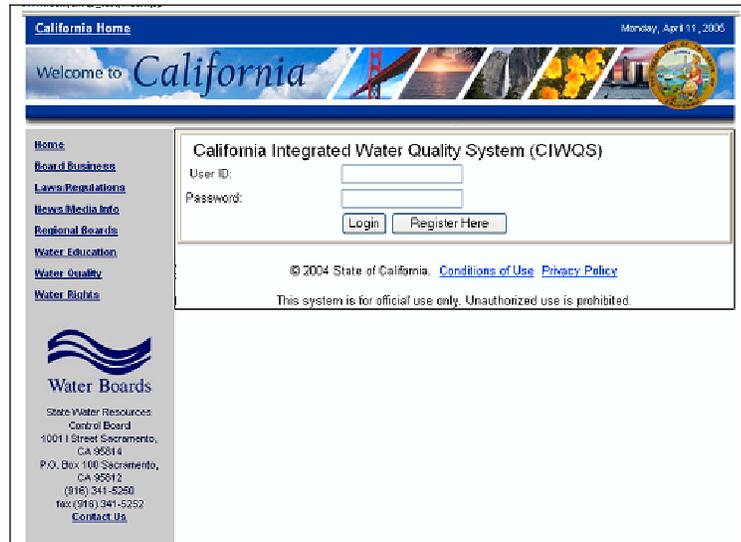The California Integrated Water Quality System (CIWQS) can be accessed through the State Water Resources Control Boards Website at www.state.ca.gov/ciwqs (Figure 1.10).

Figure 1.10 The CIWQS Login Page

This screen allows system Users to authenticate their identity by providing a User ID and Password. This step is required to access all system functions. All Users are provided a unique User ID and Password by the system administrator. If you do not yet have a password, you must first register to become a new User.

☞ **If you have problems logging in, check your User ID and password information and make sure that the Caps Lock is off on your keyboard. Passwords are case sensitive. If you continue to have problems, contact your local Water Board.**

Once you have successfully logged in to CIWQS, you will arrive at the CIWQS Main Menu (Figure 1.11). If you are a responsible person for a Facility and there are pending registrations for additional Users for your Facility, you will be prompted to either approve or disapprove the registration for the additional Users.

▣ **See section 1.3 below for information on how to approve/disapprove pending registrations.**
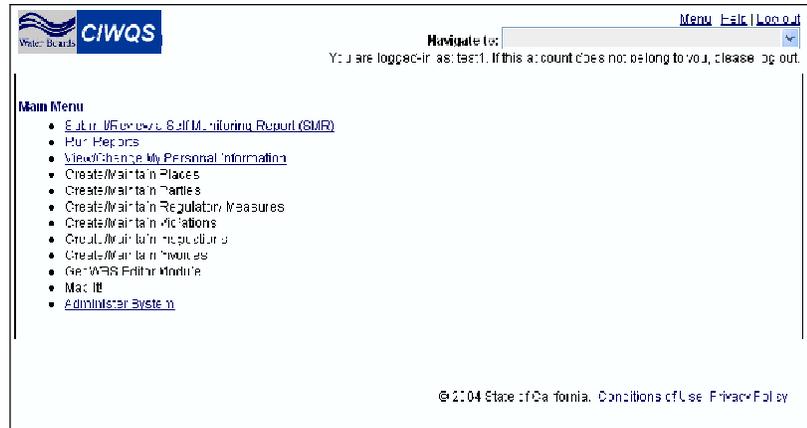
Figure 1.11 The CIWQS Main Menu

1.2.2 CIWQS Main Menu: Introducing the Modules

The home page (main menu) serves as the centerpiece of the system, allowing you to access key functions. It is accessed when you initially login to CIWQS and whenever you select the Main Menu hyperlink at the top of the page. The Main Menu is designed to be "action oriented" and to provide easy access to the tasks you will need to perform.

