

Water Use Reporting (WUR)

-External User Manual-

-Logon/Registration-

-Error Messages and their Meanings-

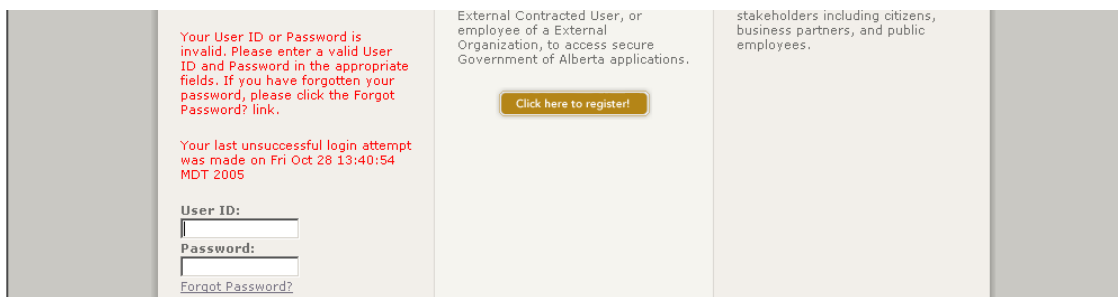
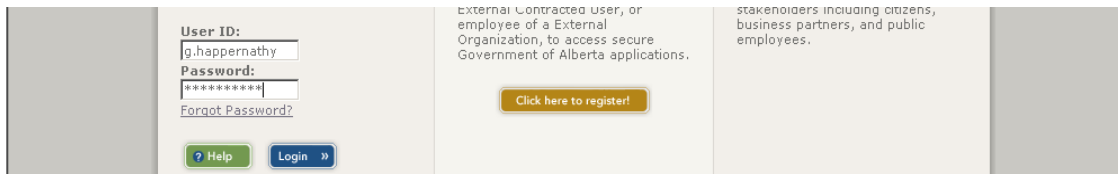
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Problem:

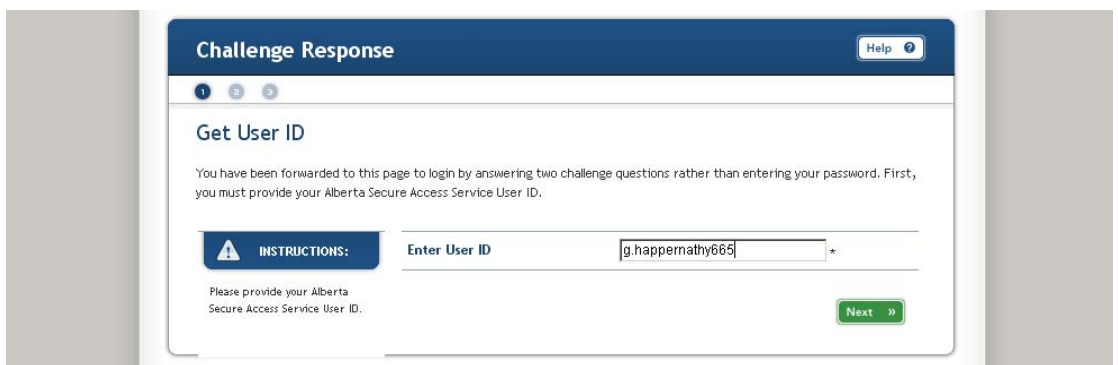
The user enters the Wrong User Id and/or Password in the Login/Modify your account section.

Solution:

In this example below, Gertrude Happernathy forgot to enter the three digits that follow her User Id to remedy this she references the Registration Page, User Id Created that she printed off during registration, to discover that her User Id is g.happernathy665. The next time Gertrude goes to log in she will receive an error message indicating that she was unsuccessful in accessing the system the last time.



If Gertrude Happernathy has forgotten her Password, she can click on Forgot Password. She will be asked to enter her User Id.



After clicking on the Next button, Gertrude will be asked to answer two challenge questions. She will need to provide the answers to the questions, the same answers that she gave when registering.

Gertrude will need to create and confirm a New Password and click Next.

Challenge Response Help

1 2 3

Challenge Response

INSTRUCTIONS:

Please provide a response to the challenge question. Remember that you must provide your answer precisely as you entered it during the registration process (this includes the case of each letter).

YOU MUST ANSWER BOTH OF THE FOLLOWING CHALLENGE QUESTIONS.

What was your first job? *

What was your favourite class or subject in school? *

FOR SECURITY PURPOSES YOU MUST CHANGE YOUR 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.

For your password to work, it must conform to the Alberta Secure Access Service password guidelines.

Password *

Confirm Password *

[Logout x](#) [Next »](#)

The System will then verify that Gertrude is the one requesting the new Password, by comparing the answers to the questions and if they match Gertrude will be granted a new Password.

Challenge Response Help

1 2 3

Password Updated!

Your password has been changed successfully. Please use your new password the next time you login to the Alberta Secure Access Service.

[OK »](#)

Problem:

The User has left some fields blank and has received an Error Message while using the Registration Process.

