



Appendix 4: How to Report Data Online

CITIZEN LAKE MONITORING How to Report Data

User ID and Password, How to Get One.

If you entered data online last year, you can use your existing WAMS Account (User ID and Password).

If you haven't gotten a User ID and Password:

- Go to <http://on.wisconsin.gov> .
- Click **Self Registration**. Scroll down and click **Accept** .
- Then, fill in your information. Only fields with * are required. If you have a problem with it not accepting your mailing address, just leave the whole address blank. Before hitting **Submit** , print the page and jot down your password. Save it in a safe place.
- Open your e-mail account and look for an e-mail from Wisconsin.gov. Click on the e-mail and log in.
- Now, there is only one more step: **E-mail us your User ID** at jennifer.filbert@wisconsin.gov. Include the counties in which you are volunteering. You will get a reply within a couple of business days saying you are all set up to enter CLMN data.

User ID and Password, What if I Forgot?

- Go to <http://on.wisconsin.gov> .
- Click on **Account Recovery** to go to the account recovery page.
- Scroll down and enter either your e-mail address or User ID. Click on **Submit** .
- You will receive an automated email from Wisconsin.gov (If no email after 20 minutes, check your Junk Mail folder.)
- Click on the link in the email, and follow the steps to reset your password.
- If you have trouble still, contact Jennifer Filbert at jennifer.filbert@wi.gov . While we at DNR don't generally have access to your password, we can help make sure you're able to log in again soon.

User ID and Password, Mine Isn't Working

If you just signed up, be sure to email Jennifer Filbert at jennifer.filbert@wi.gov with your User ID. Also include what lake(s) you're monitoring and what activities you're doing (Citizen Lake Monitoring, Clean Boats/Clean Waters, Loon Watch, etc.). We need to set you up in the SWIMS database so it'll know what lake you monitor.

How to Enter Data

- Go to the Citizen Lake Monitoring page at: <http://dnr.wi.gov/lakes/clmn>
- Click on > **Enter Data** at the top of the page.
- Log by entering your User ID and password. Click on **Sign In** .
- Underneath the correct project, click **Enter Data**
- Then, select the monitoring station and data collectors.
- Enter the date and time.
- Down below, enter your written observations in the comment box (i.e. weather, wildlife)
- Click **Next**
- Fill in your results. To enter a temperature profile, click the button on the bottom right.
- To enter another, click **Next Date**, or if you're finished: **Done**. If you click **My Recent Data**, you will see a list of data you've recently entered or helped collect.

How to Edit Existing Data You can edit data you've entered during the current monitoring season. Here's how:

- Go to the Citizen Lake Monitoring page at: <http://dnr.wi.gov/lakes/clmn>
- Click on > **Enter Data** at the top of the page.
- Log by entering your User ID and password. Click on **Sign In** .
- Underneath the correct project, click **Edit Data**.
- Click the pencil icon next to the date you wish to edit.
- Make any changes you'd like and click **Save** or **Done**.