

ESCP and CWPPP Annual Web-Training

INSTRUCTIONS

STEP 1: Go to the training website

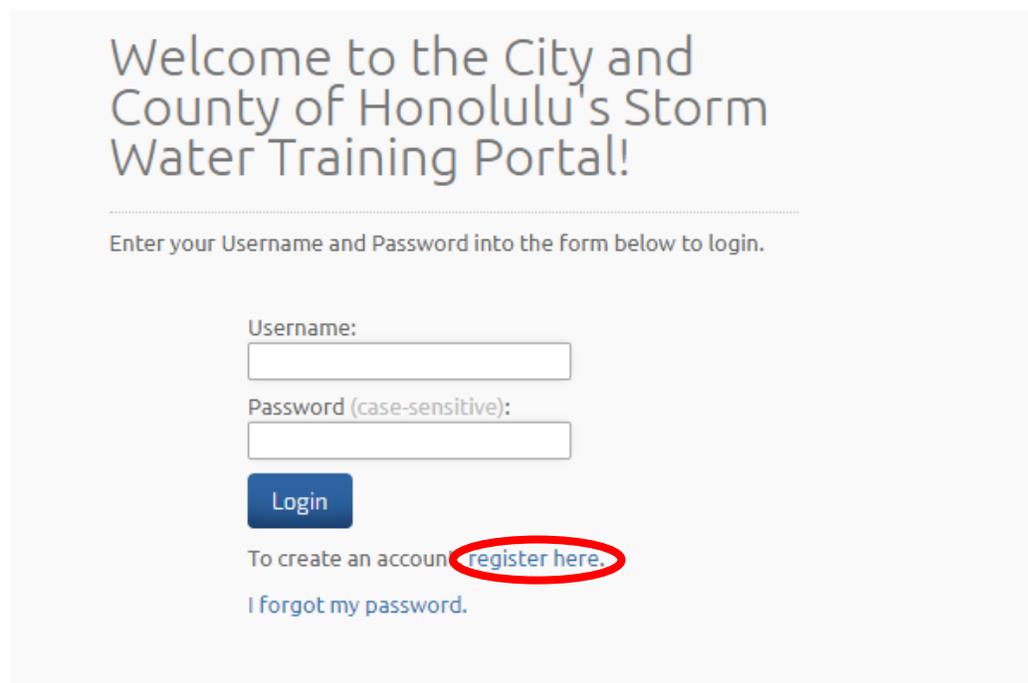
<http://cwppp.cleanwaterhonolulutraining.com/>

or

<http://escp.cleanwaterhonolulutraining.com/>

- **WARNING:** Pop-up blockers may affect the functionality of the sites. Please disable these functions prior to beginning the training.

STEP 2: Click on the “register here” link.



Welcome to the City and
County of Honolulu's Storm
Water Training Portal!

Enter your Username and Password into the form below to login.

Username:

Password (case-sensitive):

Login

To create an account [register here.](#)

[I forgot my password.](#)

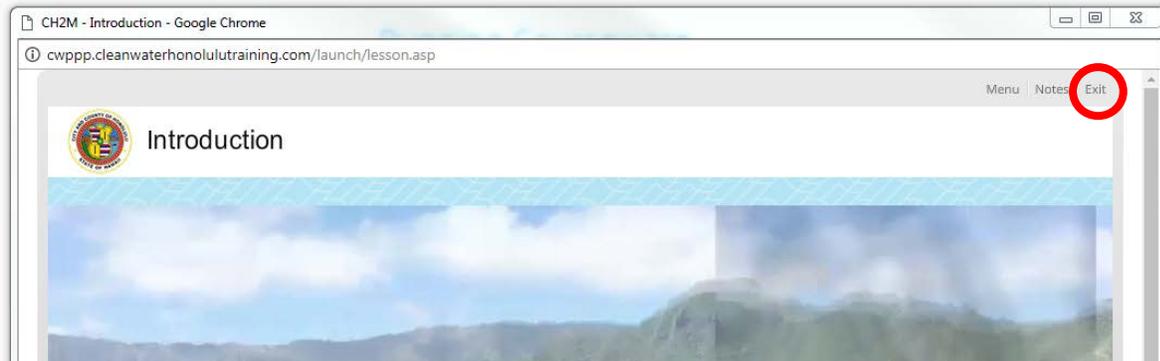
- Fill out the User Account information and click “Create Account” to continue.
- The site will direct you to the home screen. Click on the “TRAINING” tab to view the courses. Please wait a few seconds for the courses to load. You may have to refresh the page a couple of times.
- If you do not see courses appear. Contact the [Administrator](#).

