# Frequently Asked Questions of NRCD Community Portal

1. How will I know the portal is active?

You will receive an email titled **ASLD Application Center** to the email address that I use to generally communicate with you. It will ask you to 'reset' your password, although you are creating the first password. Once you have created a password you will automatically be directed to the NRCD Community Portal.
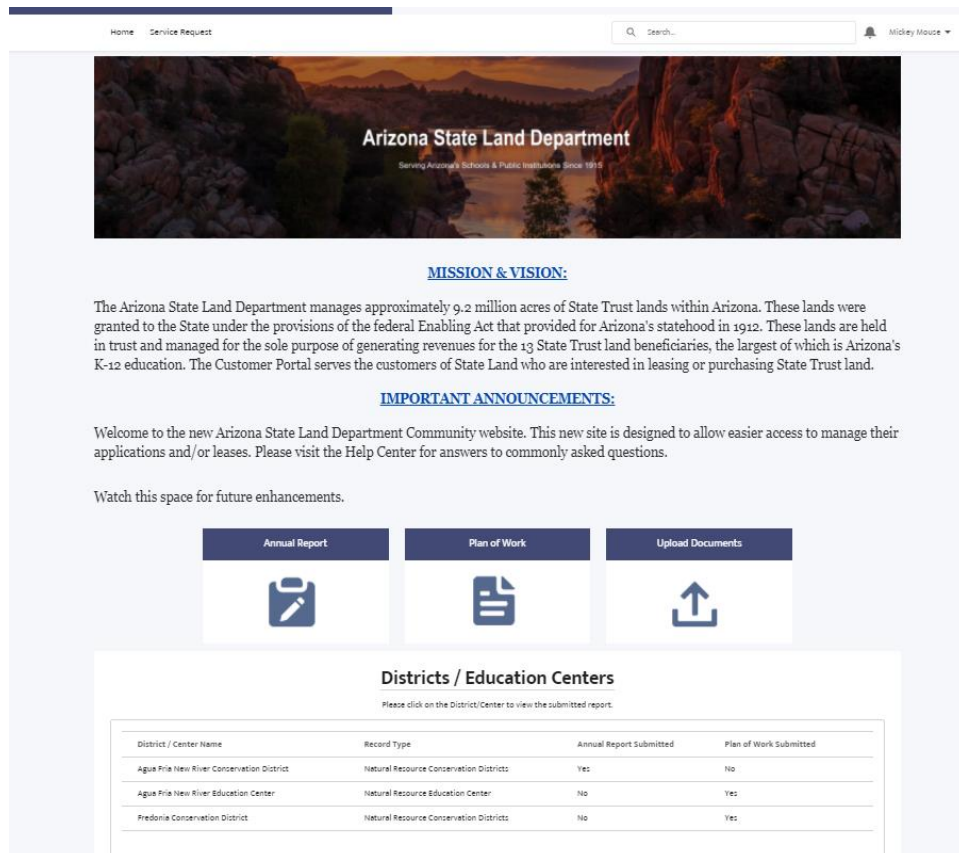
There will be a list of all the districts and ed centers that this email address is associated with. If you see any problems at this location, please contact Jackie Thomas.

Districts / Education Centers

Please click on the District/Center to view the submitted report.

District / Center Name	Record Type	Annual Report Submitted	Plan of Work Submitted
Agua Fria New River Conservation District	Natural Resource Conservation Districts	Yes	No
Agua Fria New River Education Center	Natural Resource Education Center	No	Yes
Fredonia Conservation District	Natural Resource Conservation Districts	No	Yes

In the future, to access the NRCD Community Portal go to https://land.az.gov/nrcdresources

2. How do I make my selections in the areas that require me to choose from a list of options?

On the left column, underneath 'Available,' click the selection to highlight the text. Click on the dedicated right arrow (between the boxes) to move the selection to the right column underneath 'Selected.'

You may also move a selection from the 'Selected' column to the 'Available' column, by highlighting the text on the right side, clicking the dedicated left arrow (between the boxes), to move the selection underneath the 'Available' column.

