



GLWA  
Great Lakes Water Authority

***ONE***  ***WATER***  

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INSTITUTE



**GLWA**  
Great Lakes Water Authority

# Great Lakes Water Authority: One Water Institute: Member Partners

Great Lakes Water Authority is pleased to offer its *One Water Institute (OWI)* training and development opportunities to you, our valued Member Partners.

# One Water Institute

One Water Institute will provide quality education, training and leadership development opportunities to GLWA's Member Partners, thereby facilitating the creation of a highly-skilled water sector workforce able to provide quality service to customers throughout Southeastern Michigan, using a common language, skills, and knowledge base.

# Today We Will Cover...

- Important Dates
- Application Process
- Overview of the OWI Academies
- What (Else) You Need to Know
- Next Steps
- Questions

# One Water Institute Dates

**OWI Member Partner** 1

**Pre-Registration:**

Thursday, December 13, 2018  
Request of Member Partners to Submit Pre-Registration Roster

**OWI Kick-Off:** 2

Beginning Tuesday, December 18, 2018  
Participant OWI access application process begins

**Individual Participant OWI Course** 3

**Registration:**

Begins: Monday, January 7, 2019  
At 8:00 a.m.

**First Quarter OWI Courses Begin:** 4

Friday, February 1, 2019  
at 8:00 a.m.

**\*Course Registration Deadlines:** 15<sup>th</sup> of the month for the following month of courses

# Application Process

Each Member Partner will need to complete and submit a “**Pre-Registration Roster**” in an Excel spreadsheet format to GLWA. Member Partners will need to input the following information for all employees/team members who will be registering in the One Water Institute:

1. Organization Name
2. Owner of OWI Process in your Organization (name and contact information)
3. Participant First Name
4. Participant Last Name
5. Participant Email Address (**work**)
6. Participant Work Telephone Number
7. Participant’s Manager (Approver)

Beginning Friday, December 14, 2018, Member Partners interested in registering their employees/team members in the One Water Institute should request an electronic version of the Pre-Registration Roster (Excel) spreadsheet by contacting:

Alicia Bemby, GLWA Office Support Specialist  
[alicia.Bembry@glwater.org](mailto:alicia.Bembry@glwater.org)

Alicia Bemby will forward to you the formatted Pre-Registration Roster Excel spreadsheet to be completed and returned to her at the same email address.

# One Water Institute: Credentials for Individuals

## Registration Process

### 1. Steps:

1. Individual participants on the Pre-Registration roster will receive an email to go to the GLWA-OWI link to begin the approval process:
  - a) Complete **Self-Registration Form**
2. Await notification of approval via email from GLWA-LMS Administrator
3. Upon email receipt of notification of approval, participants may register for all available OWI courses (using username and password).

# One Water Institute: Self-Registration Group Form

Welcome to Great Lakes Water Authority (GLWA) external users Learning Management System (LMS)! Please fill out the user registration form completely! Upon registration approval you will be able to access all of GLWA's available training events!!



\* Required Field

\* First Name:

\* Last Name:

\* Email Address:

Approver: Administrator, GLWA

\*Phone:

\*New password:

\*Confirm password:

- \* Passwords must contain both upper and lower case letters
- \* Passwords must contain alpha and numeric characters
- \* Passwords cannot have three or more consecutive same characters
- \* Passwords must be 6 - 20 characters
- \* Passwords cannot have leading or trailing spaces
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* Passwords must contain at least one special character

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)



Cancel

Submit

## Fields:

First Name:

Last Name:

Email Address: (**work emails only**)

Approver: Administrator GLWA

Phone:

New password:

Confirm password:



# One Water Institute: Member Approval Information

The approval email will include the following reminder information:

- Username (work email)
- A reminder to use the password created on the Self-Registration Group Form
- LMS training videos

# 360water, Inc.

GLWA has partnered with 360water, Inc., an organization that provides online continuing education and customized operation and maintenance training to the water and wastewater industry. Through this partnership, GLWA team members and Member Partners can now take pre-approved courses. Each course, upon satisfactory completion, will provide team members with one hour of continuing education (CE) credit from the Michigan Department of Environmental Quality (MDEQ).

Effective January 1, 2019, the 360water training site can be accessed at:  
<https://glwa.360water.com/>

Once 360water loads, you will want to click on “Sign In,” located at the top right-hand corner. In the two dialogue boxes enter your:

Username: [email address]

Password: [generic provided; prompted to change]

Once you have signed into 360water, participants can access the courses under the **General** section located under Courseware. You can then choose between **Water** and **Wastewater** courses.

# One Water Institute: Six Academies

## *Safety* (10 Courses)



## *Water and Field Services* (26 online courses)



## *Wastewater Operations* (8 courses)





# What (Else) You Need to Know

- I. Eligibility: *Employees of member partners water utilities served by GLWA and those utilities/communities served by its member partners.*
- II. Pilot Rollout: *Slowly releasing additional courses during the 6-month Pilot rollout. We are asking for feedback from Member Partners regarding what works, what doesn't work, or just how we might improve the Institute.*
- III. Member Partner Fees: *No fees for OWI registration or courses during Pilot phase.*
- IV. Attendance: *Member partners are expected to attend and fully participate in registered courses.*

# Welcome...Let's Get this Party Started!!

