

Water Use Reporting (WUR)

-External User Manual-

-Alberta Secure Access Service (ASAS)

Registration -

- Water Use Reporting (WUR)

Enrolment -

February 2006

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I. Introduction

Alberta Environment is providing this web site to enable water license holders to report on their water use in support of *Water for Life: Alberta's Strategy for Sustainability*.

Water for Life, developed in consultation with Albertans, is the Alberta governments comprehensive strategy for addressing water management concerns and for ensuring we have an effective and sustainable way of conserving, managing and protecting water supplies to preserve the environment while maintaining a high quality of life for Albertans.

Water for Life outlines specific outcomes, strategies and actions to address the province's water issues. One key action identified to achieve the outcome of “*maintaining a reliable, quality water supply for a sustainable economy*” is:

Establish a system to collect better information on actual water use by license holders and report actual water use by all sectors on an on-going basis.

To achieve this goal, Alberta Environment has implemented an electronic Water Use Reporting system (WUR). WUR will improve our collective capabilities to capture and report on water use, and to provide this information to Albertans to support sound decisions about how we manage our water resources now and in the future.

II. Welcome

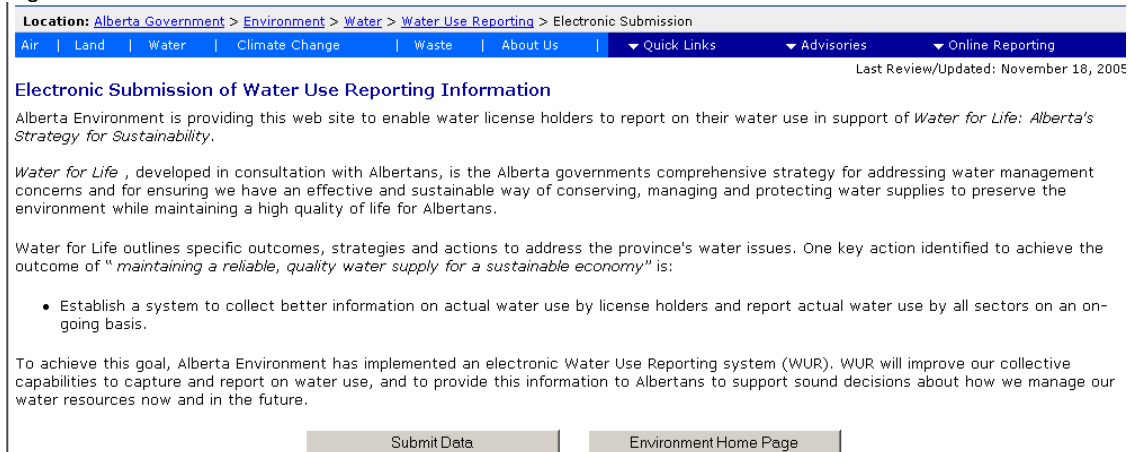
We invite you to the Water User Reporting (WUR) System. To access the system, from the Alberta Environment Web Page (www.gov.ab.ca) click on the drop down arrow under Online Reporting and click on WUR from the list (Figure 1.0). Or go to the Web Site directly (<https://environment.wur.gov.ab.ca/WUR>).

Figure 1.0



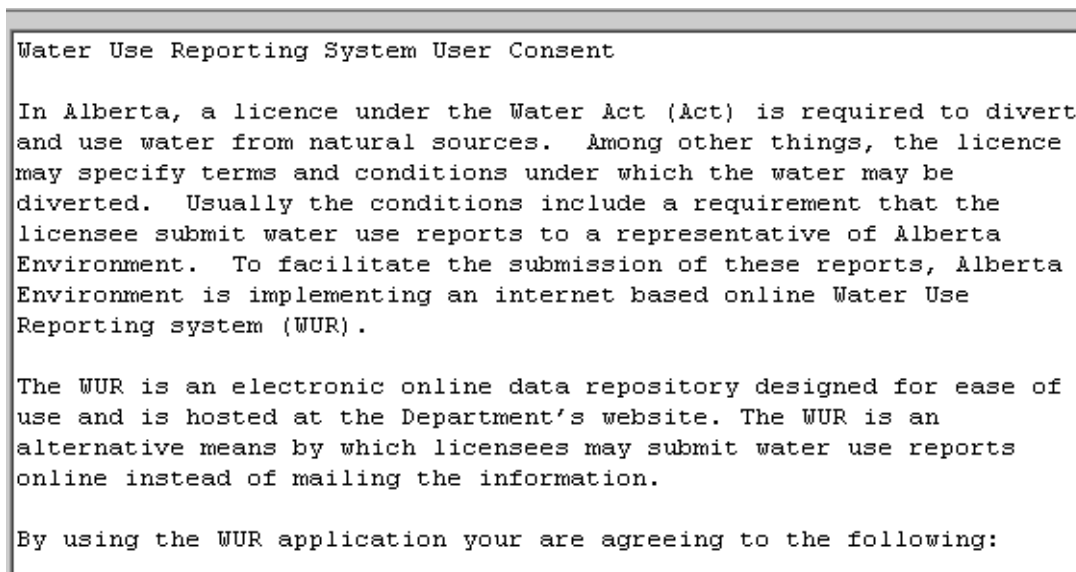
From there you will be directed to the Electronic Submission of Water Use Reporting Information page (Figure 1.1). After reading the Introduction you may decide to continue on and Submit Data (Figure 1.2) or return to the Environment Home Page (Figure 1.0).

