

# NPDES MS4 Annual Web-Training

## Inquisiq (Replaces ECATTS)

### STEP 1: Go to the training website

<http://Training.cleanwaterhonolulutraining.com>

**\*WARNING:** Some functionality of the website is lost when using Internet Explorer. Google Chrome is the recommended browser.

### New Users Login

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.](#)

- If you did not previously have an account, click on the “register here” link.

## Fill Out the Registration Form

Details

 Required items are marked with an asterisk (\*).

Name: \* First Name:  Middle Initial:  \* Last Name:

\* Email:   
• For City employees, use your @honolulu.gov or @thebus.org email address.  
• For non-city employees, your company provided email address is preferred.

\* Username:   
• Must be at least 6 characters and no more than 25 characters.  
• Cannot contain 'admin' or 'administrator'.  
• Cannot contain a social security number.

\* Password:   
• Must be at least 6 characters and no more than 25 characters.  
• Cannot contain 'password', '123456', '654321' or contain the username.  
Confirm by entering again:

Company (if private):

Address: Street Address (if private):

- You do not need to fill out the “Company” and “Address” sections. This is for non-city workers only.

City and County of Honolulu Department:   
Department of Facility Maintenance (DFM)  
Department of Parks and Recreation (DPR)  
Department of Planning and Permitting (DPP)  
Department of Transportation Services (DTS)  
Honolulu Authority for Rapid Transit (HART)  
Honolulu Fire Department (HFD)  
Honolulu Police Department (HPD)  
Oahu Transit Services (OTS)

City and County of Honolulu Division:   
DDC Civil Division  
DDC Facilities Division  
DDC Mechanical/Electrical Division  
Administration  
ENV Wastewater Division  
-N/A  
DES Building Services  
DES Golf Courses

\* Job Type :

- Select your “Department” and “Division”. If none of the choices apply to you, select “N/A”.
- Select your Primary “Job Type” from the dropdown list.
- Click the “Create Account” button to finish registering.
- Follow Steps 4-9 for instructions on training.

## Returning Users Login

# 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):

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

[I forgot my password.](#)

- Your Username is the same as last year.
- (Contact your [training manager](#) if you forgot your [Username or Password](#))
- Click the "[Login](#)" button

## STEP 2: Create a New Password

### Details



You are required to change your Password.

Old Password: \*\*\*\*\*

- \* New Password:
- Must be at least 6 characters and no more than 25 characters.
  - Cannot contain 'password', '123456', '654321' or contain the username.

Confirm by entering again:

 Change Password

- You will need to choose a new password in order to log in.
- Enter a new password
- The new password must be at least 6 characters and no more than 25 characters. And cannot contain 'password', '123456', '654321' or contain the username.
- Click "Change Password" button

### Details



You are required to change your Password.



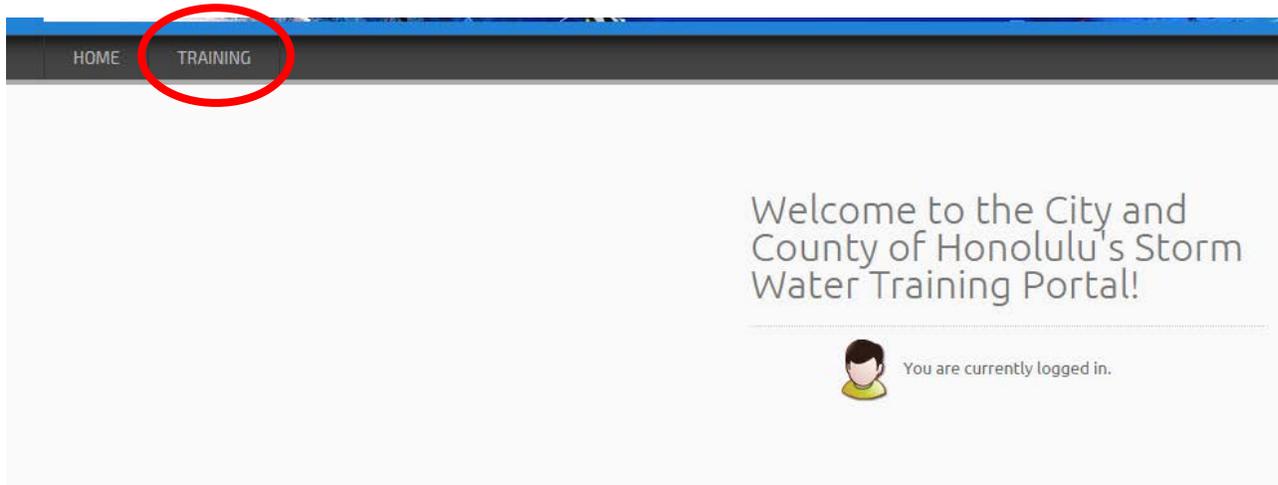
Done

Your Password has been updated!