STEP 3: Take the Training

Learning Activities					
Enrolled (2)					
Course ▲	Due Date	Expires	Details	View	
Introduction	-	Aug 9, 2018			
Post-Construction	-	Aug 9, 2018			

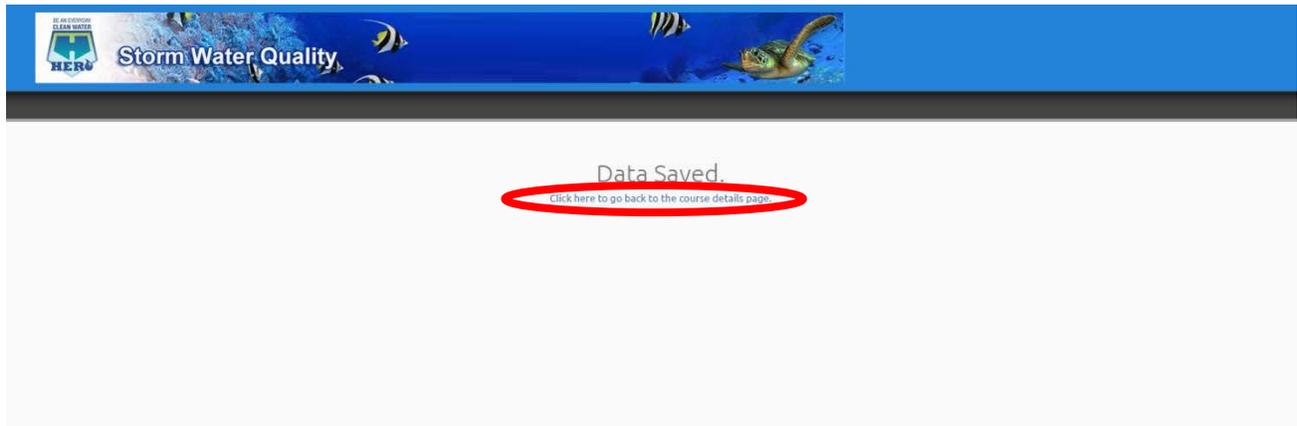
- After clicking on the “GO” button, you will be directed to the course page. On this page you will click the “GO” button again to start the module.
- A Pop-up window will appear with the training module. **DO NOT CLOSE** the previous training window that says “Running Courseware”. This page is required to save your course data.
- You must finish the course identified with the “GO” button to unlock the next course.

Quality



- Once you have completed the training, Click on the “X” or the “Exit” link in the upper right hand corner to save your data.
The Pop-up window will disappear and the previous training page will update.

STEP 4: Return to the Course page



- Click on the “click here to go back to the course details page” link.

