

## Registering as an Observer on CCWEB

Beginning 1 April 2003, all reports will have to be submitted via CCWEB in order to obtain credit for them! No 77-4 paper reports will be accepted for credit after that date. Nothing on paper will be accepted thereafter except where explicitly authorized by both the National Cooperative Charting Committee and the Marine Chart Division.

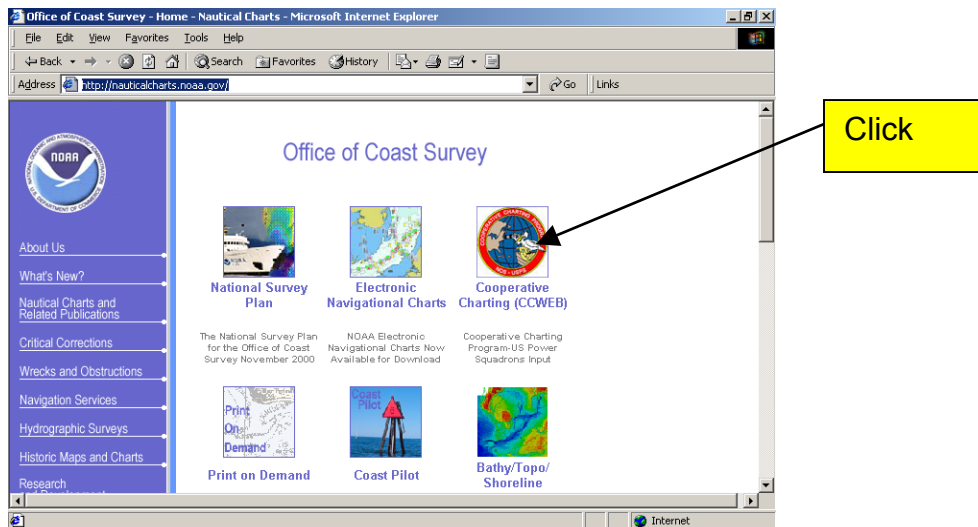
Each person that goes out and makes observations (find a benchmark, nautical reports, etc.) reports it to NOAA and expects to earn credits for CoCh work must be a registered observer. It is a relatively simple task, but must be done on the net. The following is taken from the CCWEB instruction sheets dated 2/17/03.

An email address is required for any person applying to be an observer. The squadron Coop Charting Chair should work with the squadron computer person to determine the email address for those members that do not have a computer. NOAA wants an email address in case they think there may be an error in a report.

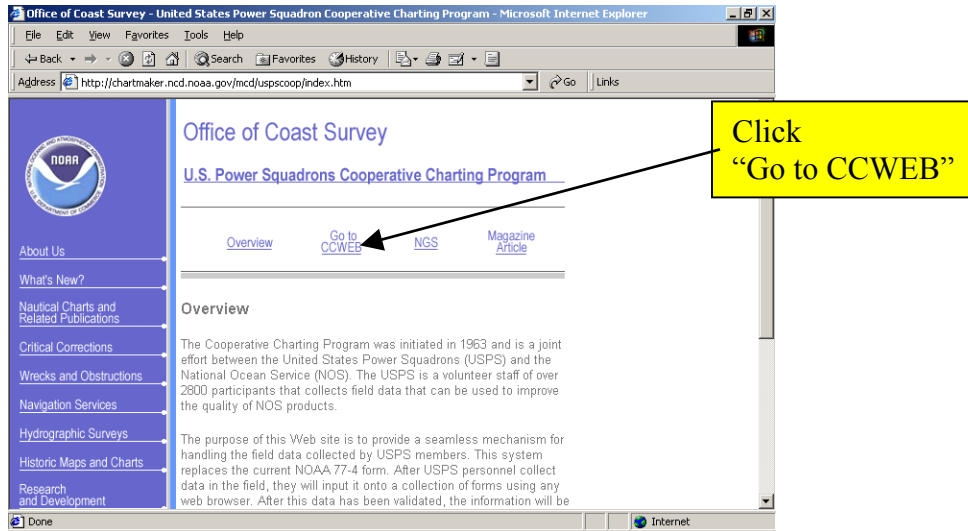
1. Enter the following URL for CCWEB.

