



# Nutrient Management Program Online Plan Writing Module Steps for Account Creation

Virginia Nutrient Management plans can be written using an online platform through the DCR's Conservation Application Suite (CAS) called the Module. This is a web-based software program that allows certified Nutrient Management Planners to map fields using an ArcMap like featured that will automatically clip all soils data related to that field. From there information related to soils reports, crops, animals, and nutrients can be entered into the fields. The information is all stored on a secure server and can be accessed and updated easily.

To join this plan writing platform please contact the Nutrient Management Training and Certification Coordinator (NMTCC), Stephanie Dawley at [Stephanie.Dalwey@dcr.virginig.gov](mailto:Stephanie.Dalwey@dcr.virginig.gov) or at 804-382-3911.

The steps below are an outline of the process to gain access to the Module.

1. Complete a 45 minute webinar on internet and computer security. This is taken by any person wanting access to a state server. The webinar is currently hosted by KnowBe4. You will be assigned a login to KnowBe4 once you have contact the DCR with interest in using the module.
2. Complete and sign a CAS Access Request Form. This is emailed to you after you have completed the KnowBe4 computer security webinar. The form is emailed back to the NMTCC.
3. A login to the Module will be emailed from the DCR's Data Team!
4. Contact the NMTCC if you would like further information on the current training for the Module