

New Admin Access Request Guide – OGIMS

This user guide is for a new OGIMS administrator to register and obtain administrative access to their operator in OGIMS.

Registering a new administrator.

Navigate to <https://ogims.public.occ.ok.gov/>

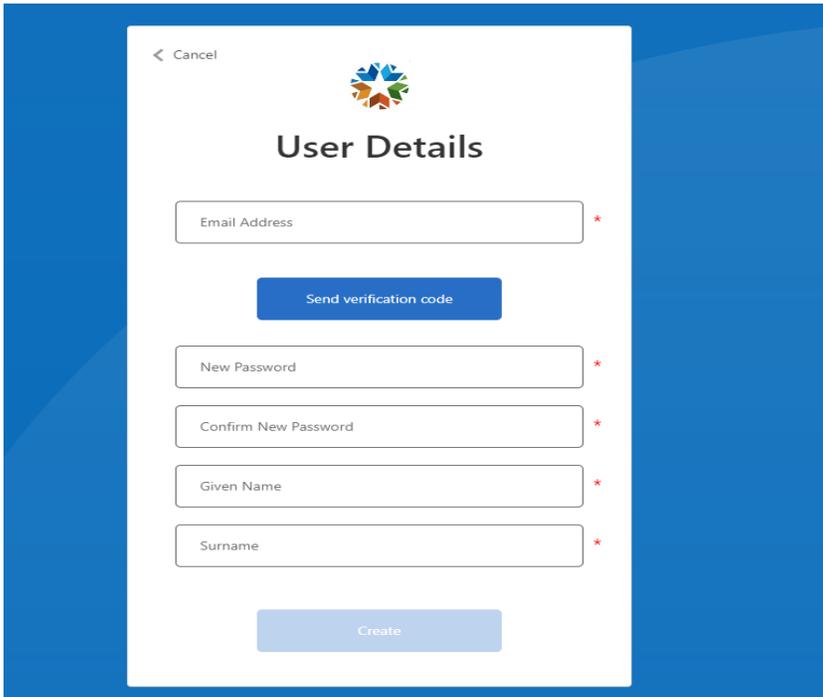
Step 1: Begin the process by clicking on the **“Sign up now”** link.



(Note: Do not attempt to register two separate users or administrators on the same computer. Only one user access per computer.)

Step 2:

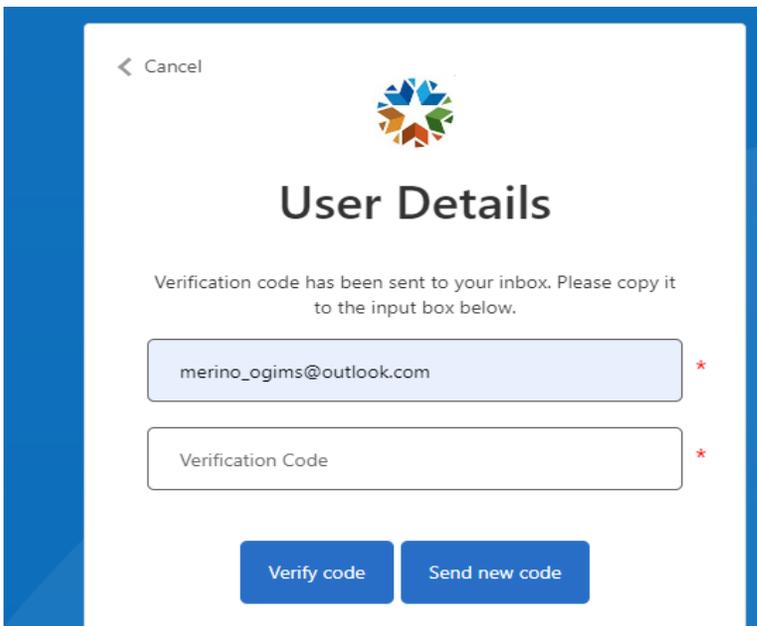
1. Add your email address.
2. Click “Send Verification code”
3. DO NOT CLOSE THE “USER DETAILS” window to obtain the verification code from your email. Obtaining your email must be performed through a separate tab or browser.



