



Lead in Schools Collect User Manual

**Monitoring and Reporting Section
Public Water Supply Bureau
Water Quality Division**

March 2021

Table of Contents

1.0 Collect Overview	3
2.0 Create Collect Account.....	4
3.0 Install Collect.....	5
3.1 iOS (Apple)	5
3.2 Android	5
3.3 Windows 10	5
4.0 Opening Collect.....	6
4.1 Quick Start Tutorial	6
4.2 Login with PIN	6
5.0 Collect Menu	7
6.0 School Form	8
6.1 Create School Form Template	8
6.2 Populate Information Form	9
6.3 Populate Inventory Form.....	11
6.3.1 Copy Inventory Forms.....	13
6.4 Submit School Form to DEQ.....	13
6.5 Print School Form Report.....	15
7.0 Water Sample Form	16
7.1 Populate Water Sample Form.....	16
7.2 Populate Chain of Custody Form	18
7.3 Review and Print COC	20
7.4 Submit Water Sample Form to DEQ	22
8.0 Troubleshooting	24

Document History			
Revision #	Revision Date	Revised By	Notes
1.0	3/19/2021	Jolene McQuillan	Initial document development
2.0	6/7/2021	Jolene McQuillan	Added Sample Form information

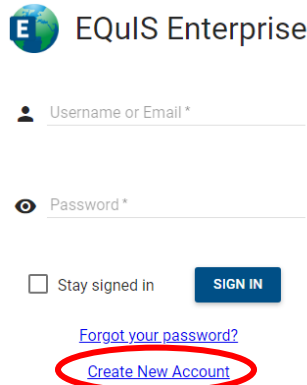
1.0 Collect Overview

The purpose of this manual is to provide detailed instructions on how to enter your school information, water fixture inventories, and sample COC as part of the Lead Reduction in School Drinking Water Program. This manual is meant to be used in conjunction with the Step 1 - School Setup guidance document which explains what information you need and how to collect it in order to set your school up in the program. The guidance documents can be found at <https://deq.mt.gov/water/Programs/dw>.

2.0 Create Collect Account

EQuIS Collect is an extension of DEQ's Montana EQuIS database. To use Collect, data submitters must create an EQuIS account. To create an account:

1. Go to <https://mtdeq.equisonline.com/>
 - Chrome and Firefox are recommended; Internet Explorer is not supported.
2. Select **Create New Account**.



EQuIS Enterprise

Username or Email *

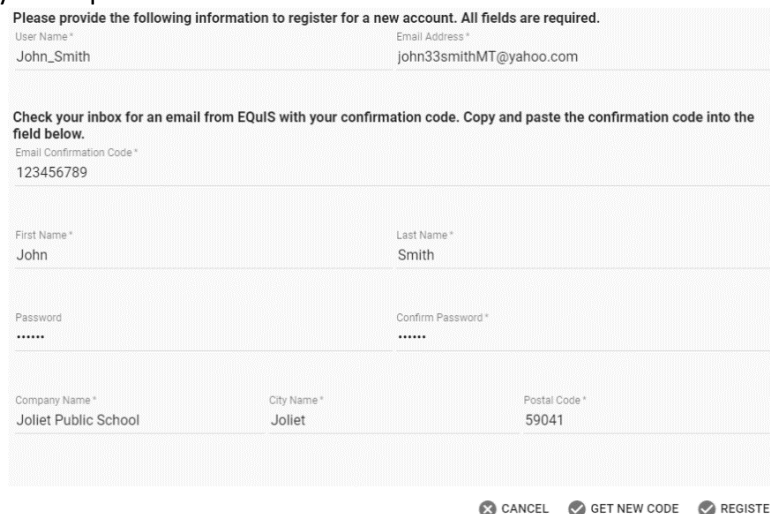
Password *

Stay signed in **SIGN IN**

[Forgot your password?](#)

[Create New Account](#)

3. The first part of the New User Registration form opens. Enter a User Name and Email Address. Select **Continue**.
4. Check your inbox for an email from EQuIS with your confirmation code. Copy and paste the code into the New User Registration form. Populate the remaining fields as follows:
 - First and Last Name
 - Password: Must be at least 6 characters long and contain at least one uppercase letter, one lowercase letter, and one number.
 - Company Name: **List all the school(s) this Collect user will be submitting data for.**
 - Email DEQLEADINSCHOOLS@mt.gov if there are too many schools to list here.
 - City and Zip Code



Please provide the following information to register for a new account. All fields are required.

User Name * Email Address *
John_Smith john33smithMT@yahoo.com

Check your inbox for an email from EQuIS with your confirmation code. Copy and paste the confirmation code into the field below.

Email Confirmation Code *
123456789

First Name * Last Name *
John Smith

Password * Confirm Password *
***** *****

Company Name * City Name * Postal Code *
Joliet Public School Joliet 59041

5. Select **Register** once all fields are populated.
6. Allow up to 2 business days for your account to be activated. Once activated, you will receive a confirmation email from DEQ. You cannot use Collect until your account has been activated.
 - NOTE: Your account will only work in the Collect app, NOT EQuIS Enterprise. Once you receive your activation email, proceed to the Collect app to sign in.

3.0 Install Collect

EQuIS Collect is supported on iOS, Android, and Windows 10 devices. Determine the operating system on your device and follow the associated instructions below. You may download Collect on multiple devices if needed, but saved forms will not transfer between devices. Using Collect on a mobile device, such as a phone or tablet, allows for greater flexibility and more efficiency while filling out the required forms, but Collect can be used on a desktop computer if that's desired.

3.1 iOS (Apple)

User must have version 9.0 or higher.

1. Open the device's App Store.
2. Search for "EQuIS Collect".
3. Tap **Get** to download and install the application.
4. Once the app is installed on your device, continue to Section 4.0.



3.2 Android

User must have version 7.0 (Nougat) or higher.

1. Open the Play Store.
2. Search for "EQuIS Collect".
3. Tap **Install** to download and install the application.
4. Once the app is installed on your device, continue to Section 4.0.

