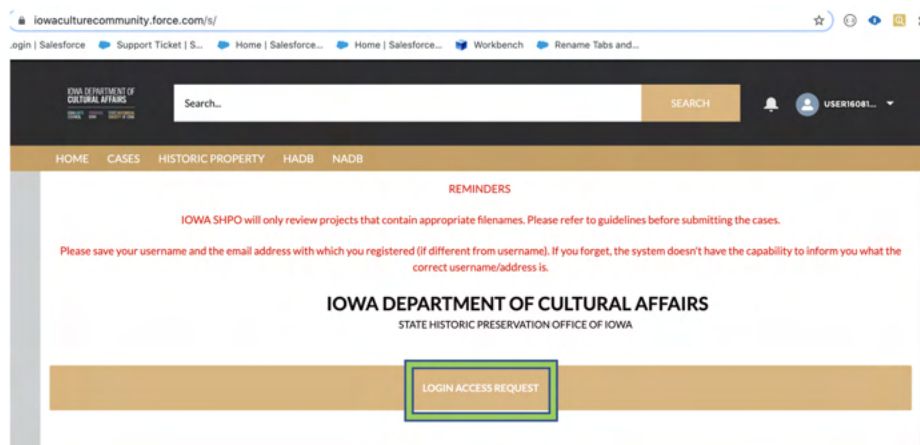


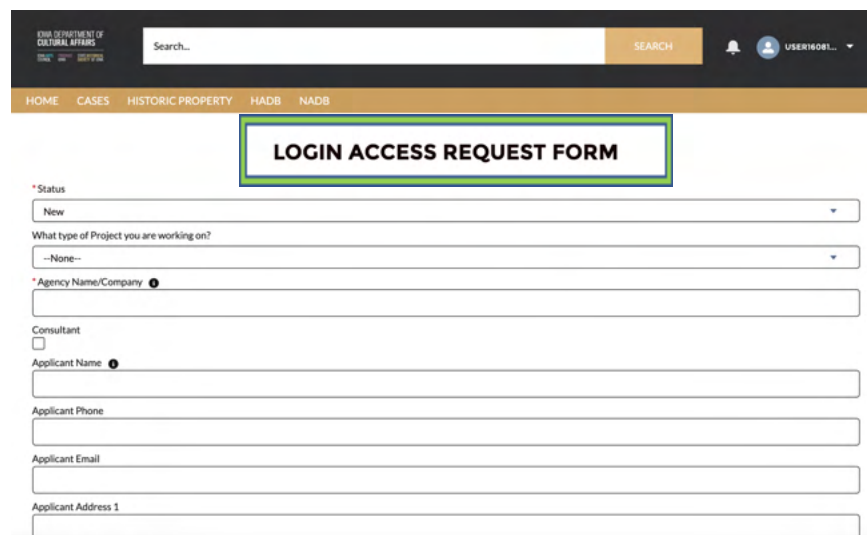
NATIONAL REGISTER NOMINATION PROJECT

You will need to create a Case whenever you would like to submit a **National Register Nomination Project**.

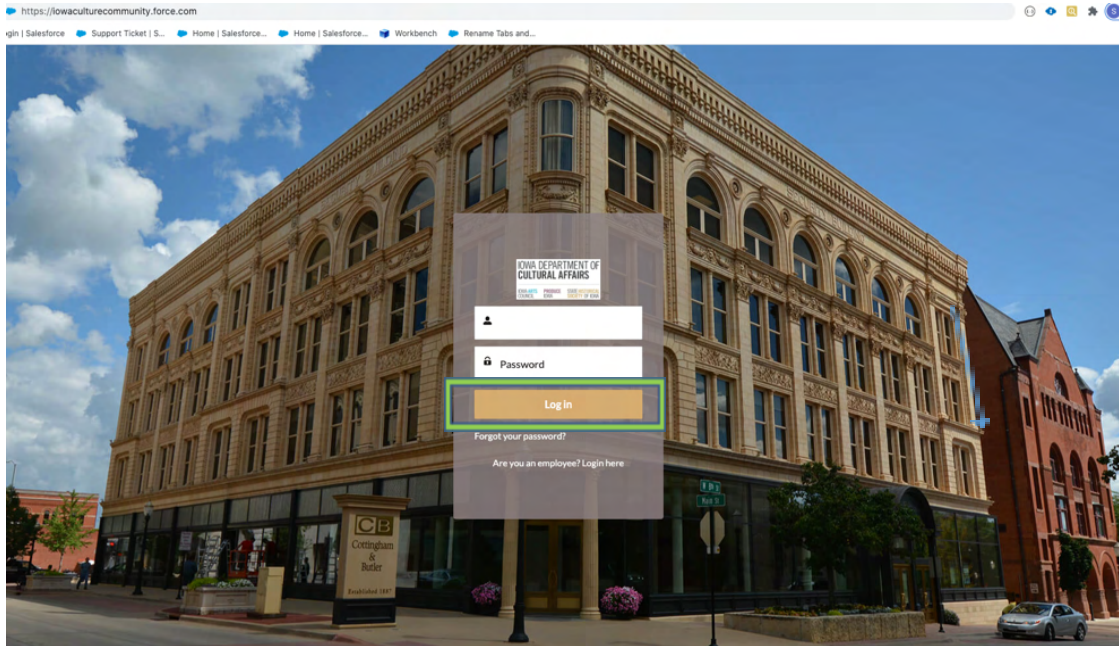
1. First, you will need to navigate to the Community webpage.
 - a. Go to <https://iowaculturecommunity.force.com>