The screenshot shows a mobile application interface for 'User Details'. At the top left is a '< Cancel' link. Below it is a colorful star logo. The title 'User Details' is centered. There are five input fields, each with a red asterisk on the right: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. A blue button labeled 'Send verification code' is positioned below the 'Email Address' field. At the bottom is a light blue button labeled 'Create'.

Step 3:

1. Enter the ‘Verification Code’ from your email then click ‘Verify Code’



The screenshot shows the 'User Details' form after a verification code has been sent. The title 'User Details' is centered. Below it is a message: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields, each with a red asterisk on the right: the first contains 'merino_ogims@outlook.com' and the second is labeled 'Verification Code'. At the bottom are two blue buttons: 'Verify code' and 'Send new code'.

Step 4: Once you have Verified Code you will be able to enter in a Password, Confirm Password, First Name (Given Name), and Last Name (Surname) then click 'Create'

The screenshot shows a mobile application interface for creating a user. At the top left is a back arrow and the text 'Cancel'. In the center is a colorful circular logo. Below the logo is the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains the following elements:

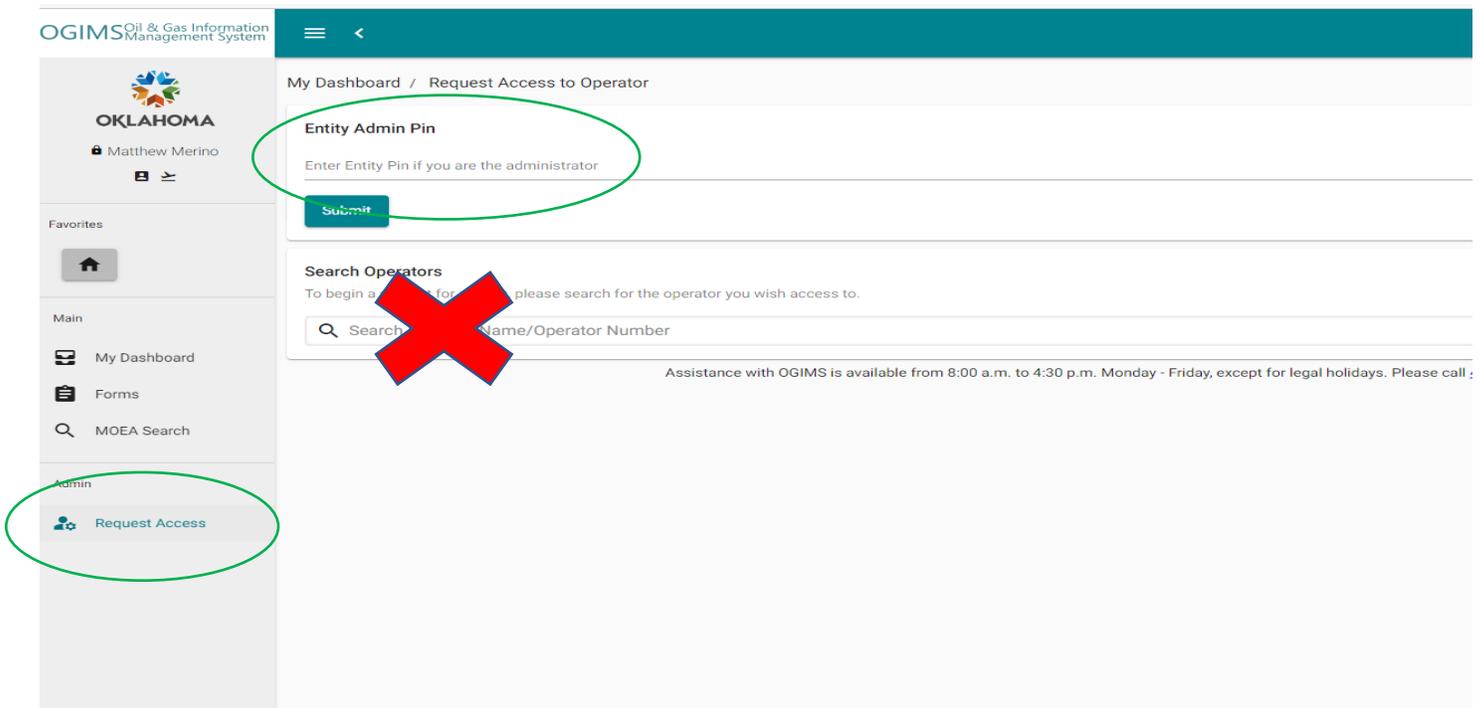
- An email input field containing 'test@test.com' with a red asterisk on the right.
- A 'Verification Code' input field with a red asterisk on the right.
- Two blue buttons: 'Verify code' and 'Send new code'.
- A 'New Password' input field with a red asterisk on the right.
- A 'Confirm New Password' input field with a red asterisk on the right.
- A 'Given Name' input field with a red asterisk on the right.
- A 'Surname' input field with a red asterisk on the right.
- A light blue 'Create' button at the bottom.