Figure 1.1



After clicking on the Submit Data button (Figure 1.1) the Water Use Reporting System User Consent form appears (Figure 1.2).

Figure 1.2 (Continued on next page)



1. Create your User ID and Password using the Alberta Secure Access Service. Then use the temporary enrolment id and PIN number provided by Alberta Environment to enrol in the WUR application. If you do not have this information yet please contact your regional district office to obtain a PIN/enrolment combination.
2. Submit my water use report according to the requirements and format set out on the WUR.
3. Continue with the submissions in condition 2 for as long as my licence is in effect, unless Alberta Environment or I declare to discontinue the submissions in accordance with this agreement.
4. Notify Alberta Environment in advance to discontinue with the use of the WUR and revert to the requirement specified in the Terms and Conditions of my licence(s).
5. I acknowledge that Alberta Environment may discontinue the WUR any time after notifying me in writing or by email.
6. In the event of any discrepancy between the water use reporting specified in the Terms and Conditions of my licence versus the reporting conditions for using the WUR, the specifications on the WUR regarding water use reporting prevails as long as I am using the WUR.
7. I must continue to report all other information as required in my licence that are not a subject of the WUR but required in order for me to meet the Terms and Conditions of my licence.

I ACCEPT these conditions and wish to submit data

Return to Alberta Environment Home Page

After reading the Water Use Reporting System User Consent form (*Figure 1.2*), you may decide to continue on by clicking on the I Accept these conditions and wish to submit data button (*Figure 1.3*) or return to the Environment Home Page (*Figure 1.0*).

By accepting the user consent conditions you will be directed to the Alberta Secure Access Service site (*Figure 1.3*). This site is used to verify who you are and allow you access the WUR system once your identity has been established.

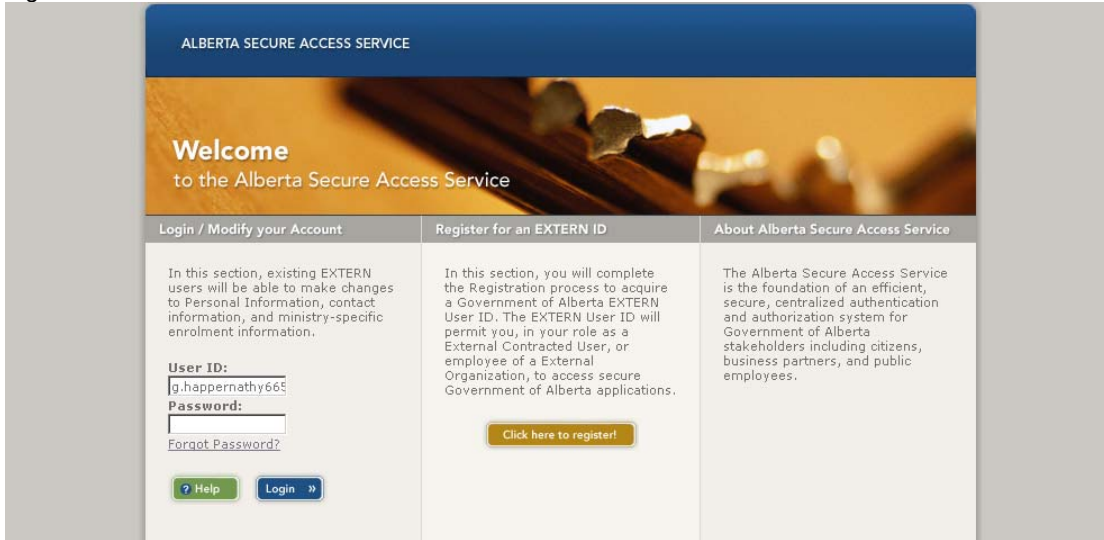
You have two options:

- Option 1. Register for an Extern Id – first time users to the system. (*Page 6*)
- Option 2. Enter the WUR system using your existing User Id and Password – returning users. (*Page 16*)

III. Register for an Extern Id

To formally introduce yourself to the system you will need to Register. Click on the button, Click here to register! (Figure 1.3)

