WCIT Registration

You will need a WCIT account to participate in the Training. Please follow the directions below to obtain an account.

ALREADY HAVE A WCIT ACCOUNT

If you already have a WCIT account, log in before the meeting to make sure your password is up-to-date. If you forget your username, call the Central Data Exchange (CDX) Help Desk for help at 888-890-1995 or 970-494-5500 (from Puerto Rico and Guam).

ALREADY HAVE A CDX ACCOUNT BUT NOT A WCIT ACCOUNT

If you already have an account on CDX, but don't have access to WCIT, log into your CDX account at https://cdx.epa.gov. From the MyCDX tab select the green button "Add Program Service." Choose WCIT from the alphabetical list. Select a role and press "Select Role Access." For details, read below.

NEED TO REGISTER FOR BOTH CDX AND A WCIT ACCOUNT

If you do not already have a User Name and Password for EPA's Central Data Exchange, open a web browser and type the following into the address bar: https://cdx.epa.gov/.

On the right side of the page, you will see this box. Click on the green button that says "Register with CDX."

After reading the Terms and Conditions, select the radio next to "I Accept," and click on the green "Proceed" button.

Your cursor is already in the **Active Program Services List** search box. Type WCIT into the search bar. WCIT: Water Contaminant Information Tool will appear below the search bar. Click "WCIT" and you will be automatically taken to the Core CDX Registration Page.

Select the Role from the drop down list that best fits your organization: Association, Federal Employee, State Lab, State Primacy Agency, or Utility. Don't select Data Entry or Expert Review unless you have been previously told to do so.

Answer the three general contact questions that appear. WCIT is a secure database, your information will need to be verified before you are granted access. Answering these questions will expedite your approval. Click the green button, "Request Role Access."

Part 1: User Information

Enter a User ID. Your User ID must meet the requirements listed below.

Use this form to verify your User ID.   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
- ☐ At least 8 characters long
- ☐ Contain only letters (both upper and lower case), numbers, a period or at sign (@)

Fill in your title, name, and suffix (if necessary).

Choose and enter a password. Your password must meet the requirements listed below.

Use this form to verify your Password. ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

- □ At least 8 characters long
- □ Contain only letters and numbers
- □ Begin with a letter
- □ Have at least one upper case letter
- □ Have at least one lower case letter
- □ May not contain the word "password"
- □ May not contain your User ID

Select three security questions from the drop down lists and provide your answers.

Part 2: Organization Information

Enter the name of your organization in the box and click "Search." If your organization is on the list, click on its Organization ID to proceed to the next page. If your organization is not on the list, select "Use advanced search" or "Request that we add your organization." Either complete the advanced search form and click "Search" or complete the organization information and click "Submit Request for Access."

You will soon receive an email confirmation message at the email address you provided. Follow the link in the message to complete your registration. The link will take you to your "My CDX" page where you will see an hour glass symbol next to WCIT. This symbol means that your account is awaiting final approval. You will receive a follow up email notifying you of your approval.

MyCDX	Inbox (1)	My Profile	Submission History

Services

Manage Your Program Services

Status	Program Service Name	Role(s)
⏳	WCIT: Water Contaminant Information Tool	Water Contaminant Information Tool

To use WCIT, go to https://cdx.epa.gov. Enter your newly created User ID and Password and click on the green "Log In" button.

The first time you log in, you will see the WCIT Terms of Use. Read the terms and click the blue box at the bottom that reads "I Agree".

The next screen asks you about your Organization Type, Utility Size, and job title. Fill in this information and click the blue "Save" button. This will take you to the Welcome page for WCIT.

If you have any registration problems please contact the CDX Help Desk at (888) 890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.