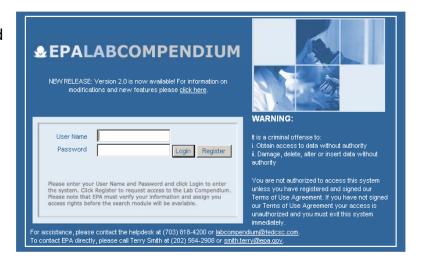# Getting Started

EPA Lab Compendium

Step 1

Click the **Register** button.

NOTE: All requests for access to the EPA Lab Compendium must be reviewed and approved before users have full access to the system.

To enter the EPA Lab Compendium as a registered user, enter your User Name and Password into the login page and click the **Login** button.
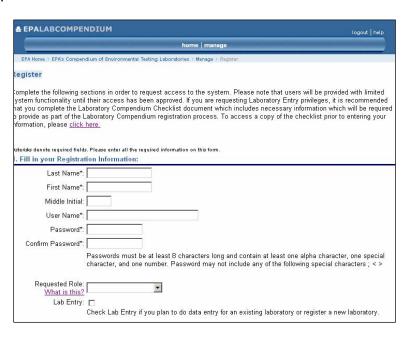
Step 2

On the Register screen, enter all required information. Required information is marked with an asterisk (*).

Fill in your Registration Information

Enter the following information:

- **Last Name**
- **First Name**
- **Middle Initial** - *(optional)*
- **User Name** - You will need to create your own user name. This is what you will use to enter the EPA Lab Compendium.
- **Password** - This is the password you will use to enter the EPA Lab Compendium. Follow the instructions next to the entry field for the requirements to create a valid password.
- **Confirm Password** - Reenter the password you entered in the first password field.
- **Requested Role** - Your "role" allows you to view the sections of the EPA Lab Compendium necessary for the type of searches you wish to perform. For assistance in deciding which role to choose, click the *What is this?* link below the field. Use the drop-down menu to select the role you wish to request.
- **Lab Entry checkbox** - EPA Lab Compendium contains information about laboratories. If you will be using EPA Lab Compendium to edit information about individual laboratories, or to add new laboratories to the EPA Lab Compendium, check this box. Selecting this box is required if you are requesting the Lab User role.
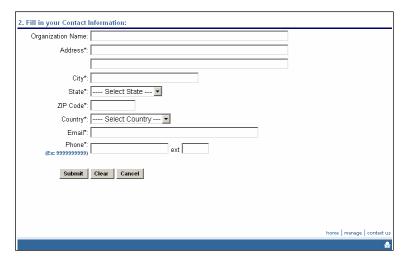

EPALABCOMPENDIUM — logout | help

home | manage

EPA Home > EPA's Compendium of Environmental Testing Laboratories > Manage > Register

Register

Complete the following sections in order to request access to the system. Please note that users will be provided with limited system functionality until their access has been approved. If you are requesting Laboratory Entry privileges, it is recommended that you complete the Laboratory Compendium Checklist document which includes necessary information which will be required to provide as part of the Laboratory Compendium registration process. To access a copy of the checklist prior to entering your information, please click here.

Asterisks denote required fields. Please enter all the required information on this form.

1. Fill in your Registration Information:

Last Name*: [ ]
First Name*: [ ]
Middle Initial: [ ]
User Name*: [ ]
Password*: [ ]
Confirm Password*: [ ]

Passwords must be at least 8 characters long and contain at least one alpha character, one special character, and one number. Password may not include any of the following special characters ; < >

Requested Role: [▼]
What is this?
Lab Entry: [ ]
Check Lab Entry if you plan to do data entry for an existing laboratory or register a new laboratory.

Step 3

Filling in your Contact Information and the Terms of Use

Enter the following information:

- **Organization Name** - *(optional)* The name of the organization you represent. It can be your laboratory, State or Federal agency, company, etc.
- **Address** - Your organization's mailing address.
- **City** - Part of your organization's mailing address.
- **State** - Part of your organization's mailing address. Use the drop-down menu to select.
- **ZIP Code** - Part of your organization's mailing address.
- **Country** - Part of your organization's mailing address. Use the drop-down menu to select.
- **Email** - Enter the email address you would like to use to receive information from the EPA Lab Compendium administrator.
- **Phone** - Your telephone number. Enter the numbers as shown in the example below the field. Do not enter dashes or parenthesis. Enter the extension in the ext field, if applicable.

When you have finished filling out this page, click the **SUBMIT** button at the bottom of the page to continue.

- Read the Terms of Use.
- If you agree to the **Terms of Use**, click the **I Agree** button at the bottom of the page.

NOTE: If you do not agree to the **Terms of Use**, you will not be able to access the EPA Lab Compendium. Click the **logout** link in the top right hand corner to exit.

Step 4

NOTE: This step is only applicable to users who have selected the "Lab Entry" checkbox in the Registration Information section.

If you have selected the Lab User role, the **Select Associated Labs** screen will appear. Use any of the links to the right of the **Laboratory** drop-down menu to enter and/or review laboratory information.

- **Request access to select laboratory** is used to request access to the laboratory displayed using the **Laboratory** drop-down menu.
- **New laboratory registration** is used to add a new laboratory to the EPA Lab Compendium.
- **View/Update Laboratory Information** is used view a list of laboratories you have requested access to.

TIP: For complete instructions on how to use this screen, click the **help** link in the upper right hand corner of the screen.

Step 5

If you did not select the "Lab Entry" box, the EPA Lab Compendium **home** screen displays.

NOTE: To access the EPA Lab Compendium home screen from the Select Associated Labs screen, click the home link at the top of the screen.

While your request for access to the EPA Lab Compendium is being processed, you will have limited access to the system. The following options will be available:

- **Manage** allows you to update your user and, if applicable, laboratory information.
- **Logout** exits the EPA Lab Compendium.
- **Help** displays context-sensitive online help information.
- **Contact us** provides contact information for the EPA Lab Compendium Help Desk.

Frequently Asked Questions

How long will it take before I can use the EPA Lab Compendium to search for laboratories?

Requests are reviewed by system administrators which verify the requests using procedures outlined in Lab Compendiums approval guidelines. This process can take some time to complete. If users require immediate access to the system they should contact the Lab Compendium Helpdesk at (703) 818-4200 or *labcompendium@fedcsc.com*.

How will I know if my registration has been approved or denied?

The system automatically sends an e-mail to the address entered during registration when access has been approved or rejected.

What can I do if I need immediate access to the EPA Lab Compendium?

Users that require immediate access to the system should first complete their registration and then contact the Lab Compendium Helpdesk at (703) 818-4200 or *labcompendium@fedcsc.com*.

Who can I contact to request assistance with registration?

The Lab Compendium Helpdesk at (703) 818-4200 or *labcompendium@fedcsc.com*.