

Water Use Reporting (WUR)

-External User Manual-

-Alberta Secure Access Service (ASAS)
Registration -

- Water Use Reporting (WUR)
Enrolment -

May 2008

Table of Contents

I.	Introduction	3
II.	Welcome	3
III.	Register for an Extern Id	9
	Step 1 – The Privacy Notice.....	9
	Step 2 – Personal Information.....	10
	Step 3 – Contact Information	12
	Step 4 – Security Information.....	14
	Step 5 – User Id Created	15
	Step 6 – Enrolling in WUR	16
IV.	Login/Modify your Account.....	18

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:

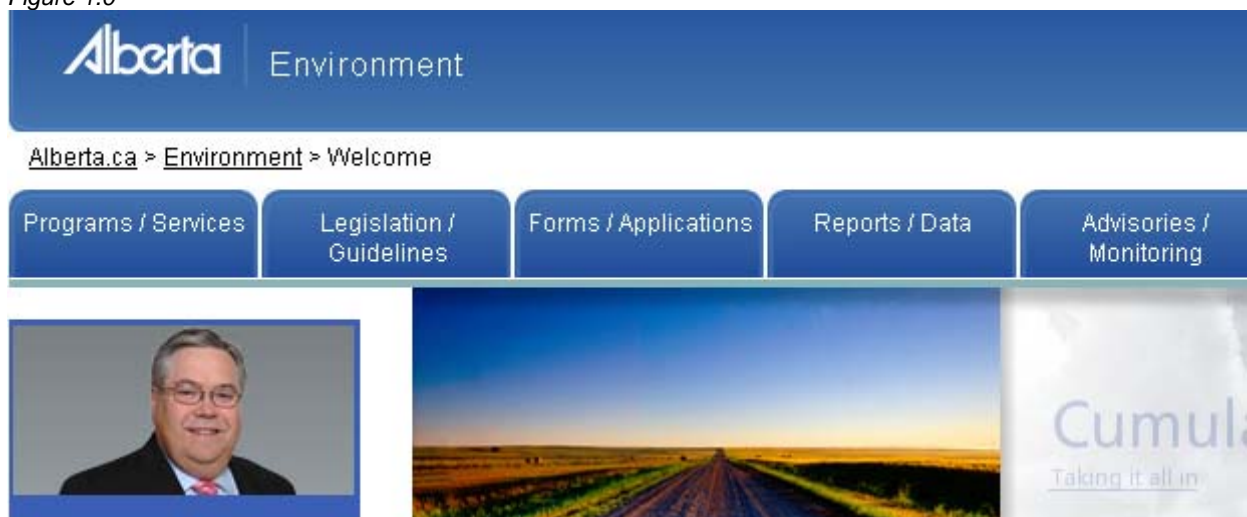
Establish a system to collect better information on actual water use by license holders and report actual water use by all sectors on an on-going basis.

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 (<http://www.environment.alberta.ca/>) click on the Reports/Data tab (Figure 1.0).

Figure 1.0



Water Use Reporting (WUR) is located in the Water section of the Reports/Data page. Click on the blue link titled “Water use reporting system” (Figure 1.1).

Figure 1.1

Water

- [Alberta river water quality index](#)
- [Alberta's river basins](#)
- [Benchmark retrieval system](#)
- [Electronic submission of drinking water quality information disclaimer](#)
- [Environmental Protection Commission - Reports](#)
- [Flood risk map information](#)
- [Groundwater information system](#)
- [Groundwater observation well network](#)
- [Maps and data summaries](#)
- [Meridian Dam feasibility study](#)
- [River ice observation reports](#)
- [Cold Lake - Beaver River state of the basin reports](#)
- [Surface water quality reports](#)
- [User Manual for Drinking Water Operators](#)
- [Water use reporting system](#)

The Link produces the Electronic submission of water use page which is set up in two sections. The first section lists the Manuals that are available, the second section is a link to the Water Use Reporting (WUR) system called "Submit Data" (Figure 1.2).

Figure 1.2

Water use reporting system

This site enables Alberta water licence holders to report their water use in support of *Water for Strategy for Sustainability*.

Manuals

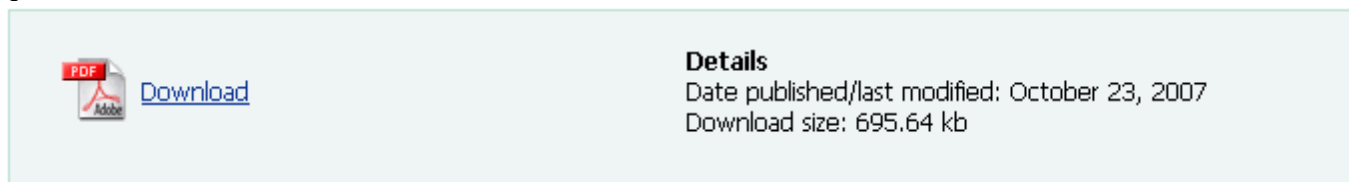
- [How to access the reporting system](#)
- [Logon/registration error messages](#)
- [Licence administrator manual and PIN management](#)
- [Basic: submission details](#)
- [Two-factor: submission details](#)
- [Meters and measurements: submission details](#)
- [Welcome, licence list, profile information and multi-licence file upload](#)
- [Groundwater: Chemical Analysis: Submission Details](#)
- [Groundwater: Levels: Submission Details](#)
- [Groundwater: Reports: Submission Details](#)
- [Flowchart and quick reference guide](#)