*****DO NOT CLICK REGISTER A NEW OPERATOR IF YOU ALREADY HAVE AN OPERATOR NUMBER, PLEASE SEE NEXT STEP BELOW**

Step 5:

1. Once logged in to OGIMS click “Request Access” on the left-hand side
2. Under “Entity Admin Pin” type in the PIN number from a PIN Letter that was emailed to the operator on 7/25/23.
 - PIN numbers are not assigned to an individual or email address. PIN numbers are assigned to an operator.
 - The operator can have multiple administrators. Each Administrator is required to register separately using Steps 1 through 4. The same PIN number is used by each administrator in Step 5.
 - Do not share PIN numbers with individuals you do not want to have administrative access to the operator in OGIMS. Operators should maintain protection and security of provided PIN numbers.
- If the PIN number does not give you access to the operator or you have lost your PIN number, contact OGIMS@occ.ok.gov to obtain a new PIN.
 - PINS will only be issued to the email address that was provided on the most recent 1006B.
 - An updated 1006B form is required if the operator elects to send the PIN letter to a different email address. If the operator elects to issue a PIN number to a different email, the Surety Division requires an updated 1006B form with the updated email address included.

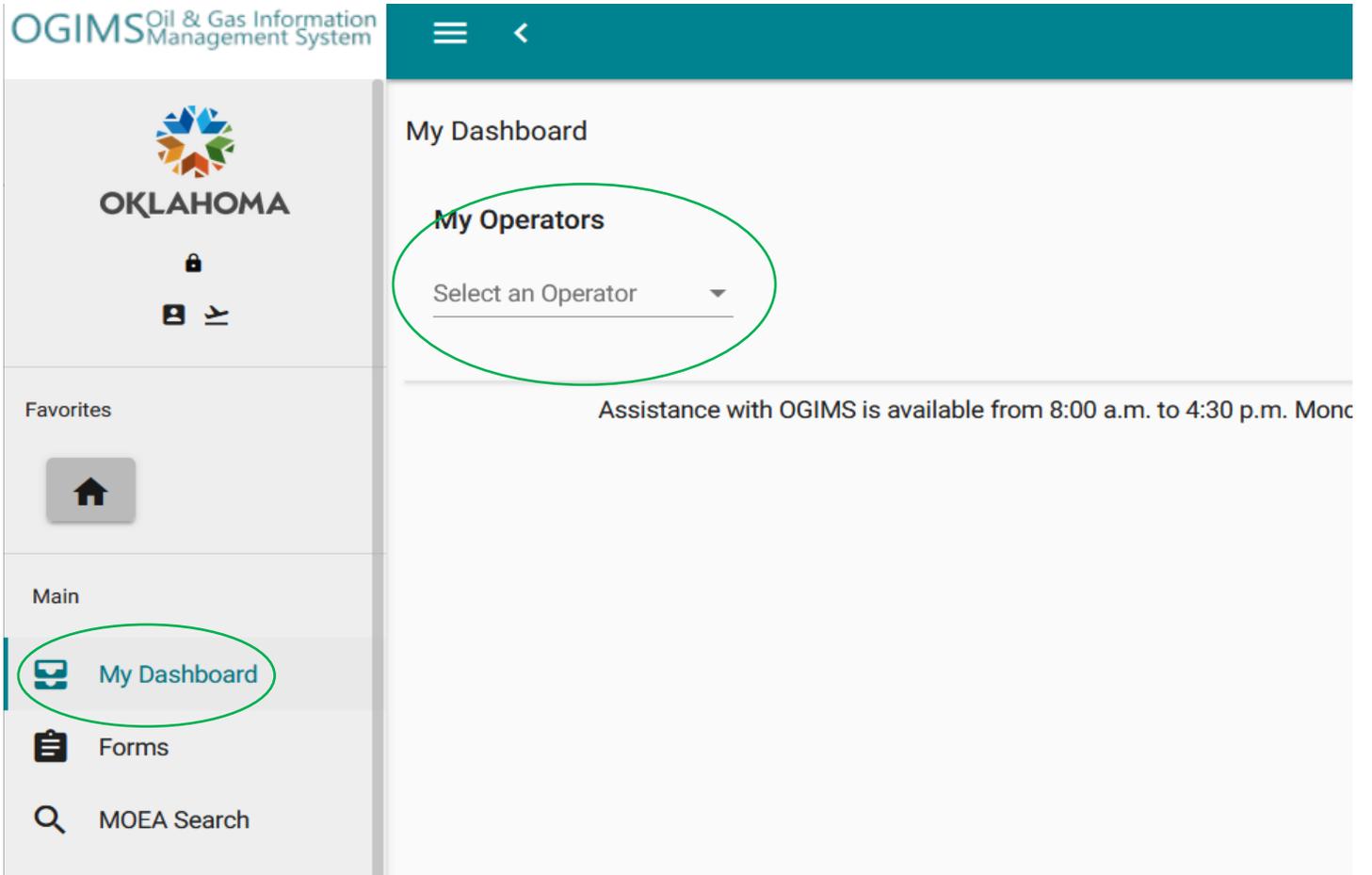
3. Click Submit



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Step 6: Accessing operator once approved.

1. Enter My Dashboard on left-hand side of screen.
2. Select operator from the drop-down list under My Operators



