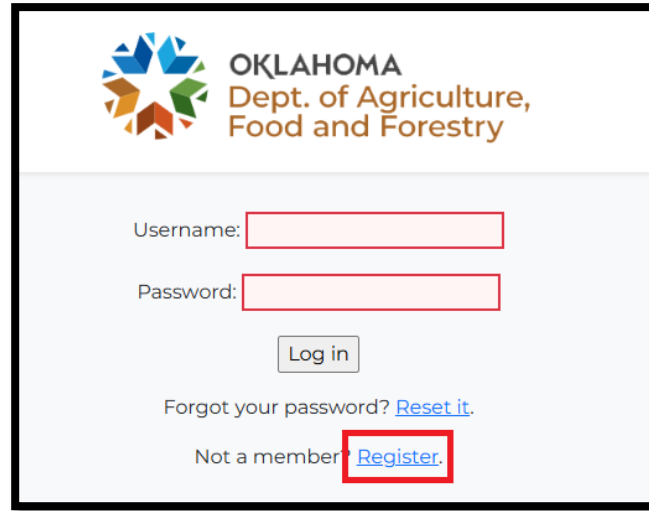


Sensitive Crop Registry Guide

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1.) Navigate to the Sensitive Crop Registry site by clicking [here](#) or copy & paste the following URL into a web browser: <https://odaff-django.csa.ou.edu/accounts/login/>

- The site looks like the image below:

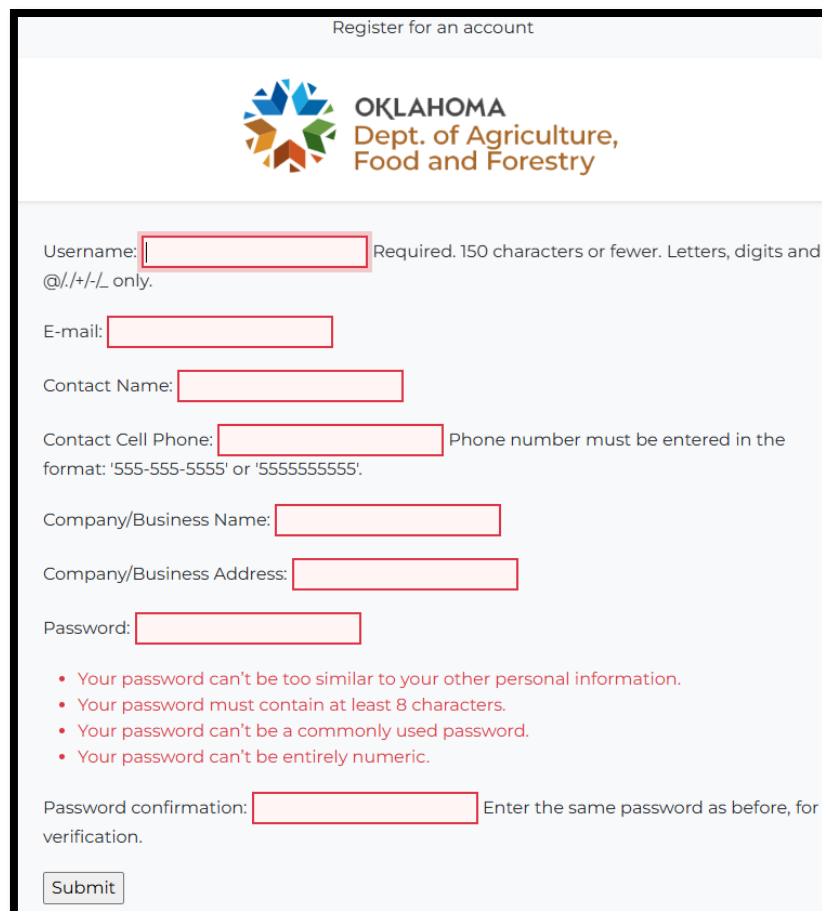


The image shows the login page for the Oklahoma Department of Agriculture, Food and Forestry. At the top is the department's logo, which consists of a stylized star made of colorful triangles. Below the logo is the text "OKLAHOMA Dept. of Agriculture, Food and Forestry". The main section of the page is a light gray box containing the login form. It has two input fields: "Username:" and "Password:". Below these fields is a "Log in" button. Underneath the button, there is a link that says "Forgot your password? [Reset it.](#)". At the bottom of the form, there is a link that says "Not a member? [Register.](#)". The "Register." link is highlighted with a red rectangle.

2.) If you have an account, sign in. If you have not set up an account, please click “Register”.

- The registration page will look like the image below.

Note: this account is not associated with any licensing or other ODAFF or OMMA registration.