[Submit Data](#)

Manuals

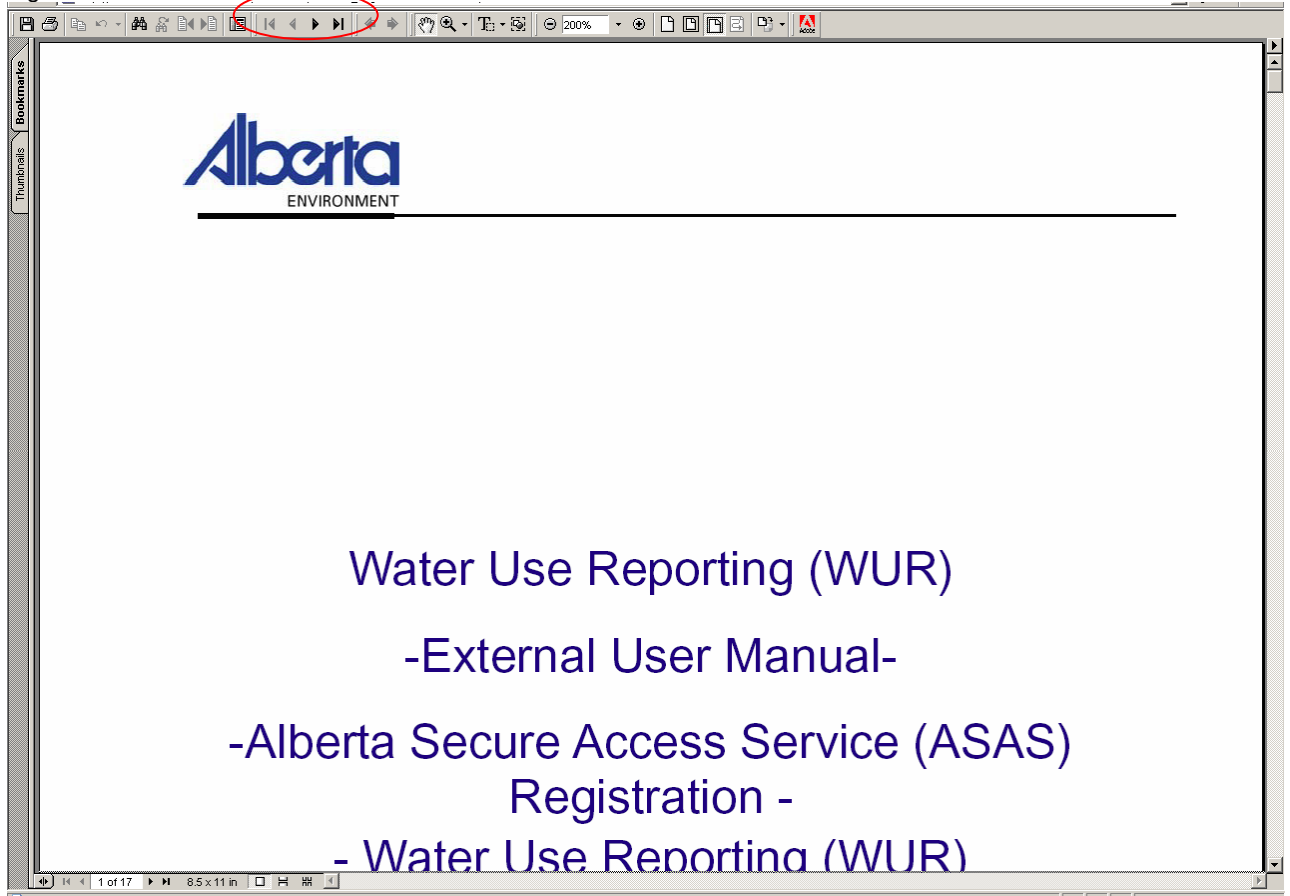
Click on the title of the Manual that you wish to view. Next, the Details screen indicates how large the Manual is and the date it was last updated. The manual selected is provided for viewing in an Adobe Portable Document Format (PDF). The PDF will open by clicking on the Download link (Figure 1.3).

Figure 1.3



The manual is now available for viewing. Use the scroll bars located on the right hand side of the screen or the arrow buttons for easy viewing of the document (Figure 1.4).

Figure 1.4



Submitting Data

From the Water use reporting system page click on the Submit Data link (*Figure 1.2*).

If after reading the Water use reporting system disclaimer you agree with the terms as described click on the "I accept these conditions and wish to submit data" button (*Figure 1.5*).

Figure 1.5

Water use reporting system disclaimer

Water Use Reporting System User Consent

In Alberta, a licence under the Water Act (Act) is required to divert and use water from natural sources. Among other things, the licence may specify terms and conditions under which the water may be diverted. Usually the conditions include a requirement that the licensee submit water use reports to a representative of Alberta Environment. To facilitate the submission of these reports, Alberta Environment is implementing an internet based online Water Use Reporting system (WUR).

The WUR is an electronic online data repository designed for ease of use and is hosted at the Department's website. The WUR is an alternative means by which licensees may submit water use reports online instead of mailing the information.

By using the WUR application your are agreeing to the following:

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

By accepting the user consent conditions you will be directed to the Alberta Secure Access Service site (*Figure 1.5*). This site is used to verify who you are and allow you access the WUR system once your identity has been established.

