Volunteer Water Monitoring Online Service – Instruction Guide for New Volunteers

Welcome to the Minnesota Pollution Control Agency (MPCA) Volunteer Water Monitoring Program (VWMP) Online Service. You can use the VWMP Online Service to submit your request to enroll as a Volunteer Lake Monitor or a Volunteer Stream Monitor. After your enrollment has been approved, you can also use the VWMP Online Service to submit your water monitoring results, update your contact information, or select a new/additional waterbody to monitor.

Here is a link to our MPCA eServices portal - <u>https://rsp.pca.state.mn.us</u>.

The VWMP Online Service can be accessed from your desktop computer, smart phone, or tablet. The following internet browsers are recommended for the best functionality: Chrome, Firefox, or Edge.

Contents

1.	Creating an account	1
	On the Login page	3
	On the Create User ID page	3
	On the Choose Password page	3
	On the Contact pages	4
	On the Challenge/Response Questions page	5
	On the Electronic Signature PIN page	5
	On the Facility Search screen	6
	Log in and select the Volunteer Monitoring service	6
2.	How to enroll in the Volunteer Monitoring volunteer program	7
	On the My Workspace page	7
	On the Contact Information screen	7
	On the USPS Address Validation screen	8
	On the Preferences screen	9
	On the Select Waterbody screen	9
	On the Confirmation screen	. 10
	To review your submission	. 10
	Email receipt	. 11
3.	How to add your Facility ID in your account	.11
	Login	. 11

Minnesota Pollution Control Agency 651-296-6300 | 800-657-3864 or use your preferred relay service | <u>Info.pca@state.mn.us</u>

	On the My Workspace page	11
	On the Facility Search screen	
	On the Facility Search Results screen	
	On the Select Access Type screen	13
	On the Access Change Confirmation screen	13
4.	How to submit your monitoring results	15
	Login	15
	On the My Workspace page	15
	On the Path Selection screen	15
	On the Monitoring Results screen	15
	On the Confirmation screen	
	To view your data submission	
	Email receipt	19
5.	How to update your contact information	19
	Login	19
	On the My Workspace page	
	On the Path Selection screen	
	On the Contact Information screen	20
	On the USPS Address Validation screen	20
	On the Select Waterbody screen	21
	On the Confirmation screen	21
	To review your submission	21
	Email receipt	21
6.	How to request an additional waterbody	21
	Login	21
	On the My Workspace page	22
	On the Path Selection screen	22
	On the Contact Information screen	22
	On the USPS Address Validation screen	22
	On the Select Waterbody screen	23
	On the Confirmation screen	24
	To review your submission	24
	Email receipt	25

1. Creating an account

To enroll in the Volunteer Monitoring program as a new volunteer, you must first create an MPCA e-Services account. To create an MPCA e-Services account, go to https://rsp.pca.state.mn.us and complete these steps.

On the Login page

1. Click **Create a new account**.

LOGIN		
User ID:	Password:	Login
Create a new account	>>Forgot my password>>	

On the Create User ID page

- 1. In the **User ID** box, type any user ID of your choosing. Your user ID must be between 8 and 40 alphanumeric characters. Do not use punctuation, spaces, or special characters. Choose a User ID you will remember each time you need to log in.
- 2. Click Continue.

CREATE	USER ID		
Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special character			
User ID:	pbunyan		
_	Clear		

On the Choose Password page

- 1. In the **User Password** box, type a password. Your password must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). Passwords are case sensitive.
- 2. In the Retype User Password box, type the same password.
- 3. Click Continue.

Note: Passwords must be bet letters, uppercase letter	ween 8 and 40 characters s, digits, and other charac	(inclusive), chosen from at least tw ters (except space, quotes, <, >, &	o of these groups: lowercase and \).
Passwords are case ser	nsitive.		
User Password:	•••••	Retype User Password:	•••••

On the Contact pages

1. Under **Contact Information**, enter your contact information. If an asterisk (*) is present, you must enter that information.