2. Click on Login Access Request.
 - a. Please fill the Login Access request form to get access to the community page.

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the Iowa Department of Cultural Affairs website. The form is titled 'LOGIN ACCESS REQUEST FORM' in a blue box. It contains several fields: a dropdown menu for '* Status' with 'New' selected; a dropdown menu for 'What type of Project you are working on?' with '--None--' selected; a text input field for '* Agency Name/Company'; a checkbox for 'Consultant'; a text input field for 'Applicant Name'; a text input field for 'Applicant Phone'; a text input field for 'Applicant Email'; and a text input field for 'Applicant Address 1'. The form is set against the same website background as the previous screenshot.

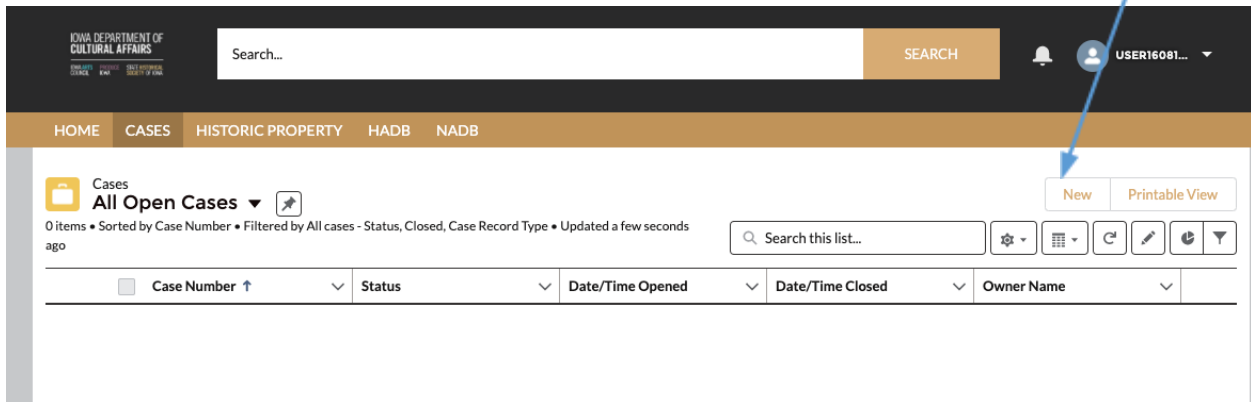
3. Enter the username and password that you have been emailed and click Log in



4. Then, you will need to navigate to the **Cases** tab.

- a. Click on the Tab Launcher
- b. Select the **Case**

To create a New case click "New"



5. A list view will be displayed, where you can see previous cases that you have worked on. To create a new Case, click on the **“New”** button in the upper righthand corner.

6. Once you have clicked **“New”**, you will be prompted to choose the Case Record Type, which indicates which type of Case you are creating.

- a. Click on **National Register Nomination Project**.
- b. Click **Next**

New Case

Select a record type

- Federal Tax Credit Project
- National Register Nominations
- Request Login Access
- Section 106
- State Tax Credit Project
- Technical Assistance

7. User should be presented with the screen with all the details about the new Project you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new Case.

8. Once all the fields are filled click **Save** under the **National Register Nomination Project**.

New Case: National Register Nominations

Property information

* Status
Draft

* Property Type
Available: Building, Object, Structure, Site
Chosen:

* Property Name

* Property Address

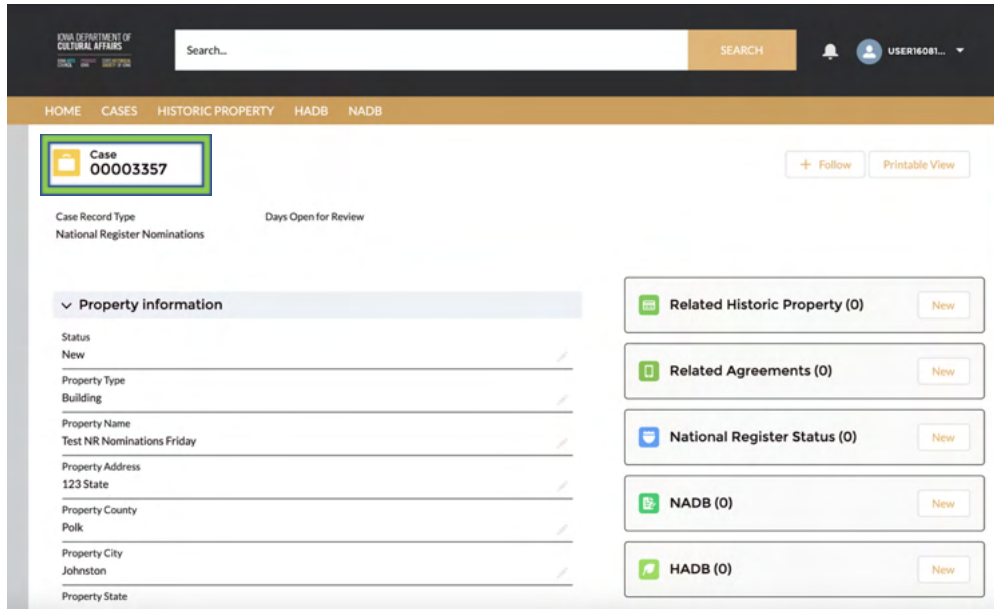
* Property County
--None--

* Property City

Property State

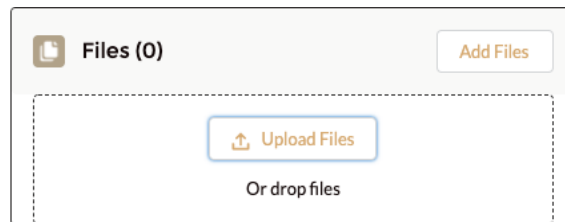
* Property Zip

Agency Name/Company



9. User is required to **Upload Files** - this is where the nomination draft and all photos should be submitted.

- a. Place nomination draft and all photos into a zipped folder. This is what you will upload to Salesforce.
- b. Click **Upload Files** on the right side on the Attachments section of the case page to upload the zipped folder of all nomination materials. Do not upload individual files.

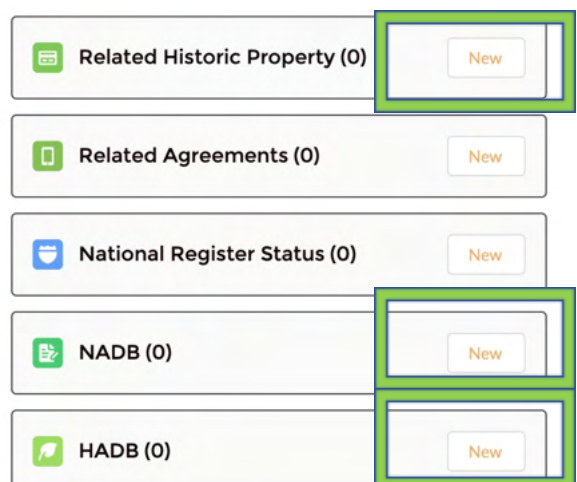


10. **Create a New Historic Property Record** by clicking **New**

- a. Search for Historic Property Records
User will be able to Search for **Historic Properties** in Search this list

11. **Create a New NADB form if you are providing a new archaeological survey report** by clicking **New**.

12. **Create a New HADB form if you are providing a new architectural survey report** by clicking **New**.



13. User will be able to Attach multiple Historic Properties and Search Historic Property related to the particular case under Related Historic Property Tab. Click Save

New Related Historic Property

Information

Related Historic property # Owner
Saikal Community user

Case

Historic Property

14. Community user will be able to create New **NADB** form Click Save

New NADB

NADB-Citation

NADB

R&C Number

Type

Case

Doc

Pubtype

Author1

15. Community user will be able to create New **HADB** form Click **Save**

New HADB

Details

HADB

Case

00003357

Historic Property

Search Historic Properties...

Title

HADB #

Source of Study

--None--

Source Reference #

Cancel Save & New Save

16. Once all the appropriate fields are completed (and saved) and all required Forms attached and saved.

a. Please Click **Submit for Approval** Tab.

HOME CASES HISTORIC PROPERTY HADB NADB

Case 00003419

+ Follow Printable View **Submit for Approval**

Case Record Type: National Register Nominations Days Open for Review

Property information

Status: Draft

Property Type: Building

Property Name: Test Property

Property Address: 123 Test Address

Property County: Adair

Property City: Des Moines

Property State: Iowa

Related Historic Property (0) New

Related Agreements (0) New

National Register Status (0) New


NADB (0) New

HADB (0) New

Submit for Approval

17. **National Register Nominations Project** case "Submit for Approval" notifies IOWA SHPO team that your project is ready for review.

Comments



Cancel

Submit