Adding New Users to Operators in OGIMS

Two options for new users to obtain access to an operator in OGIMS.

Option 1 –

Step 1: User request access to the operator. User must complete Steps 1 through 6 using the New User Access Request OGIMS guide. (The user must complete these steps. The admin cannot complete these security steps for the user.)

Step 2: Pending Access Requests

Request for access by users made in Step 1 appear in the Pending Access Request section of the Admin Panel.

1. Access the Admin Panel
2. The user request appears in the Pending Access Request section.
3. View or reject user access request.

The screenshot displays the OGIMS Admin Panel interface. The top navigation bar includes the OGIMS logo and a breadcrumb trail: "My Dashboard / Administer Access to Operator".

The "Pending Access Requests" section is highlighted with a green circle. It contains a table with the following data:

Entity Name	Operator Number	Name	Phone	Email	Actions
[Redacted]	[Redacted]	[Redacted]		OGIMS11@outlook.com	View Request Reject Request

The "Entity User Access" section is also visible, with a red 'X' mark over its header. It contains a table with the following data:

User Name	Email	Permission	Description	User Modified	Date Modified	Actions
[Redacted]	[Redacted]	Entity Admin	All access to entity and user	System	07-21-2023 09:58:40	Edit Delete

The left sidebar contains navigation options: "Request Access" and "Admin Panel" (circled in green). The footer text reads: "Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call 405-521-2331 or e-mail: OGIMS@occ.ok.gov".