* First Name:	Paul	* Address Line 1:	Minnesota 18
Middle Initial:		Address Line 2:	
* Last Name:	Bunyan	Address Line 3:	,
		* City:	Brainerd
Title:	•	* State/Country:	Minnesota 🗸
* E-Mail Address:	paul.bunyan@mydomain.com	Foreign State:	
* Confirm E-Mail:	paul.bunyan@mydomain.com	* ZIP/Postal Code:	56401
Organization Name:			00101
Organization Type:	Private (Non-Government)		

- 2. Under Contact Numbers, click Add Contact Number.
- 3. From the Contact # Type list, select the type of number you are adding.
- 4. In the Contact Number box, type your 10-digit number. Do not enter dashes or spaces between numbers.
- 5. If desired, enter your extension and add any comments.
- 6. Click Save.
- 7. Repeat Steps 2–6 for additional contact numbers you want to add.
 - Click Continue.

At least one contact number is required.				
Phone Number	Туре	Remove	Edit	
555555555	Office Phone Number	8	4	7
king a column title will sort the table by that column	n.]

On the Challenge/Response Questions page

- Please do not provide us with private information; this section is a requirement of the system, but the information will not be used. Additionally, you will not be asked to recall the answers when attempting to log in at any point in the future. Please use the answers provided in #1 through #5 below to get through this section. For **Question 1**, select a question from the list. Then enter Test1 as the answer.
- 2. For **Question 2**, select a question from the list. Then enter Test2 as the answer.
- 3. For **Question 3**, select a question from the list. Then enter Test3 as the answer.
- 4. For **Question 4**, select a question from the list. Then enter Test4 as the answer.
- 5. For **Question 5**, select a question from the list. Then enter Test5 as the answer.
- 6. You can select each question only one time, and your answers cannot be duplicates. Answers are not case sensitive.
- 7. Click **Continue**.

	CHALLENGE/RESPONSE QUESTIONS	
- Create User ID	Select a question and type an answer for five different security questions. Answers cannot be duplicated. Answers are NOT case sensitive	
- Add Contact Info	* Question 1: What is your father's middle name?	
 Setup Challenge Questions 	* Question 2: What is your mother's mainlen name?	
 Create Electronic Signature PIN 	* Question 3: What is the first pame of your first howfriend or oilffir v	
 Add Facilities 	* Question 4:	
Please Note You may click on a eviously visited page	In what dity was your mother born?	
ve) to navigate back to that screen.	* Required	

On the Electronic Signature PIN page

You must set up a PIN as part of the account creation process, **but it will not be used for your Volunteer account needs.** You will not be asked to use this pin again in the future, even if you need to reset your password. To get through this section quickly, we recommend the following.

- 1. In the Electronic Signature PIN box, enter Volunteer1 as your PIN.
- 2. In the Retype Electronic Signature PIN box, type the same PIN again Volunteer1.
- 3. Click **Continue**.

CREATE A NEW CE	RTIFICATION PIN		
Your PIN will be used to e	lectronically certify a notification, report,	or application.	
Note: The Certification PII other characters (ex Certification PIN is case s	N must be between 8 and 40 characters kcept space, quotes, <, >, & and \). ensitive.	(inclusive), chosen from at least two of these	groups: lowercase letters, uppercase letters, digits, and
Certification PIN:	•••••	Retype Certification PIN:	••••••
			Continue Clear

On the Facility Search screen

- 1. Click **Complete Setup**. You do not need to search for any facility.
- 2. The e-Services system will redirect you to the login page.

Log in and select the Volunteer Monitoring service

To log in:

- 1. If you are not already at the Login page, go to https://rsp.pca.state.mn.us in your web browser.
- 2. In the User ID box, type your user ID.
- 3. In the Password box, type your password.
- 4. Click Login.
- 5. The My Services screen opens the first time you log in after account creation.

Note: After account setup is complete, the My Workspace screen will open each time you log in.

- 6. Under the heading Services Requiring Facilities, find Volunteer Water Monitoring.
- 7. Check the box next to Volunteer Water Monitoring.



- 8. Click **OK**.
- 9. You are brought back to the **My Workspace** page. Notice how the Volunteer Water Monitoring hyperlink now displays under Service Selection. Each time you login, you can open the Volunteer Water Monitoring online service from your My Workspace home page by clicking the link.



2. How to enroll in the Volunteer Monitoring Volunteer program

To enroll in the program, login to your account at <u>https://rsp.pca.state.mn.us</u> complete these steps.

On the My Workspace page

1. Click Volunteer Water Monitoring.

MY WORKSPACE	
Service Selection	۲
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u> . Some services are accessible without selecting facilities as shown below.	÷
Volunteer Water Monitoring Volunteer Water Monitoring	

On the Contact Information screen

Note: Fields marked with an asterisk (*) are required fields.

- 1. Enter your First Name and Last Name. Middle Initial is optional.
- 2. Enter your Address, State, City and ZIP/Postal Code. County is optional.
- 3. Enter your **Email Address** and **Phone Number**. You must enter at least one email and one phone number. To change the phone number type, select the drop down arrow next to Home Phone Number and select a different option from the list.
- 4. Optional: To add an additional email address or phone number, click **Add Number**. Select a different type of phone number or email address from the list. You can only use each Type once.
- 5. Click Continue.

Configure Services

ontaot monnation			
ase add or update Cont	act Information on this screen.		
e the Help in the upper r	right-hand corner of this page for add	ditional instructions.	
First Name:			
Middle Initial:			
Last Name:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
County:		•	
State:	Minnesota	•	
City:		•	
Zip/Postal Code:			
Zip/Postal Code: 3oth a phone number ar *Type	nd email address are required. *Contact Number	Remove	
Zip/Postal Code: Both a phone number ar Type Email Address	nd email address are required. *Contact Number	Remove	
Zip/Postal Code: 3oth a phone number ar <u>*Type</u> Email Address Home Phone Number	nd email address are required. *Contact Number	Remove	
Zip/Postal Code: 3oth a phone number ar "Type Email Address Home Phone Number Add Number	nd email address are required. *Contact Number •	Remove	

On the USPS Address Validation screen

This screen displays potential address matches based on the USPS standard formatting. If the address you entered matched USPS standard formatting, you will not be taken through this screen.

- 1. Review the **Possible USPS Address Match**(es) that display(s).
- 2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.
- 3. Click **Continue**.

	USPS ADDRESS VALIDATION	
Current Location Address:	520 Lafayette Ro Saint Paul MN 5	
Select Poss	ible USPS Address Match	
S S	520 Lafayette Rd N aint Paul MN 55155-4102	

On the Preferences screen

Note: Fields marked with an asterisk (*) are required fields.

- 1. Answer the three required questions.
- 2. Optional: Include a comment.
- 3. Optional: Answer the last question.
- 4. Click Continue.

✓

`
Save Continue

On the Select Waterbody screen

1. Click the Map button. A separate map window will open.



- 2. Use the map to locate and select the waterbody you are interested in monitoring.
 - a. Click and hold your cursor to drag across the map.

b. A search tool located in the top left allows you to search for a lake, stream or address.



- c. Use the +/- buttons to zoom in or out, or double click the area of interest to zoom in.
- d. The Home icon returns you to the statewide view.
- e. The "Find my location" \Box icon marks your location.
- f. The icon allows you to choose different base map views imagery, imagery hybrid, streets, navigation, etc. The default is topographic.
- g. Click the waterbody you would like to monitor. This will populate fields on the main screen back in the online system with the name of the waterbody and other corresponding information.
- 3. Close the Map window by clicking the X in the top right corner. Return to the Select Waterbody screen.
- 4. Confirm that the map automatically filled out the Selected Waterbody fields on the screen with the lake or stream you intend to monitor.
- 5. If you selected a Lake, answer whether you need a Secchi disk.
- 6. Click **Continue**.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit** to complete your enrollment request.

CONFIRMATION

Thank you for enrolling in the Volunteer Water Monitoring Program. We are excited to have you join us as a volunteer. We will follow up with more information. Click Submit to finish and submit your request. Click Return to go back and review your entries.



