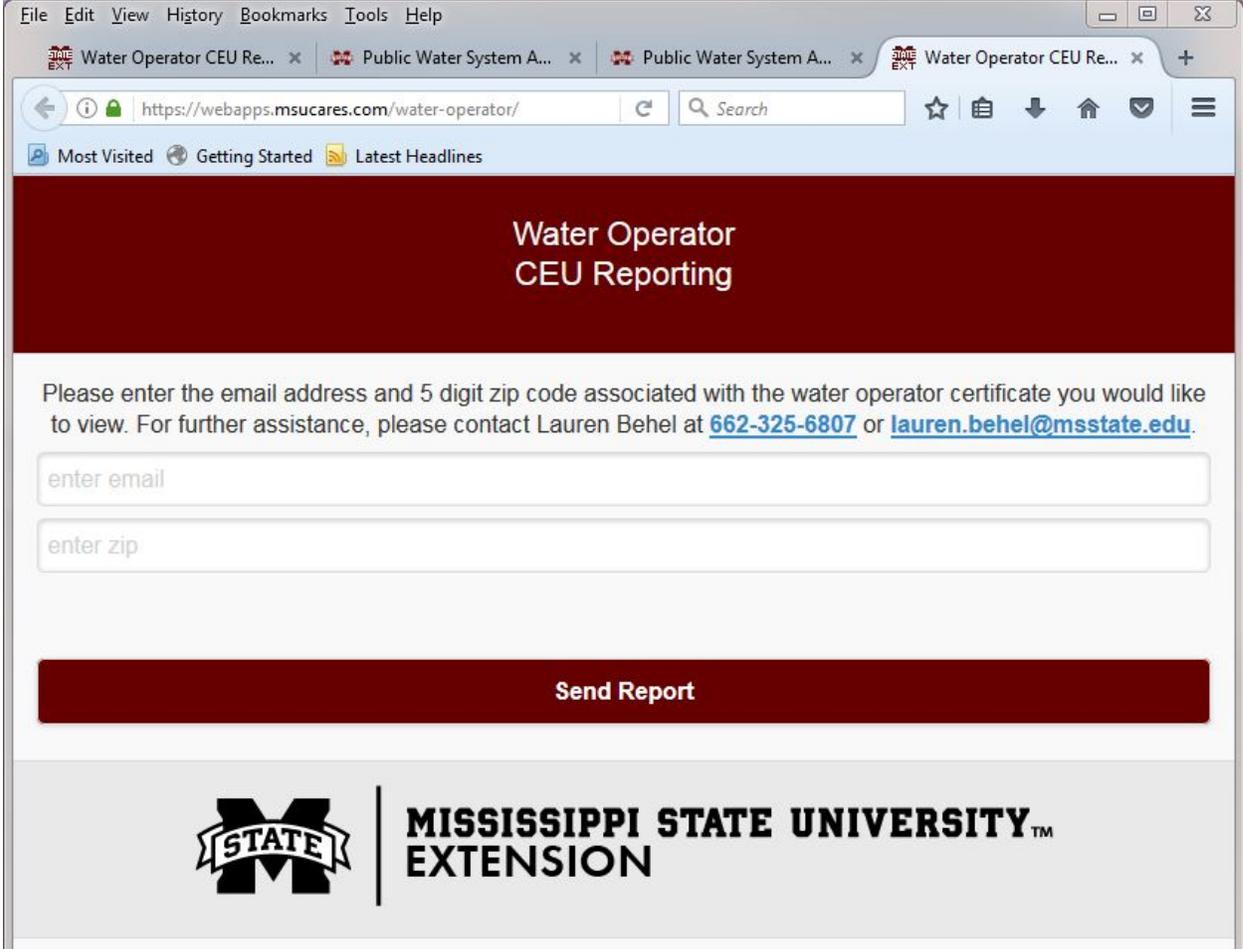


## How to View Water CEU Hours

- Visit [extension.msstate.edu/water](https://extension.msstate.edu/water)
- Click on **Water Operator CEU Report**
- Enter your email address that MSDH – Bureau of Public Water Supply has on record, along with your work zip code (occasionally we have found that your home zip code may be used instead if that is what MSDH – Bureau of Public Water Supply has on record).



The screenshot shows a web browser window with the URL <https://webapps.msucare.com/water-operator/>. The page has a maroon header with the text "Water Operator CEU Reporting". Below the header, there is a text prompt: "Please enter the email address and 5 digit zip code associated with the water operator certificate you would like to view. For further assistance, please contact Lauren Behel at [662-325-6807](tel:662-325-6807) or [lauren.behel@msstate.edu](mailto:lauren.behel@msstate.edu)." There are two input fields: "enter email" and "enter zip". Below these fields is a large maroon button labeled "Send Report". At the bottom of the page is the Mississippi State University Extension logo, which consists of a stylized "M" with "STATE" written across it, followed by the text "MISSISSIPPI STATE UNIVERSITY™ EXTENSION".

- Click the maroon **Send Report** button.
- This will send a PDF copy of your hours straight to your email address. Log in to your email to view this PDF.
- If you follow these steps, and see a message that says "There were no reports found for this email and zip code" then contact Lauren Behel at [662-325-6807](tel:662-325-6807) or [lauren.behel@msstate.edu](mailto:lauren.behel@msstate.edu). This means that you do not have an active email address on record and can be updated.
- This same process can be used on your smart phone or tablet. On your device, visit <https://webapps.msucare.com/water-operator/>
- When this webpage comes up, it will prompt you to save the webpage to your phone's home screen, which will create what looks like an app for you to easily use in the future. You will follow the same instructions as above to receive your CEU records.