

Welcome to SiteWatch!

SiteWatch Applications are available through the SiteWatch Online Reporting Database (SWORD). You will be asked to sign an [Application Agreement](#) and [Code of Conduct](#) electronically (previews are linked or Google: SiteWatch NM and navigate to “programs”). To keep your personal information secure, SiteWatch will no longer accept electronic copies in any format other than through SWORD. Your initial login to the system used for applications is the same one used by all site monitors for reporting. If you do not have email or simply prefer, you may fill out, and sign [a paper application](#), which you can submit through the US Mail. Your application will be entered into the SiteWatch Program by HPD staff as soon as they are able.

To Register: Navigate to:

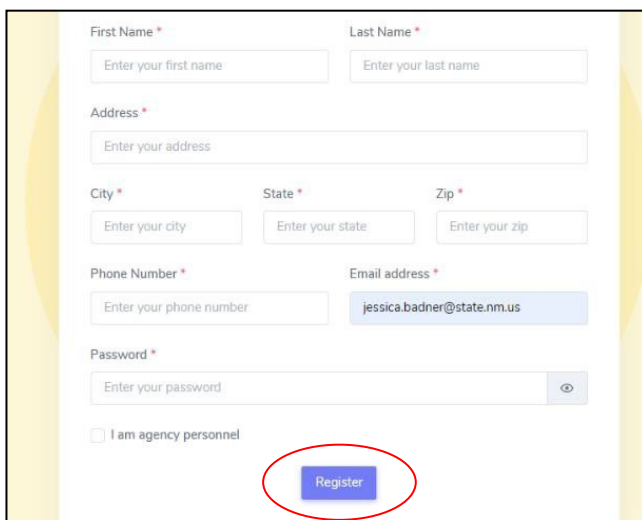
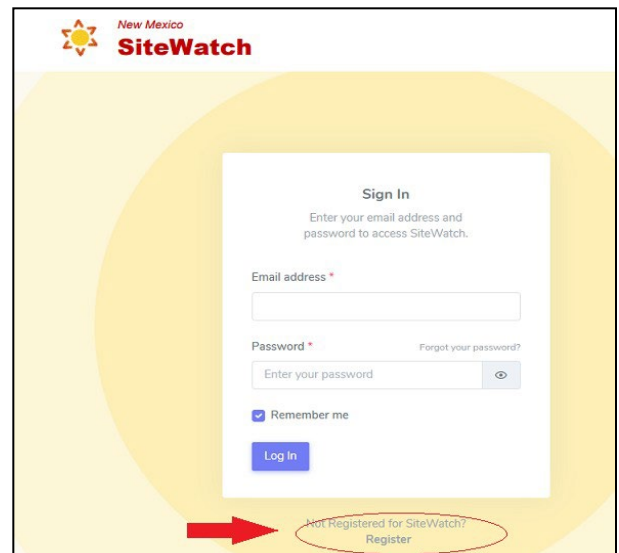
<https://sitewatch.nmhistoricpreservation.org/login>

1) At the bottom of the screen select “Register”.

Each applicant will need their own email address.
Your email is linked to password recovery.

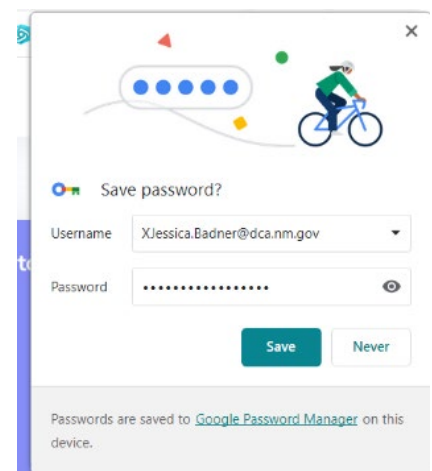
Passwords must be at least 12 characters with at least 1:

- CAPITOL letter
- Number
- Special symbol -!@#%&*



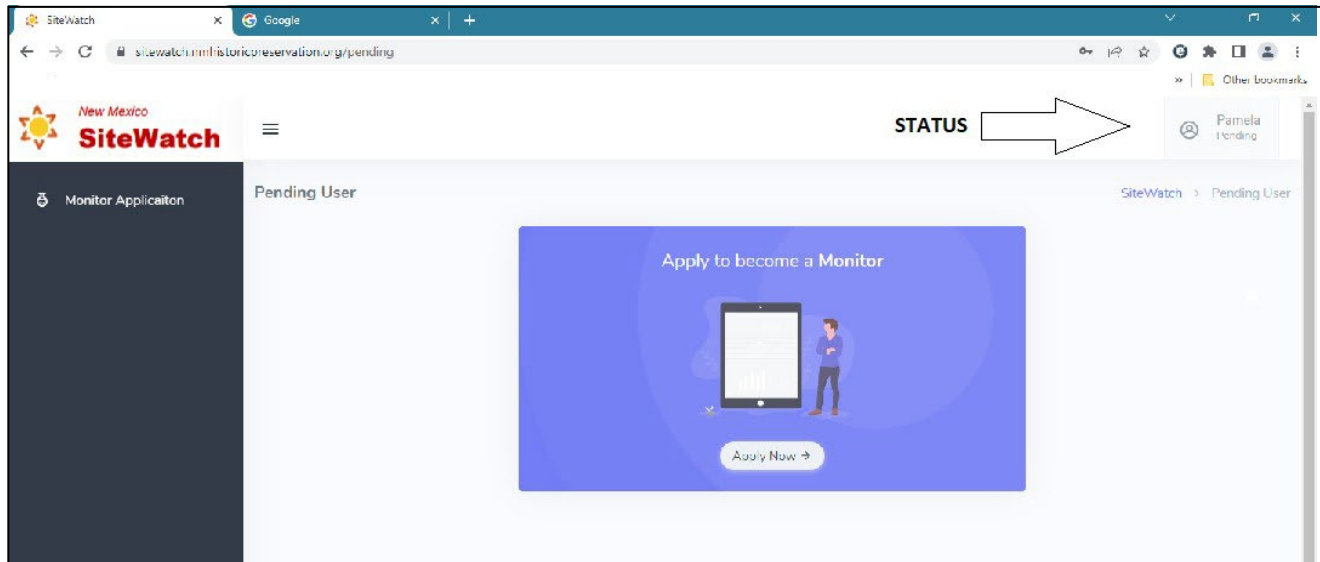
2) You will be prompted to enter your information. All fields are required. After selecting “Register” You may choose to fill out the application immediately or to log on later.