3.3 Windows 10

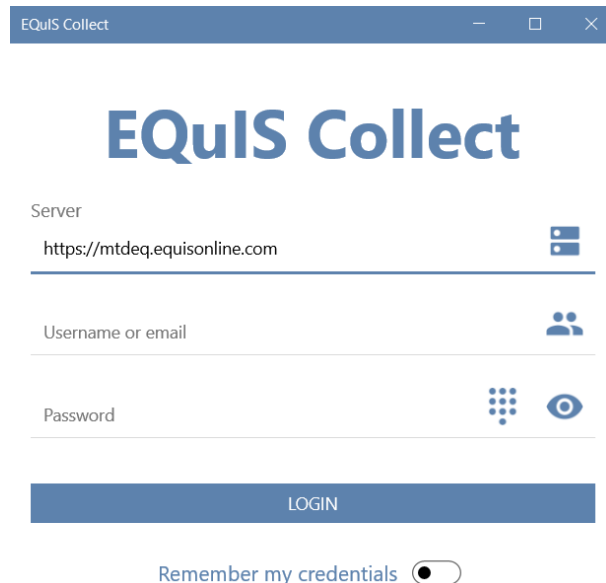
User must have version 10.0.16299.0 or higher.

1. Open the Microsoft Start menu and select the Microsoft Store.
2. Search for "EQuIS Collect".
3. Tap **Get** to download and install the application.
4. Once the app is installed on your device, continue to Section 4.0.

4.0 Opening Collect

You are ready to log into Collect once you have 1) installed the application and 2) received your email from DEQ indicating your account has been activated.

1. From your devices list of applications, select EQuIS Collect.
2. On the Collect Login screen, enter the required credentials:
 - Server: <https://mtdeq.equisonline.com>
 - Username or email: This is the User Name and email associated to the EQuIS account you requested in Section 2.0.
 - Password: This is the Password you created in Section 2.0.
 - **Forgot your Username and/or Password?** Email DEQLEADINSCHOOLS@mt.gov to request the missing information.
3. To have the app remember your login information, tap or move the 'Remember my credentials' slider to the right. If selected, the next time the app is run, the login screen will be skipped.
4. Tap **Login** to open the app.
5. If prompted, allow EQuIS Collect to access your device's location. Location services must be enabled if a template or form contains a geography field designed to capture the user's current location.



The screenshot displays the EQuIS Collect login interface. At the top, the app title 'EQuIS Collect' is centered. Below the title, there are three input fields: 'Server' (containing 'https://mtdeq.equisonline.com'), 'Username or email', and 'Password'. Each field has a corresponding icon on the right: a server rack for the server field, a person icon for the username field, and a grid of dots for the password field. A blue 'LOGIN' button is positioned below the input fields. At the bottom, there is a toggle switch labeled 'Remember my credentials' which is currently turned off.


4.1 Quick Start Tutorial

When Collect is opened for the first time, the Quick Start tutorial is displayed. Quick Start is a series of five screens that provide a summary review of the main capabilities of the app. Tap the **Forward** > icon to move through the Quick Start screens. Tap **Start** to open the app after finishing with the Quick Start screens. Tap **Skip** to bypass the Quick Start tutorial.

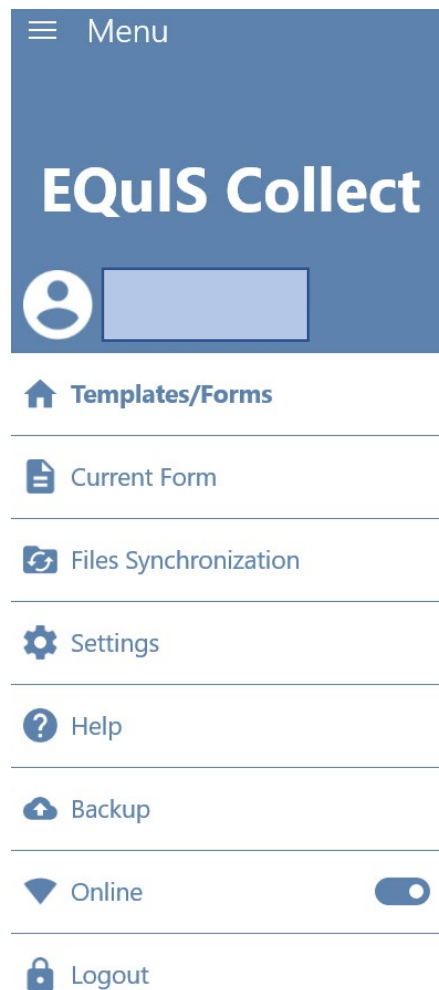
4.2 Login with PIN

Users have the option to establish a Personal Identification Number (PIN) to use for Collect login. Setting up a PIN allows users to login to Collect without internet connectivity. To setup a PIN, either use the Security tab on the Settings menu or tap the **PIN** icon on the Login screen. The user may also opt to bypass setting up a PIN.

5.0 Collect Menu

To access the Collect menu, tap the **Menu**  icon in the upper left corner. The menu displays a list of all options available with Collect.

- **Templates/Forms:** Provides access to templates and forms. All created saved forms will be available as well as the ability to create new templates.
- **Current Form:** Provides access to the most recently used form. This will only populate after a form has been created.
- **Files Synchronization:** The LIS program is currently not using this feature.
- **Settings:** Provides user profile information, access to change various settings, and ability to generate a support or backup package.
- **Help:** Information regarding the use of EQUIS Collect Mobile.
- **Backup:** Save all Collect data on the device as a zip package. The zip package can be restored on any other device running Collect.
- **Online:** Option of working on- or off-line depending on availability to connect to the internet.
- **Logout:** Option for the current user to logout.

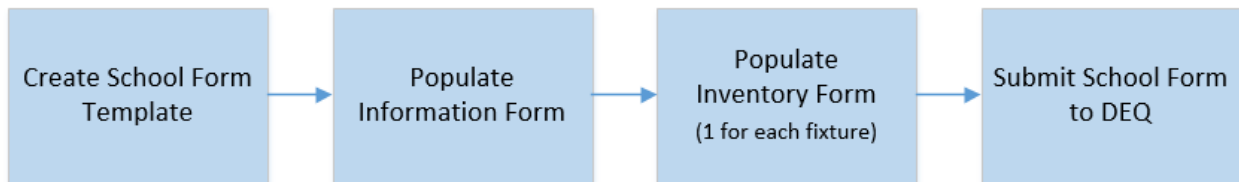


6.0 School Form

The School Form is required for schools to initiate their sampling. School administrators should have a general understanding of the school's maintenance and plumbing history, as well as what is currently being used in the facility, before filling out this form. The following section provides step-by-step guidance on populating and submitting this form.

