



# **Adopt-A-Highway Program Online Application Instructions**

**[www.stlouiscountymn.gov/aah](http://www.stlouiscountymn.gov/aah)  
218-625-3860**

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## Introduction

Welcome to the St. Louis County Adopt-A-Highway Program! The Adopt-A-Highway program is now managed through an online application. All groups must use this application to adopt a highway segment, schedule clean-ups and report clean-ups to St. Louis County. This instruction manual provides an overview of how to use this application.

The Adopt-A-Highway application is available at [www.stlouiscountymn.gov/aah](http://www.stlouiscountymn.gov/aah).

## Adopt-A-Highway Map

The Adopt-A-Highway application features a “live” map of available and unavailable highway segments to adopt. The highway segments are color coded; blue segments are available and orange segments are not available. If a segment is not available, your group may add itself to the waiting list for that segment. Waiting periods are an unknown length of time.

To access the Adopt-A-Highway map, log onto the St. Louis County Adopt-A-Highway application at [www.stlouiscountymn.gov/aah](http://www.stlouiscountymn.gov/aah) by clicking on the blue “St. Louis County Adopt-a-Highway Mapping Application” button. When the app opens, click on the “Map” icon in the welcome screen. After you click on the “Map” icon, a help screen will appear. Click anywhere in the help screen to continue to the map. You can zoom and pan to view the highway segments in detail. You may also search for a highway segment using the search tool in the upper left hand corner of the map.

When you click on a highway segment, a dialog box appears that displays the road name, its availability status, the route number and length of the segment (Figure 1).

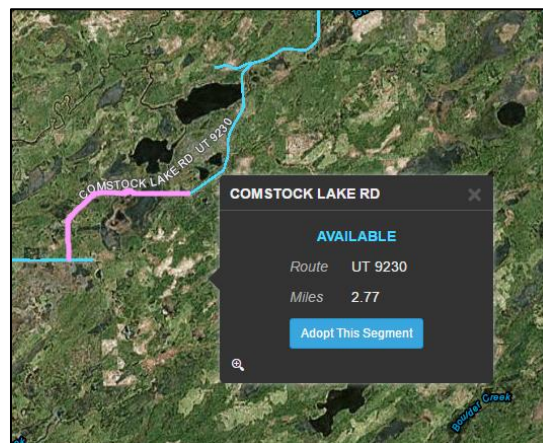


Figure 1: Adopt-a-Highway Segment Information

## New User Account Set-Up (For new groups that do not have an account)

You are required to have a user account to adopt a highway segment. Setting up a new user account is free! You must have a valid email account to create a user account.

To create a new user account, click on your desired highway segment on the map. If the segment is available, click “Adopt This Segment”. If the segment is unavailable, click “Add Name to Waiting List”. Enter the requested information in the dialog boxes and submit (Figure 2).

Register to adopt a highway segment

Group name\*

ST LOUIS COUNTY  
ADOPT A HIGHWAY  
LINE 1  
LINE 2

Indicate on the Sign Line One and Two below how you would like your group name to appear on the sign. Note: 20 character limit per line.

Sign Line One\*

Sign Line Two

Primary contact person (Admin)\*

Address 1\*

Address 2

City\*

State\*

ZIP Code\*

Email\*

Phone\*

Number of Vests\*

\* Required fields

Figure 2: Enter Your Group Information

Once your information is submitted, an automatic email is sent to the St. Louis County Adopt-A-Highway administrator notifying them to review your pending application to adopt a segment. After the Adopt-A-Highway Administrator approves your group application, you will

receive an automatic email notifying you that your group has been approved and accepted into the Adopt-A-Highway program. Remember, by joining the St. Louis County Adopt-A-Highway program, you agree to clean-up your segment at least two (2) times for every 12 month period. It is recommended that groups clean-up in the spring and fall. Cleaning your segment during these times makes it easier to view and clean-up litter.

