

Section 2. Getting Started

This section provides instructions for connecting to the LT2 DCTS, the Administrative User's role, the log in process, new user registration information, accessing help, and logging out.

2.1 System Requirements

The LT2 DCTS was designed to be accessible from most personal computers (PCs) with an Internet connection. Ensure that you have the following before using the LT2 DCTS:

- PC with 486 MHz processor or better; Pentium is recommended;
- One of the following Microsoft Platforms: Windows 95, 98, 2000, XP or NT;
- Web Browser: Microsoft Internet Explorer (IE), version 5.5 or above, or Netscape Navigator, version 4.0 or above, with 128-bit encryption; and,
- Internet access; high-speed connection is recommended.

Note: If you have Internet Explorer 6.0 or above, verify that your browser has the following settings selected. Click on TOOLS and select "Internet Options." Click on the "SECURITY" tab. Click on the "CUSTOM LEVEL..." button. Scroll down to "Microsoft VM," and change the Java Permissions by selecting the "Low Safety" radio button. Scroll down to "Miscellaneous," and change the "Access Data Across Domains" to enable. Repeat with "Allow Meta Refresh" and "Display mixed content."

No additional hardware, software, or tools should be needed.

2.2 Connecting to the LT2 Data Collection System

The official contact for the PWSs and *Cryptosporidium* laboratories will receive Central Data Exchange (CDX) Customer Retrieval Keys (CRK) to access the LT2 DCTS for the first time. All other users that need access to the system should follow the instructions for new user registration provided in Section 2.2.1. To access the LT2 DCTS as a pre-registered user, perform the following steps:

- Open your Web browser connected to the Internet.
- Open the CDX CRK login page (provided in your welcome email/letter).
- Enter your CRK.
- Set up a user name and password, and update prepopulated user information.
- Select the LT2: LT2 Data Collection, LT2/Stage 2 Tracking System, and the IDSE Plan/Report Entry (shown in Figure 2-1).

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#) Logged in as, CSCCHANTILLY.

Central Data Exchange - MyCDX

Welcome,
Mrs. tester t tester

Last Login: April 17, 2006
Registered Since: March 16, 2006
Recertification Date: March 16, 2006

CDX Registration Status: Active

You have 1 **new** message in your [Inbox](#)

Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
--	---	---	--

Available Account Profiles:

- [LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on December 14, 2005.
URL: <http://www.epa.gov/epahome/usenotice.htm>

Figure 2-1. CDX Select Application Screen

- CDX will now redirect you to the LT2/Stage 2 Data Collection and Tracking System, which will open in a new window; once there, the "Systems" screen is displayed, as shown in Figure 2-2.
- Click on the "LT2 DATA COLLECTION SYSTEM" link to access the LT2 Data Collection System.

Systems

The system recognizes you as an approved user for the following applications, please select a system to launch...

[LT2 Data Collection System](#)
Launches the LT2 Data Collection System for the submission and review of samples

[LT2/Stage2 Tracking System](#)
Launches the LT2/Stage 2 Tracking System for compliance tracking, notification tracking, and reports

[IDSE Plan/Report Entry](#)
Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report

Figure 2-2. Systems Screen

2.2.1 New User Registration

Those users that are not provided with CRKs in the mail will have to register through CDX for access to the LT2 DCTS. The LT2/Stage 2 Tracking System utilizes EPA's CDX as its authentication mechanism. To request access to the LT2/Stage 2 Tracking System, perform the following steps:

- Open your Web browser connected to the Internet.
- Open the CDX home page available on the Web at: <https://cdx.epa.gov/SSL/cdx/login.asp>.
- Click the "REGISTRATION" link and read and acknowledge the Warning Notice and Privacy Statement.
- Create your user profile by submitting the following user information (Figure 2-3):
 - a. Name including first and last name, with prefix, middle initial, and suffix being optional;
 - b. User Name;
 - c. Password (with a second entry of the password for confirmation);
 - d. Organization (including name, address, city, state, zip code, and country);
 - e. Phone Number;
 - f. E-mail Address;
 - g. Secret Question and Answer.
- Select the LT2: LT2/Stage 2, and IDSE Plan/Report Entry from the list of available applications.
- USEPA will review your registration information and confirm that you are eligible for access to the LT2/Stage 2 Tracking System.
- Once your eligibility to access the system is confirmed, you will receive an email granting you access to the system.