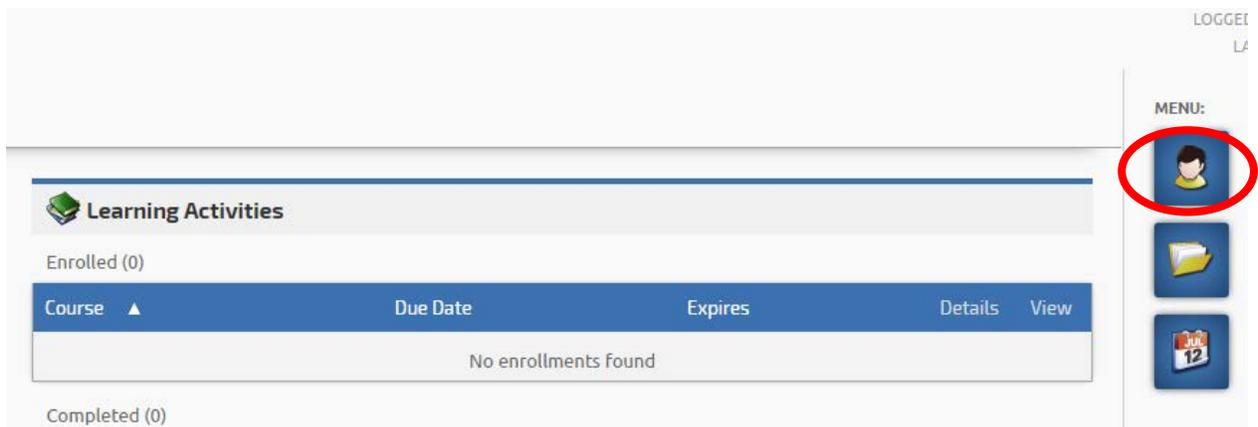
Continue

- The next screen will show if your password was updated.
- Click the "Continue" button.

### STEP 3: Update your Profile



- Click on the “TRAINING” tab



- Click on the My Profile button

MY ACCOUNT // MY PROFILE

## My Profile

Details

Use the form below to modify your account.

Name: \* First Name:  Middle Initial:  \* Last Name:

\* Email:

- For City employees, use your @honolulu.gov or @thebus.org email address.
- For non-city employees, your company provided email address is preferred.

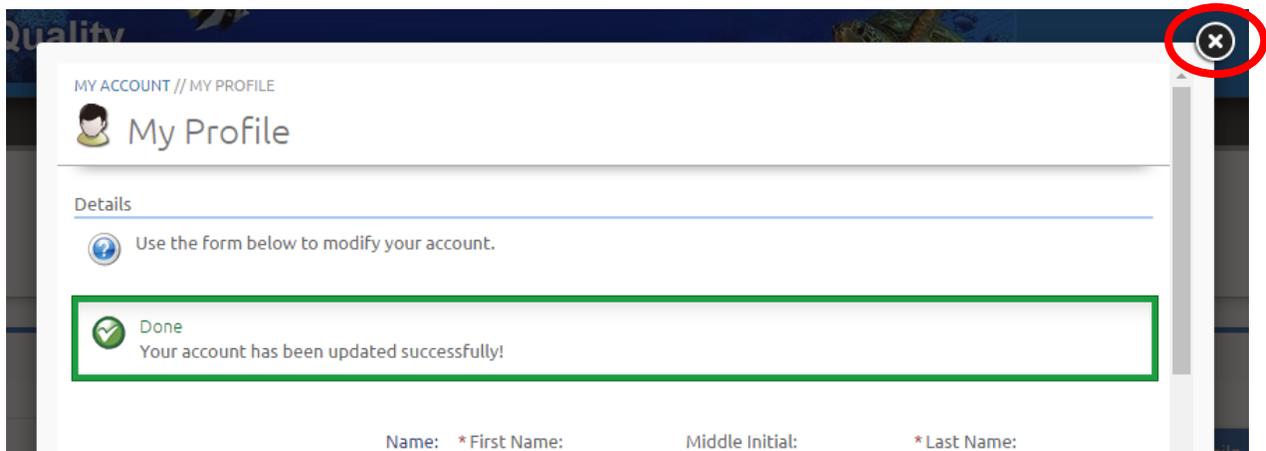
\* Username:

- Must be at least 6 characters and no more than 25 characters.
- Cannot contain 'admin' or 'administrator'.
- Cannot contain a social security number.