Figure 1.3

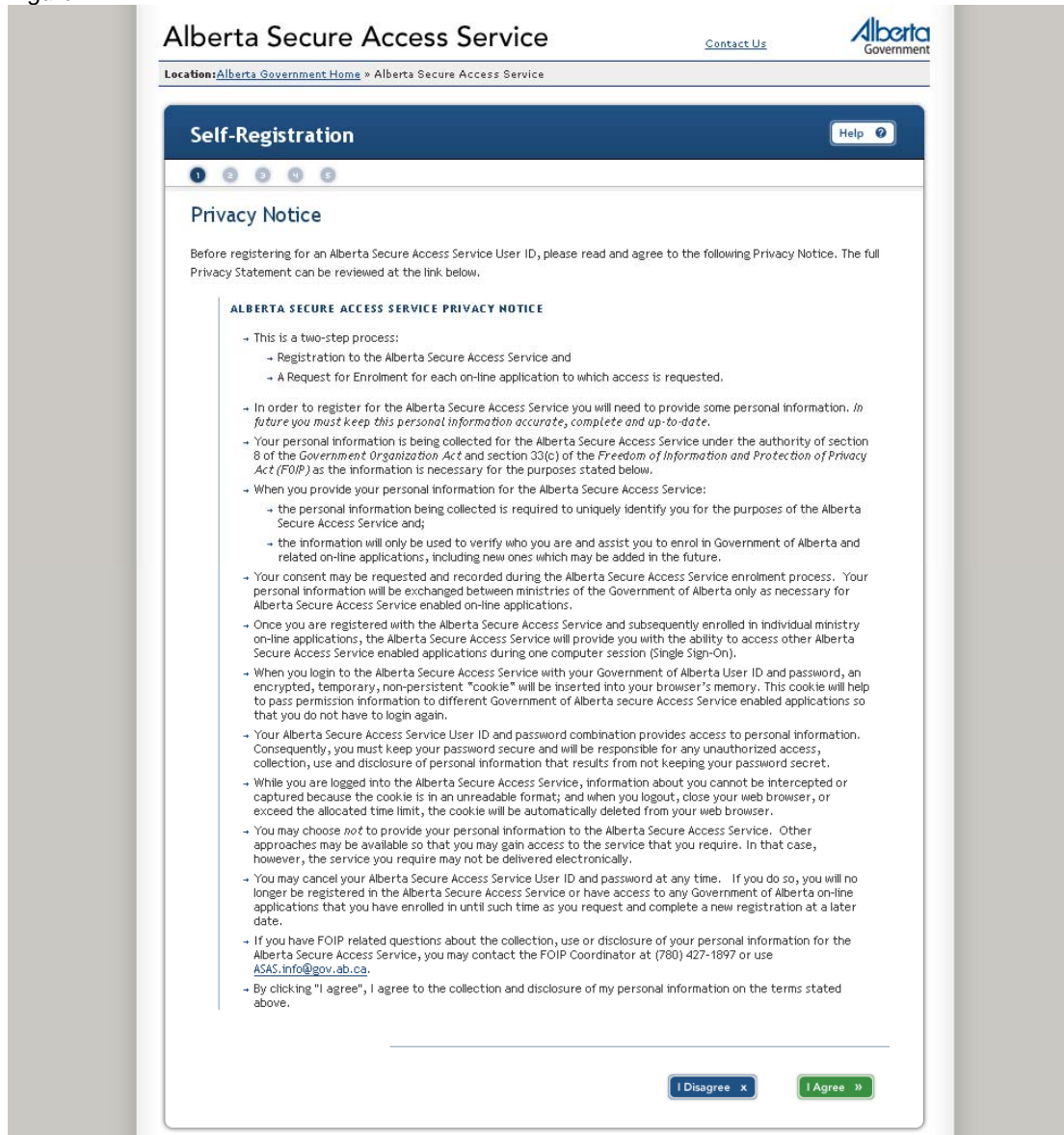


Follow the six steps completely in order to Register (Pages 7 – 13).

Step 1 – The Privacy Notice

Familiarize yourself with the Privacy Notice and to continue with the Registration process hit the I Agree button (Figure 1.4).

Figure 1.4



The I Disagree button (Figure 1.4) will exit you from the Alberta Secure Access Service registration process and return you to the Alberta Environment Home Page (Figure 1.1).

Step 2 – Personal Information

Figure 1.5

The screenshot shows the 'Self-Registration' page for the Alberta Secure Access Service. The page title is 'Personal Information'. It includes a breadcrumb trail: 'Location: Alberta Government Home » Alberta Secure Access Service'. A 'Help' button is located in the top right corner. Below the title, there is a progress indicator with five steps, where the second step is active. The main content area contains an 'INSTRUCTIONS' box with a warning icon and the text: 'The Alberta Secure Access Service requires you to provide a minimal amount of personal information to uniquely identify you. Your name will be used to automatically generate an Alberta Secure Access Service User ID for you. Note that all fields marked with an asterisk "*" are mandatory.' Below this, there are several form fields: 'Prefix' (dropdown), 'First (given) name' (text, mandatory), 'Preferred name' (text), 'Middle name' (text), 'Surname' (text, mandatory), 'Suffix' (dropdown), 'Gender' (dropdown), and 'Date of birth' (MM/DD/YYYY, mandatory). A 'Next' button is at the bottom right.