The School Form includes two parts:




- 1) Information Form: Basic information about the school as well as contact, building, plumbing, and water source details. Only one Information Form will be created for each school.
- 2) Inventory Form: Information for each specific fixture including location, type, and if it will be sampled. One Inventory Form will be populated for each fixture, so there will be multiple Inventory Forms for each school.

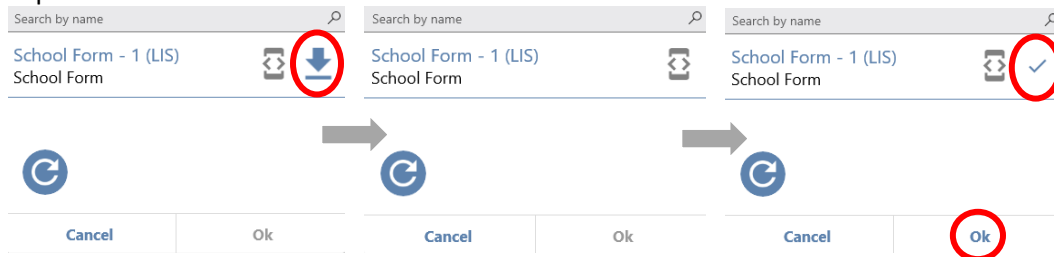


6.1 Create School Form Template

1. Login to Collect. From the Forms screen, tap **New**. If you are not currently on the Forms screen, tap the **Menu**  icon and select **Templates/Forms**.



2. The Information screen opens. Select a Template by tapping **Choose a template**.
3. New templates will display a Download  icon. Tap on the **Download**  icon next to **School Form (LIS)**. The template will download to the Collect app so it can be used to collect data, with or without online connectivity.
 - a) NOTE: When a downloaded template has been changed in the database, a refresh  icon is displayed next to the template (instead of a download icon). Click the refresh icon to download the updated version.
 - b) The form name will include a version number (e.g., School Form – 1). Do not be concerned if the number is different than the screenshots included in this manual.
4. Tap **School Form (LIS)** again to select it. A check mark indicates it is selected.
5. Tap **OK**.



- A default form name will appear in the Name field. It is highly recommended to update the Name field to include the school name, especially if you will be submitting forms for more than one school.

- Select a school by tapping **Choose a facility**.
- In the Facility Chooser window, tap on the school name to select it. Once you see a check mark next to the school, tap **OK**. All required fields are now populated.

Information

Choose a template, write a name, choose a facility, and write a description for the form.

Template

School Form - 3 (LIS) ← School Form Template is selected

Name

Joliet School Form ← Template Name is updated to include school

Facility

MTOPI00000-Test School ← School is selected

Description

Description

Cancel Save

- Tap **Save**. The School Form Template for the school you selected will open.

6.2 Populate Information Form

- Tap **New** next to Information Form.

2. The form will open.

- Clicking on the School ID (e.g., MTOPI00000) will take you back one level.
- Clicking on the form title (e.g., Information Form) will take you back to the main form template.
- Clicking on the up and down arrows will hide or expand each subsection of a form.
- Select **Save** at any time to save your progress. NOTE: You may need to select Save twice to save both your form and also to save your template.

3. Tap **Student Enrollment** to begin populating the form.

4. Enter number of students enrolled and tap the **Forward** > icon to move to the next question.

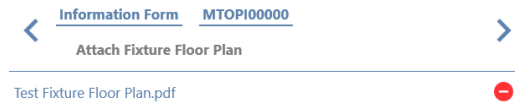
- The **Forward** > and **Backward** < icons will move you between each question.

5. Select **Yes** or **No** for the 'Is school located within boundary of Indian Reservation?' question. Tap the **Forward** > icon.

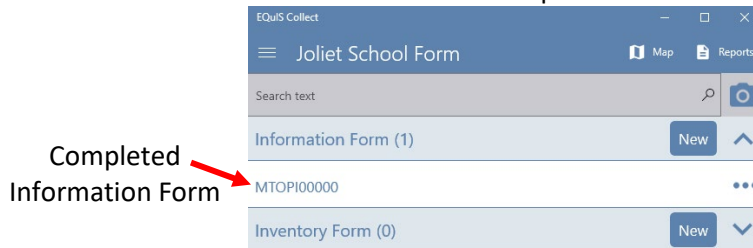
6. Enter the Authorized Representative's Title, Name, Phone, and Email. Tap the **Forward** > icon.

7. Enter the Authorized Representative's Mailing Address and tap the **Forward** > icon.

8. Answer the Building Information questions. Make sure to scroll to the bottom of the form and answer all questions before tapping the **Forward** > icon.
9. Select **Well** or **Municipal Connection** for the 'Source of Water' question. Tap the **Forward** > icon.
 - If Municipal Connection is selected, the next question will ask for the connection name. Use the search text field to search for the Municipal Connection name.
10. Select **Yes** or **No** for the 'Are you a Current Public Water System (PWS)?' question. Tap the **Forward** > icon.
 - If Yes is selected, the next question will ask for the PWS name. Scroll or use the search text field to search for the PWS name.
11. Answer the two Water Treatment questions. Tap the **Forward** > icon.
12. Tap the **Add** button to browse to the school's Fixture Floor Plan. Once attached to the form, tap the **Forward** > icon.
 - More information on Fixture Floor Plan requirements can be found on DEQ's Lead in School webpage: <http://deq.mt.gov/water/Programs/dw>

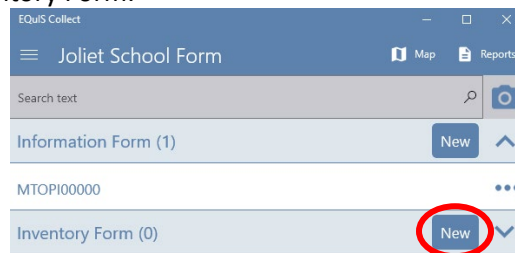


13. Provide any additional comments and tap the **Forward** > icon.
14. Select **Yes** or **No** for the 'Opt in to the Reminder service?' question. This provides consent for DEQ to send automated reminders about upcoming deadlines associated with the Lead in School program. Tap the **Forward** > icon.
15. Select **Yes** for the 'Completed record?' question once all required fields have been populated.
16. Select **Save**. You will return to the main Information Form. Select **Save** again to save all your information and return to the School Form template.

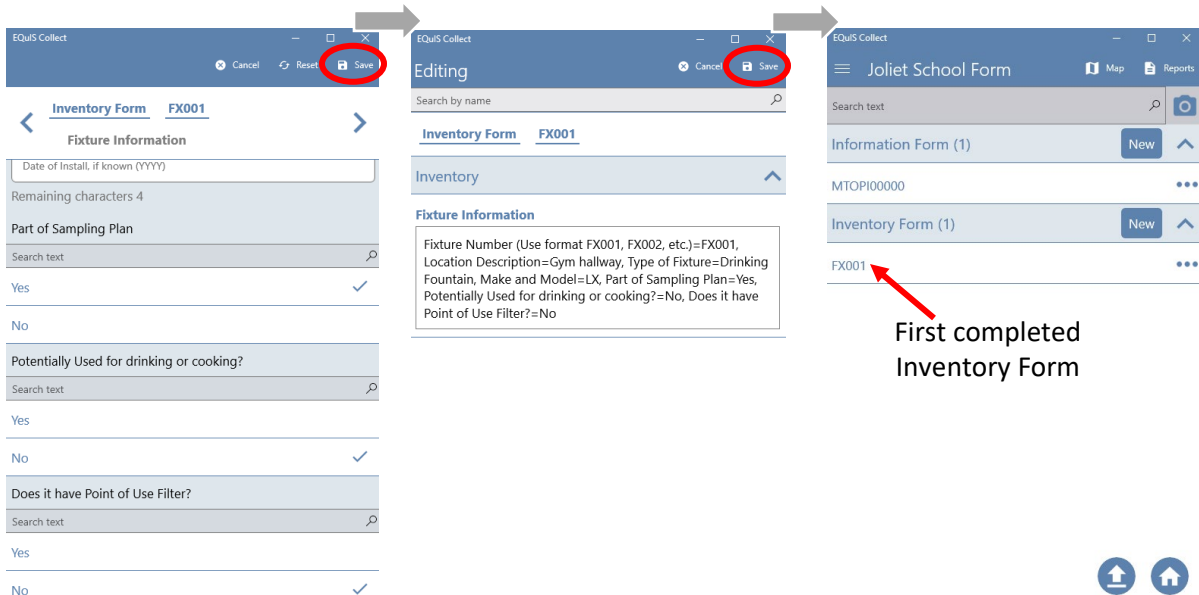


6.3 Populate Inventory Form

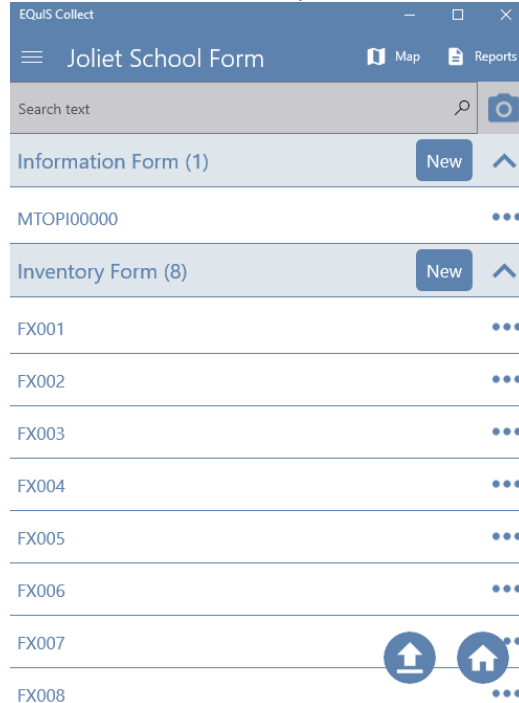
1. Tap **New** next to Inventory Form.



- The form will open. All the fields on the Inventory Form are on one page. Complete each question, making sure to scroll to the bottom of the form. When all questions have been answered, tap **Save** to save your entries. Tap **Save** on the next screen to save the Inventory Form. You will return to the School Form template.




- Tap **New** next to Inventory Form and repeat step 2 to provide information for the next fixture. Each fixture from the Fixture Floor Plan will require a new Inventory form.

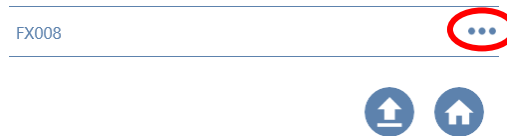


6.3.1 Copy Inventory Forms

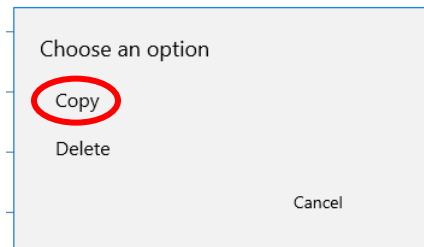
There will be situations where multiple fixtures are very similar besides the Fixture Number and possibly the Location Description (e.g. a row of sinks in a bathroom). Collect has a copy feature that can speed the process of data entry if caution is taken to update the necessary information.

To copy an Inventory Form:

1. Tap the **three dots**  on the right side for the fixture you want to copy.




2. In the prompt, tap **Copy**.

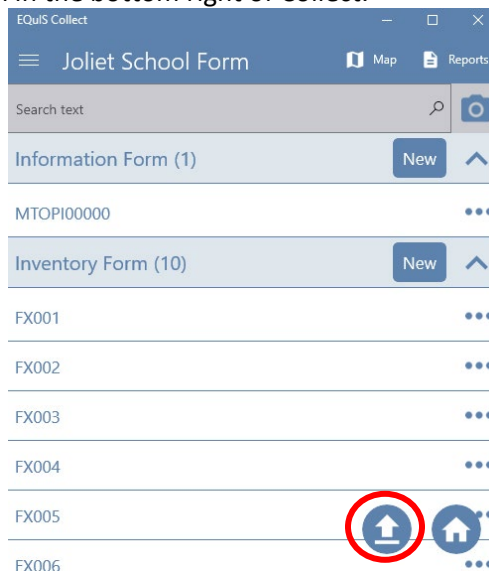


3. The copied form will open. Update the Fixture Number.
4. Update any other fields that need to be changed. When all fields are correctly populated, tap **Save** to save your entries. Tap **Save** on the next screen to save the Inventory Form. You will return to the School Form template.

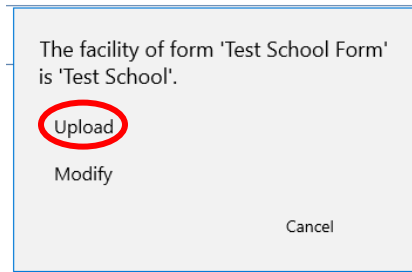
6.4 Submit School Form to DEQ

Once the Information Form is complete and an Inventory Form has been created for each fixture, you are ready to submit to DEQ.

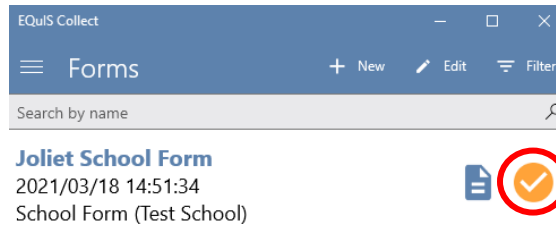
1. Tap the **Upload**  icon in the bottom right of Collect.




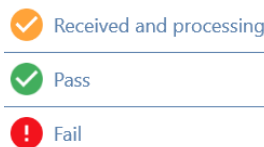
- In the prompt, tap **Upload** to submit the data directly to DEQ. NOTE: If you click outside the prompt window, the form will automatically upload.



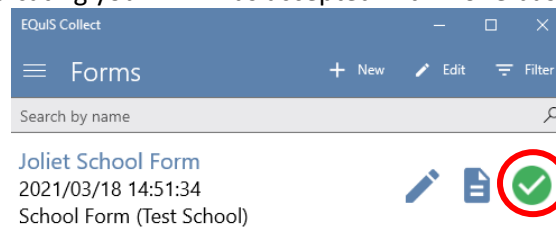
- After selecting Upload you will return to the Forms screen. The orange symbol next to the uploaded School Form indicates the EDD is 'Received and Processing'.



- The EDD will process in the order it was received. It could take anywhere from 5-30 minutes for the EDD status to change. Tap the **Refresh**  icon in the bottom left of the Forms screen to update the EDD status.



- If the EDD has processed with no errors, the green 'Pass' icon will show. You will also receive an automated email indicating your EDD was accepted within one business day.

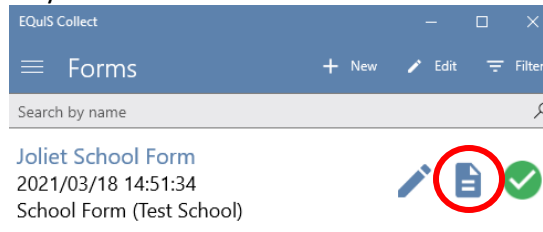


- If the EDD failed data checks, the red 'Fail' icon will show. You will also receive an automated email within one business day indicating your EDD had errors. If you have an EDD that fails, please contact DEQLEADINSCHOOLS@mt.gov for next steps.
- After the School Information Form has been successfully submitted through Collect, allow up to 5 business days for your schools Water Sample Form to be available.** When the form is ready, it will appear in the Template/Forms menu in Collect.

6.5 Print School Form Report

This is an optional step that will allow you to print the information you submitted to DEQ in the School Form. To create a PDF report of the information submitted to DEQ:

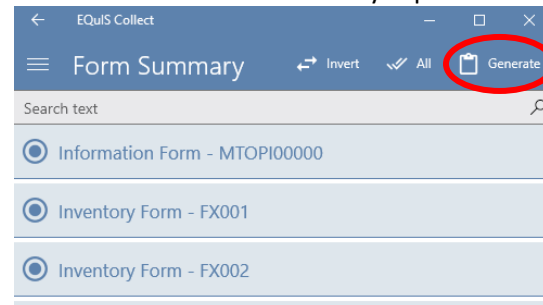
1. Tap the **Report** button by the School Form.



2. Tap **Form Summary** in the Local section.

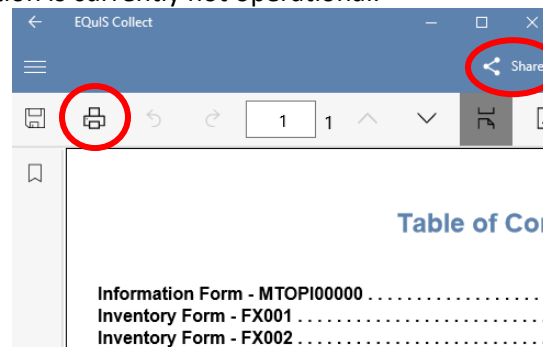


3. In the Form Summary, all the items are automatically selected for inclusion in the report. Tap the **Report/Generate** icon to run the Form Summary report.



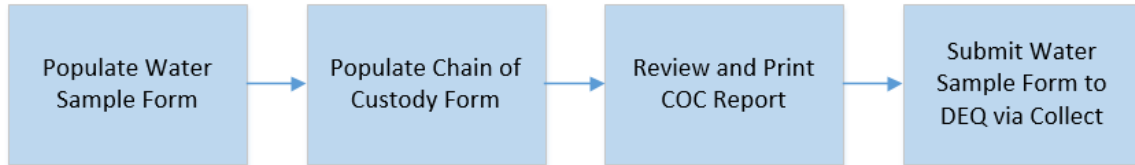
4. After the report is displayed, tap the **Print** icon to print the report to a connected printer. Tap the **Share** icon to share the document via email or within other apps on your device.

- NOTE: The Share options will vary depending on your device settings.
- The Save option is currently not operational.



7.0 Water Sample Form

After the School Information Form has been successfully submitted through Collect, allow up to 5 business days for your schools Water Sample Form to be available. When the form is ready, it will appear in the Template/Forms menu in Collect. The Water Sample Form is a Collect form specific to your school that is required before samples can be collected. The Water Sample Form will record sample collection information, provide Sample IDs for your bottles, and create the COC for you to print for the lab. The following section provides step-by-step guidance on populating and submitting this form.

