

On-line Directory Instruction

To begin, contact the SD Dept. of Ag, Resource Conservation & Forestry Division (see RC&F link), you will be sent a user name (you will not be able to change that) and a temporary password to use the first time you log in to the site.

The first thing you need to do when logging in is to change your password. The new password

1. Must be 8 to 20 characters long,
2. Must contain at least one upper case letter,
3. Must contain at least one lower case letter,
4. Must contain at least one number.

This password should not be a word found in the dictionary, should not be your child's/spouse's name, birthdate, and should NOT be the same password you use for any financial institutions. You may be required to change your password periodically. Make the password something you can easily remember.

Example: hBtyhb2y. Can't remember that? Think of it this way – happy Birthday to you happy birthday 2 you. Please do not use this as your password. 😊

If you forget your password, we cannot recover it for you, but we can reset your password and send you the new one. That password will have to be changed when you log on.

You will only be able to make changes to your own district(s) information. However, you will be able to see, and print, the information for all districts. This directory will also be available to the public to view.

Things to note:

- Supervisor information should be his/her home address and phone number. Supervisors are elected officials and their information is public.
- Employee, advisor, and DC information will automatically fill in to be the district address and phone number.
- There is a place to enter a cell phone number. If you do not want your personal cell number available for the public to see, DON'T ENTER IT.

The following pages will give you step-by-step instructions to make changes.

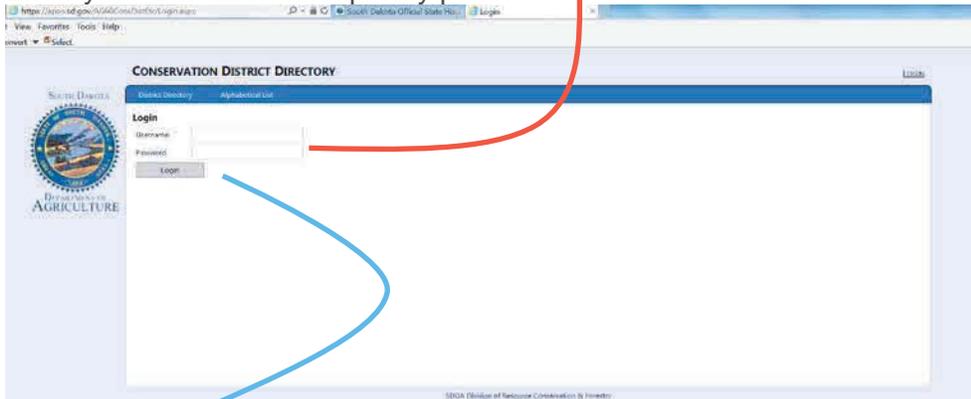
The link to the update page:

<https://apps.sd.gov/ag60consdistdir/>

Click on "Login"

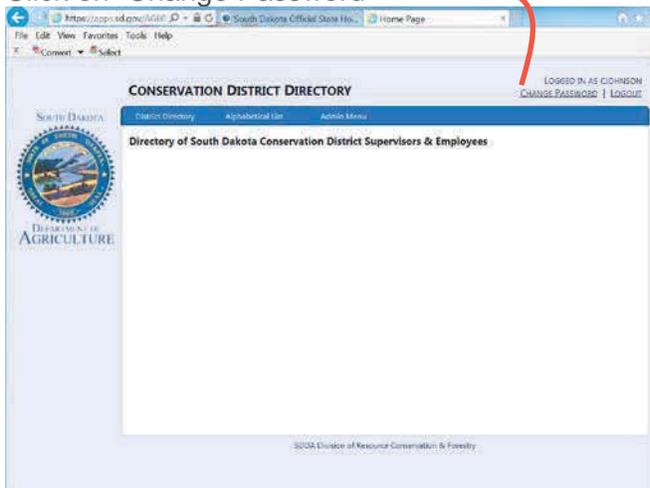


Enter your user id and temporary password:

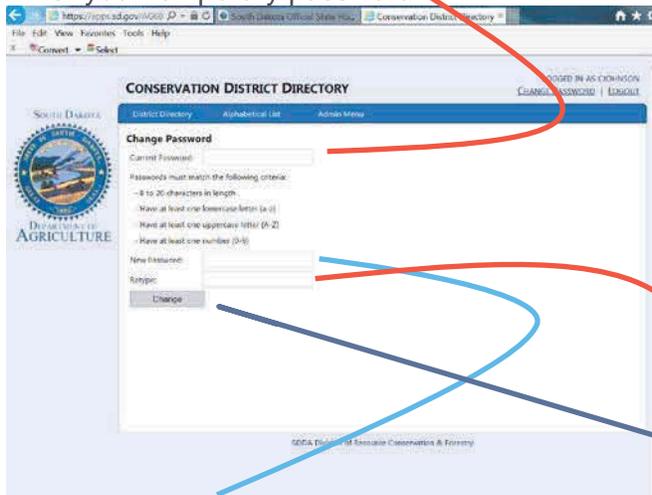


Click "Login"