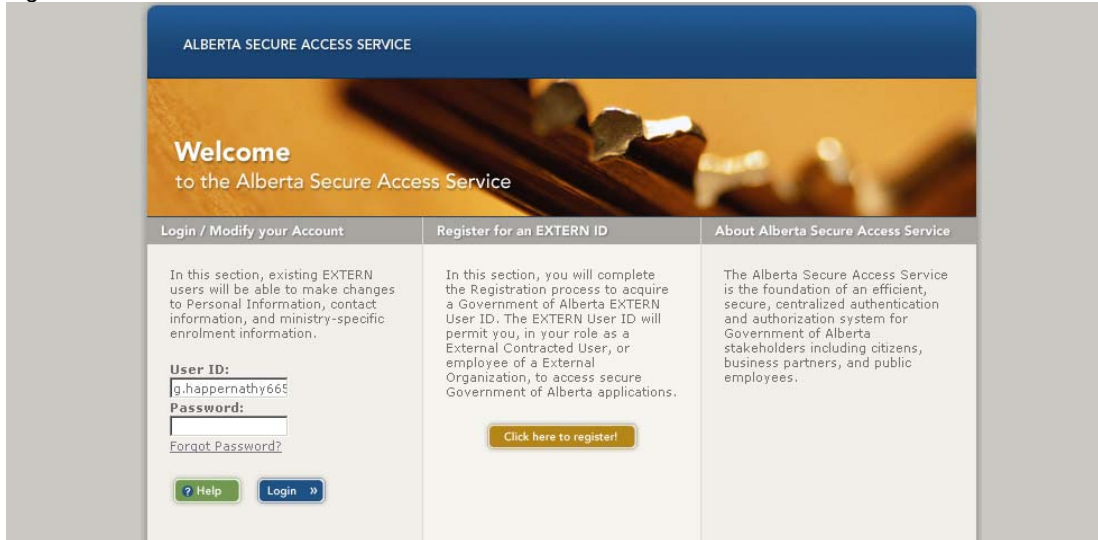
You have two options:

- Option 1. Register for an Extern Id – first time users to the system. (*Page 8*)
- Option 2. Enter the WUR system using your existing User Id and Password – returning users. (*Page 17*)

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 1.6)