About CDX
Account Login
Registration
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions

U.S. Environmental Protection Agency

Registration

[Recent Announcements](#) | [Contact Us](#)

[CDX Home](#) > Registration

CDX Registration: User Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

First Name: *

Last Name: * Suffix:

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: *

(More than 7 characters; Don't use \$ # . " or @)

Password: *

Re-enter Password: *

(More than 7 characters w/1 number; Don't use \$ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: *

Secret Answer: *

You are in an encrypted secure session.

Figure 2-3. New User Registration Screen

2.2.2 Requesting Access to Organizations in LT2

Once you have received notice that you were approved in CDX, you may follow the directions in Section 2.2 for continuing into LT2 DCTS. Once you select LT2 DCTS, you must first access the User Profile to confirm your contact information. After confirming your contact information, click "SAVE AND CONTINUE," (Figure 2.4).

User Profile	
* = Required Field	
The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.	
UserName :	LT2TEST3
*First Name	<input type="text" value="Sam"/>
*Last Name	<input type="text" value="Smith"/>
*State	<input type="text" value="VA"/>
*Phone Number	<input type="text" value="(703) 818-0000"/>
*Email Address	<input type="text" value="sam.smith@anytownlab.com"/>
Save and Continue Exit Registration	

Figure 2.4. User Profile

You will be prompted to enter the organization ID(s) for the organization(s) you represent. To request access to an organization, enter the organization ID and click "LOOKUP ORGANIZATION." Figure 2-5 provides an example of the "New User Registration Organization Identification" screen. If a valid organization ID was entered, the page will refresh and display the corresponding organization name. Verify this information and click "REQUEST ACCESS" to add the selected organization to the list of organizations you represent.

LT2 New User Registration	
Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an <i>E. coli</i> laboratory and your lab is missing from the list of organizations, please click " <i>E. coli</i> Lab Registration."	
Organization Code <input type="text"/>	Lookup Organization
E. coli Lab Registration	Edit User Information
Save and Continue 	

Figure 2-5. New User Registration Organization Identification Screen

Repeat the previous process until all of the organizations you represent have been entered. The LT2 DCTS will confirm registration in the top section of the form. After you have requested access to the necessary organization(s), click "SAVE AND CONTINUE" at the bottom of the screen. If you would like to remove any organizations from this list, click the corresponding "DELETE" button next to each organization.

A new screen will open, detailing the information you provided to the LT2 DCTS. If any information is incorrect, you may return to the previous screens by clicking the appropriate link at the bottom of the summary screen, as seen in Figure 2-6.

LT2 New User Registration

The LT2 system recognizes you as the Administrative User for the following organizations:

Organization Type	Organization Name	Organization Code
Laboratory	Anytown MPN Lab	VA9876543

You have requested to access LT2 for the following organizations:

Organization Type	Organization Name	Organization Code	Delete
Laboratory	Anytown Lab	VA1234567	Delete