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**Please note that each user account requires a unique email address. This means that if you want to adopt multiple segments, you will need to have the equivalent number of email addresses. For example, if your group wants to adopt three segments, you will need three unique email addresses. To meet this requirement, your group could create special email accounts through free online email providers or have different people within your group manage the adopted segments using their email addresses.**

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## Group Dashboard (For groups that have an account)

The Group Dashboard displays your group account information. You can manage your group, cancel your membership, add group members, communicate with the St. Louis County Adopt-A-Highway Administrator or group members, schedule your clean-ups and report your clean-ups all in the dashboard.

If your group has multiple people, it is recommended that you add your group members and their email addresses in the dashboard. This way when you schedule a clean-up, the clean-up date and description of the meeting location are sent through an automatic email to your group members.

To change the primary contact person, phone number, email and mailing address (group administrator), click “Edit Group Information” under the GROUP header (Figure 3).

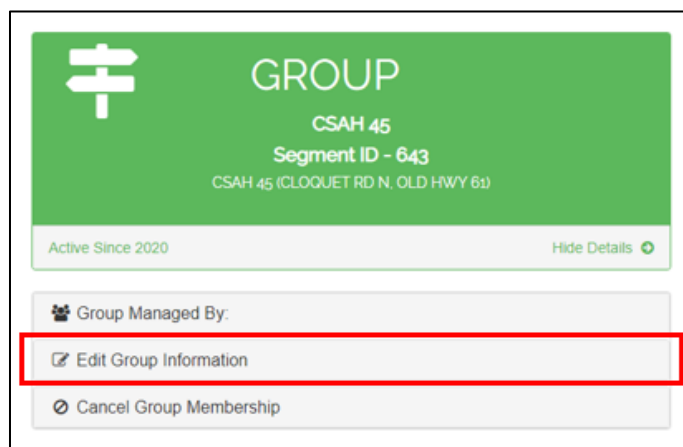
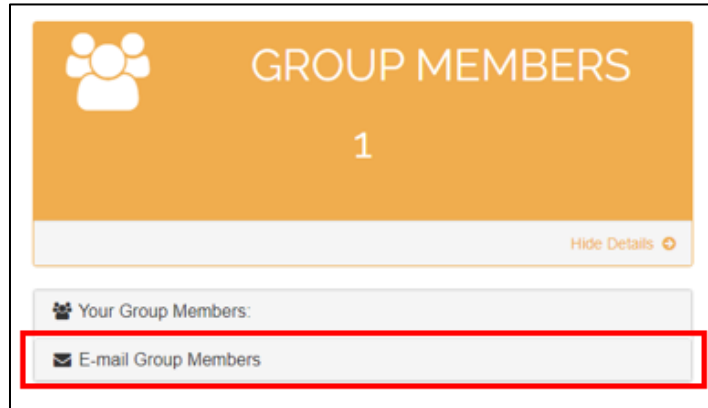


Figure 3: Edit Your Group Information

To change your account password, click on “Hello [your email address]!” in the upper-right corner of the screen. In the next screen, click “Change your password”.

To communicate with your group members individually or as an entire group, click “E-mail Group Members” under the GROUP MEMBERS header (Figure 4).



*Figure 4: Email Your Group Members*

## Schedule a Clean-Up and Report a Clean-Up

Your group must complete at least two (2) clean-ups for every 12 month period to maintain good standing with the St. Louis County Adopt-A-Highway program. The “clock” begins when your group is approved and resets every 12 months. The Adopt-A-Highway application uses scheduled clean-ups and reported clean-ups to track your group’s activity.

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**Please note your group must schedule clean-ups and report clean-ups through your Group Dashboard. Phone calls, emails or in-person reporting will not be accepted by St. Louis County. If you clean up the highway without reporting the clean-up, your group membership may be cancelled.**

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To schedule a clean-up, click “Schedule Cleanup for Later Date” under the CLEANUPS header (Figure 5). Be sure to add a description of the meeting location. When you click save, an automatic email will be sent to the group administrator and all the group members notifying them about the scheduled clean-up.

