

# 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 do not have a User ID and Password:

- Go to <http://on.wisconsin.gov>,
- Click **Self Registration**. Scroll down and click  ,
- 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  , print the page and jot down your password. Save it in a safe place,
- Open your email 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 your User ID** to the Lakes Inbox at [DNRLakeb@Wisconsin.gov](mailto:DNRLakeb@Wisconsin.gov),
  - If you are a first time volunteer, include the lake(s) and counties in which you are volunteering and what activities you are doing (Citizen Lake Monitoring, Clean Boats/Clean Waters, Loon Watch, etc.). We need to set you up in the SWIMS database so it will know what lake you monitor.,
- 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  ,
- 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 Jake Dickmann at [Jacob.Dickmann@Wisconsin.gov](mailto:Jacob.Dickmann@Wisconsin.gov). While we at the DNR don't have access to your password, we can help make sure you're able to log in again soon.

### How to Enter Data

- Go to the Citizen Lake Monitoring page at: <http://dnrx.wisconsin.gov/swims>,
- Click on  at the top of the page,
- Login by entering your User ID and password. Click  ,
- Find the correct project you have data for and click on **Enter Data**,
- If more than one station, select the correct 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  ,
- Fill in your results. To enter a temperature or D.O. profile, click  at the bottom right,
- To enter another date: click  , then click  ,
- If you are finished: click  , then click  .

### How to Edit Existing Data

You can only edit data you have entered during the current monitoring season. Here's how:

- Within SWIMS, click the  link at the top right ,
- Click the pencil icon  for the date you want to edit,
- You can edit comments, etc. on the first page if necessary, then click  . You can now edit your results,
- If you hit click  then  , your changes will be saved.