To review your submission

- 1. After submitting your enrollment, you will be automatically redirected to the My Workspace screen.
- 2. Scroll to the My Services Submitted section to view your enrollment request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

My Serv	vices - Submitted									۲
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
24758	Your Name	Volunteer Water Monitoring	Pending Decision		03/21/2022	03/21/2022	2	$\langle \! \! \! \! \rangle$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1
Clicking a co	olumn title will sort the table by tha	t column.								

1. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

MPCA staff will perform a cursory review of your enrollment request, and you will receive a confirmation email within one week. The email includes a summary of next steps and also includes an attached file called a **Copy of Record**. The Copy of Record shows all the details of your enrollment request. We recommend you keep a copy of this email for your records.

3. How to add your Facility ID in your account

After your enrollment request has been approved, MPCA staff will contact you and provide your Facility ID. Follow these steps to add your Facility ID to your account. Your Facility ID and Volunteer ID are the same number.

Login

To log in:

- 1. If you are not already at the Login page, go to https://rsp.pca.state.mn.us in your web browser.
- 2. In the User ID box, type your user ID.
- 3. In the Password box, type your password.
- 4. Click Login.

On the My Workspace page

1. Under the My Facilities section, click the Add Facilities button.

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u>. Some services are accessible without selecting facilities as shown below.

Volunteer Water Monitoring	
Volunteer Water Monitoring	

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.



Configure Services

*

*

On the Facility Search screen

- 1. In the Facility ID field, type your Facility ID/Volunteer ID.
 - a. Your Facility ID/Volunteer ID is the numeric ID that the MPCA staff provided to you.

2. Click Search.

FACILITY SEARCH		
Use this search tool to find the facil account. Enter or select information associated facility, click Complete	ties you want to link with your user account. Some online services require about the facility you are looking for and click Search . If you are creating Setup . You can add a facility later if you need it.	e you to have a facility associated with your an account and don't know if you need an
Recommended ways to search incl • Alternate/Historic Name/ID: Enter from the Facility User Group list in Permit Number' as the Facility Use • Facility Name: Enter your facility For example, entering "Car*" in the • Facility ID: Enter your Agency Inter it.	Ide: your permit number or site ID in this field. This field accepts alpha and nur combination with entering the permit number or site ID. For example - ente r Group. name in this field. You can enter partial values followed by an asterisk(*) to Facility Name field would return all facilities whose names begin with "Car rrest (AI) ID here. This field accepts numeric values only. MPCA staff can f	meric values. To refine your search, select an option r your 8-digit air permit number and select "Air search for all records that begin with that value. " such as "Carpet Cleaning" help you retrieve this ID number if you do not know
You must enter search terms in at I	east one field before clicking the Search button	
Facility ID:	Address:	
Facility Name:	County:	-
Alternate/Historic	Municipality:	•
Nament.	ZIP:	
Facility Type:		•
Facility User Group:		
		Search Return

On the Facility Search Results screen

- 1. Verify that the search result matches your name (under Facility) and your volunteer ID (under Facility ID).
- 2. Check the box under **Selected**, and then click **Continue**.

FACILITY SEA	ARCH RESULTS					
Selected	Facility	Facility ID	Physical Address	View		
	Your Name	000000		$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$		
Clear/Check Al				Add	More Facilities	Continue

On the Select Access Type screen

- 1. Click the dropdown arrow under Change Access Type to.
- 2. Click on Volunteer Monitoring Volunteer to select it from the dropdown list.
- 3. Click Continue.

SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Select Access Type	Cancel Access Request
Your Name	000000	No Access	Volunteer Water Monitor	8

On the Access Change Confirmation screen

- 1. Note that your Volunteer Monitoring Volunteer access is Granted.
- 2. Click Continue.

ACCESS CHANGE CONFIRMATION

View/Print Language

Continue

Access Change - Online Approval

Your access request is Granted. Facility Name: Your Name Facility ID: 000000 Access Type Requested: Volunteer Water Monitor

Continue

1. You are returned to the **My Workspace** home page. Note that your Name and Volunteer ID now display under My Facilities.