3. How do I upload documents to the Annual Report/Plan of Work?

    a. If you already have a document, photo, signature form, or disclosure statement to upload, click the upload file button.
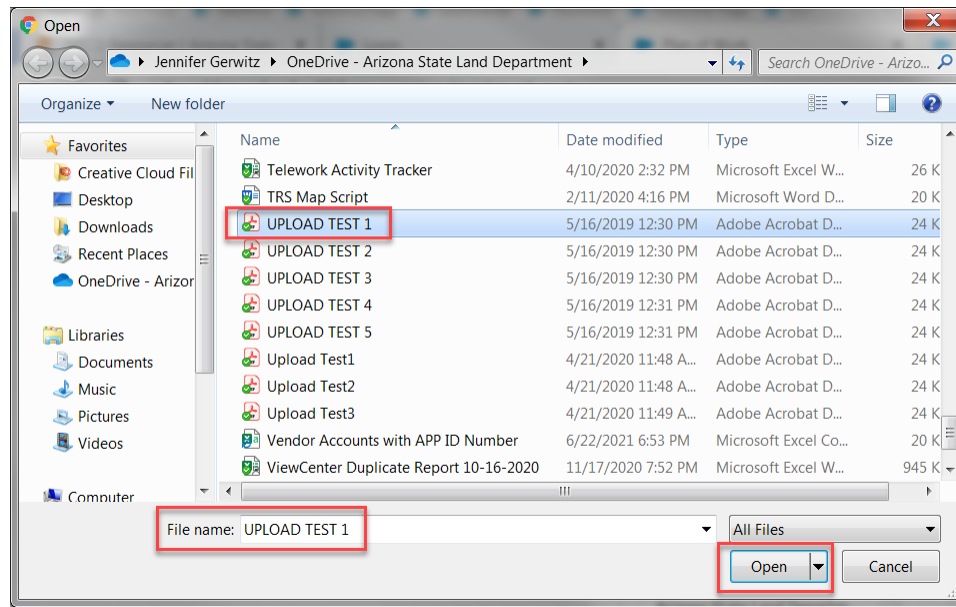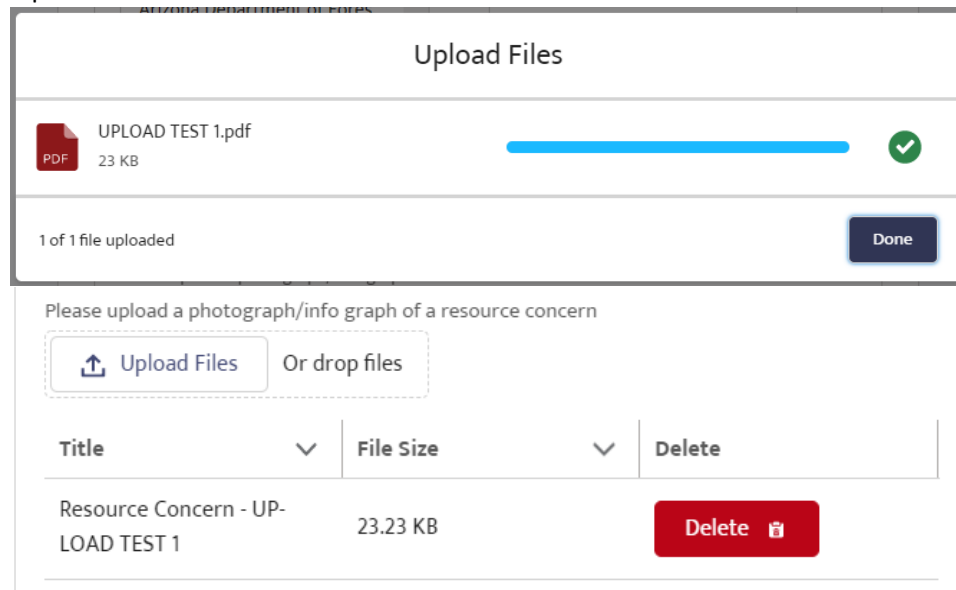

        i.
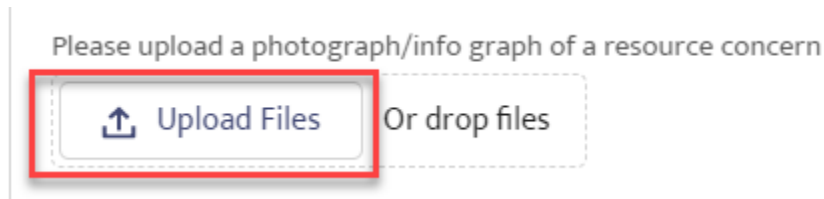
    b. A pop-up window appears, and you can select the file to upload from any location on your computer.