Hint: If your application asks to save your password do so.



Application:

Select "Apply Now": **You must fill out the application in one session. Do not refresh the application, you will lose your work.** Application status will be visible whenever you log in. Your user profile is with status at the top right of the screen.



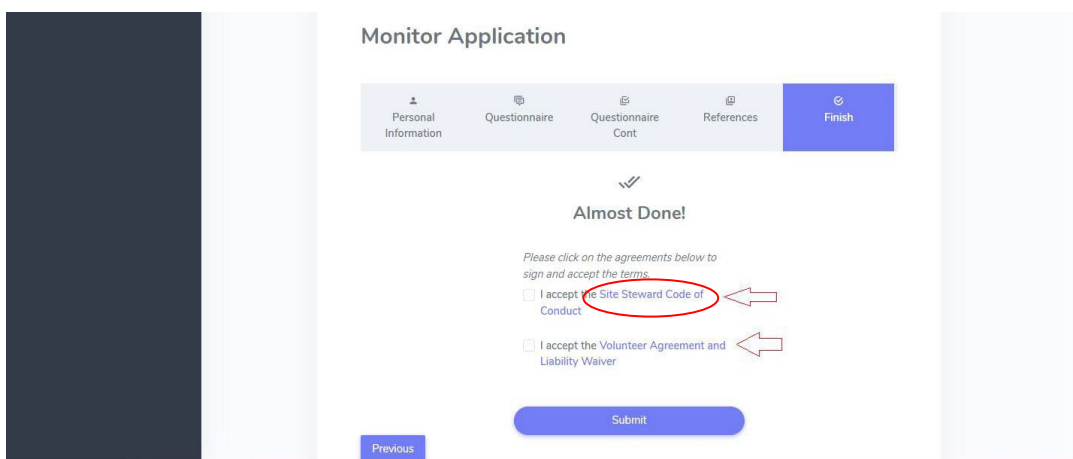
Search engines and iPads

For best results make sure your search engine has been updated. The application has some quirks in Safari and on an iPad. In Safari, you may have trouble accessing signature forms at the end, make sure pop-ups are not blocked. On iPad, if the signature field is not visible, try changing the orientation of the display. HPD recommends using an alternative search engine if you have problems.

The application will automatically guide you through the required fields. But you can also move through sections by highlighting the tabs at the top of the application. **You can skip to the "Finish" tab and try signing forms to predict any issues.** You are able to look at the document without a test.

To select each document, click on the link in **PURPLE**

Read the Volunteer Application Agreement and Liability Waiver and Code of Conduct carefully.



The program will not allow a signature until you have scrolled all the way down through the document.

Terms & Conditions

Stewards are guided by this Code of Conduct, the Site Steward's Handbook, and by procedures established by the agency of jurisdiction, the SiteWatch Coordinator, and the Historic Preservation Division (HPD).

- Stewards comply with all Federal, state, and local historic preservation (antiquity) laws and regulations. These laws guide procedures established by the agency of jurisdiction, the SiteWatch Coordinator, and the Historic Preservation Division (HPD). In any activity not regulated by law, stewards are also guided by this Code of Conduct.

If you agree to sign electronically please enter your information and press sign.

Volunteer Name _____ Date _____

You must read through the full document before you can sign

Close I do not agree to sign electronically Sign

Sign by typing in your name.

Terms & Conditions

If you agree to sign electronically please enter your information and press sign.

Volunteer Name Date

Close I do not agree to sign electronically Sign

Accept the terms and select "submit" . **NOTE: Once you submit your application you will not be able to edit it.**

Almost Done!

Please click on the agreements below to sign and accept the terms.

- I accept the Site Steward Code of Conduct
- I accept the Volunteer Agreement and Liability Waiver

Submit

Previous

Questions:

Q. Why do I have to Log In just to fill out an application?

A. Unfortunately, bots on the web regularly enter junk information on electronic forms. SiteWatch can't manage the volume of potential junk applications created by this.

Q. Why won't you accept email applications?

A. SiteWatch needs to distribute your application to chapter coordinators and agency personnel. Sending your personal information through email does not comply with state standards for information security.

Q. We are a married couple; we will be monitoring together. Why do we need separate email accounts?

A. If you need a password reset (which let's face it, most of us do) the feature will not work with two associated names. SiteWatch also tracks individual volunteer hours through your account. A quick google of "free email accounts" should provide you with numerous options and support for adding an account that you can live with.

Q. We are a married couple. The application information is redundant, why do we have to fill out individual applications?

A. For the same reason you both individually sign legal documents.

Q. I don't have email/ a computer. Now what?

A. Computer access is available at most libraries and there are numerous providers of free email accounts. The site is also configured for smartphones and tablets. Site Monitoring requires you to complete a report, take photographs, and submit time and mileage information. Applicants without web addresses must be supported by their local chapter coordinator, who is also a volunteer. They will be responsible for entering your report into the system and will decide if they are able to accommodate you.