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

Organization Code

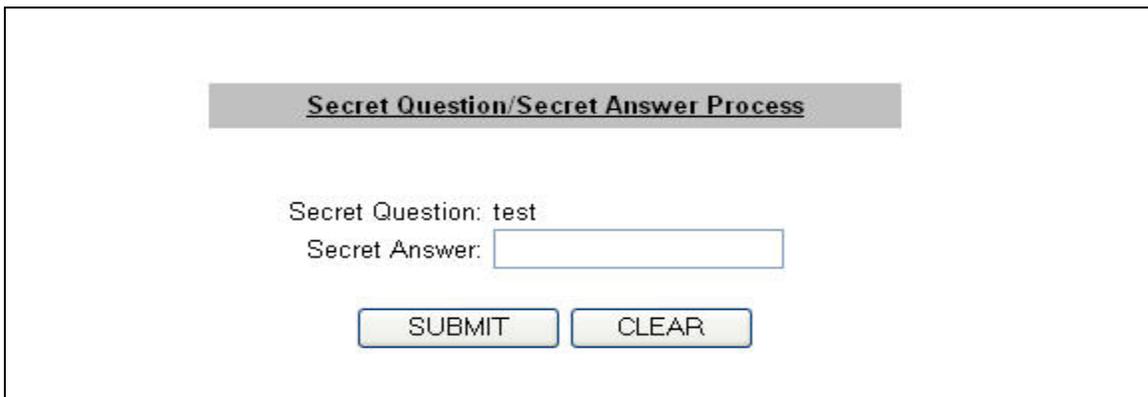
[Lookup Organization](#)

[E. coli Lab Registration](#)
[Edit User Information](#)
[Save and Continue](#)

Figure 2-6. New User Registration Organization Identification Information Screen

2.2.3 Password Reset

If you forget your password, CDX allows you to reset your password. To reset your password, click the link at the top of the CDX login screen. When prompted, enter your User Name and click "SUBMIT." The "Secret Question/Secret Answer Process" screen will display as shown in Figure 2-7. Enter the answer to your secret question and click "SUBMIT." You will then be provided with a temporary password to use for login. You will be prompted to change your password when you log in.



The screenshot shows a web form titled "Secret Question/Secret Answer Process". The form contains the following elements:

- A title bar with the text "Secret Question/Secret Answer Process".
- A label "Secret Question: test" followed by a text input field containing the value "test".
- A label "Secret Answer:" followed by an empty text input field.
- Two buttons: "SUBMIT" and "CLEAR".

Figure 2-7. Secret Question/Secret Answer Process Screen

2.3 Administrative User Functions

Each laboratory or PWS that is registered with the LT2 DCTS has an Administrative User. The Administrative User is key to the initial registration of the entire laboratory or PWS. If the Administrative User does not complete the following tasks (described in Sections 2.3.1 - 2.3.4), no other user will be able to effectively access or use the LT2 DCTS.

2.3.1 User Registration

If you are the Administrative User for an organization, log in to CDX and continue to LT2 DCTS. Click on the "USER PROFILE" link, and verify your prepopulated contact information. To update your contact information, go to your MyCDX page. You must be registered before others from your organization can use the LT2 DCTS.

2.3.2 New *Cryptosporidium* Laboratory

Cryptosporidium laboratories will be pre-registered to the DCTS. However, if your laboratory is not listed in the DCTS, please contact USEPA with your laboratory information.

2.3.3 New *E. coli* Laboratory

After you have logged in to the LT2 DCTS, you can view your personal contact information and list of organizations you represent by clicking on the "USER PROFILE" link on the navigational toolbar at the left of the screen. You will be able verify your contact information. To update your contact information, go to your MyCDX page.

As the Administrative User for an *E. coli* laboratory, you may register the laboratory by clicking on the "*E. coli* LAB REGISTRATION" link on the bottom of the "Organization Identification" screen, as seen in Figure 2-8. The LT2 "Organization Information" screen allows *E. coli* laboratories that have not previously registered with the LT2 DCTS to electronically request access.

User Profile

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

[Lookup Organization](#)

[E. coli Lab Registration](#)

[Edit User Information](#)

[Save and Continue](#)

[Exit Registration](#)

Figure 2-8. New User Registration Organization Identification Screen

You will be required to enter in your Lab ID, Lab Name, and Lab Type, mailing address, city, state, zip code, and phone number. This information should be reviewed and updated (if necessary) to reflect the laboratory's contact information. Figure 2-9 provides an example of the "E. coli Lab Registration" screen.