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Step 3:

1. Review access request.
2. If needed, change or modify access request by checking or unchecking boxes.
3. Select action on request:
 - Cancel – Voids the request
 - Save – Accepts the request
 - Reject Request – Rejects the request

(To back out of screen without selecting one of the options, click on the Admin Panel at lower left of screen.)

OGIMS Oil & Gas Information Management System

My Dashboard / Review Access to Operator

Important: Changes to access will not be effective until the requesting user logs out and back in

██████████ is requesting access to ██████████ (Operator Number: ██████████)
Phone: Email: OGIMS11@outlook.com

Requestor Note:
This is anything that is typed in the Notes section of Request Access.

Status ▾	Role ▾	Module ▾	<input type="checkbox"/>
Requested	MOEA View: View Moea related site material	MOEA	<input checked="" type="checkbox"/>
Requested	Surety Manage: Input and view various surety forms	Surety	<input checked="" type="checkbox"/>
	Surety View: View Surety related site material	Surety	<input type="checkbox"/>
	MOEA Manage: Input and view various Moea forms	MOEA	<input type="checkbox"/>

2 selected / 4 total

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Option 2 –

Step 1: User request access to the operator. User must complete Steps 1 through 4 using the New User Access Request OGIMS guide. (The user must complete these steps. The admin cannot complete these security steps for them.)

Step 2: Entity User Access

1. Access the Admin Panel
2. Select the “Add User” under the Entity User Access

OGIMS Oil & Gas Information Management System

My Dashboard / Administer Access to Operator

Pending Access Requests

Entity Name	Operator Number	Name	Phone	Email	Actions
[REDACTED]	[REDACTED]	[REDACTED]		OGIMS11@outlook.com	View Request Reject Request

total

Entity User Access

User Name	Email	Permission	Description	User Modified	Date Modified	Actions
[REDACTED]	[REDACTED]	Entity Admin	All access to entity and user	System	07-21-2023 09:58:40	Edit Delete

1 total

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Step 3:

1. Enter the user email address in the “User Name” section. (NOTE: The user must have completed Steps 1 through 4 of the New User Guide and the email must match the users registered email to populate.)
2. Select the modules the admin is granting the user access to by selecting each applicable box.
3. Click submit.
4. Notify the user they have access to OGIMS and the user can proceed to Step 8 in the New User Access Request OGIMS guide to access the operator.

Add a new user to entity ✕

 User must already be registered in OGIMS

User Name *

User Name is required

Role 	Module 	<input type="checkbox"/>
Surety View: View Surety related site material	Surety	<input type="checkbox"/>
Surety Manage: Input and view various surety forms	Surety	<input type="checkbox"/>
MOEA View: View Moea related site material	MOEA	<input type="checkbox"/>
MOEA Manage: Input and view various Moea forms	MOEA	<input type="checkbox"/>

0 selected / 4 total

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Entity User Access

- Edit or Delete Current Users

The screenshot shows the OGIMS Admin Panel interface. The top navigation bar includes the OGIMS logo and navigation icons. The left sidebar contains menu items: Favorites (Home), Main (My Dashboard, Forms, MOEA Search), and Admin (Request Access, Admin Panel). The main content area is titled "My Dashboard / Administer Access to Operator" and is divided into two sections: "Pending Access Requests" and "Entity User Access".

The "Entity User Access" section contains a table with the following data:

User Name	Email	Permission	Description	User Modified	Date Modified	Actions
[REDACTED]	[REDACTED]	Entity Admin	All access to entity and user System		07-21-2023 09:58:40	 

At the bottom of the page, there is a footer note: "Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2331](tel:405-521-2331) or e-mail: OGIMS@occ.ok.gov"