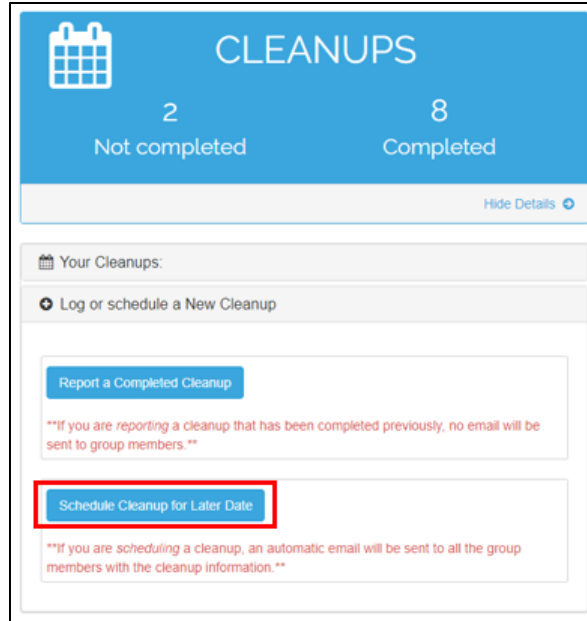


Figure 5: Schedule a Cleanup for Later Date

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**Please note, this email notification will only be sent to group members who have email addresses listed in your dashboard prior to scheduling a clean-up.**

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To report a clean-up that you had previously scheduled, click the “Complete Cleanup” checkbox for the scheduled clean-up that you would like to report to St. Louis County (Figure 6). The previously scheduled clean-ups are listed under the CLEANUPS header.

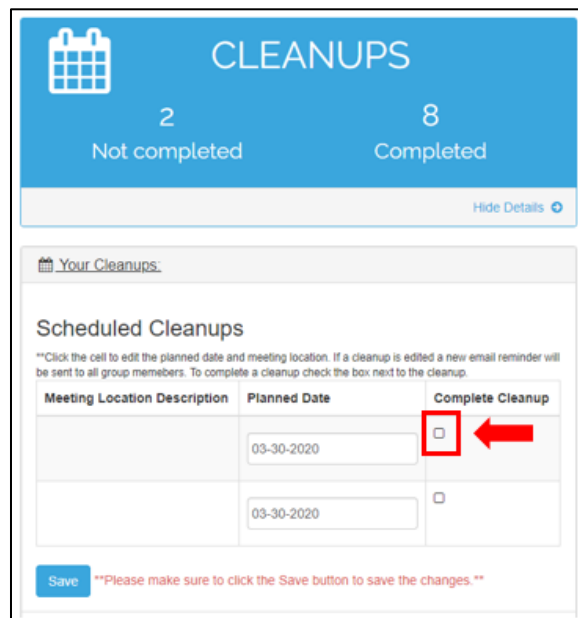


Figure 6: Report a Scheduled Cleanup

Enter the requested information and click save (Figure 7). If you want St. Louis County to pick up the garbage bags, be sure to select “Yes” and provide a description of the location of the garbage bags in your clean-up report.

The screenshot shows a dark-themed modal window titled "Complete the selected cleanup" with a close button in the top right corner. The form contains the following fields:

- Date Completed:** A text input field containing "03/30/2020".
- Estimated Hours to Complete Cleanup:** A text input field containing "2".
- Estimated Number of Garbage Bags Collected:** A text input field containing "2".
- Would you like St. Louis County to pick up the garbage bags?:** A dropdown menu with "Yes" selected.
- Garbage bag pick-up location description/Comments:** A text area containing "Bags are located at the North end of our segment next to our sign." with a small cursor icon at the bottom right.

At the bottom of the form are two buttons: "Close" and "Save".

Figure 7: Enter the Information for a Cleanup

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**Please note that the application will not let you report a clean-up until after the scheduled clean-up date has passed.**

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To report a clean-up that was not previously scheduled, click “Schedule Cleanup for Later Date” under the CLEANUPS header. Enter the requested information and click save. If you want St. Louis County to pick up the garbage bags, be sure to select “Yes” and provide a description of the location of the garbage bags in your clean-up report.

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**Please note that you do not have to schedule a cleanup in order to report a cleanup. Scheduling a cleanup is optional, but reporting a cleanup is required.**

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