LT2 E. coli Lab Registration	
* = Required Field	
Please enter the following information to register your lab with the LT2 Data Collection System.	
*Lab ID	VA9876543
*Lab Name	Anytown MPN Lab
*Lab Type	<input checked="" type="checkbox"/> E. coli 15-Tube MPN <input type="checkbox"/> E. coli Membrane Filtration <input type="checkbox"/> E. coli ONPG-MUG, 51-well <input type="checkbox"/> E. coli ONPG-MUG, 97-well
*Mailing Address	15 Main Street
*City	Anytown
*State	VA
*Zip Code	20151
*Phone Number	(703) 818-0000 Ext. <input type="text"/>
Fax Number	<input type="text"/>
*E-mail Address	sam.smith@anytownlab.com
Please send the certification information to LT2ESWTR and Stage 2 DBPR by fax: (937) 586-6557, or by mail: to LT2ESWTR and Stage 2 DBPR ATTN: E. coli LT2 Data Collection and Tracking System Laboratory Registration, P.O. Box 98, Dayton, OH 45401. After certification is verified, the system administrator is notified to activate your laboratory in the system.	
Return to User Profile Save and Continue	

Figure 2-9. E. coli Lab Registration Screen

2.3.4 Update Users – PWS and Lab Users

In the Update Users function, the Administrative User has the ability to assign roles and administrative rights to those who have requested access to the LT2 DCTS for your organization. This function is accessed from the side navigational toolbar, under the "UPDATE USERS" link. This link appears only to the Administrative User for an organization. Figure 2-10 provides an example of the "Update Users" screen.

Update Users

Laboratory - Anytown Lab - VA1234567

You are listed **Administrator** for this organization, **Talia Bianchet**. Your user role is **Lab Approver User**.

The following people have requested permission to access LT2 for your organization. Please select the appropriate role (where necessary) and designate a second administrative user. Click "Delete" if you wish to remove the user.

First Name	Last Name	Role	Administrator	
Sam	Smith	Lab Approver User ▼	<input type="radio"/>	Delete

[Submit Changes](#) 

Figure 2-10. Update Users Screen

A list of users who have requested access to the LT2 DCTS for your organization will display. Designate a role for each user by selecting the appropriate role from the drop-down menu to the right of the user's name. Appoint a secondary Administrative User for each organization by clicking the radio button corresponding to the desired user. If the user should not receive access to the LT2 DCTS for your organization, remove their name from the list by clicking "DELETE." When you are finished making the appropriate modifications, click "SUBMIT CHANGES" to commit all changes to the database.

2.3.5 Update Contracting Labs

This link appears only to the Administrative User for a PWS. The Update Contracting Labs module provides you, as the PWS Administrative User, a means for selecting the contracting laboratories for your organization. This function is accessed from the left-hand side navigational toolbar, under the "UPDATE CONTRACT LABS" link. It is essential to access this module and set up a laboratory before the laboratory can submit data for your PWS. Figure 2-11 provides an example of the "Update Contracting Labs" screen.

Update Contracting Labs for VA1 PWS - VA1

The following lab(s) have already been selected as contractors with your organization.

Delete	Lab Name - ID
	VA Test Lab 2 - VA0920051

Please select the contracting labs for your PWS. Select the type of lab you are looking for (either *Cryptosporidium* or *E. coli*) and then select the state where the lab is located. You can use the navigation buttons to jump to a different section, or click a letter to bring you to the first listing associated with that letter.

*In order for your lab to enter your data for LT2, they must be registered in the system. If the lab does not appear in this list, please ask them to contact the LT2 Help Desk to be enrolled in the system.