<http://nauticalcharts.noaa.gov/>

2. You will see the famous Cooperative Charting globe containing the pelican. It is the top right icon. Click on it.

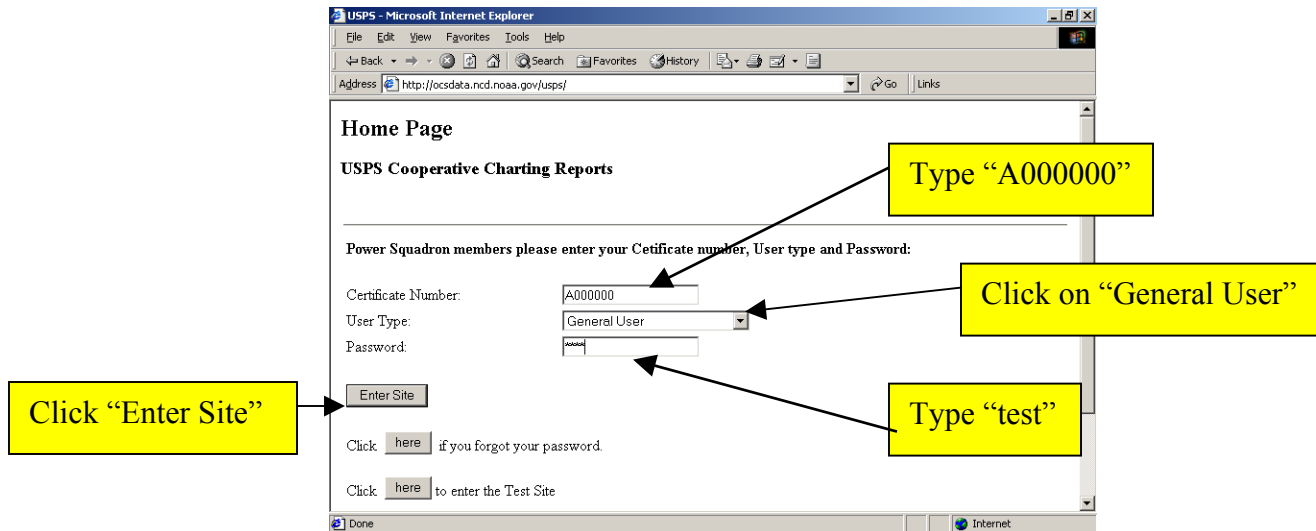


3. Near the top and middle of the page you will see “Go to CCWEB”. Click on it!

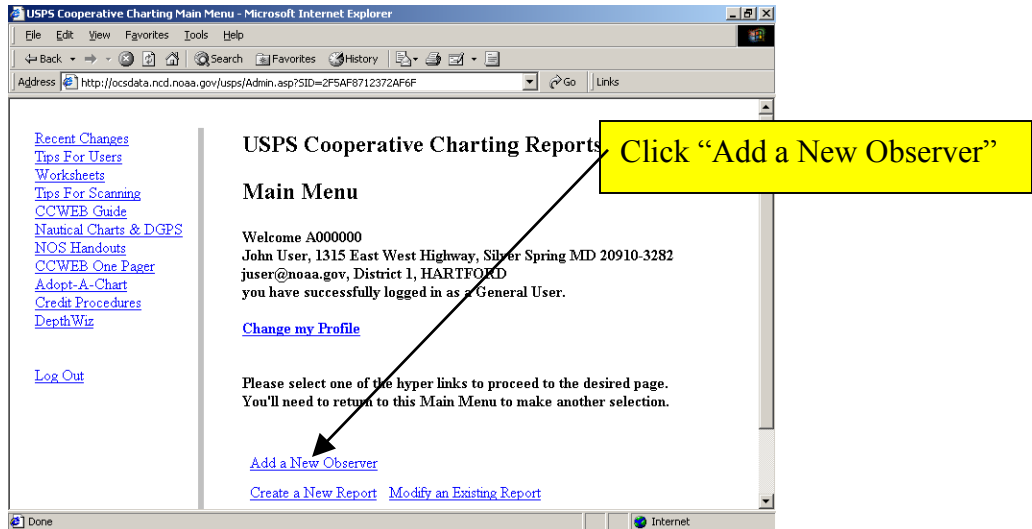


4. The screen changes to the "Home Page - USPS Cooperative Charting Reports".

- a. Type in the dummy certificate number **A000000** into the certificate number box.
- b. Use the pull down menu in the User Type box and select "**General User**".
- c. Type "**test**" (all lower case) in the password box. Click on "Enter Site".



5. You now have the page “USPS Cooperative Charting Reports – Main Menu”. You are welcomed with the dummy certificate number and name and other information that you used to get into the site. Now select “Add a New Observer” and click on it! It is near the bottom of the page.



6. You are now on the “Add An Observer” page. Fill in **your** information and note that required fields are indicated with an (\*) asterisk. This page is pretty well self-explanatory.

- *A word of caution about the name you use on this form. Assume you are William A. Williams and have been involved in CoCh for a number of years. You have always submitted your reports as Bill Williams. Be sure that you use Bill Williams on this form. You do not have to use your name as it appears on your official USPS records. If you fill this form in as William A. Williams, you will start getting certificates for William A.*