        i.
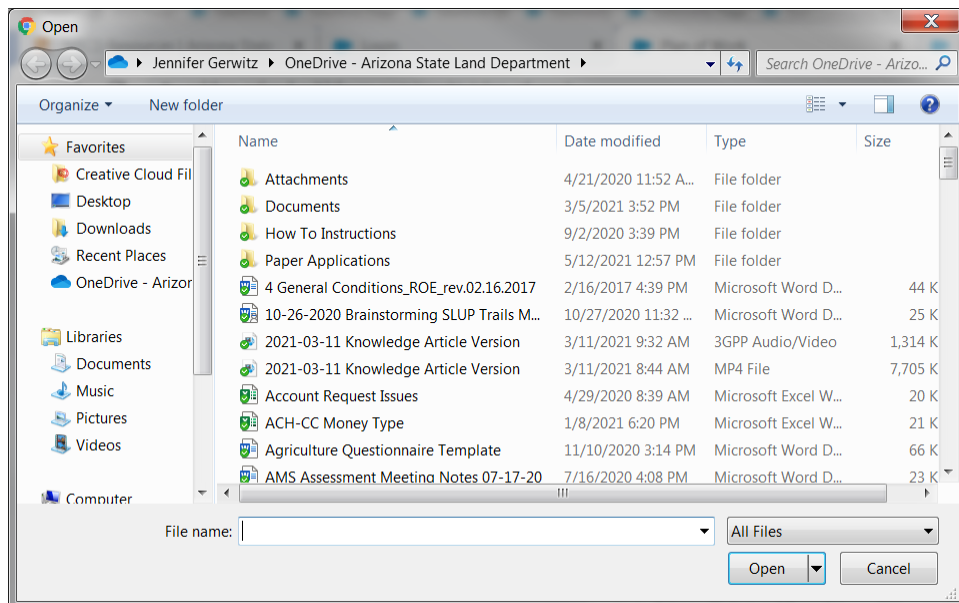
ii.

c. Once you have a file selected click 'open' and a pop-up box will appear. Select 'done;' to add it to your report.

i.

ii.

d. You can add and delete as many files as you like. However, if this is a mandatory box (there's a red asterisk), a document must be attached before submission can be completed.

4. How can I read all of my responses to the questions?

First prepare the document for printing. Work off the final document and enlarge the boxes that contain a significant amount of text. To do so move the cursor to the corner of the box and drag the box until you can see everything you have written out. The box will remain enlarged.

What type is this?
- ● Natural Resource Project
- ○ District Program

What is the title for this project/program?

> Title for Project

Describe in two to three sentences, the goals for this project/program area

> Goals for the project or program

i.e. Project: Reduce soil loss and improve water quality in the Little Colorado River watershed by November 2021. Program: Facilitate a workshop on range land improvements.

Describe the project/program specific measurable objectives

> Project or program measurable objectives

i.e. Project: Restore 11 acres in the Little Colorado River watershed by November 2021. Program: Facilitate a total of 3 workshops in the District by November 2021.

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i.e. Project: Restore 11 acres in the Little Colorado River watershed by November 2021. Program:

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5. How do I print my document before submission?

For the Annual Report (Page 5) or the Plan of Work (Page 6) there is an opportunity to review all your responses to the questions and print the responses. The title of the page is 'Please review your response.' You can either print the page to a printer or save the page as PDF to your computer.

    a. Using the keyboard, type 'Ctrl' and 'P', to bring up the printing prompt. You can choose to save the document as a pdf or print.

        i. Printer:

ii. PDF:

6. **Will my work be automatically saved?**

No, you are required to click 'save and resume later' or 'save and next' at the bottom of each page for all information entered to be saved. Therefore, each document has a limited amount of data required on each page so that if something catastrophic happens, substantial amounts of data will not be lost.