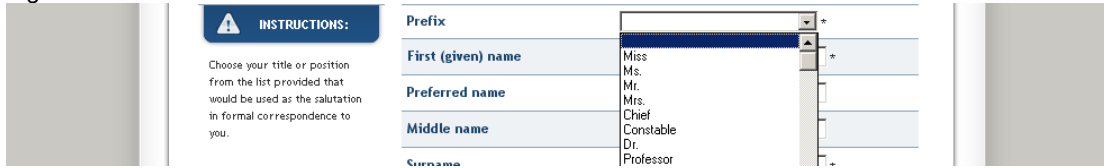
When clicked on the Help button located at the top right hand side of the screen will provide you with additional information in regards to the current registration page that you are on (Figure 1.6).

Figure 1.6

The screenshot shows a 'Help - Personal Information' window. The title bar says 'Help - Personal Information' and 'CLOSE WINDOW'. The main content area has two sections: 'WHY MUST I PROVIDE SO MUCH PERSONAL INFORMATION?' and 'DO I HAVE TO PROVIDE ALL OF THE INFORMATION ON THIS PAGE?'. The first section explains that with over 500,000 potential Government of Alberta users, sufficient information is needed to properly identify and differentiate users. The second section states that users only need to fill in mandatory fields, indicated by asterisks.

Use the drop down arrow to select your Title (Figure 1.7).


Figure 1.7



The screenshot shows a registration form with an 'INSTRUCTIONS' box on the left that reads: 'Choose your title or position from the list provided that would be used as the salutation in formal correspondence to you.' The form fields are: 'Prefix' (a dropdown menu with a list of titles: Miss, Ms., Mr., Mrs., Chief, Constable, Dr., Professor), 'First (given) name', 'Preferred name', 'Middle name', and 'Surname'. The 'Prefix', 'First (given) name', and 'Surname' fields have a small asterisk next to them, indicating they are required.

Enter your First Name, Preferred Name, Middle Name and Surname in the next four fields (Figure 1.8). If you do not have a Preferred Name or Middle Name then leave those fields blank. The fields with the star beside them must be entered in order to Register, in this case enter your First Name and Surname

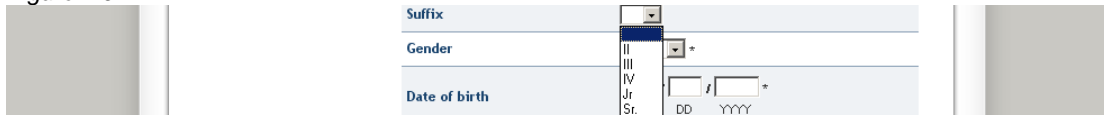
Figure 1.8



The screenshot shows the same registration form as Figure 1.7, but with the dropdown menu closed. The text input fields for 'First (given) name', 'Preferred name', 'Middle name', and 'Surname' are visible. The 'First (given) name' and 'Surname' fields have an asterisk next to them, indicating they are required.

Select your Suffix by using the drop down arrow and selecting from the list (Figure 1.9). If you do not have a Suffix then continue on to the Gender field.

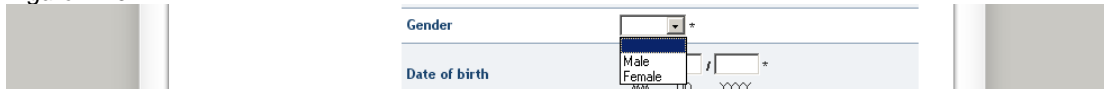
Figure 1.9



The screenshot shows the registration form with the 'Suffix' dropdown menu open. The list of suffixes includes: II, III, IV, Jr, Sr. The 'Gender' and 'Date of birth' fields are also visible. The 'Date of birth' field has a date picker with 'DD' and 'YYYY' labels.

From the drop down list select the Gender that applies to you (Figure 1.10).


Figure 1.10



The screenshot shows the registration form with the 'Gender' dropdown menu open. The list of genders includes: Male, Female. The 'Date of birth' field is also visible.

Next, enter you birth date (Figure 1.11).

Figure 1.11



The screenshot shows the registration form with the 'Date of birth' field. The date is entered in the format MM/DD/YYYY. The 'Date of birth' field has an asterisk next to it, indicating it is required.

Click on the Next button to continue with registration (Figure 1.12).

Figure 1.12



The screenshot shows the registration form with a green 'Next' button at the bottom right. The button has a right-pointing arrow next to the text 'Next'.