Figure 1.6

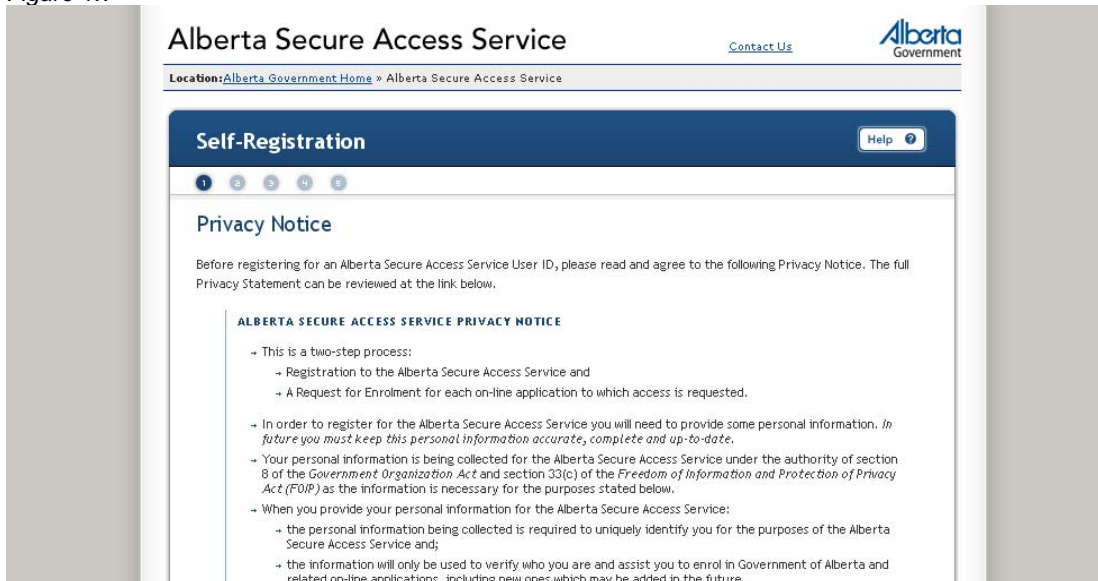


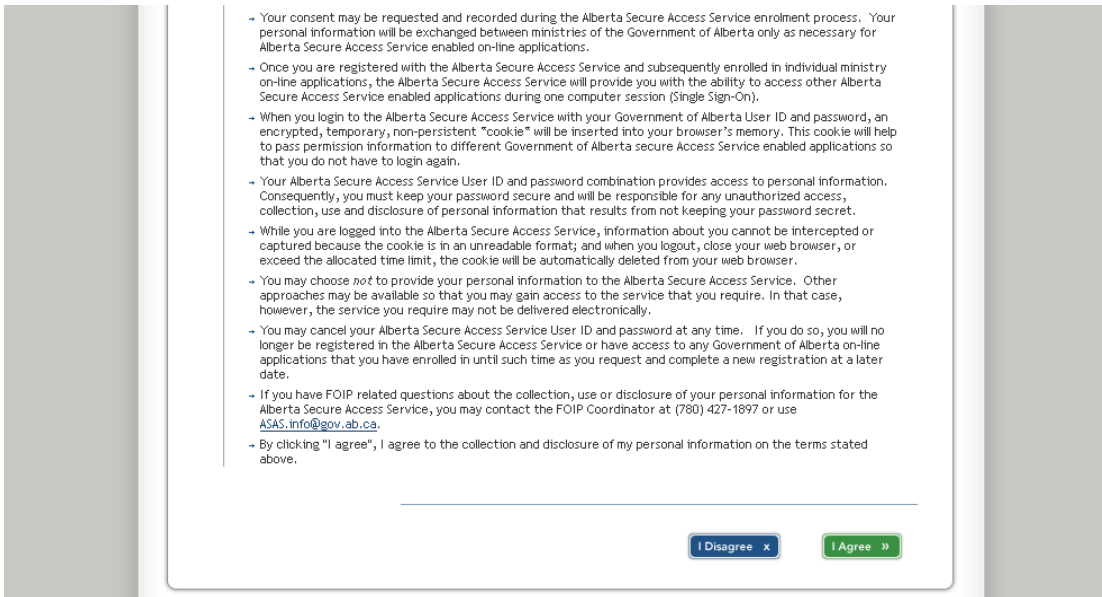
Follow the six steps completely in order to Register (Pages 8 – 14).

Step 1 – The Privacy Notice

Familiarize yourself with the Privacy Notice and to continue with the Registration process hit the I Agree button (Figure 1.7).

Figure 1.7





The I Disagree button (Figure 1.7) will exit you from the Alberta Secure Access Service registration process and return you to the Alberta Environment Home Page (Figure 1.0).

Step 2 – Personal Information

Figure 1.8

Alberta Secure Access Service [Contact Us](#)

Location: [Alberta Government Home](#) » Alberta Secure Access Service

Self-Registration [Help ?](#)

1 2 3 4 5

Personal Information

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.

INSTRUCTIONS:

Prefix *

First (given) name *

Preferred name

Middle name

Surname *

Suffix

Gender *

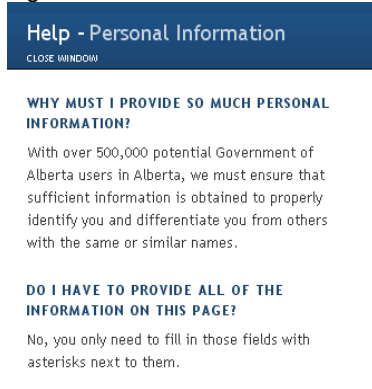
Date of birth / / *

MM DD YYYY

Next >

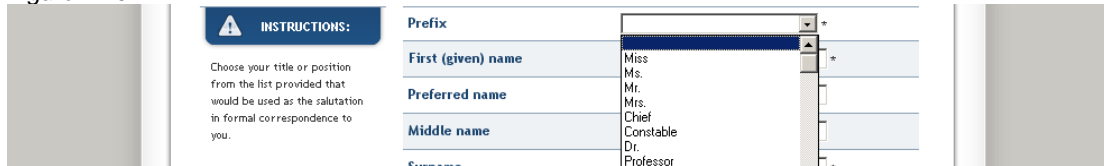
When clicked on the Help button located at the top right hand side of the screen will provide you with additional information in regards to the current registration page that you are on (Figure 1.9).

Figure 1.9



Use the drop down arrow to select your Title (Figure 1.10).

Figure 1.10



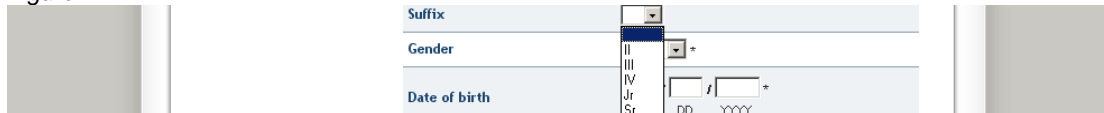
Enter your First Name, Preferred Name, Middle Name and Surname in the next four fields (Figure 1.11). If you do not have a Preferred Name or Middle Name then leave those fields blank. The fields with the star beside them must be entered in order to Register, in this case enter your First Name and Surname

Figure 1.11



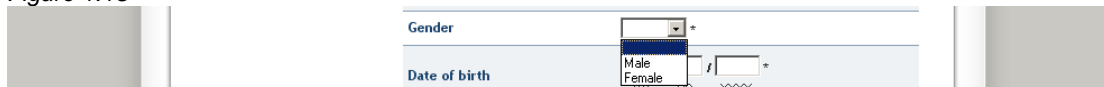
Select your Suffix by using the drop down arrow and selecting from the list (Figure 1.12). If you do not have a Suffix then continue on to the Gender field.

Figure 1.12




From the drop down list select the Gender that applies to you (Figure 1.13).

Figure 1.13



Next, enter you birth date (Figure 1.14).

Figure 1.14



A screenshot of a web form showing a date input field. The field is labeled "Date of birth" and contains three input boxes for MM, DD, and YYYY, with an asterisk indicating it is mandatory.

Click on the Next button to continue with registration (Figure 1.15).