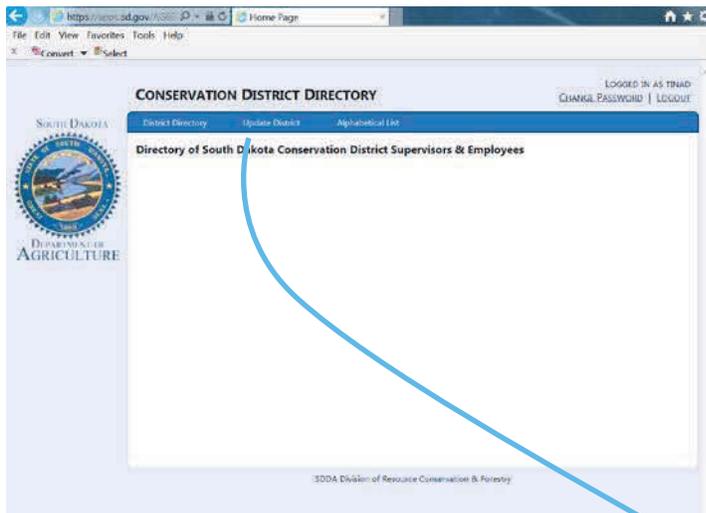
Click on "Change Password"



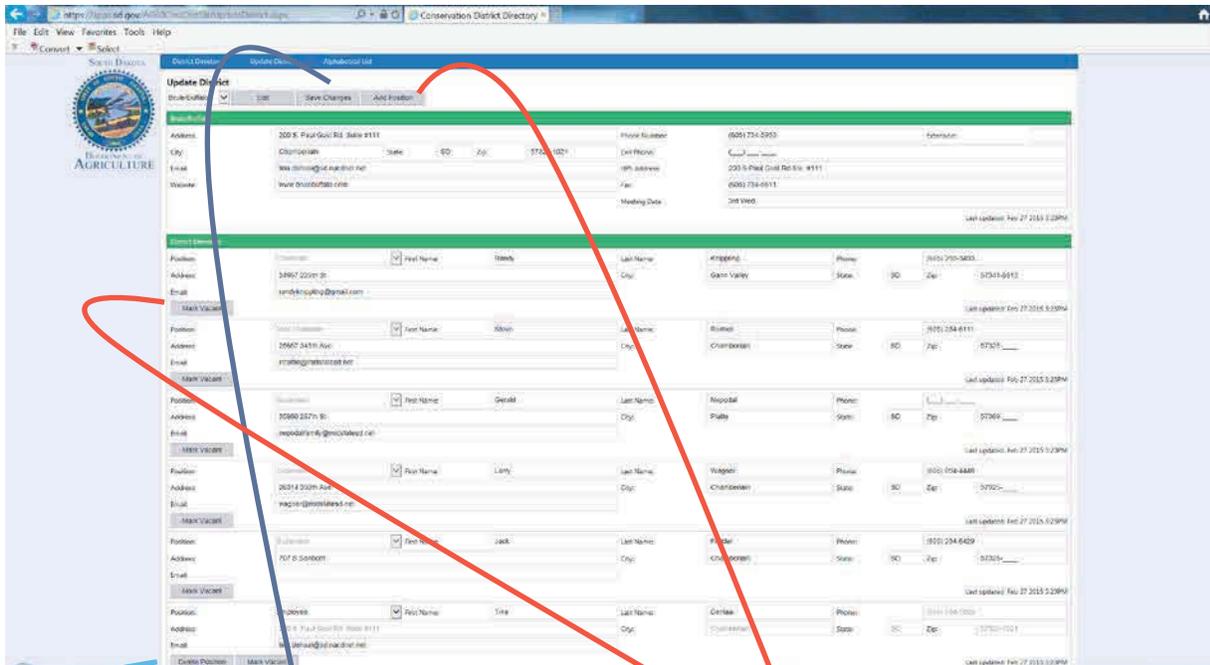
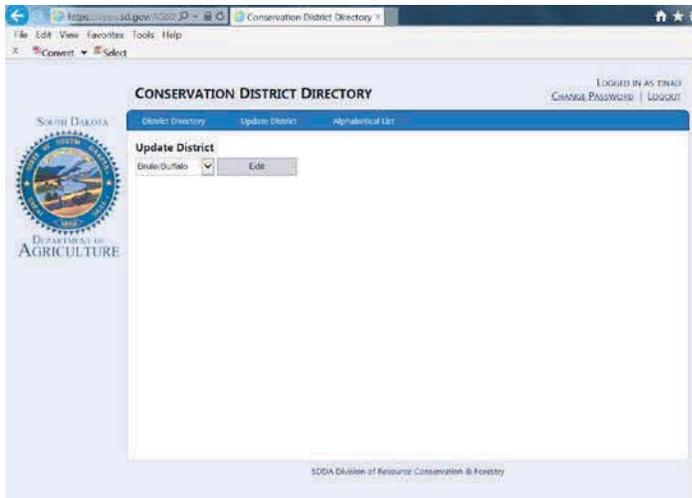
Enter your temporary password



Enter your new password. Confirm the new password. Click "Change"



To update your district information, click on "Update District." Only YOUR district(s) will appear in the dropdown menu. Click on "Edit"



You will not be able to delete a supervisor position – you will mark it as vacant until someone is appointed to fill that spot. To mark it vacant, click the “Mark Vacant” gray box under the information for the vacant position. If the supervisor has been replaced, change the name, address, and phone number to the new information.

To add an additional employee or advisor, click on “Add Position”

To delete an employee or advisor click on “Delete Position” but only if you will not be filling the position (when one employee leaves and another will be hired). If it’s only temporarily vacant, mark it as vacant.

Make sure you click on “Save Changes” before you log out, or your changes will be lost