Step 3 – Contact Information

Figure 1.13

The screenshot shows a web form titled 'Self-Registration' with a 'Help' icon. Below the title is a progress indicator with five steps, where step 3 is highlighted. The main heading is 'Contact Information'. Below this is a paragraph: 'Your contact information will be used to provide important updates, tools or materials on the Alberta Secure Access Service or the applications you have access to. You are encouraged to keep your contact information current. Note that all fields marked with an asterisk "*" are mandatory.' To the left of the form is a blue box with a warning icon and the text 'INSTRUCTIONS:'. The form fields are: Organization (text input), Department, Suite Number (text input), Street address 1 (text input with asterisk), Street address 2 (text input), Municipality (text input with asterisk), Province/State (dropdown menu with 'AB' selected and asterisk), Postal/ZIP code (text input with asterisk), Country (dropdown menu with 'Canada' selected and asterisk), Telephone Number (text input with dashes and asterisk, and an 'International' button), Telephone extension number (text input), Fax number (text input with dashes), and Email address (text input). A green 'Next' button with a right arrow is at the bottom right.

Enter the Organization that you work for, the Department and/or Suite, Street Address 1, Address 2 and the Municipality (Figure 1.14).

Figure 1.14

This close-up shows the 'INSTRUCTIONS:' box and the first five form fields: Organization, Department, Suite Number, Street address 1 (with asterisk), Street address 2, and Municipality (with asterisk).

Use the drop down arrow to select the Province/State (Figure 1.15).

Figure 1.15

This close-up shows the 'Province/State' dropdown menu open, displaying a list of Canadian provinces and territories: AB, BC, MB, NB, NL, NS, NT, NU, ON, PE, and QC. The 'AB' option is selected. Below the dropdown are the 'Postal/ZIP code' field (with asterisk), 'Country' dropdown (with asterisk), 'Telephone Number' field (with dashes and asterisk, and 'International' button), 'Telephone extension number' field, and 'Fax number' field.


Enter the Postal Code spacing between the first three digits and last three (Figure 1.16).

Figure 1.16

This close-up shows the 'Postal/ZIP code' text input field with an asterisk to its right.

Select the Country (Figure 1.17).

Figure 1.17



Country: Canada +
Telephone Number: [] - [] - [] + International

Currently the Country Phone Code indicates North America, if you had selected USA from the Country drop down then click on the International button (Figure 1.18).

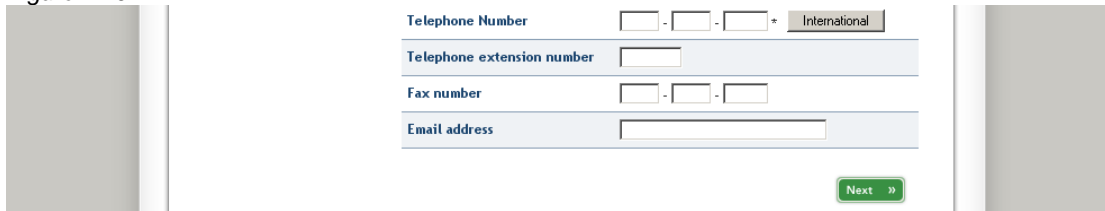
Figure 1.18



Telephone Number: [] - [] - [] + North American

Enter the Contact Phone, Extension, Fax Number and Email Address in the last four fields and click on Next (Figure 1.19).

Figure 1.19



Telephone Number: [] - [] - [] + International
Telephone extension number: []
Fax number: [] - [] - []
Email address: []
Next »

Step 4 – Security Information

These questions are vital to verifying who you are. It is these questions that will be asked of you if you need to reset your password. Fill in your answers (Figure 1.20) and proceed to the Password Section (Figure 1.20).

Figure 1.20

The screenshot shows a web form titled "Self-Registration" with a "Help" button. The form is divided into sections: "Security Information", "INSTRUCTIONS:", "CHALLENGE RESPONSE QUESTIONS:", and "PASSWORD:". The "Security Information" section explains that the Alberta Secure Access Service needs personal information for verification. The "INSTRUCTIONS:" section is a blue box with a warning icon. The "CHALLENGE RESPONSE QUESTIONS:" section explains the purpose of these questions and lists five questions with input fields: "Mother's maiden name", "In what city or town were you born?", "Who was your best friend while you were growing up?", "What was your favourite class or subject in school?", "What was your first job?", and "What is the location of your dream vacation?". The "PASSWORD:" section explains the password requirements and includes two input fields: "Password" and "Confirm Password". A green "Next" button is at the bottom right.

Self-Registration Help

Security Information

The Alberta Secure Access Service needs you to provide information that only you know. This information will be required when you access secure functions within the Alberta Secure Access Service or by Help Desk personnel to confirm your identity.

Note that all fields marked with an asterisk "*" are mandatory.