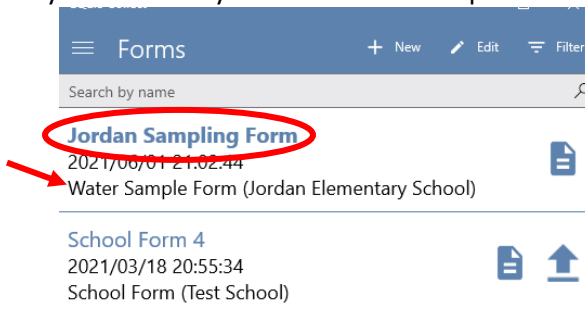


NOTE: The COC will need to be printed from the Collect app. Make sure the device you are using to populate the Water Sample Form is connected to a printer, or the COC can be saved as a PDF and transferred to another device.

NOTE: Remember saved forms will not transfer between devices. Once you start entering information on one device, that information will need to be re-entered if you switch to a different device.

7.1 Populate Water Sample Form

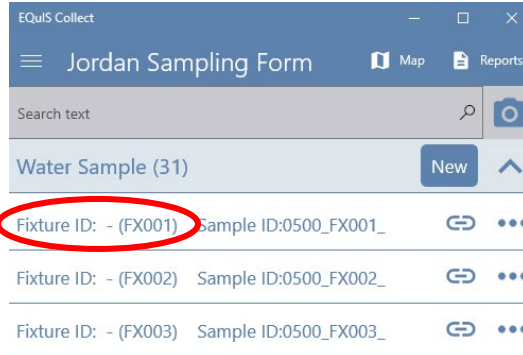
1. Login to Collect. When the school Water Sample Form is ready, it will appear on the Forms screen along with any other forms you have created. Tap the **form name**.



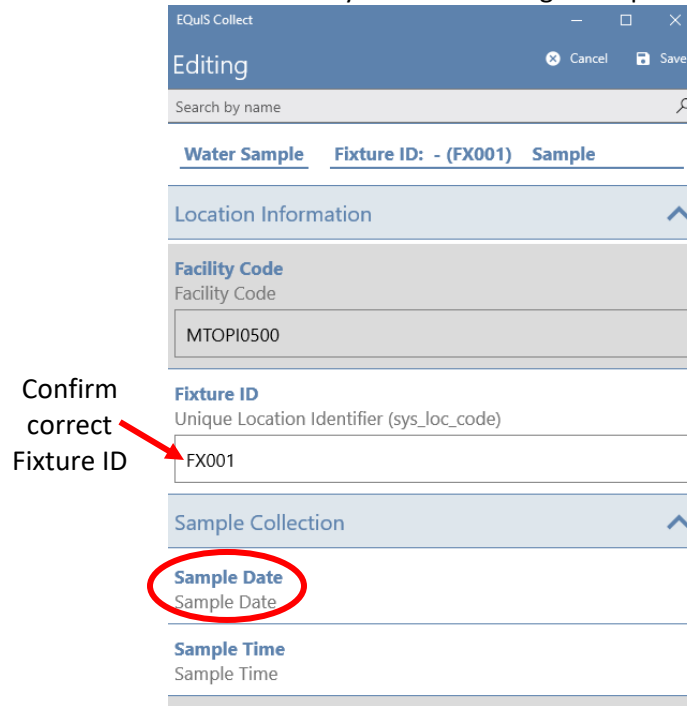
2. The form will open. Tap the **Down** ▼ arrow next to the Water Sample section.



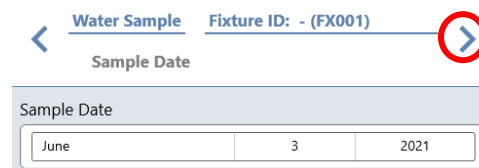
- All fixtures that were marked 'Yes' for the 'Part of Sampling Plan' question in the Inventory Form will be listed here. These will be all the samples you will collect and submit to the lab. Tap the **Fixture ID** for the first sample you want to record.



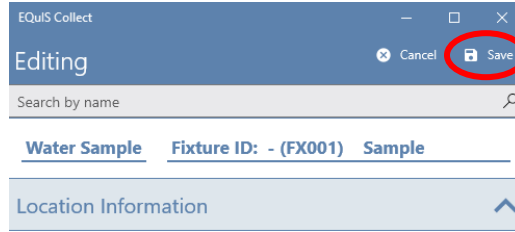
- Confirm this is the correct Fixture ID you are collecting a sample for. Tap **Sample Date**.



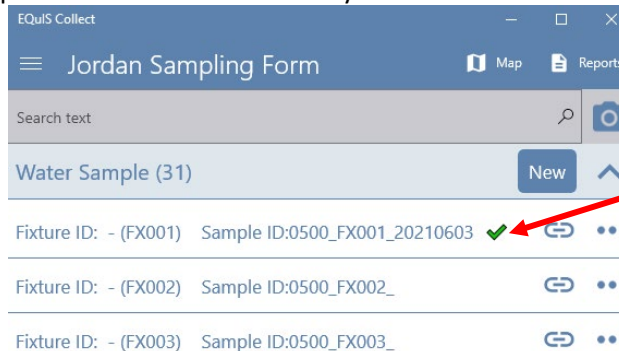
- Enter the date the sample was collected and tap the **Forward** > icon.
 - The current date is the default. When changing the date, make sure you select the check mark or the selected date will not be saved.



6. Enter the time the sample was collected and tap the **Forward** > icon.
7. Provide additional comments about the sample if needed and tap the **Forward** > icon.
8. You will return to the fixture sample form. Tap **Save**.



9. Notice the Sample ID has been updated to include the sample date and a green check mark indicates the sample was collected and is ready for the COC.

