

How to create collections of APCD records:

Step 1: From the Accela Citizen Access login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.

The screenshot shows the County of San Diego Accela Citizen Access login screen. At the top, there is a navigation bar with the County of San Diego logo and a search box. Below the navigation bar, there are several tabs: Home, APCD, DEH, PDS, and DPW. The APCD tab is highlighted with a red box, and a red arrow points to it from a text box that says "Step 2: Click on APCD tab." Below the tabs, there is a notice: "Notice: This feature requires registration and/or login, please login to continue." Below the notice, there is a "Please Login" section with a "Register Now" button. To the right of the "Please Login" section, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login" button, and a checkbox for "Remember me on this computer". A red box highlights the "Login" form, and a red arrow points to it from a text box that says "Step 1: Login with your username and password." At the bottom of the page, there are links for "County Departments", "Accessibility Policy", "Web & Privacy Policies", "Help", "Contact Us", and "Visiting San Diego".

Step 2: You will see your linked records. Click on the record for more detail.

County of San Diego

SEARCH

Your County Government | Community Services | Healthy Kids & Families | Business Resources | Environment | Public Safety | Jobs

Account Management | Logout
Collections (0) |
Logged In as: Joaquin Aguirre |

Search

Home | APCD | DEH | PDS | DPW

Search APCD Records

Records

Showing 1-3 of 3 | Download results | Add to collection

Opened Date	Record	Type	Description	Address	Expiration Date	Status
05/24/2012	APCD2012-APP-002134	Cold Solvent Degreaser	New Install 28B		01/31/2012	Open
02/11/2011	APCD2011-APP-001532	Liquid surface area greater than 5 sq ft				
01/01/1990	APCD1990-SITE-10638	Material with Organic Solvents Application			04/30/2014	Active

Search APCD Records

Enter information below to search for Sites, Applications, and Permits within the District's database. Information can be retrieved by searching on the Record ID.

Search by Record Information

Search my Records only

Record ID ?

Search Clear

County Departments | Accessibility Policy | Web & Privacy Policies | Help | Contact Us | Visiting San Diego

All records linked to your account.

**You can search for a specific record.
Note: Only searches thru the records linked to your account.**

Step 3: To group records: Select the records you want to group.

The screenshot shows the APCD records management interface. A modal window titled "Create a New Collection" is open, showing a form with fields for "Name" and "Description". The "Name" field contains "My First Collection" and the "Description" field contains "2 Records being added to My First Collection." The "Add" button is highlighted. Red callout boxes provide instructions for each step:

- Step 1:** Select records to be grouped. (Points to the checkboxes in the records table)
- Step 2:** Click "Add to collection" (Points to the "Add to collection" button)
- Step 3:** Enter a "Name" for your group of records and enter a description (optional). (Points to the "Name" and "Description" fields)
- Step 4:** Click "Add" to create and submit the records into the group. (Points to the "Add" button)

The records table shows the following data:

Opened Date	Record	Address	Expiration Date	Status
<input checked="" type="checkbox"/>	02/24/2012 APCD2012-APP-002134		01/31/2012	Open
<input checked="" type="checkbox"/>	02/11/2011 APCD2011-APP-001532			
<input type="checkbox"/>	01/01/1980 APCD1980-SITE-10638			

The records will not be added into the new 'Collection'.

How to access your collection of records:

Step 1: From the Accela Citizen Access login screen, enter a username and password then click "Login". Once logged in click on the "APCD" tab.

The screenshot shows the County of San Diego Accela Citizen Access login screen. At the top, there is a search bar and a navigation menu with tabs for: Your County Government, Community Services, Healthy Kids & Families, Business Resources, Environment, Public Safety, and Jobs. Below the navigation menu, there are links for "Register for an Account" and "Login". A search bar is also present. A red box highlights the "APCD" tab in the navigation menu, with a callout box stating "Step 2: Click on APCD tab." Below the navigation menu, there is a notice: "Notice: This feature requires registration and/or login, please login to continue." The main content area is titled "Please Login" and contains instructions for existing users. Below this, there is a "New Users" section with a "Register Now" button. A red box highlights the "Login" form, which includes fields for "User Name or E-mail:" and "Password:", a "Login" button, and a "Remember me on this computer" checkbox. A callout box points to the "Login" form with the text "Step 1: Login with your username and password." At the bottom of the page, there are links for "County Departments", "Accessibility Policy", "Web & Privacy Policies", "Help", "Contact Us", and "Visiting San Diego".

Step 2: On the upper right corner you will see the total number of collections in your account.

Step 1: Click on "Collections" link.

Opened Date	Record	Type	Description	Address	Expiration Date	Status
05/24/2012	APCD2012-APP-002134	Cold Solvent Degreaser	New Install 28B		01/31/2012	Open
02/11/2011	APCD2011-APP-001532	Material with Organic Solvents Application	MAL to PO 005209		01/31/2011	Approved
01/01/1980	APCD1980-SITE-10638	LUEG-APCD/Administrative/Site/NA			04/30/2014	Active

Then select the collection you would like to access.

Step 2: Click on the collection you would like to access.

Date Modified	Name	Description	Number of Records
04/19/2013	My First Collection	2 records being added to My First Collection	2

Your collection will give you additional options:

The screenshot displays the County of San Diego APCD web portal. At the top, there is a navigation bar with links for 'Your County Government', 'Community Services', 'Healthy Kids & Families', 'Business Resources', 'Environment', 'Public Safety', and 'Jobs'. A search bar is located in the top right corner. Below the navigation bar, the user is logged in as 'Joaquin Aguirre'. The main content area shows a collection named 'My First Collection' with 2 records. A red box highlights the collection name and its summary information. Another red box highlights the 'Rename Collection' and 'Delete Collection' buttons. A third red box highlights the 'Move to...', 'Copy to...', and 'Remove' options for the records. A table below shows the details of the two records in the collection.

Information of current collection

Rename or delete a collection

Move, copy or remove records from the collection.

Opened Date	Record	Type	Description	Address	Expiration Date	Status
05/24/2012	APCD2012-APP-002134	Cold Solvent Degreaser	New Install 288		01/31/2012	Open
02/11/2011	APCD2011-APP-001532	Material with Organic Solvents Application	MAL to PO 005209		01/31/2011	Approved