

Operator Instructions

Login

1. Go to the Operator Certification Home Page at <http://deq.wyoming.gov/wqd/operator-certification/> , click on the **'Login'** link in the left hand sidebar, under **Resources**.
2. Use your egov user name and password. **DO NOT CREATE A SECOND EGOV PROFILE!**
 - a. Your account will lock after 2 failed attempts to log in; to unlock, contact the Operator Certification Office at 307-777-6128 or opcert@wyo.gov
 - b. Return to the egov website (<https://egov.state.wy.us/>) to find or reset your password. The egov Helpdesk number is 307-777-7400.

Links in the Blue Header:

1. **Home.** This is the link to the screen that you see when you log in. You may see important messages or links to documents on your home screen.
2. **Operator.** Use this link to open your Operator Detail page, where all of your certification related information is kept.
3. **Facility.** You will see this link only if you are an Owner' Representative (Signer) or a Facility Administrator for your facility. Use this link to access the Facility Edit, Facility Configuration, and Facility Detail pages.
4. **Training.** You will see this link only if you are a training provider.
5. **Profile.** Use this link to edit your email address, mailing address, phone numbers, etc.
6. **Logout.** Use this link to log out of the database.

Edit Your Contact Information or Change Roles in the Database:

1. Click on **'Profile'** in the blue header bar.
2. Edit anything that is in dark type. To change anything that is greyed out, send the updates to opcert@wyo.gov
3. Click on **'Change Role(s)'** at the bottom of the page to request a change in your role(s) in the database.
4. Click **'Save'** to save your changes.

Add Training to Your Training History:

1. **Do not enter training taken from WARWS, WWQ, or Casper College. They will enter it for you.**
2. **College transcripts must scanned and emailed to opcert@wyo.gov**
3. **Do not enter Defensive Driving training!**
4. Click on **'Operator'** in the blue header bar.
5. Click on the **'Add Training'** link below the list of your trainings.
 - a. Select the training area (Water, Distribution, Wastewater, or Collection).
 - b. Type the **Title, Sponsor, and Location** for the training in the white spaces provided. You may use correspondence, webinar, or online, etc. if there was not a place where the training was held.
 - c. Enter the length of the training to the nearest 0.5 hour in the **Hours** field.
 - d. Enter the date of the training in the **Date** field and click **'Submit'**.
6. To split a training into more than one area, you must enter it again using another training area. The total number of hours entered for all training areas must not exceed the total hours of instruction.
7. You may edit trainings that you added.
 - e. Click on the **'Edit'** link to the right of the training.

- f. Click **'Submit'** after completing your changes.
- g. If the **'Edit'** link is not active (not blue), remove the training from your certificate renewal first. Please see the instructions in the 'Edit or remove a training applied to a certificate' section below. If the certificate has already renewed using this training, you will not be able to remove it or edit it.

Renew Your License:

1. Click on **'Operator'** in the blue header bar.
2. Click on the certificate number of the certificate to which you would like to add training.
3. Click on the **'Add Training'** link in the lower left corner.
4. Available trainings will appear in the drop-down list when you click on the word **Select** or the down arrow. The database automatically filters out trainings that are too old or are in the wrong area for your certificate.
5. Select a training, enter the number of hours you want to apply towards this renewal, and click **'Submit'**.
6. Repeat until the Total shows 24 hours, Core Hours show a minimum of 8 hours, and Rules Training shows a minimum of 2 hours.
7. To edit a training applied to a renewal, click the **'Edit'** link to the right of the training that needs to be edited.
 - a. Click **'Edit'** to change the number of hours applied to the certificate renewal; push **'Submit'**.
 - b. Click **'Remove'** to remove the training from the certificate renewal; push **'Submit'**.

Print a Certificate:

1. Click on **'Operator'** in the blue header bar.
2. Click on the **'Print'** link to the left of the certificate that you would like to print.
3. This will generate a Certificate.pdf file. Click **'Open'** and select Print from the menu options to send to your printer. You may need to adjust your security settings to allow a pdf file to download.

Left a Facility?

1. Click on **'Operator'** in the blue header bar.
2. Locate the experience record in question below the list of your certificates.
3. Click on **'Still There'** in the Status column on the right hand side.
4. Enter the last date you worked at that facility and click **'Submit'**.

High School Equivalency (HSE):

Scan and email proof of your High School Equivalency (HSE) to opcert@wyo.gov . You may use any of the following to demonstrate HSE. If you cannot provide one of these documents, contact opcert@wyo.gov .

- High School transcripts or diploma
- College transcripts or diploma
- G.E.D certificate
- Honorable discharge form, Form DD214

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