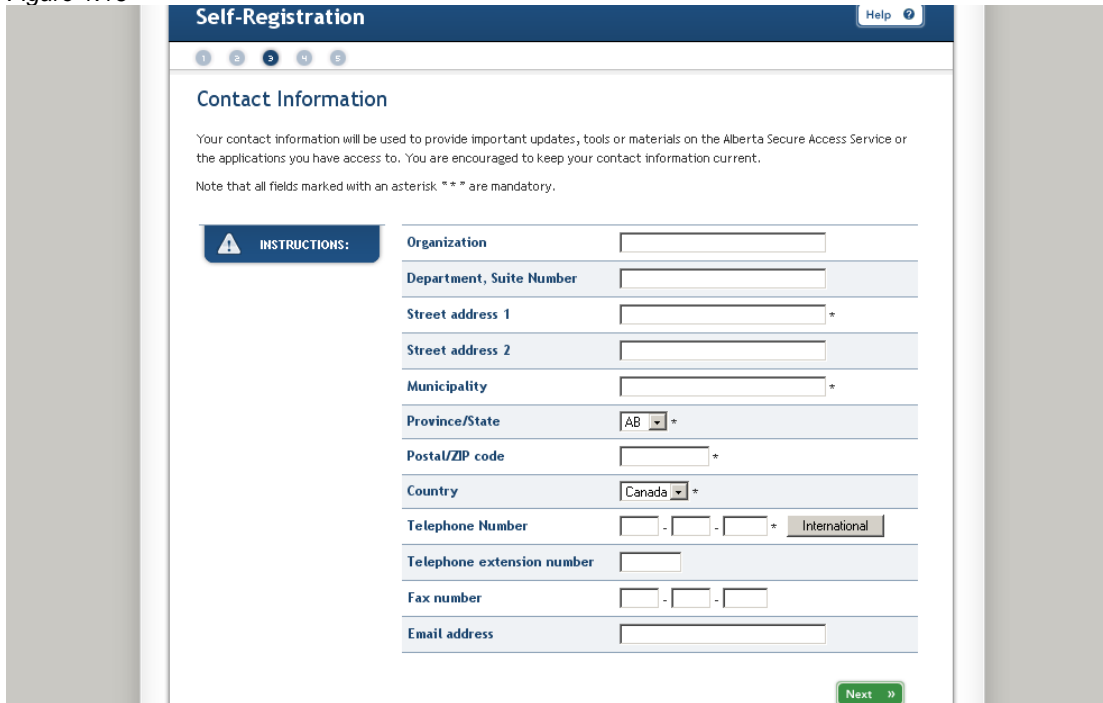
Figure 1.15



A screenshot of a web form showing a green "Next" button with a right-pointing arrow.

Step 3 – Contact Information

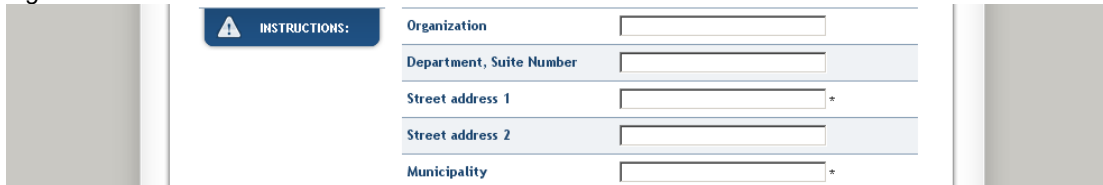
Figure 1.16



A screenshot of the "Self-Registration" form, specifically the "Contact Information" section. The form includes a "Help" button and a progress indicator. The "Contact Information" section contains a note: "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." Below this is an "INSTRUCTIONS:" box with a warning icon. The form fields are: Organization, Department, Suite Number, Street address 1 (mandatory), Street address 2, Municipality (mandatory), Province/State (dropdown menu showing "AB"), Postal/ZIP code (mandatory), Country (dropdown menu showing "Canada"), Telephone Number (with an "International" button), Telephone extension number, Fax number, and Email address. A green "Next" button is at the bottom right.

Enter the Organization that you work for, the Department and/or Suite, Street Address 1, Street Address 2 and the Municipality (Figure 1.17).

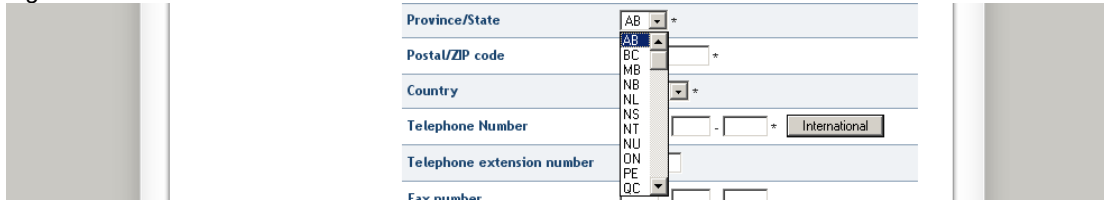
Figure 1.17



A screenshot of the "Contact Information" form fields, showing the "INSTRUCTIONS:" box and the fields for Organization, Department, Suite Number, Street address 1 (mandatory), Street address 2, and Municipality (mandatory).

Use the drop down arrow to select the Province/State (Figure 1.18).

Figure 1.18



The screenshot shows a form with several fields. The 'Province/State' field has a dropdown menu open, displaying a list of Canadian provinces and territories: AB, BC, MB, NB, NL, NS, NT, NU, ON, PE, and QC. The 'Postal/ZIP code' field is empty. The 'Country' field has a dropdown menu with 'Canada' selected. The 'Telephone Number' field has a button labeled 'International'. The 'Telephone extension number' field is empty. The 'Fax number' field is empty.