My Facilities								۲
Note: You may add facilities by clicki	ng the "Add Services/Facilitie	s" button below.						
Facility Name	Facility ID	Program	Access Type	Access Status	Manage Access	Manage Security	View	Remove
Your Name	000000	N/A	Volunteer Water Monitor	Granted	Ś		$\langle \! \! \! \! \rangle$	8
Clicking a column title will sort the table by the	at column.							
							Add Fa	cilities

Congratulations! Your enrollment in the Volunteer Water Monitoring Program is complete. You can now enter water monitoring data that you collect in the field through your eServices account and update your contact information or request a new waterbody at any time.

4. How to submit your monitoring results

Follow these steps to submit your monitoring results to the MPCA. You can use this online service to submit your results throughout the monitoring season, or you can submit all your results the end of the season. The service allows you to submit monitoring results for one waterbody at a time.

Login

To log in:

- 1. If you are not already at the Login page, go to https://rsp.pca.state.mn.us in your web browser.
- 2. In the User ID box, type your user ID.
- 3. In the Password box, type your password.
- 4. Click Login.

On the My Workspace page

1. Under the "Service Selection" heading, click the **Volunteer Water Monitoring** hyperlink to open the online service.

MY WORKSPACE	
Service Selection	۲
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u> . Some services are accessibl without selecting facilities as shown below.	е

Volunteer Water Monitoring Volunteer Water Monitoring

Configure Services

On the Path Selection screen

- 1. Select the radio button next to Submit Monitoring Results.
- 2. Click Continue.



On the Monitoring Results screen

1. Click the Waterbody dropdown arrow to select the Lake or Stream you want to submit results for.

For lakes

Note: Fields marked with an asterisk (*) are required fields.

- 1. Enter the **Year** the monitoring was conducted.
- 2. Optional: Enter the Lake Depth at Site (ft.). Please enter Lake Depth at Site in whole numbers and round up.
- 3. Optional: Enter the **Ice-off** and **Ice-on** dates.
- 4. Enter the monitoring **Date**.
- 5. Enter the **Time** using the format (HH:MM AM/PM).
- 6. Enter the **Secchi Depth** (to the nearest ½ foot).
- 7. For **On Bottom?**, enter "B" if your Secchi disk reached the bottom of the lake.
- 8. Enter the **Physical Condition** using the drop-down list.
- 9. Enter the **Recreational Suitability** using the drop-down list.
- 10. Enter the Water Color using the drop-down list.
- 11. Optional: Enter any **Comments** you want to include that may affect your Secchi reading such as recent rain events, windy conditions or algae bloom.
- 12. To add additional monitoring records, use the **Add Row** button. Repeat Steps 4 through 11 to add additional monitoring records as needed.
- 13. To remove a row that you added, click the Remove "X" icon.
- 14. If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen you will receive a warning at the top of the screen Click Cancel or all the data you entered will be deleted.

JCIVI	CCJ and par	tners				OK Cancel		CONTR	ROLAGENCY
My Workspace Me	ssages 🗸 User Profile	Electronic Signa	ture Docume	nts and Forms		_			
ion: 1.4									Hele
entry togged in:	MONITORING RESL	JLTS							rieij
 Path Selection Monitoring Results 	Please select the waterbo	ody and year for which	you wish to enter	monitoring result	s. Observations may the	n be entered into the tab	le below.		
- Confirmation	For additional guidance of	on entering lake and str	eam monitoring d	ata, please click	on the Help link in the up	per right hand corner of	this page.		
Please Note You may click on a reviously visited page	"Monitoring Location:	21-0106-01-203 - La	atoka (North Bay)	~					
ove) to navigate back to that screen.	*Year:	2020							
	Lake Depth at Site (ft):	15							
	Ice-off (MM/DD/YYYY):	03/31/2020							
	Ice-on (MM/DD/YYYY):								
	*Date (MM/DD)	Time (HH:MM AM/PM)	*Secchi Depth (feet)	On Bottom?	Physical Condition	Recreational Suitability	Water Color	Comments	Remove
	07/01	08:00 AM	10		1 = Crystal clear w 🗸	2 = Very minor aes 🗸	Green water cause 🗸	this data is not real	
	07/02	08:00 AM	11		1 = Crystal clear w 🗸	2 = Very minor aes 🗸	Green water cause 🗸	this data is not real	•
	And Davis								

- 1. Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.
- 2. Once you are ready to submit the data, click **Submit**.
- 3. Skip ahead to the "On the Confirmation screen" section.