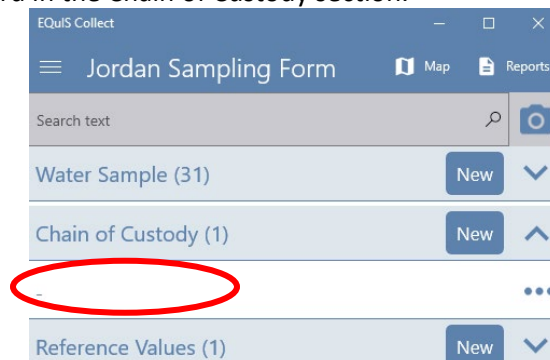


10. Record the complete Sample ID on the sample bottle. This is an important step so the lab can match the sample bottles submitted to the samples listed on the COC.
11. Continue entering the sample information by tapping the next Fixture ID. Record the date, time, additional comments, and save the record. Make sure to scroll down to see all the fixtures. Once all the samples on the Sample Form have a green check mark next to them, you are ready to review your COC.

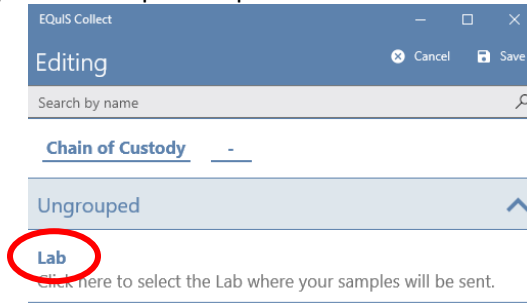
7.2 Populate Chain of Custody Form

Before the COC can be created, some additional information needs to be entered into the Chain of Custody form.

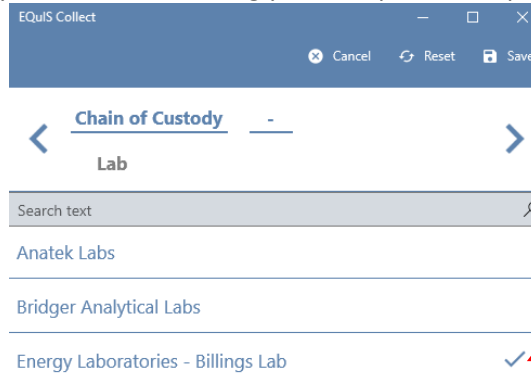
1. Confirm all the samples you are submitting have a green check mark next to them in the Water Sample section.
2. Tap the **Down** ▼ arrow next to the Chain of Custody section to expand it.
3. Tap the empty record in the Chain of Custody section.



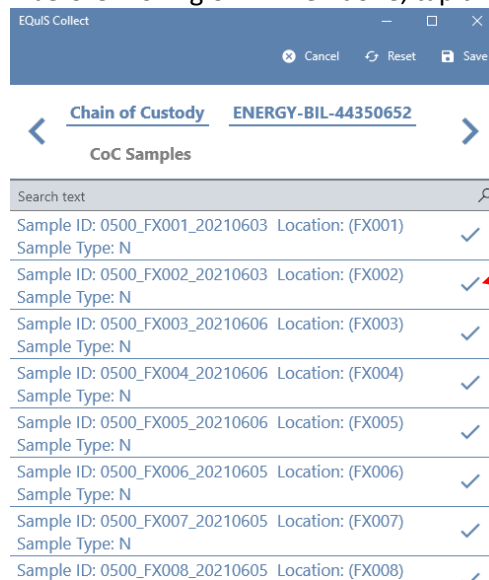
- The Chain of Custody form will open. Tap **Lab**.



- Select the Lab Name you will be submitting your samples to. Tap the **Forward** > icon.



- Enter the email address you want the results sent to in the 'Send EDD/Hard Copy to' field and tap the **Forward** > icon. Multiple email addresses can be entered.
 - The COC Date, Sample Manager, and Invoice Email are prepopulated.
- The information on the 'Ship to Lab' screen is prepopulated. Tap the **Forward** > icon.
- All the completed samples (those with green check marks) will be listed. Tap each sample to select it for the COC. It is selected when a check mark appears. Make sure all samples have a check mark next to them before moving on. When done, tap the **Forward** > icon.



Confirm all samples have a check mark

- Enter any additional comments or special instructions for the COC. Tap the **Forward** > icon.

10. Enter the total number of coolers you will be delivering, or shipping, to the lab. Rest of the COC fields are prepopulated. Tap **Save** to return to the COC form.

The screenshot shows the 'Chain of Custody' form for 'ENERGY-BIL-44350652'. The 'Coolers and Shipping' section has a 'Total Number of Coolers' field with the value '2' and a 'Program' dropdown menu set to 'Lead in Schools'. The 'Save' button in the top right corner is circled in red.

11. Tap **Save** again to return to the main Water Sample Form. The COC information is all entered, now it is time to review and print the COC.

7.3 Review and Print COC

1. From the main Water Sample Form, tap **Reports**.

The screenshot shows the main 'Jordan Sampling Form' with a 'Reports' button circled in red. Below the form, there are sections for 'Water Sample (31)' and 'Chain of Custody (1)', each with a 'New' button. The ID 'ENERGY-BIL-44350652' is visible at the bottom.

2. Tap **COC** under the Local section.

The screenshot shows the 'Reports' screen with a 'Local' section. Under this section, there are two options: 'Sample Info' and 'COC'. The 'COC' option is circled in red.

3. All the samples previously selected will be listed. Tap **Generate** to create the COC.

The screenshot shows the 'COC' screen with a list of samples. The 'Generate' button in the top right corner is circled in red. The list includes 'Chain of Custody - ENERGY-BIL-44350652' and two 'Water Sample' entries with fixture IDs and status indicators.

4. The COC will be created. **Review each page of the COC to confirm all the samples are listed and the date and time for each sample is correct.**

- If you see any errors, go back to the main Water Sample Form, locate the sample, and make your corrections. Then generate the COC again and review until it is error-free.