Learning Activities

Lesson	Type	Status	Score	Action
1. CH2M - Introduction		Completed	-	

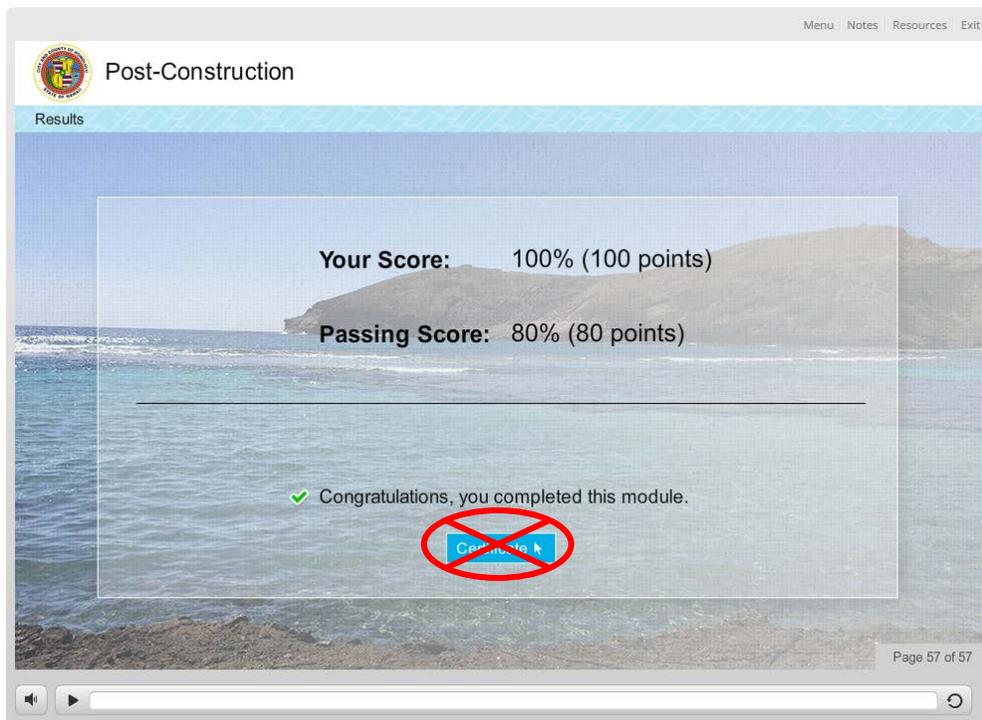
- Your “Status” should now be displayed. (Note: If you need to end a training module early, follow the same procedure and your data will be saved)
- Click on the “Training” tab to view your remaining courses.

STEP 5: Finish your remaining Courses

Learning Activities				
Enrolled (1)				
Course ▲	Due Date	Expires	Details	View
Post-Construction		Aug 9, 2018		

Completed (1)				
Course	Date Completed	Expires	Details	Review
Introduction	Aug 9, 2017	Aug 9, 2018		

- Once you complete a course it is moved to the “Completed” table under your “Learning Activities” section.
- When all the courses are complete, you will be awarded the course certificate. (Note: the locked course has now been opened for you to continue)



The screenshot shows a video player interface for a course completion results page. The page title is "Post-Construction" and the section is "Results". The background is a scenic view of a coastline with blue water and green hills. The text displayed is:

Your Score: 100% (100 points)
Passing Score: 80% (80 points)

Below this is a horizontal progress bar that is fully filled. A green checkmark icon is followed by the text: "Congratulations, you completed this module." At the bottom of the results box, there is a blue button with a white arrow and the text "Continue", which is circled in red with a diagonal slash through it, indicating it should not be used. The video player controls at the bottom show a play button and a progress bar. The page number "Page 57 of 57" is visible in the bottom right corner.

- **WARNING:** Do not use the “Certificate” function at the end of the CWPPP training course. Please use the function shown in [STEP 6](#) to print your certificate.

STEP 6: Print your Certificate

My Certificates		
Certificate	Award Date	
2017 CWPPP Training Certificate	Jul 27, 2017	Print

- When you have completed all the courses. A Certificate will appear under “My Certificates” on the left side of the page in your “Training” tab.
- If you do not see a certificate appear, please contact the [Administrator](#).
- Click on the “Print” link to print your Certificate.

ADMINISTRATOR CONTACT:

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