*Williams starting with year 1 on the honor roll. The NOAA computer will see a guy named Bill Williams and another guy named William A. Williams. If you have never done any CoCh work, put the name that you want to see on a certificate when you make the honor roll.*

7. For the District number, click on the arrow and then click "21". Then click on "Squadron Name".

Click on drop down menu and "21"

Click on "Squadron Name"

8. A new menu appears when you click on the "Squadron Name" button. It has all of the squadrons in the district listed. Click on the circle by your squadron and then click on "Return" at the bottom of the squadron's menu. You may have to move the window up on your screen to see the return button.

Click on Squadron

Click "Return"

9. Now click “Save

The screenshot shows a web browser window titled "Add An Observer - Microsoft Internet Explorer". The address bar displays "http://ocsddata.ncd.noaa.gov/usps/AddObs.asp?SID=3DB9CB32A40D9". The form contains the following fields:

- Middle
- Last Name \*
- Street Address \*
- City \*
- State \*
- Zip Code \*
- Home Phone
- Business Phone
- Cellular Phone
- EMail Address \*
- Fax Number
- District Number \*
- Squadron Name \* (value: HOUSTON)

At the bottom of the form are "Save" and "Cancel" buttons. A yellow callout box with the text "Click Save" and an arrow points to the "Save" button.

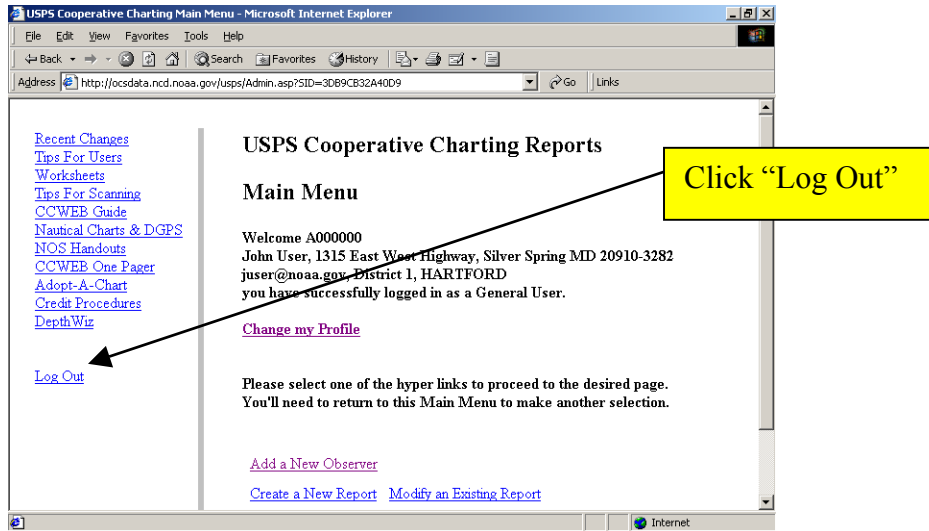
10. A new page comes up - Success Certificate number EXXXXXX has been added to the data base. Click on “Continue”.