For streams

Note: Fields marked with an asterisk (*) are required fields.

- 1. Enter the **Year** the monitoring was conducted.
- 2. Enter the monitoring **Date**.
- 3. Enter the **Time** using the format HH:MM AM/PM.
- 4. Enter the **Appearance** using the drop-down list.
- 5. Enter the **Recreational Suitability** using the drop-down list.
- Enter the Secchi Tube Depth (cm). Enter '100' if you could see the Secchi disk at the bottom of the tube and recorded '>100' (greater than) on your datasheet. The '>' (greater than) will be added automatically when you enter '100'.
- 7. For Rainfall Event, select Yes if you monitored in response to a rain event. Otherwise, select No.
- 8. Enter the Stream Stage Estimate using the drop-down list.
- 9. Optional: Enter the Temp (deg. F).
- 10. Optional: Select Yes to **Photo Taken?** if you took a photo.
- 11. Optional: Enter any **Comments** you want to include. Use the "Comments" space to record anything unusual observed during a sampling visit; note things like recent severe weather, construction activities occurring upstream, changes in adjacent land use, or a dramatic change in the appearance of stream water.
- 12. To add additional monitoring records for the same monitoring location, use the **Add Row** button. Repeat Steps 2 through 11 to add additional monitoring records as needed.

-Servi	Ces for busi	inesses, governmen rtners		Are you sure to	delete the previously entered d	OK Cancel		CONT CONT	ROL AGENCY	fion G
y Workspace 🖊 Me	ssages Vser Profile	Electronic Signat	ture Docume	nts and Forms						
: 1.4 ly logged in:										Help Logo
	MONITORING RESI	ULTS								
Path Selection	Please select the waterb	ody and year for which	you wish to enter	monitoring result	s. Observations may the	n be entered into the tab	ble below.			
Confirmation	For additional guidance	on entering lake and str	eam monitoring d	ata, please click o	on the Help link in the up	per right hand corner of	this page.			
Please Note u may click on a ously visited page	*Monitoring Location:	21-0106-01-203 - La	atoka (North Bay)	~						
to navigate back to that screen.	*Year:	2020								
	Lake Depth at Site (ft):	15								
	Ice-off (MM/DD/YYYY):	03/31/2020								
	Ice-on (MM/DD/YYYY):									
	*Date (MM/DD)	Time (HH:MM AM/PM)	*Secchi Depth (feet)	On Bottom?	Physical Condition	Recreational Suitability	Water Color	Comments	Remove	
	07/01	08:00 AM	10		1 = Crystal clear w 🗸	2 = Very minor aes 🗸	Green water cause 🗸	this data is not real		
	07/02	08:00 AM	11		1 = Crystal clear w 🗸	2 = Very minor aes 🗸	Green water cause 🗸	this data is not real	8	
	Add Row									

a. To remove a row that you added, click the Remove "X" icon.

- If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen you will receive a warning at the top of the screen – Click Cancel or all the data you entered will be deleted.
- 14. Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.
- 15. Once you are ready to submit the data, click Submit.

On the Confirmation screen

1. After pressing **Submit**, you will be taken to the Confirmation screen. If you need to make changes to the data you just entered, click the **Return** button to return to the Monitoring Results screen and edit the information. Otherwise, click **Submit** to send in your monitoring data.

	and a second point outer. o	new meturn to go back and	review your chuics.
	·	5	
			Return Submit

To view your data submission

- 1. After submitting, you will be redirected to the My Workspace home screen.
- Scroll to the My Services Submitted section to view your request. There may be a lag between your request and the submittal appearing in this section (up to 5 minutes). You can identify it using the Service ID and Date. Click the View icon or Copy of Record icon to view a copy of what you submitted.

