Accessing the WQA Glossary of Terms in the Online Knowledge Base

1. Retrieve your company Knowledge Base login.
   a. Log into wqa.org with your userID and password by clicking on MyWQA at wqa.org.
   b. Once logged in, click the My Education Tab.
   c. Scroll down to the My Company’s Knowledge Base Login heading.

2. Find the Glossary of Terms in the Online Knowledge Base
   a. Use the URL and company login info from the WQA member page
b. Go to Glossary of Terms by clicking on Defining Terms in the table of contents
OR

Click the gray SEARCH button for a keyword search. Results with a single letter heading indicate a glossary page. You can also check the Glossary box on the left hand side, under the Narrow Search By heading (Glossary box is toward the bottom of the page).
3. Quickly find the term on the Knowledge Base article page.
   a. Click on the article title, such as the N in the above graphic.
   b. Once the page opens, click Ctrl+F to open your browser’s page search box and enter the word you’re looking for (for example, saltless)
   c. The search box will tell you how many instances of the term appear on the page and highlight them for you. Use the up/down arrows in the corner of the search box to quickly navigate to the terms.