INSTRUCTIONS:

Mother's maiden name *

CHALLENGE RESPONSE QUESTIONS:

The purpose of the challenge response questions is to allow you to login in the event you have forgotten your password. You must provide a response to all five questions. Then, when you login, if you have forgotten your password, you will be asked to provide a response to two of these five randomly chosen questions. When you are challenged for your response, you will need to provide your answers precisely as you have entered them below (this includes the case of each letter).

In what city or town were you born? *

Who was your best friend while you were growing up? *

What was your favourite class or subject in school? *

What was your first job? *

What is the location of your dream vacation? *

PASSWORD:

You create your own password for your Alberta Secure Access Service User ID.

Do not share your password with anyone. Your password and the secrecy of it is an integral part of the security protecting your personal information.

Your password must conform to the Alberta Secure Access Service password guidelines.

Password *

Confirm Password *

Next »

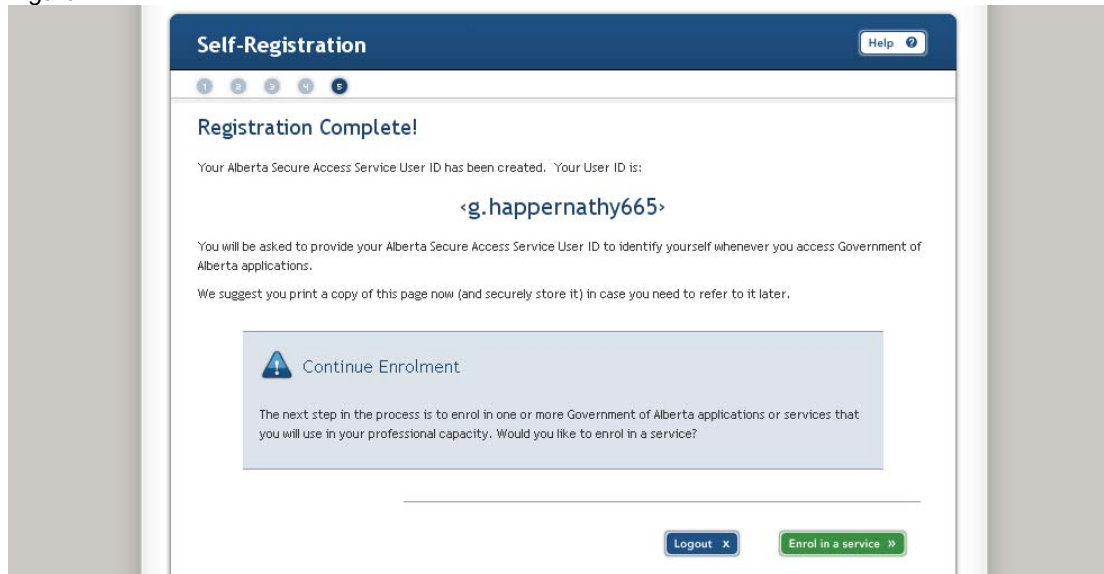
There are several rules when deciding on a password, the Password cannot contain your First and/or Last Name, must contain at least one number, one upper case letter, one lower case letter and can only be between 8 and 40 characters long. Decide on a password, enter it in twice once in the Password Box and then again in the Confirm Password box and select Next (Figure 1.20).

Step 5 – User Id Created

This system generated User Id along with your password will allow you to access the system in the future. Click on Enrol in a Service, if you wish to Enrol in the WUR system at this time (Figure 1.21).

****Note:** Print this screen for future reference as the User Id screen is only displayed once and you will need the User Id for future logons.

Figure 1.21



By selecting Logout (Figure 1.21) you will not be enrolled into the WUR system. If you wish to enrol at a later date you will need to use your password (Figure 1.20) and the User Id Created (Figure 1.21) to Enrol into the WUR system.

Step 6 – Enrolling in WUR

When this form opens the system has defaulted to Electronic Health Record, change this by clicking in the circle beside Water Use Reporting (WUR) and click Next (Figure 1.22).

Figure 1.22

Self-Enrolment Help ?

1 2 3 4 5 6 7 8 9 10

Select Ministry Service

The Government of Alberta ministries that are currently enrolling users through the Alberta Secure Access Service are listed below. The applications offered by each ministry are listed under that ministry.

The ministry you choose to enrol in may require you to provide a minimal amount of information that will be used to assess, validate and enable your ability to access the requested application.

INSTRUCTIONS:

Please choose the application in which you would like to enrol.

Application	Alberta Health & Wellness
	<input type="radio"/> Alberta Electronic Health Record (EHR)
Application	Alberta Government Services
	<input type="radio"/> Alberta Personal Property Registry Electronic System (APPRES)
Application	Alberta Environment
	<input checked="" type="radio"/> Water Use Reporting (WUR)

Next >>

Enter your PIN number (Figure 1.23) that was either supplied to you from Alberta Environment or from your Licence Administrator. The PIN number is case sensitive and must be entered as it appears on the documentation.