My Services	s - Submitted									۲
<<	<	1 <u>2 3 4 5 6 7 8</u>						≥		
ID	Facility Name	Description	Status	Shared Crea	ated Mo ite D	.ast dified Date	Last Modified By	View	History	Copy of Record
24859	Your Name	Volunteer Water Monitoring	Received	03/28	/2022 03/2	8/2022		$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1
24858	Your Name	Volunteer Water Monitoring	Received	03/28	/2022 03/2	28/2022		$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	- 🕪	1
24857	Your Name	Volunteer Water Monitoring	Received	03/28	/2022 03/2	8/2022		$\langle\!$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1

- 1. If you want to submit data for another lake or stream that you monitor, then click the Volunteer Water Monitoring Service hyperlink to bring you back into the service where you can select another water
- 2. body in the Monitoring Results screen.

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u>. Some services are accessible without selecting facilities as shown below.

Volunteer Water Monitoring Volunteer Water Monitoring

Configure Services

*

1. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email within 15 minutes. The email includes an attached file called a **Copy of Record**. The Copy of Record shows all the details of your data submittal. We recommend you keep a copy of this email for your records.

Note: You can submit data as many times as you would like during a monitoring season. Once you press Submit, that data comes in to MPCA and will no longer be viewable on the data entry screen. To view the data you previously submitted, follow the steps in section "To view your data submission."

5. How to update your contact information

Follow these steps to update your contact information or request to monitor an additional waterbody.

Login

To log in:

- 1. If you are not already at the Login page, go to https://rsp-test.pca.state.mn.us in your web browser.
- 2. In the User ID box, type your user ID.
- 3. In the **Password** box, type your password.
- 4. Click Login.

On the My Workspace page

1. Click the Volunteer Water Monitoring hyperlink to open the online service.



Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the <u>user profile</u>. Some services are accessible without selecting facilities as shown below.

Volunteer Water Monitoring Volunteer Water Monitoring

Configure Services

*

On the Path Selection screen

- 1. Select the radio button next to Update Contact Information or Request Another Waterbody.
- 2. Click Continue.

Please select the action you wish to take. You may either submit monitoring results for a previously approved waterbody or update your contact information and/or re available waterbody for monitoring. Submit Monitoring Results Update Contact Information or Request Another Waterbody	quest another
 Submit Monitoring Results Update Contact Information or Request Another Waterbody 	
Ipdate Contact Information or Request Another Waterbody	
	Continue

On the Contact Information screen

- 1. Review your contact information and make updates as needed. Fields marked with an asterisk (*) are required fields. Your last name may be updated on this screen.
- 2. Click Continue.

Contact Information	··· ·				
Please add or update Conta	ct Information on this screen.				
Jse the Help in the upper rid	pht-hand corner of this page for additional instructions.				
*First Name					
i not numer	Laura				
Middle Initial:					
*Last Name:	Lake				
*Address Line 1:	520 Lafayette Rd N				
Address Line 2:					
Address Line 3:					
County:	Ramsey -				
*State:	Minnesota 👻				
*City:	Saint Paul 🗸				
*Zip/Postal Code:	55155				
Both a phone number and	email address are required.				
*Туре	*Contact Number Remove				
Email Address	✓ ingrid.verhagen@state.mn.us				
Office Phone Number	▼ 6512966300				
Add Number					
	Sava Back Continue				
* Required	Save Back Continue				

On the USPS Address Validation screen

This screen displays potential address matches based on the USPS (U.S. Postal Service) standard formatting. If the address you entered matched USPS standard formatting, you will not be taken through this screen.

- 1. Review the Possible USPS Address Match(es) that display(s).
- 2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.
- 3. Click **Continue**.

