATH.

   - **Political** - search by Congressional, Senatorial, Legislative district or Statewide.
Each search type will require you to fill in appropriate blanks or select values from a drop down list.

Directions and examples for each field are provided on the screen. Please follow directions, as several of the searches are case sensitive or have specific patterns, as in this example, where the longitude must be a negative number.

3. Display the search results by generating a map.

After you have selected your place to map from the AOI drop down click the “Generate Map” button at the bottom right corner of the screen.
4. A map centered on the place you chose will be generated. Please note that this may take a few moments.

All layers, shown by the legend on the left side of the screen, are scale dependent. If zoomed-out too far, a selected layer may not display until you zoom-in.

This concludes the “Sign In, Register and Begin” tutorial.

To learn more about mapping tools and information on the map page, see Tutorial #2: Map Tools.