Enter the Postal Code spacing between the first three digits and last three (Figure 1.19).

Figure 1.19



The screenshot shows a form with a 'Postal/ZIP code' field. The field is empty and has a '+' sign to its right.

Select the Country (Figure 1.20).

Figure 1.20



The screenshot shows a form with a 'Country' field. The dropdown menu is open, showing 'Canada' selected, 'Canada', and 'USA'. The 'Telephone Number' field has a button labeled '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 1.21).

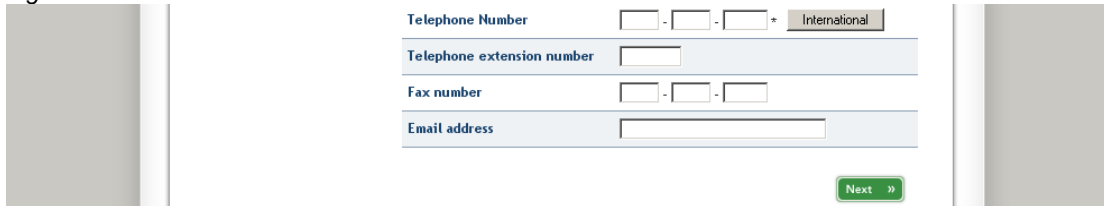
Figure 1.21



The screenshot shows a form with a 'Telephone Number' field. The field is empty and has a '+' sign to its right. A button labeled 'North American' is visible to the right of the field.

Enter the Contact Phone, Extension, Fax Number and Email Address in the last four fields and click on Next (Figure 1.22).

Figure 1.22



The screenshot shows a form with four fields: 'Telephone Number', 'Telephone extension number', 'Fax number', and 'Email address'. The 'Telephone Number' field has a '+' sign and an 'International' button. The 'Telephone extension number' field is empty. The 'Fax number' field is empty. The 'Email address' field is empty. A green 'Next >>' button is located at the bottom right of the form.

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 1.23).

Figure 1.23

The screenshot shows a web form titled "Self-Registration" with a "Help" button. The current step is "Security Information". The form includes an "INSTRUCTIONS:" section with a warning icon, a "Mother's maiden name" field, and a "CHALLENGE RESPONSE QUESTIONS:" section with five questions: "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?". Below these is a "PASSWORD:" section with instructions and two fields: "Password" and "Confirm Password". A "Next" button is at the bottom right.

Self-Registration Help ?

1 2 3 4 5

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 »

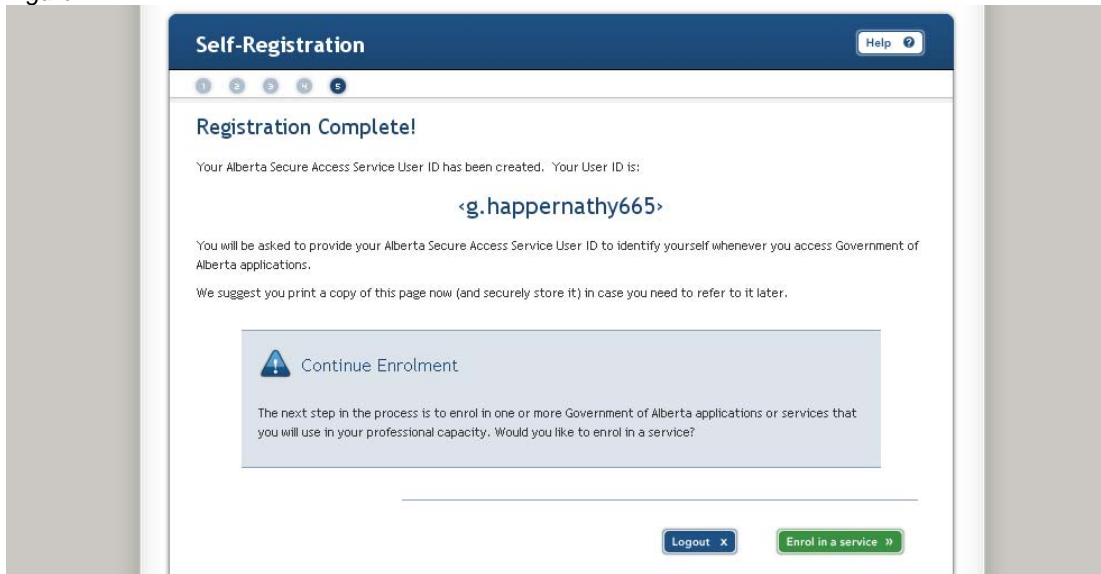
There are several rules when deciding on a password, the Password cannot contain your First and/or Last Name, must contain at least one number, one upper case letter, one lower case letter and can only be between 8 and 40 characters long. Decide on a password, enter it in twice once in the Password Box and then again in the Confirm Password box and select Next (Figure 1.23).

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 1.24).

****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 1.24



By selecting Logout (Figure 1.24) 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 1.23) and the User Id Created (Figure 1.24) 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 1.25).