What type of lab are you searching for? *Cryptosporidium* *E. coli*

For what state? ▾

[All](#) [0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) |< < > >|

Add	Lab Name - ID
<input checked="" type="checkbox"/>	Anytown Lab - VA1234567
<input type="checkbox"/>	VA Post Beta Test Lab - VA011079
<input type="checkbox"/>	Virginia Testing Lab - VA12345

[All](#) [0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) |< < > >|

[Submit Selected Labs](#)

Figure 2-11. Update Contracting Labs Screen

In order to select a laboratory as a contractor for your PWS, you must search by laboratory type and state. Select whether you would like to search for *Cryptosporidium* or *E. coli* laboratories by clicking the radio button that appears to the left of the desired laboratory type. Next, select the state for which you would like to search using the drop-down menu. The page will refresh with a listing of laboratories that meet the selected criteria. Browse through the listing of laboratories by using the navigational links that appear at the top and bottom of the search results table. Use > to continue to the next 30 laboratories, < to return to the previous 30 laboratories, >| to skip to the last 30 laboratories, and |< to return to the first 30 laboratories. The alphabetical links can also be used to access the first laboratory that is associated with that letter.

To select one or more laboratories as your contracting laboratory, click the check box that appears to the left of the laboratory name(s) and click the "SUBMIT SELECTED LABS" link to complete the process. The newly selected laboratory name(s) will appear at the top of the screen with the rest of the contracting laboratories for your PWS. You can remove a laboratory from this list by clicking the trash can icon that appears to the left of the laboratory name.

Note: You may select multiple laboratories in multiple states.

If you would like to view more information regarding a laboratory before selecting it as a contracting laboratory, click on the "LAB NAME" link. The pertinent contact information for the laboratory will display on a new page. Figure 2-12 provides an example of the "Update Contracting Labs" information screen.

Update Contracting Labs for VA1 PWS - VA1

Please review the following information and determine if this lab should be added to your organization's list of contracting labs. Click "Select As Contracting Lab" if you would like to add this lab to your contracting lab list, or click "Return to List" to return to view the listing of potential contracting labs.

Lab ID	VA1234567
Lab Name	Anytown Lab
Lab Type	Cryptosporidium; E. coli: Membrane Filtration
Primary User Name	Talia Bianchet
Mailing Address	15 Main Street
City	Anytown
State	Virginia
Zip Code	20151
Phone Number	(703) 818-0000
Fax Number	
E-mail	kbianchet@fedcsc.com

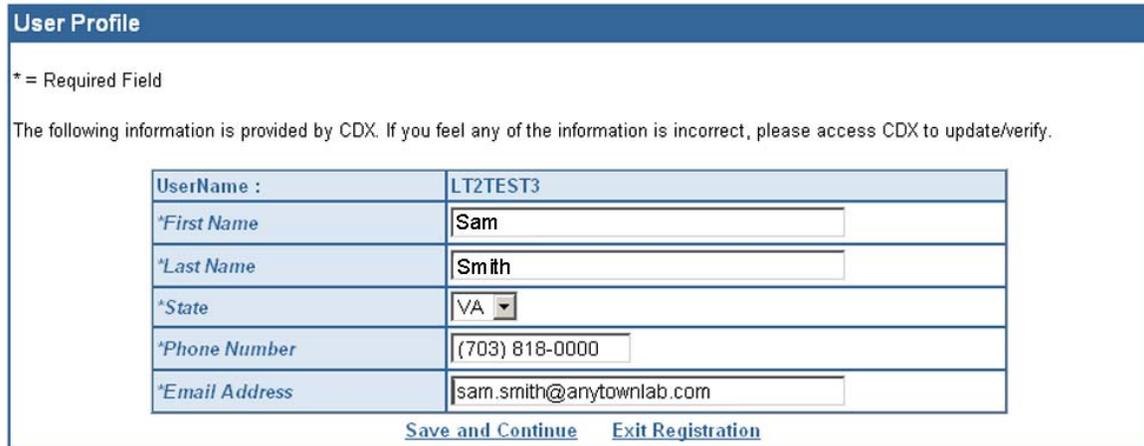
[Select As Contracting Lab](#)
[Return to List](#)

Figure 2-12. Update Contracting Labs Information Screen

If you have selected the correct laboratory and wish to add it to your list of contracting laboratories, click the "SELECT AS CONTRACTING LAB" link. If you would like to return to the list of potential laboratories without selecting this laboratory as a contracting laboratory, click the "RETURN TO LIST" link.