- Confirm your information is correct. This will be used for your certificate of completion.
- You do not need to enter a new password

\* Job Type:

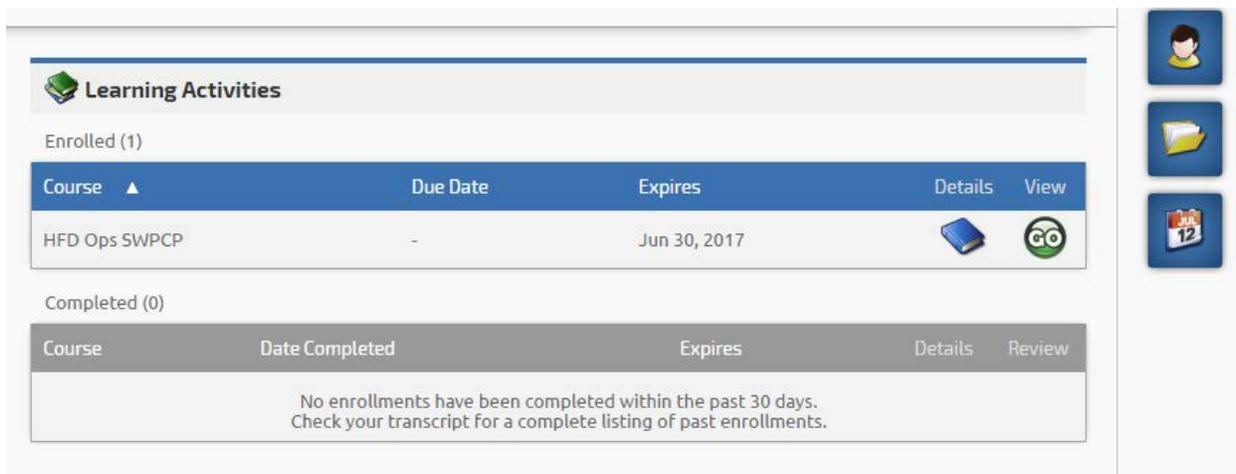
- Select your primary job responsibilities
- If you identify with multiple Job Types, contact your training manager for permission to additional training.
- Do not change the Registration Password
- Click Save Changes



- After you've updated your profile close the My Profile window by clicking the "X".



- Click your browser's Refresh button



- Your training course will automatically load (may take a couple minutes depending on number of users).
- If it does not load, log off and give the system about an hour to update.
- Log in to see if it has updated. If it still does not update, contact your training manager.

## STEP 4: Click on the “Training” tab

 **Learning Activities**

Enrolled (4)

Course ▲	Due Date	Expires	Details	View
Illicit Discharges and Illegal Connections	-	Jun 30, 2017		
Storm Water Management Program Plan	-	Jun 30, 2017		
Storm Water Overview	-	Jun 30, 2017		
Survey	-	Jun 30, 2017		

Completed (0)

Course	Date Completed	Expires	Details	Review
No enrollments have been completed within the past 30 days. Check your transcript for a complete listing of past enrollments.				

- Click on the “GO” button in Green.
- If you are unable to see courses under your “Learning Activities” section, click on the “My Profile” button on the right side of the screen to confirm that you have selected a Job Type. (The site may take a few minutes to update after selecting and saving your Job Type)
- If you do not see courses appear. Contact the [Administrator](#).

## STEP 5: Take the Training

The screenshot shows a course page titled "Illicit Discharges and Illegal Connections". It includes a status bar indicating the user is enrolled and the course expires on June 30, 2017. Below this is a "Learning Activities" table with one entry: "1. Illicit Discharges and Illegal Connections" with a status of "Not Attempted". A red circle highlights a "GO" button in the "Action" column of the table.

Lesson	Type	Status	Score	Action
1. Illicit Discharges and Illegal Connections		Not Attempted		

- This is the course page. The module will begin after clicking on the “GO” button again.
- 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.

The screenshot shows a quiz results page titled "Illicit Discharges and Illegal Connections" with a sub-header "Quiz Results: Storm Water Management Program Plan". It displays the user's score as 100% (90 points) and the passing score as 70% (63 points). The result is "Congratulations, you passed." with a green checkmark. A "Retry Quiz" button is visible. A red circle highlights the "X" button in the upper right corner of the browser window.