Figure 1.25

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 1.26) 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 1.26) - 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 1.26) – 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 1.26

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: *

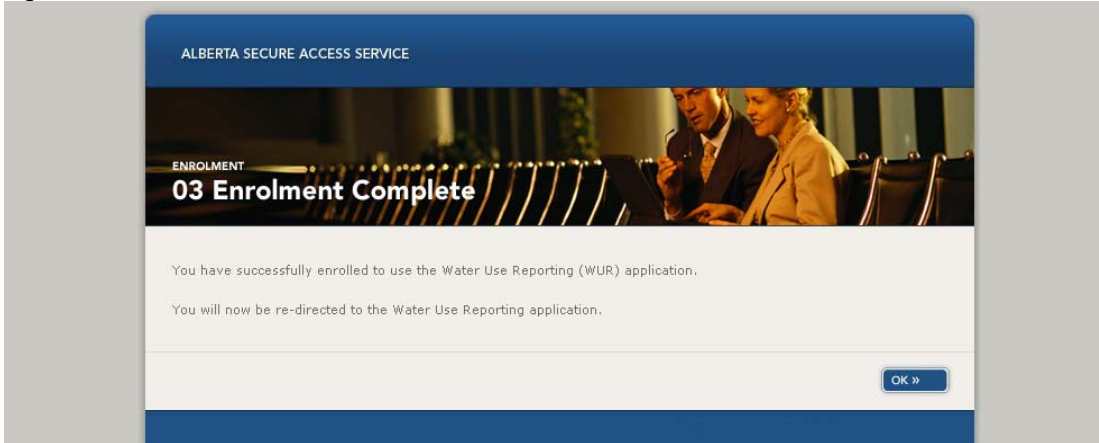
Preferred Email Address Contact: *

Re-enter Preferred Email Address Contact: *

Help Logout Enrol >>

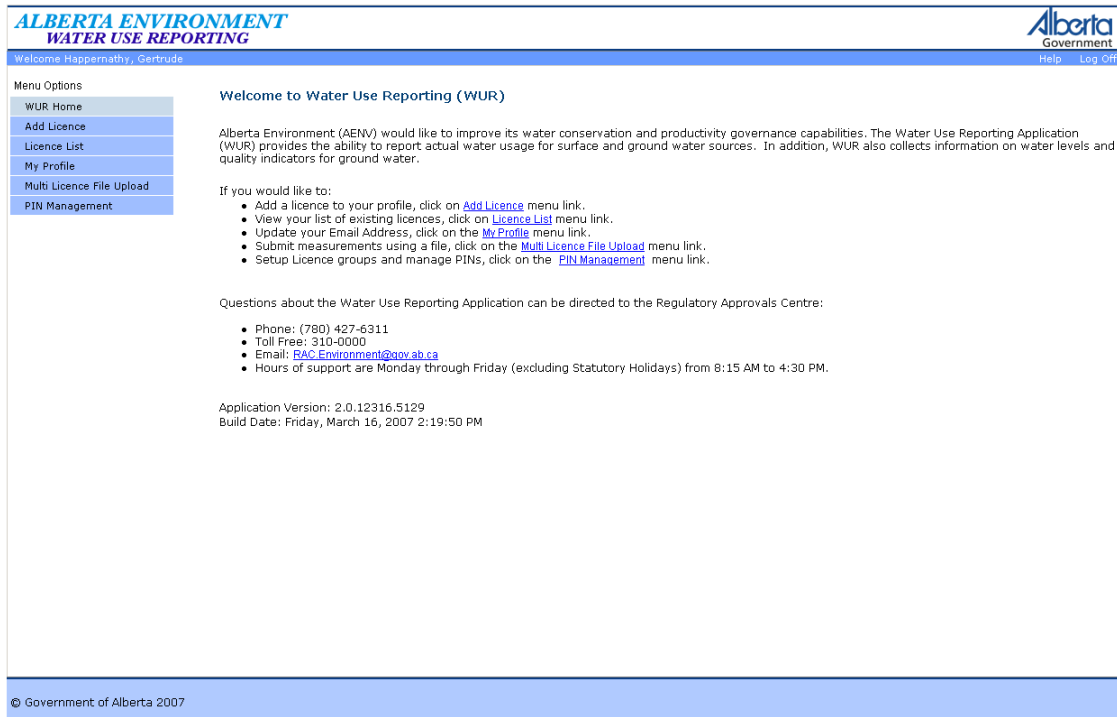
Note that the PIN Number and Temporary Enrolment Id used in Step 6 (Figure 1.26) can only be used once, for this reason click the OK button instead of choosing to close this screen by other means. If you close this screen then the system will not let you successfully enter the WUR system until another 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 1.27).

Figure 1.27



and the WUR home page shall appear (Figure 1.28).