2.4 Updating User-Specific Information

After you have registered with the LT2 DCTS, you can view your personal contact information and update the list of organizations you represent by clicking on the "USER PROFILE" link on the navigational toolbar at the left-hand side of the screen. You will be prompted to verify your contact information. To update your contact information, go to your MyCDX page. Figure 2-13 provides an example of the "User Profile" screen for data review and entry.



User Profile

* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

UserName :	LT2TEST3
*First Name	Sam
*Last Name	Smith
*State	VA
*Phone Number	(703) 818-0000
*Email Address	sam.smith@anytownlab.com

[Save and Continue](#) [Exit Registration](#)

Figure 2-13. User Profile Screen

After you have reviewed the information, click the "SAVE AND CONTINUE" link to proceed to the next section and edit your organization information. The LT2 DCTS will confirm registration to previously selected organizations listed at the top of the screen.

User Profile

The LT2 system recognizes you as the Administrative User for the following organizations:

Organization Type	Organization Name	Organization Code
Laboratory	Anytown MPN Lab	VA9876543

You have requested to access LT2 for the following organizations:

Organization Type	Organization Name	Organization Code	Delete
Laboratory	Anytown Lab	VA1234567	Delete

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

Organization Code

[Lookup Organization](#)

[E. coli Lab Registration](#)
[Edit User Information](#)
[Save and Continue](#)

Figure 2-14. User Profile Organization Identification Screen

If you would like to remove any organizations from this list, click the corresponding "DELETE" button. To request access to a new organization, enter the organization ID and click the "LOOKUP ORGANIZATION" link. If a valid organization ID was entered, the page will refresh displaying the corresponding organization name. Verify this information and click the "REQUEST ACCESS" link to add the selected organization to the list of organizations you represent. If you have incorrectly entered the organization ID, click "UNDO" to repeat the process. You may repeat the process until all of the organizations you represent have been entered. Figure 2-14 provides an example of the "User Profile Organization Identification" screen.

After you have requested access to the necessary organization(s), click the "SAVE AND CONTINUE" link at the bottom of the screen; a summary of the information you submitted to the LT2 DCTS will be provided. If any information is incorrect, you may return to the previous screens by clicking the appropriate link at the bottom of the summary screen.

2.5 Navigation Toolbar

Upon successful login, a navigation toolbar will appear on the left-hand side of each page of the LT2 DCTS and will allow you to quickly select the tool you wish to access. The navigation toolbar that appears is dependent on the user role. Lab Users will see the “Lab Tools” toolbar; PWS Users will see the “PWS Tools” toolbar, etc. If a user has requested access to the LT2 DCTS, but has not yet been granted permission, they will see a “Tools” toolbar where they will only have access to their User Profile.

Examples of each navigation toolbar are provided in Figures 2-15 through 2-18. A detailed explanation of each toolbar item is provided in Sections 3, 4, and 5 which specifically address the Laboratory, PWS, EPA and State roles respectively.