USPS ADDRI	ESS VALIDATION	
Current Location	n Address:	520 Lafayette Road N Saint Paul MN 55155
Select	Possible USPS	Address Match
	520 Lafay Saint Paul MN	yette Rd N N 55155-4102

On the Select Waterbody screen

1. Skip this screen. Click Continue.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

hank you for your (our current contact Slick Return to go b	willingness to monitor addit information allows us to ke back and review your entrie	ional water bodies and/o eep you informed on upda s.	r for updating your cont ates and news about th	act information. Your ass e program. Click Submit	istance is appreciated, a to finish and submit you	nd providing r request.
					Return	Submit

To review your submission

- 1. After submitting, you will be automatically redirected to the My Workspace screen.
- 2. Scroll to the My Services Submitted section to view your request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.
- 3. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email receipt shortly after submitting your request. The email includes a summary of next steps and includes an attached file called a Copy of Record. The Copy of Record shows all the details of your submittal. We recommend you keep a copy of this email for your records.

6. How to request an additional waterbody

Follow these steps to request to monitor an additional waterbody.

Login

To log in:

1. If you are not already at the Login page, go to <u>https://rsp.pca.state.mn.us</u> in your web browser.

- 2. In the User ID box, type your user ID.
- 3. In the **Password** box, type your password.
- 4. Click Login.

On the My Workspace page

1. Click the Volunteer Water Monitoring hyperlink to open the online service.





On the Contact Information screen

1. Skip this screen. Click **Continue**.

On the USPS Address Validation screen

Note: This screen will not display if your address already matches USPS formatting. Skip to section "On the Select Waterbody Screen:

- 2. Review the Possible USPS Address Match(es) that display(s).
- 3. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.
- 4. Click Continue.

On the Select Waterbody screen

1. Click the Map button. A separate map window will open.



- 1. Use the map to locate and select the waterbody you are interested in monitoring.
 - a. Click and hold your cursor to drag across the map.
 - b. A search tool located in the top left of the map allows you to search for a lake, stream or address.



- c. Use the +/- buttons to zoom in or out, or double click the area of interest to zoom in.
- d. The Home icon returns you to the statewide view.
- e. The "Find my location" icon marks your location.
- f. The icon allows you to choose different base map views imagery, imagery hybrid, streets, navigation, etc. The default is topographic.
- g. Click the waterbody you would like to monitor. This will fill in information on the main screen.
- 2. Close the Map window by clicking the X in the top right corner. Return to the Select Waterbody screen.

Click the Map button to find and select n the fields below, click Continue .	the lake or stream you want to monitor. After you open the map, cl
For current volunteers only: If you're a	lready approved to monitor a site and do not wish to request an ad
Waterbody Selection Map: Map	
Selected Waterbody	
Type:	Lake
ID:	11-0203-00
Description:	Leech

- 3. Confirm that the Map automatically filled out the Selected Waterbody fields on the screen with the lake or stream you intend to monitor.
- 4. If you selected a Lake, answer whether you need a Secchi disk.
- 5. Click Continue.

On the Confirmation screen

1. If you need to make changes, click the Return button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

hank you for your willingne our current contact informa lick Return to go back and	ess to monitor additional water tion allows us to keep you info d review your entries.	bodies and/or for updating) rmed on updates and news	our contact information. Your a about the program. Click Sub o	assistance is appreciated, mit to finish and submit yo	and providing ur request.
				Return	Submit

To review your submission

- 1. After submitting, you will be automatically redirected to the My Workspace screen.
- 2. Scroll to the My Services Submitted section to view your request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

My Services - Submitted									
<<	<	12345678					<u>>></u>		
ID	Facility Name	Description	Status	Created Last Last Shared Date Date By	d View	History	Copy of Record		
24859	Your Name	Volunteer Water Monitoring	Received	03/28/2022 03/28/2022	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1		
24858	Your Name	Volunteer Water Monitoring	Received	03/28/2022 03/28/2022	- 🕪	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1		
24857	Your Name	Volunteer Water Monitoring	Received	03/28/2022 03/28/2022	$\langle \! \! \! \! \rangle$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	1		

3. Click Logout at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email receipt shortly after submitting your request. The email includes a summary of next steps and also includes an attached file called a Copy of Record. The Copy of Record shows all the details of your submittal. We recommend you keep a copy of this email for your records.