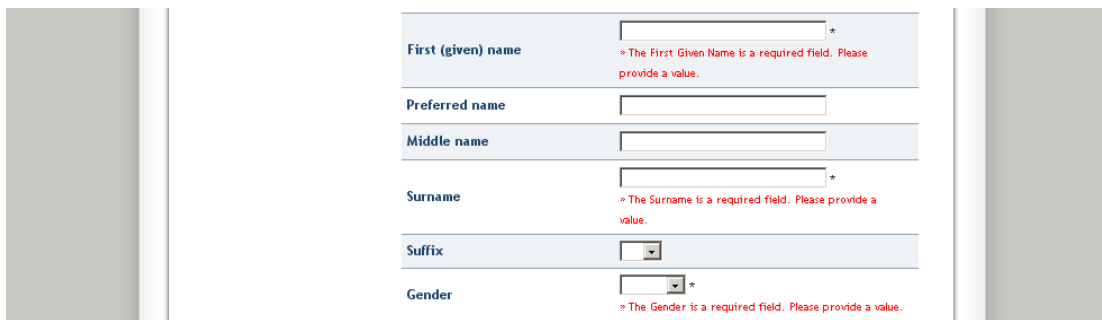
Solution:

The fields with an asterisk beside them indicate that they must be answered before the Registration process will continue. In this case Gertrude forgot to select a Prefix.



A screenshot of a registration form. On the left, there is a blue button with a warning icon and the text "INSTRUCTIONS:". To the right of this button is a form field labeled "Prefix" with a dropdown arrow and an asterisk. Below the field, a red error message reads: "» The Prefix is a required field. Please provide a value."

Once she selects one from the drop down list and clicks Next the system will continue with the Registration. Here are some other examples.



A screenshot of a registration form with several fields. The "First (given) name" field has an asterisk and a red error message: "» The First Given Name is a required field. Please provide a value." The "Surname" field also has an asterisk and a red error message: "» The Surname is a required field. Please provide a value." The "Gender" field has a dropdown arrow, an asterisk, and a red error message: "» The Gender is a required field. Please provide a value." Other fields like "Preferred name", "Middle name", and "Suffix" are empty.

Problem:

The User has entered the Postal Code correctly but the system displays an error message anyway?

Solution:

First make sure that the Postal Code contains a space between the first three digits and the last three. In this case T5Y4K8 is a valid postal code however the system prefers the Postal Code be entered as T6Y 4K8.



A screenshot of a registration form. The "Postal/ZIP code" field contains "T5Y3U7" with an asterisk. Below it, a red error message reads: "» The format of the Postal Code is invalid. The format must be: XIX 1X1." The "Country" field below it has a dropdown menu with "Canada" selected and an asterisk.

Secondly, check to make sure that the Country is Canada, if you are entering an Address located in the United States change the Country to United States and enter the appropriate US Zip Code. If you are entering a Canadian Postal Code make sure that the Country reflects this.

Problem:

The User only answers some of the Challenge Response Questions hits Next and receives error messages.

Solution:

Any field that has an Asterisk must be answered; this applies to all of the Challenge Response Questions. The Challenge Response questions are randomly asked when applying for a new Password. If Gertrude requests a new Password then the system will require Gertrude to answer the Challenge Response questions providing the same response as she did initially, this allows the system to recognize Gertrude and issue her a new Password.



A screenshot of a form field labeled "Mother's maiden name" with an asterisk. The field is empty. Below the field, there is a red error message: "» The Mother's Maiden Name is a required field. Please provide a value." To the left of the field is a blue button with a warning icon and the text "INSTRUCTIONS:".

Problem:

The User has provided the system with a Password however the system does not like the Password.

Solution:

Passwords require an Upper Case Letter, One Lower Case Letter, One Digit and must be between 8 and 40 characters long. Gertrude entered a Password of, Happernathy2. It contains at least one Upper Case Letter, several Lower Case Letters, two digits and is the appropriate length but the system is giving her error messages. With WUR (Water Use Reporting) Passwords cannot contain your First or Last Name.



A screenshot of a form with two fields: "Password" and "Confirm Password". Both fields have asterisks. The "Password" field has two red error messages: "» The Password cannot contain your surname." and "» The Password cannot contain three or more consecutive characters of your last name." The "Confirm Password" field is empty.

Other Potential Error messages include:

- Must be at least 8 and at most 40 characters.
 - Your password is either too short or too long.
- Your Password cannot contain your first given name and/or surname
 - For security reasons your first or last name cannot be part of your password.
- Your Password cannot contain your surname.
- The Password and Confirm Password fields do not match.
 - In this case, the Password must be typed identical in both Fields.

Problem:

The User would like to enrol into the WUR system, however the WUR page does not display after clicking on Next from the Ministry and Service Page.

Solution:

In this case Gertrude did not select the appropriate choice, by using the back button to return to the Ministry and Service page and selecting the Water User Reporting (WUR) option and then clicking next, Gertrude will be directed to the WUR page.

The screenshot shows a 'Self-Enrolment' page with a progress indicator at the top. The main heading is 'Select Ministry Service'. Below this, there is explanatory text about the Government of Alberta ministries. A table lists three application categories, each with a radio button and a list of applications. The 'Alberta Environment' category is circled in purple, and the 'Water Use Reporting (WUR)' application is selected.

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

Problem:

The WUR Enrolment page does not like the Information entered.

Solution:

Both the Preferred Email Address field and the Re-enter Preferred Email Address must match. In this case Gertrude forgot to include the t in her last name when re-entering her password. With the Email Addresses ensure that the email address that you use is unique and that another user has not used the same email address to enrol into the WUR system.

The screenshot shows two input fields for email addresses. The first field is labeled 'Preferred Email Address Contact' and contains 'g.happernathy@home.ca'. The second field is labeled 'Re-enter Preferred Email Address Contact' and contains 'g.happernahy@home.ca'. A red error message at the bottom reads: 'Email Addresses contain errors. Please correct and try again or press the Help button'.

To receive this error message Gertrude used an Upper Case Letter instead of a Lower Case one when entering the PIN number. The PIN number is case sensitive so typing it in exactly counts. The Temporary Enrolment Id is also known as the Licence Group Number in some of the WUR documents.

The screenshot shows a red error message at the bottom of the page: 'Temporary Enrolment ID-PIN pair are invalid. Please correct and try again or press the Help button'.