EQUS Collect

Page 1 of 3

CHAIN OF CUSTODY / SAMPLE ANALYSIS REQUEST COC No: ENERGY-BIL-44350652 Total No. of Coolers 2

Site ID: MTOPI0500 Turnaround Time: 10 Business Days
 Site Address: 324 Marguerite St, Jordan, MT Lab Name: ENERGY-BIL
 Project Number: MTOPI0500_LIS_Initial_010121_01 Lab PM: Shari Endy
 Project Name: Jordan Elementary School Lab Phone/Fax: 406-860-4289
 Project Manager: Greg Montgomery Shipping Company: 0923
 Project Manager Email Address: Gregmontgomery@mt.gov Program Name: Lead in Schools
 Sampler: Isama Pachter Shipping Date: 05/03/2021

Items No.	Sample ID	Sample Location	Matrix	Type	Sample Method	Sample Date Time	Lab I.D.	Comments Lab I.D.	Lead in Drinking Water
0500_FX030_20210531	FX030	DW	N	Grab	05/31/2021 12:59	1		X	
0500_FX029_20210531	FX029	DW	N	Grab	05/31/2021 13:59	1		X	
0500_FX028_20210531	FX028	DW	N	Grab	05/31/2021 14:58	1		X	
0500_FXT40_20210531	FXT40	DW	N	Grab	05/31/2021 19:00	1		X	
0500_FX027_20210601	FX027	DW	N	Grab	06/01/2021 11:58	1		X	
0500_FX022_20210601	FX022	DW	N	Grab	06/01/2021 14:56	1		X	
0500_FX023_20210601	FX023	DW	N	Grab	06/01/2021 15:56	1		X	
0500_FX024_20210601	FX024	DW	N	Grab	06/01/2021 15:57	1		X	
0500_FX026_20210601	FX026	DW	N	Grab	06/01/2021 17:57	1		X	
0500_FX025_20210601	FX025	DW	N	Grab	06/01/2021 18:57	1		X	
0500_FX014_20210602	FX014	DW	N	Grab	06/02/2021 06:11	1		X	
0500_FX017_20210602	FX017	DW	N	Grab	06/02/2021 08:13	1		X	

Additional Comments/Special Instructions:

RELINQUISHED BY / AFFILIATION Date Time ACCEPTED BY / AFFILIATION Date Time

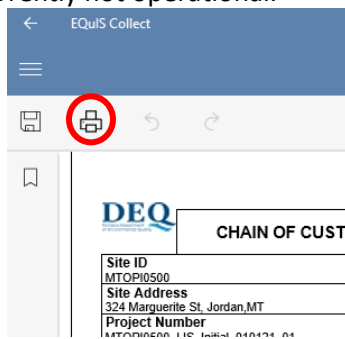
SHIPPING METHOD: (mark as appropriate) SAMPLER NAME AND SIGNATURE Date Time

Email Report To: schooladmin@school.org

Email Invoice To: deqleadinschools@mt.gov

5. To print the COC, tap the **Print** icon and select a printer connected to your device, or select Adobe PDF to save the COC as a PDF and transfer to another device to print.

- NOTE: The Share options will vary depending on your device settings.
- The Save option is currently not operational.





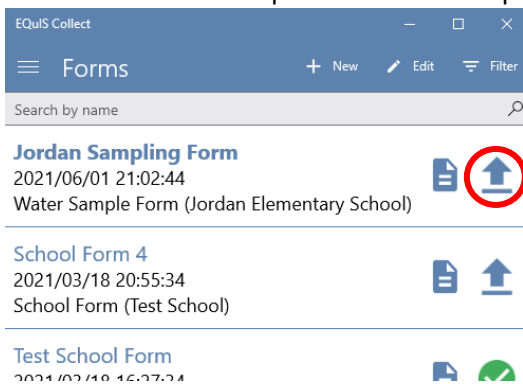
6. Print one copy of the COC for each cooler you will be delivering/shipping to the lab.
7. **Don't forget to sign the COC!** Sign your full name in the 'Relinquished By' box on the COC.
8. For further instructions on how to pack and deliver the samples, refer to 'Step 2 – Sample Preparation and Collection' document on DEQ's Lead in School webpage: https://deq.mt.gov/files/Water/LeadInSchools/Step2_HowtoCollectSamples.pdf

7.4 Submit Water Sample Form to DEQ

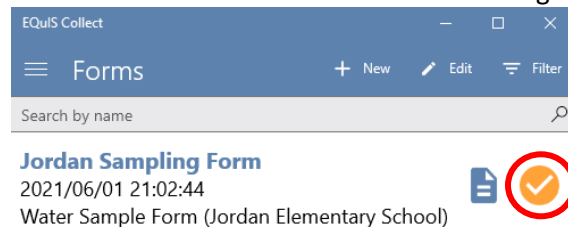
After printing the COC, the final step is to submit the Water Sample Form to DEQ. This process is done through Collect the same way the School Information and Inventory Form was submitted.


NOTE: This is a very important step before the lab submits the results. Do this immediately after printing the COC so it is not forgotten.

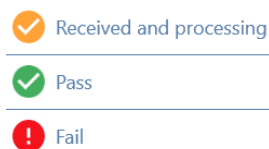
1. There are two locations where a form can be uploaded:
 - a. From the Forms screen you can tap the **Upload**  icon next to the Water Sample Form you are ready to submit.
-OR-
 - b. You can open the Water Sample Form and tap the **Upload**  icon in the bottom right.



2. After selecting Upload, return to the Forms screen. The orange symbol next to the uploaded Water Sample Form indicates the EDD is 'Received and Processing'.



3. The EDD will process in the order it was received. It could take anywhere from 5-30 minutes for the EDD status to change. Tap the **Refresh**  icon in the bottom left of the Forms screen to update the EDD status.



4. If the EDD has processed with no errors, the green 'Pass' icon will show. You will also receive an automated email indicating your EDD was accepted within one business day.

5. If the EDD failed data checks, the red 'Fail' icon will show. You will also receive an automated email within one business day indicating your EDD had errors. If you have an EDD that fails, please contact DEQLEADINSCHOOLS@mt.gov for next steps.

8.0 Troubleshooting

- I can't log into Collect after receiving the email that my account was activated.
 - Make sure you are logging into the Collect application, NOT EQuIS Enterprise where you initially created your account. Your account will not work in EQuIS Enterprise, only in the Collect app.
 - Confirm you are entering your user name and password correctly. If you still have issues logging in, please email DEQLEADINSCHOOLS@mt.gov.

- The Collect app is taking a long time to save.
 - DEQ is working with EarthSoft to improve performance. If Collect starts to slow down, save your current work, sign out, and sign back in.
 - If Collect is not in use, please close the app completely.

- When creating the School Form Template, I don't see my school listed.
 - Email DEQLEADINSCHOOLS@mt.gov to request the school be added. Please include the school name and city in your email.