The screenshot shows a web browser window titled "Edit An Observer - Microsoft Internet Explorer". The address bar displays "http://ocsddata.ncd.noaa.gov/usps/EditObsSave.asp?SID=3DB9CB32A40D9". The page content is:

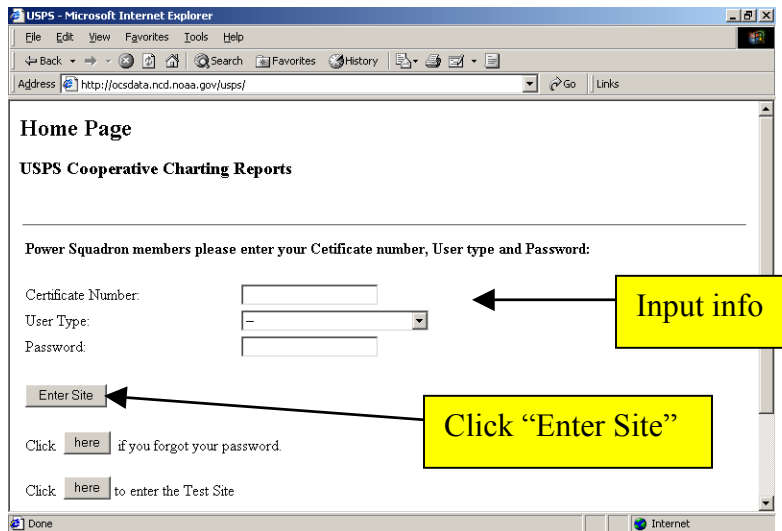
**Success!**  
Certificate Number has been updated in the database.

A "Continue" button is located below the message. A yellow callout box with the text "Click 'Continue'" and an arrow points to the "Continue" button.

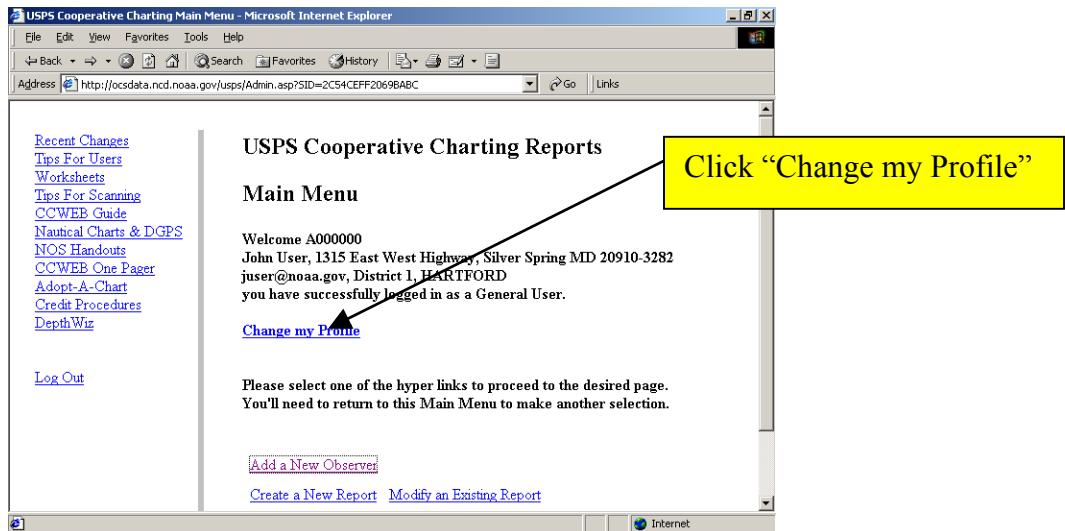
11. Click on “Log Out” to return to the log in page – Home Page USPS Cooperative Charting.