Enter the Temporary Enrolment Id (Figure 1.23) - note that the Temporary Enrolment Id is also referred to as the Licence Group Number.

Enter your Preferred Email Address and then again in the next box (Figure 1.23) – note that each Preferred Email Address must be unique when enrolling in the WUR system; no two users may have the same Email Address.

Figure 1.23

ALBERTA SECURE ACCESS SERVICE

ENROLMENT

02 Water Use Reporting

You are about to enrol in Water Use Reporting (WUR). Please enter the following required information below.

PIN: *

Temporary Enrolment ID: *

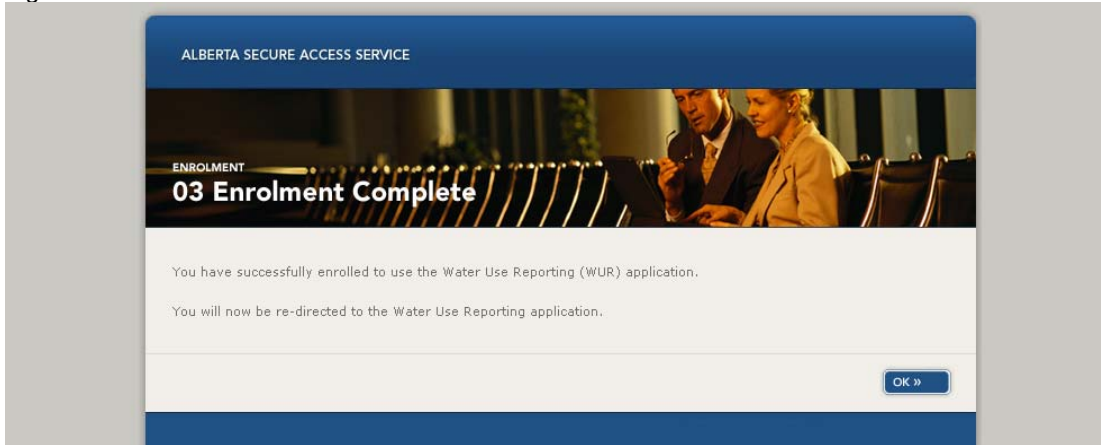
Preferred Email Address Contact: *

Re-enter Preferred Email Address Contact: *

Help **Logout** **Enrol >>**

Note that the PIN Number and Temporary Enrolment Id used in Step 6 (Figure 1.23) can only be used once, for this reason click the OK button instead of choosing to close this screen by other means. If you close this screen then the system will not let you successfully enter the WUR system until another PIN Number and Temporary Enrolment Id is entered. A new PIN Number and Temporary Id must be acquired from Alberta Environment if you are the Licence Administrator or from your Office Administrator. Congratulations you have successfully enrolled into the WUR system. Click Ok (Figure 1.24).

Figure 1.24



and the WUR home page shall appear (Figure 1.25).