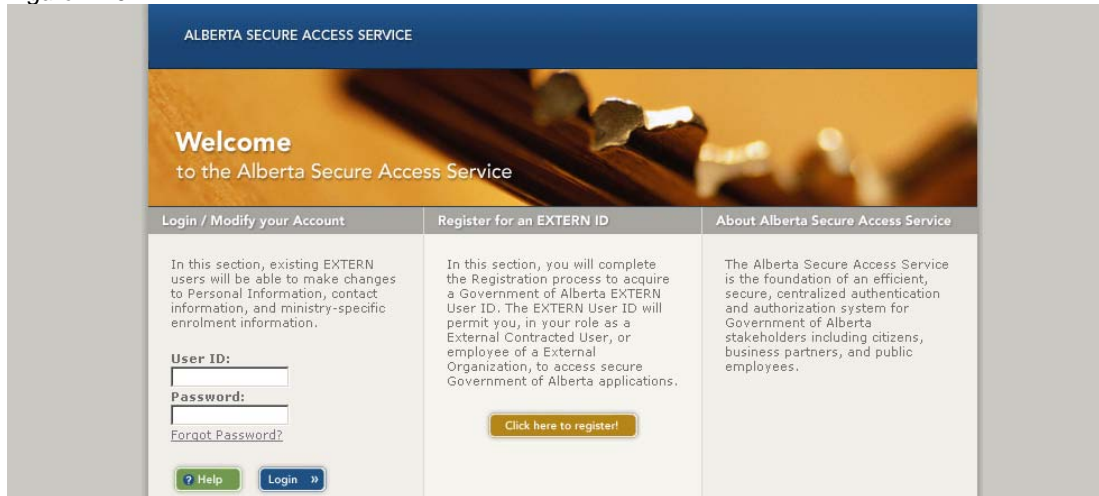
Figure 1.28



IV. Login/Modify your Account

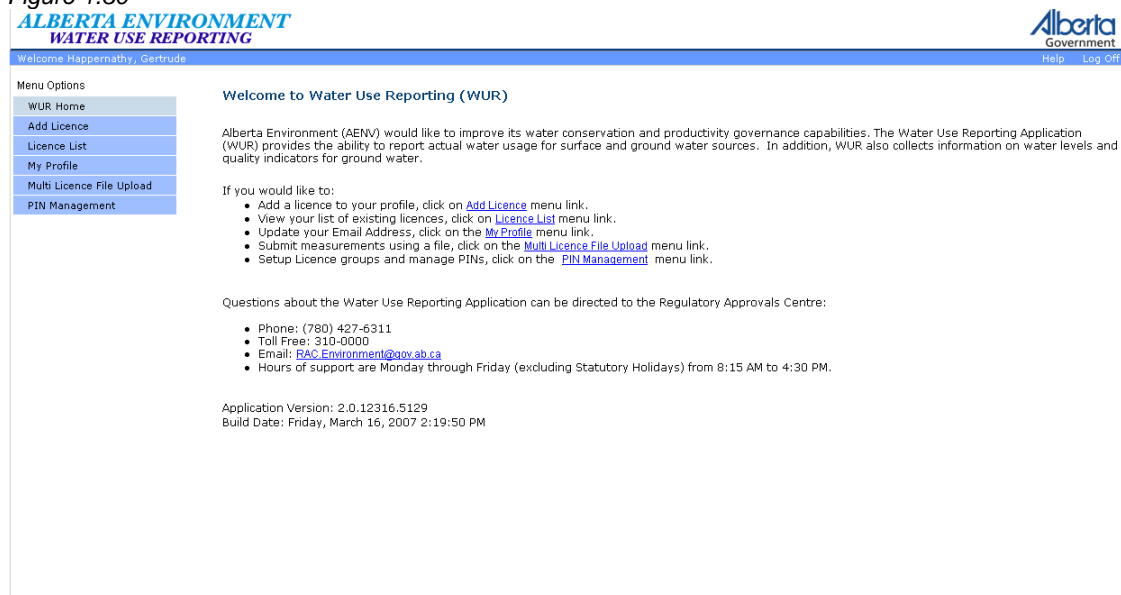
Enter your User Id and Password and click Login (Figure 1.29). If you do not have a User Id and Password then return to the Register for an Extern Id section (Page 8) and follow the six steps.

Figure 1.29



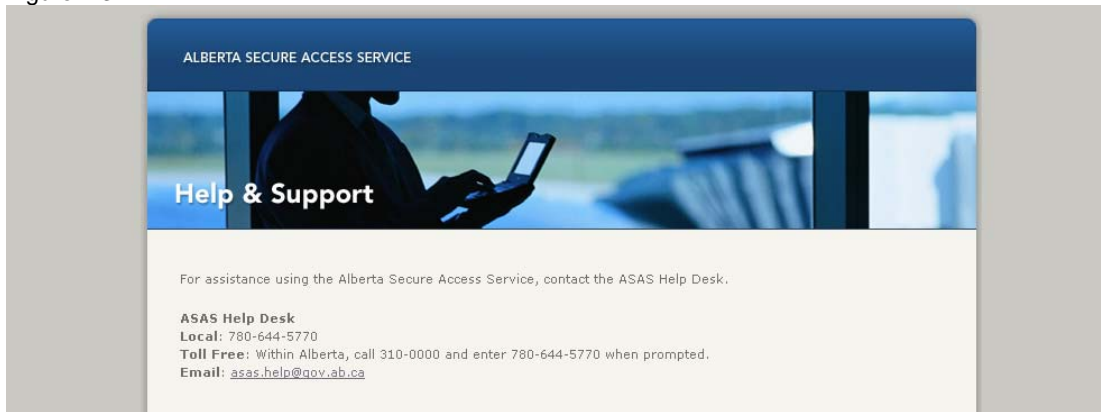
If you Registered with Alberta Secure Access Service and chose not to Enrol in WUR revert back to Step 6 of the Register for an Extern Id section (Page 8). Once Step 6 is completed then the WUR home page shall appear (Figure 1.30). If you Registered with Alberta Secure Access Service and Enrolled in WUR at the same time then the WUR home page will appear automatically (Figure 1.30).

Figure 1.30



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 1.31)

Figure 1.31



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