

Operator Instructions

Task	Steps
Create an egov account	<ol style="list-style-type: none"> 1. Go to egov.state.wy.us and select New Profile 2. Enter in the minimum information requested to create an account including username and password (remember them as you will need the username and password later). 3. Go to OPCERT Login page and login with your egov username and password. 4. On the “Access Request Page”, read the information, and click “Start”.
Verify email address	<ol style="list-style-type: none"> 1. Fill in the following required information: <ol style="list-style-type: none"> a) Date of Birth b) Salutation c) Address d) Cell and/or home phone e) Email address 2. Click “Next”.
Request a role	<ol style="list-style-type: none"> 1. On the access request page select “Operator” and click “Next”. 2. On the “Confirm All Information” screen make sure your information is correct. 3. When it is correct, select “Submit”.
Notification of Role and login into the system	<ol style="list-style-type: none"> 1. Go to your email inbox. 2. You should have a message from OPCERT verifying your email address. The sender’s name will be “DONOTREPLY”. Open the message and select the “Continue” link. 3. Log out of the system. (At this time your request will go to DEQ and they will need to approve your request). 4. When DEQ approves your request for access, an email will be sent to you. When you receive the email notifying you of access to the system, click on the link and log into the system.
Edit Profile	<ol style="list-style-type: none"> 1. Once logged in, click on “Profile”. 2. Once in the profile you can edit the following information: <ol style="list-style-type: none"> a) Salutation b) Address, City, State, Zip c) Phone numbers d) Fax e) Email 3. Click “Save” 4. Hover the cursor over the “Operator” button and select “Operator” to get back to your profile.
To add Training that is already in the system. Examples are: CEU Plan AWWA Cal State University	<ol style="list-style-type: none"> 1. Click on the “Operator” link at the top of the page. 2. Under “Training Name”, click “Add Training”. 3. Enter the following information that pertains to your training: <ol style="list-style-type: none"> a. Area : W, WW, C, or D b. In the blue field, type the first couple letters of your class and select the one of classes in the drop down menu. c. Hours: Enter hours you received for the class. Hours <i>cannot</i> exceed the allowed hours shown in (). d. Date: enter the date of the class.

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etc	<ol style="list-style-type: none"> 4. Click “Submit”
<p>To add training not already in the system.</p> <p>Examples: in house training, out of state trainings, etc.</p>	<ol style="list-style-type: none"> 1. Go to the “Operator Detail” page by clicking the “Operator” link at the top of the page. 2. Click on “Add Training”. 3. Enter the following: <ol style="list-style-type: none"> a. Area: Select an area of your training. b. Title: title of the class c. Provider: Who put the training on d. Location: location of training e. Hours: hours of the training. f. Date: date of the training. 4. Click “Submit” <p>NOTE: You may NOT enter any training that was conducted by a training provider.</p>
Edit Training	<ol style="list-style-type: none"> 1. Go to the “Operator Detail” page by clicking the “Operator” link at the top of the page. 2. Go to the training list and find the training you wish to edit. 3. Go to the far right column and select the edit link associated with the training. 4. Once on the edit screen make your changes. 5. Click “Submit”.
Indicate you have left a facility.	<ol style="list-style-type: none"> 1. Go to the “Operator Detail” page by clicking the “Operator” link at the top of the page. 2. In the facility area, identify the facility you have left and go to the far right column until you see the “Still There” link. 3. Click on the “Still There” link. 4. In the “End Date” field enter in the last day you worked at the facility. 5. Click “Submit”
Print a certificate.	<ol style="list-style-type: none"> 1. Go to the “Operator Detail” page by clicking the “Operator” link at the top of the page. 2. Once on the page, under “Certificate Number” click the “Print” button next to the certificate you wish to print. A window will open. 3. Click “Open” and an Adobe (pdf) document should appear on the screen displaying the certificate. 4. Select print from the menu options and submit to your printer.
Add Training to renew a certificate	<ol style="list-style-type: none"> 1. Go to the “Operator Detail” page by clicking the “Operator” link at the top of the page. 2. Under “Certificate Number” click on the certificate number you wish to add training. 3. Scroll down to the “Add Training” link and select it. 4. In the “Select” box use the drop down arrow and select the training and enter in number of hours you would like to apply towards this certificate. Note: You don’t have to apply all the hours for that training to this certificate. 5. Click “Submit”. <p>**** Please note: Before you can add training towards a renewal of a certificate, the training MUST be listed in your “Operator Detail” page..</p>