 <p>LAB TOOLS</p> <ul style="list-style-type: none"> Create New Sample View Samples Contacts Sample Dates Change Active Organization Select Application User Profile Help Logout 	 <p>PWS TOOLS</p> <ul style="list-style-type: none"> Facility Information View Samples Contacts Sample Dates Submit GF & Sample Location Change Active Organization Select Application User Profile Help Logout 	 <p>EPA TOOLS</p> <ul style="list-style-type: none"> Contacts View Samples Submit GF & Sample Location Change Active Organization Select Application User Profile Reports Help Logout 	 <p>STATE TOOLS</p> <ul style="list-style-type: none"> Contacts Submit GF & Sample Location View Samples Change Active Organization Select Application User Profile Reports Help Logout
<p>Figure 2-15. Lab Toolbar</p>	<p>Figure 2-16. PWS Toolbar</p>	<p>Figure 2-17. EPA Toolbar</p>	<p>Figure 2-18. State Toolbar</p>

2.6 Help Screens

The Help module of the LT2 DCTS is designed to provide you with a set of instructions relevant to the screen on which you are currently working. You will also have the ability to view other sections of the help guide by selecting the "TABLE OF CONTENTS" link on the left-hand navigation toolbar of the "Help" screen. The Help module will appear in a new window to enable you to view both the LT2 DCTS and the help text simultaneously. An example of the "Help" screen is included in Figure 2-19.

LT2 Data Collection System

Below is a brief introduction to the LT2 Data Collection System Registration process. Detailed information on each stage in the process can be found on the help screen associated with each web page.

Administrative User Registration

Each organization will have a designated primary contact and lead user that will control the user rights for the particular organization. These lead individuals will be designated as the administrative user for the organization and will be responsible for delegating user responsibilities and roles in the LT2 Data Collection System. Administrative Users will be pre-populated in the LT2 Data Collection System and will receive a temporary user name and password in the mail. The Administrative User must be registered before others can use LT2 for their organization.

1. To gain access to the LT2 Data Collection System enter in your temporary user name and password you received in the mail.
2. Verify your pre-populated contact information, making changes as necessary. LT2 suggests changing the temporary password and user name at this time. Provide a means for authentication to the system by answering a secret question.
3. You will then be directed to a screen to verify the organization to which you are associated. Since you are the Administrative User for an organization, your organization will automatically be displayed at the top of the screen. To request access to additional organizations, enter in the organization ID(s) for the organizations you represent and a summary of the information you submitted will be displayed at the top of the screen. If any information is incorrect you may return to the previous screens by clicking the appropriate link at the bottom of the summary screen.

New User Registration

1. The LT2 Data Collection System allows individuals to electronically register with the system. Each user should register once, and have only one user name and password. If you have not registered with the system, you can do so by clicking the "request access" link at the bottom of the login screen.
2. Enter your contact information, select a user name and password, and provide a means for authentication to the system by answering a secret question.
3. Then enter the organization ID(s) for the organization(s) you represent. You may request access to more than one organization. Once you have requested access to the necessary organization(s), a summary of the information you submitted to the system will be provided. All approved *Cryptosporidium* laboratories are registered with the LT2 Data Collection System. If your *E. coli* lab is not registered with the LT2 Data Collection System, please see the instructions below for registering your laboratory. If any information is incorrect you may return to the previous screens by clicking the appropriate link at the bottom of the summary screen.
4. Once you have completed steps 1-3, the Administrative User for the organization you requested access to must approve you as a valid user. Once they have approved you as a valid user your user name and password will grant you access to the LT2 Data Collection System.

Figure 2-19. Example Help Screen

You can receive general LT2 DCTS help tips by selecting the "GENERAL HELP TIPS FOR ALL USERS" link on the table of contents.

Help text screens are outlined in the following sections.

2.6.1 Lab User Help Screens

The following help screens are available to the Lab User:

- Select Organization
- Create New Sample
 - Cryptosporidium Entry
 - Cryptosporidium Resample
 - Cryptosporidium Review
 - E. coli Membrane Filtration Entry
 - E. coli Membrane Filtration Review
 - E. coli 15 MPN Entry
 - E. coli 15 MPN Review
 - E. coli ONPG-MUG, 51-well Entry
 - E. coli ONPG-MUG, 51-well Review
 - E. coli ONPG-MUG, 97-well Entry
 - E. coli ONPG-MUG, 97-well Review
- Upload Samples
 - Creating an XML Document
- Search
- Official Contact List
- Contact List
- Edit/Create New Contact
- Sample Dates
- Lab User Glossary
 - Cryptosporidium Entry
 - Cryptosporidium Review
 - E. coli Membrane Filtration Entry
 - E. coli Membrane Filtration Review
 - E. coli 15 MPN Entry
 - E. coli 15 MPN Review
 - E. coli ONPG-MUG, 51-well Entry
 - E. coli ONPG-MUG, 51-well Review
 - E. coli ONPG-MUG, 97-well Entry
 - E. coli ONPG-MUG, 97-well Review
 - E. coli Calculations

2.6.2 PWS User Help Screens

The following help screens are available to the PWS User:

- Select Organization
- Search
 - Cryptosporidium Review
 - E. coli 15 MPN Review
 - E. coli ONPG-MUG, 51-well Review
 - E. coli ONPG-MUG, 97-well Review
 - E. coli Membrane Filtration Review
- Facility Information
 - Edit/Add New Facility/Sample Collection Point
- Official Contact List
- Contact List
- Edit/Create New Contact
- Sampling Schedule - Edit
- Sample Schedule - Print View
- GF and Bin Status Tracking
- PWS User Glossary
 - Edit/Add New Facility/Sample Collection Point

2.6.3 EPA User Help Screens

The following help screens are available to the EPA User:

- Select Organization
- Search
 - Cryptosporidium Review
 - E. coli 15 MPN Review
 - E. coli ONPG-MUG, 51-well Review
 - E. coli ONPG-MUG, 97-well Review
 - E. coli Membrane Filtration Review
- Official Contact List
- Contact List
- View Contact
- Sampling Schedule – Edit
- Sample Schedule – Print View
- GF and Bin Tracking
- Reports

- Sample Tracking
- Sample Tracking Detail
- Sample Backlog
- List of Users
- LT2 Data Collection and Tracking System Usage
- PWS Schedule Submission Compliance
- Sample History
- Binning Report
- Missed and Re-Sampled Events
- Grandfathered Data
- Monitoring Waived
- PWS Sample Location Plan Compliance
- Sample Pair Incomplete
- PWS Facility Compliance

2.6.4 State User Help Screens

The following help screens are available to the State User:

- Select Organization
- Search
 - Cryptosporidium Review
 - E. coli 15 MPN Review
 - E. coli ONPG-MUG, 51-well Review
 - E. coli ONPG-MUG, 97-well Review
 - E. coli Membrane Filtration Review
- Official Contact List
- Contact List
- View Contact
- GF and Bin Tracking
- Reports
 - Sample Tracking
 - Sample Backlog
 - PWS Schedule Submission Compliance
 - Binning Report
 - Missed and Re-Sampled Events
 - Grandfathered Data
 - Monitoring Waived
 - PWS Sample Location Plan Compliance
 - Sample Pair Incomplete
 - PWS Facility Incomplete

2.6.5 Administrative Functions Help Screens

The following help screens are available on the administrative functions:

- Administrative Functions Overview
- All Users
 - New User Registration
 - Contact Information, User Name and Password, Secret Question and Answer
 - Associate Organizations
 - Confirmation
 - User Profile
 - Review Contact Information
 - Update Associated Organizations
 - Password Reset
 - Confirmation
- Administrative User
 - *E. coli* Lab Registration
 - Contact Information
 - Confirmation
 - Assign User Roles
 - Select Contracting Labs
 - Lab-Specific Details
- System Administrator
 - Approve *E. coli* Labs
 - Lab Specific Details
 - Confirmation

2.7 Logout

You will be logged out of the LT2 DCTS upon selecting the Logout option from the navigation toolbar. The LT2 DCTS will display a confirmation message: "You have successfully logged out." You must repeat the login process to regain access to the LT2 DCTS. There is also an automatic time-out function built into the database that logs you out after 30 minutes of system inactivity.