The image shows the registration page for the Oklahoma Department of Agriculture, Food and Forestry. At the top, it says "Register for an account". Below this is the department's logo and name. The main section is a light gray box containing the registration form. It has several input fields: "Username:" (with a note: "Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only."), "E-mail:", "Contact Name:", "Contact Cell Phone:" (with a note: "Phone number must be entered in the format: '555-555-5555' or '5555555555'."), "Company/Business Name:", "Company/Business Address:", and "Password:". Below the password field, there are four red bullet points listing password requirements: "Your password can't be too similar to your other personal information.", "Your password must contain at least 8 characters.", "Your password can't be a commonly used password.", and "Your password can't be entirely numeric." Below these requirements is a "Password confirmation:" field with a note: "Enter the same password as before, for verification." At the bottom of the form is a "Submit" button.

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- Username requirements: Can contain Letters, digits, and only the following special characters @/./+/-/
 - Please use correct and real email address. This email will receive important information regarding the sensitive crop viewer and registry.
 - Enter the contact phone number as **10 digits** using **one of these** formats:
 - 405-555-5555 (with dashes '-')
 - 4055555555 (without dashes)
 - Password requirements:
 - Needs to be at least 8 characters long.
 - Cannot be entirely numeric.
 - Once you hit "Submit", you will receive a **confirmation email** to the email provided during registration. Complete registration by following the instructions in the email you received from: no-reply@csa.ou.edu
- 3.) Once registration is complete, you can login to the Sensitive Crop Registry and register your crop(s)
- Fill in the Username and Password with the credentials you created when registering as a new user.
 - **Forgot your password or username? click "Reset it" and enter the email address you used to register your account to receive an email with instruction to reset your password.**
- 4.) Filling out the Sensitive Crop Registry Form.
- Once logged in, the information you used to create an account will pre-populate the form.

The screenshot shows a web form for the "Environmentally Sensitive Area Registry" under the Oklahoma Department of Agriculture, Food and Forestry. At the top, there is a logo and the department name. Below this is a navigation bar with "Reset" and "Saved" links. The main heading is "Environmentally Sensitive Area Registry". The form contains three input fields: "Company/ Business Name:" with the value "test_user", "Contact Name:" with the value "ODAFF_test", and "Contact Cell Phone:" with the value "123-123-1234". A "Logout" button is located next to the phone number field.

OKLAHOMA
Dept. of Agriculture,
Food and Forestry

Reset Saved

Environmentally Sensitive Area Registry

OKLAHOMA
Dept. of Agriculture,
Food and Forestry

Environmentally Sensitive Area
Registry

Company/ Business Name:*

test_user

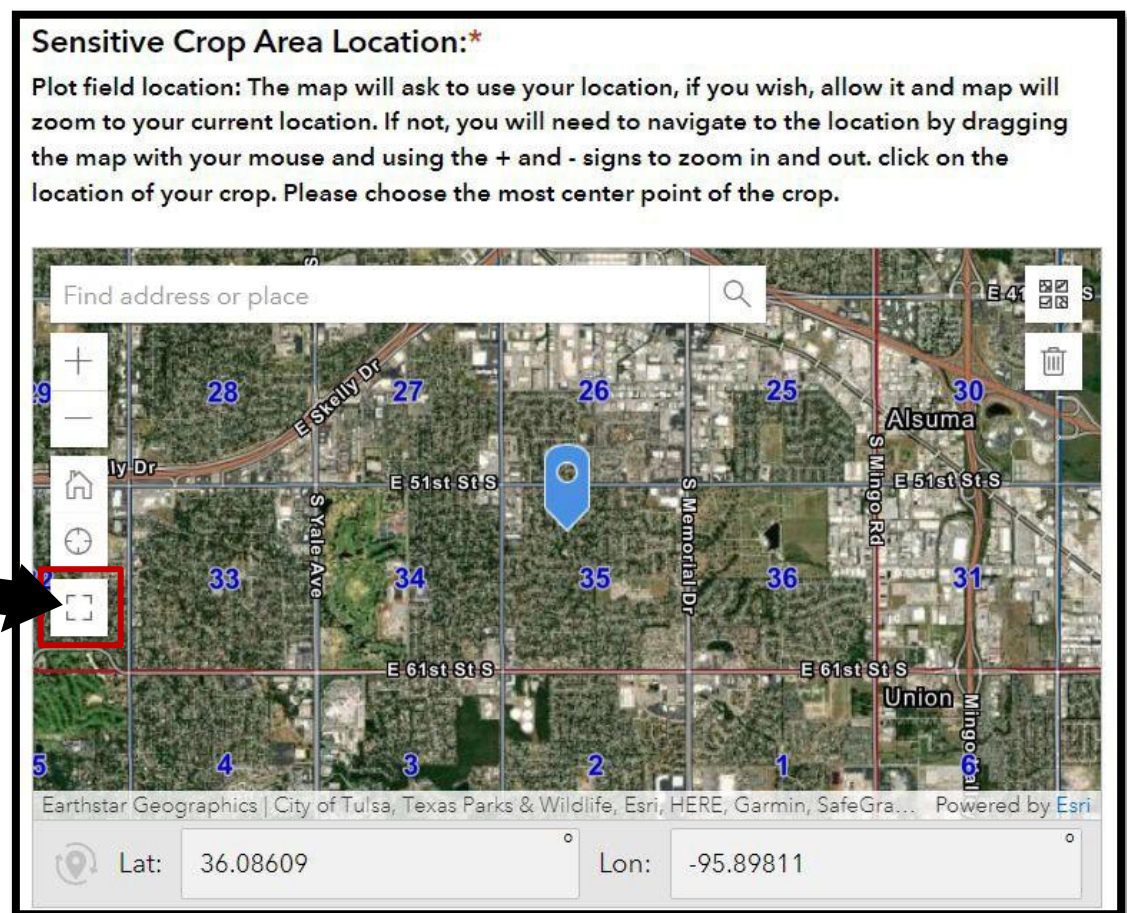
Contact Name:

ODAFF_test

Contact Cell Phone:

123-123-1234 Logout

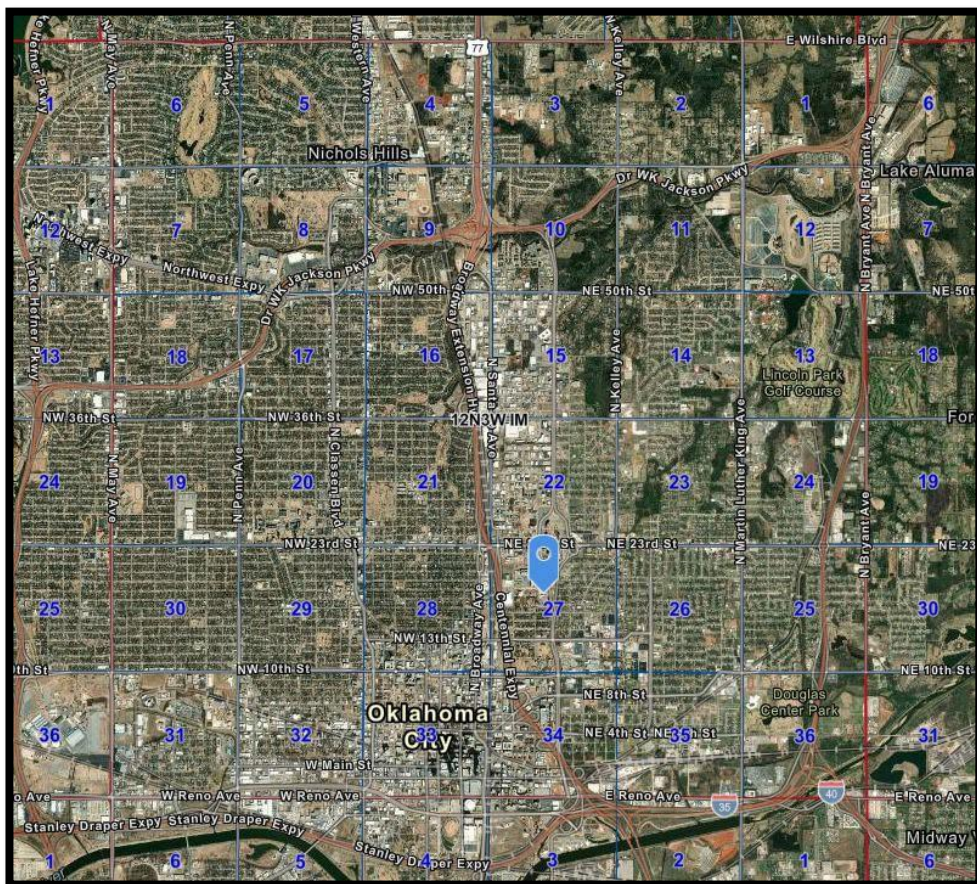
- Please fill the form out in its entirety.
- Sensitive Crop Area Location Question:
 - Your computer or device may request to access your location. Approve this request if you would like the map to find your location.
 - To navigate to the location of your field, drag the map with your mouse. To zoom in and out of the map use the + and – signs the left of the map.
 - You can also type your address or lat/long in the address bar to find your location
 - Please choose the center most location of your field.



Please note: The dropped pin on the map in these instructions is a fake location.

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- **Notice:** As you zoom in and out of the map you will see red and blue lines appearing as seen in the picture to the left. These are Section, Township, and Range lines.
- Township and Range are in black letters with a white outline.
- Section numbers are in blue.

- 5.) When entering the **acreage** please enter either in decimals or whole-numbers only.
- 6.) Once the form is filled out in entirety click “**Submit**”.

7.)

If you have more than one crop, please submit a new form for each crop! Click “here” to be taken back to the form.

Choose “Sensitive Crop Viewer” if you would like to see the crops submitted.

Lastly, click logout button that hovers on the bottom of the screen