**BE AN EVERYDAY CLEAN WATER HERO**

**Illicit Discharges and Illegal Connections**

**Quiz Results: Storm Water Management Program Plan**

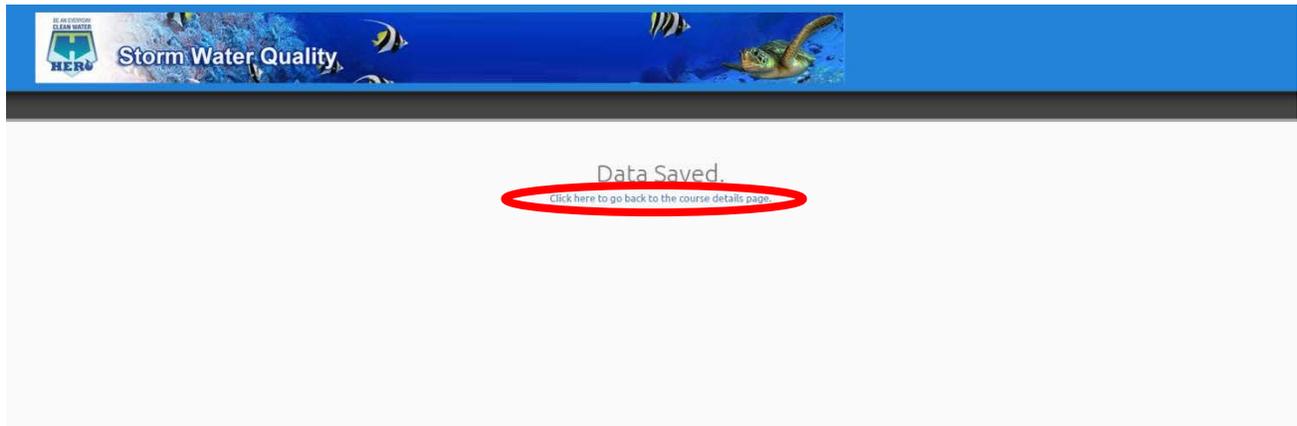
Your Score: 100% (90 points)  
Passing Score: 70% (63 points)

**Result:**  
✓ Congratulations, you passed.

**Retry Quiz**

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

## STEP 6: 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. Illicit Discharges and Illegal Connections		Passed	100%	

- Your “Status” and “Score” 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 7: Finish your remaining Courses

Learning Activities				
Enrolled (3)				
Course ▲	Due Date	Expires	Details	View
Storm Water Management Program Plan	-	Jun 30, 2017		
Storm Water Overview	-	Jun 30, 2017		
Survey	-	Jun 30, 2017		

Completed (1)				
Course	Date Completed	Expires	Details	Review
Illicit Discharges and Illegal Connections	Mar 24, 2017	Jun 30, 2017		

- 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.

## STEP 8: Print your Certificate

My Certificates		
Certificate	Award Date	
Administration	Mar 16, 2017	<a href="#">Print</a>

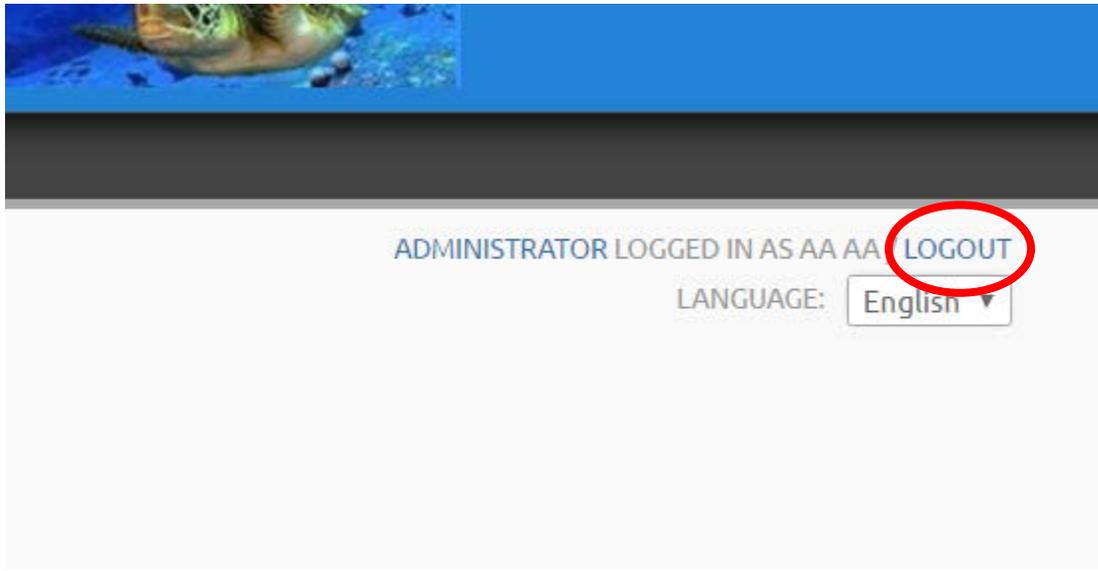
- When you have completed all the courses. A Certificate will appear under “My Certificates” on the left side of the page in your “Training” tab.
- If you do not see a certificate appear, please contact the [Administrator](#).
- Click on the “Print” link to print your Certificate.

### **ADMINISTRATOR CONTACT:**

Email: [Jeff.Onaga@CH2M.com](mailto:Jeff.Onaga@CH2M.com)

Phone: (808)440-0207

## STEP 9: Log out!



- Don't forget to log out! If you try to login on multiple browsers, data from previous sessions can be lost. Logging out will ensure that progress in courses will be saved.