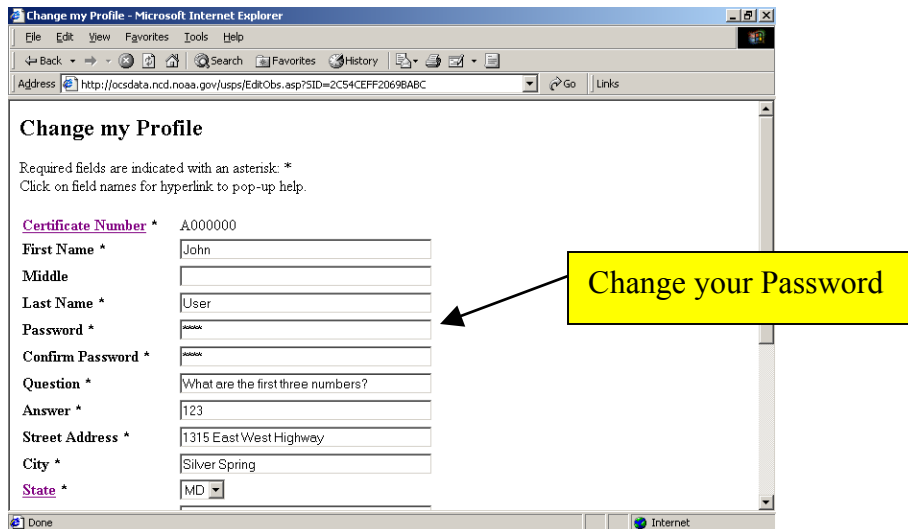
12. Type in your Certificate Number; click “General User”, and then type the password “test”. Then click “Enter Site”.



13. You are back to the main menu. Now click “**Change my Profile**” located in the middle of the page.



14. The **Change my Profile** page comes up. You will have to assign a password for yourself. Type in your new password and confirm it. Be sure and write it down so you will remember it. You may have to enter your squadron name again.



**NOTE:** You will need your **Password** and **Certificate Number** to enter CCWEB and file your Reports. **Write it down!**

15. Type in a question and answer in case you forget your password. This could be your area code, part of your address, or part of a birth date, anything that you could remember. NOAA will ask you the question and then they will tell you what your password is in case you forget it

Change my Profile - Microsoft Internet Explorer

Address <http://ocsddata.ncd.noaa.gov/usps/EditObs.asp?SID=3DB9CB32A40D9>

### Change my Profile

Required fields are indicated with an asterisk: \*  
Click on field names for hyperlink to pop-up help.

**Certificate Number \*** A.000000

**First Name \*** John

**Middle**

**Last Name \*** User

**Password \*** \*\*\*\*\*

**Confirm Password \*** \*\*\*\*\*

**Question \*** What are the first three numbers?

**Answer \*** 123

**Street Address \*** 1315 East West Highway

**City \*** Silver Spring

**State \*** MD

Question and answer in case you forget your password

16. Click on “Save” and you will be returned to the main menu.

Change my Profile - Microsoft Internet Explorer

Address <http://ocsddata.ncd.noaa.gov/usps/EditObs.asp?SID=2C54CEFF2069BABC>

**Question \*** What are the first three numbers?

**Answer \*** 123

**Street Address \*** 1315 East West Highway

**City \*** Silver Spring

**State \*** MD

**Zip Code \*** 20910-3282

**Home Phone** 555-555-5555

**Business Phone**

**Cellular Phone**

**EMail Address \*** juser@noaa.gov

**Fax Number**

**District Number \*** 01

**Squadron Name \*** HARTFORD

Save Cancel

Click “Save”

Congratulate yourself; you are now a registered observer.