The options visible on the Main Menu reflect the organization of the database that supports the CIWQS site. The database and, by extension, the Main Menu, are organized into Modules – or groups of tasks. Each Module allows you to perform certain functions within the system.

Your access level determines which Modules you have access to. The Modules you are able to access will be highlighted and underlined – providing a link into the Module.

You will have access to the following Modules:

* Submit/Review a Self Monitoring Report - This Module allows a discharger or their authorized consultants to submit a self-monitoring report (eSMR).

* View/Change my Personal Information – This Module allows you to access your system profile and to change your password.

* Administer System (Responsible Executive Officers only) – This Module allows Responsible Executive Officers to approve or disapprove the registration of additional Users for their Facility.

☞ **Dischargers that submit a hard copy of their report will not be granted access to the "Submit a Monitoring Report" module of CIWQS.**

The Main Menu page and the subsequent pages you will encounter within CIWQS share some common features, which will be discussed in the following section.

1.2.3 CIWQS Navigation

The CIWQS interface contains several standard features to aid in navigation.

CIWQS Header

The CIWQS header is present on every page of the CIWQS site (Figure 1.12). Its features aid in site navigation and provide links to the CIWQS homepage and CIWQS Help.
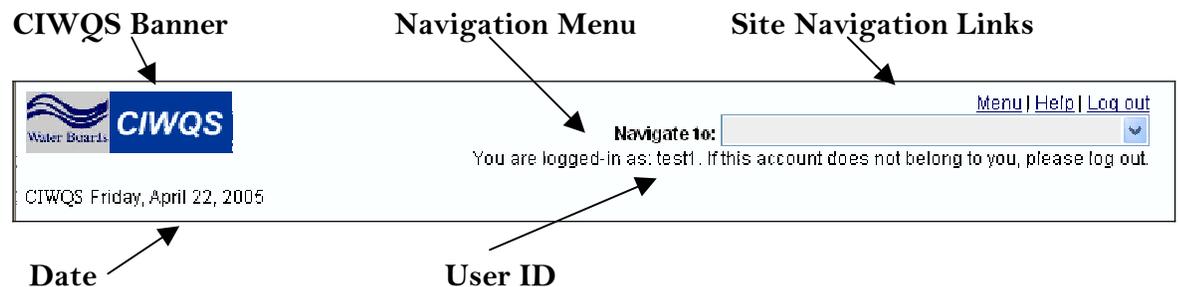
CIWQS Banner   **Navigation Menu**   **Site Navigation Links**

Date   **User ID**

Figure 1.12 The CIWQS Header

CIWQS Banner

- Shows the CIWQS logo along with the Water Boards Logo.
- Links Users back to the CIWQS homepage.

Navigate to drop-down menu:

- Allows you to select one of the Modules
- Selecting a Module will automatically take you to the first page of that Module.

Site Navigation Links

- **Menu**: will return you to the Main Menu from any page within the system

- **Help**: will open a help screen in a pop-up window specific to the page you are located in.

- **Log out**: will log you out of CIWQS and return you to the login page

Date

- Shows the Current Date

User ID

- Tells you what User ID was used to log into the system.

Pop-up Windows in CIWQS
CIWQS uses pop-up windows in several of the Modules. A pop-up link (triggered by selecting a function or a web address hyperlink) opens a new window in your browser and uses a program called JavaScript to do so. It is possible that your web browser has disabled JavaScript. If this is the case, you may have problems viewing the pop-up windows and their content.   If you have problems viewing pop-ups your browser will show an error message. If this happens, re-enable JavaScript on your computer or contact your help desk to find out how to view pop-up windows on your computer.

1.3 How to Authorize an Additional User

Responsible Executive Officers have the responsibility to review and approve or disapprove pending registrations for additional CIWQS Users for their related Facility. When an additional Discharger has registered for a User ID and password via the CIWQS registration Module, an email is sent to all Responsible Executive Officers for the selected Facility with the following text: