Student Exercise 1.2
Day 1 – User Profile

Goal: To change your user profile and do password management.

You have been asked to submit your agency's ambient air quality data to AQS. You will need two accounts: an AQS database account and a CDX account. The CDX account lets you transfer your data files to EPA; the AQS account is for the actual EPA ambient air database.

Step 1. Start AQS & logon* using the instructor supplied training user id and (temporary) password

Step 2. From the menus select Admin → Security

Step 3. You should see a form with information pertaining to your AQS user id.

Step 4. Change the "First Name" and "Last Name" fields to reflect your name. *(It is optional to change the other information.)*

Step 5. Change the "E Mail" field to an account you can access. *(During later exercises, you will need to be able to read emails sent from AQS.)*

Step 6. Click Save 💾.

Step 7. Change your initial AQS password to the new one supplied by the instructor. Click "OK."

Step 8. Synchronize your CDX password. You will need to check with your instructor for the password to enter in "Current CDX Password." Click "Synchronize CDX." Your CDX & AQS passwords are now the same.

Step 9. *(Optional)* Click on Exit 🚪. Click "Yes" at prompt. Your session will time out after 30 minutes anyway.

Instructions for Accessing AQS for the Training Course

1. Open Internet Explorer
2. Navigate to https://oasext.epa.gov/aqs and bookmark in "Favorites."
3. Process the security information.
4. At the logon screen, enter your Training User ID (see the sticker on your materials) in the "Username" field. Press the <Tab> key.
5. Enter your Password for the Training User ID (see the sticker on your materials). Press the <Tab> key.
6. Enter "AQSQA" in the "Database" field. Press "Connect" button.

Questions:
1. List the three components that comprise AQS: _____, _____, _____. (All three of these are needed to get data into AQS.)
2. What is the primary purpose of CDX as it relates to AQS?
3. What will replace CDX as the EPA data exchange system?
4. How often do you have to change your AQS password?
5. Which of the following is a valid password for the AQSPROD connection? (Circle one):

a) 4tunate1   b) aqsprod1   c) Mydogf1do   d) carolina_panthers