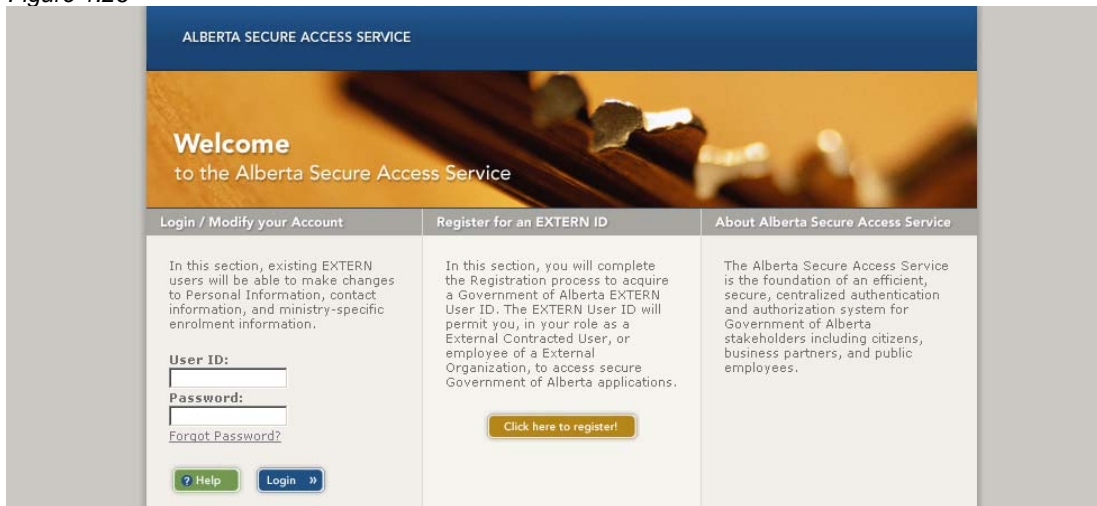
Figure 1.25



IV. Login/Modify your Account

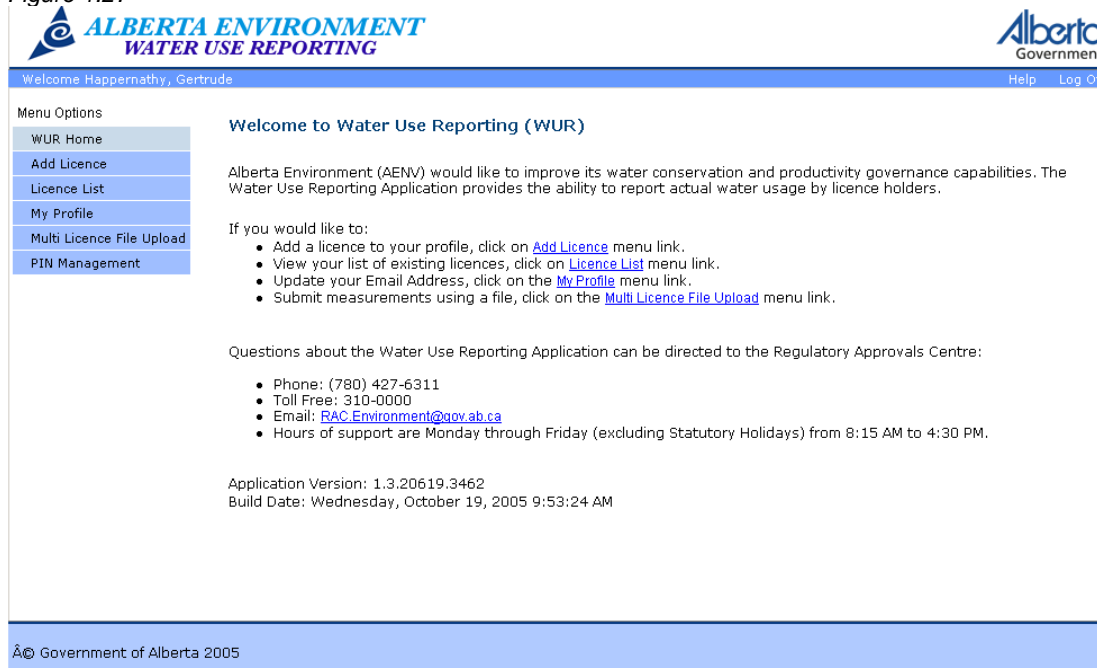
Enter your User Id and Password and click Login (Figure 1.26). If you do not have a User Id and Password then return to the Register for an Extern Id section (Page 6) and follow the six steps.

Figure 1.26



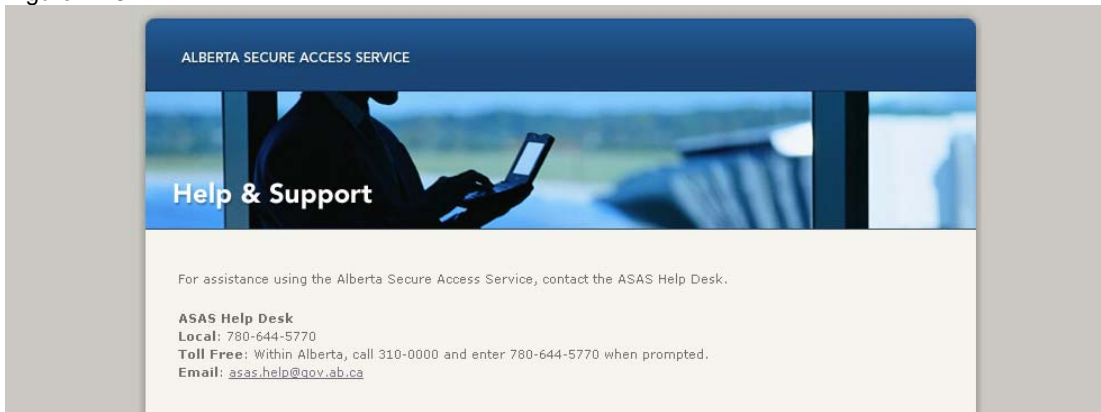
If you Registered with Alberta Secure Access Service and chose not to Enrol in WUR revert back to Step 6 of the Register for an Extern Id section (Page 14). Once Step 6 is completed then the WUR home page shall appear (Figure 1.27). If you Registered with Alberta Secure Access Service and Enrolled in WUR at the same time then the WUR home page will appear automatically (Figure 1.27).

Figure 1.27



If you require any assistance with Alberta Secure Access Service (ASAS) Registration call the ASAS Help Desk at: (780) 644-5770 or email: asas.help@gov.ab.ca. (Figure 1.28)

Figure 1.28



If you require any assistance with the Water Use Reporting Enrolment, contact Alberta Environment at 780-427-6311.