

New User Access Request Guide – OGIMS

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

Registering a new user.

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

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

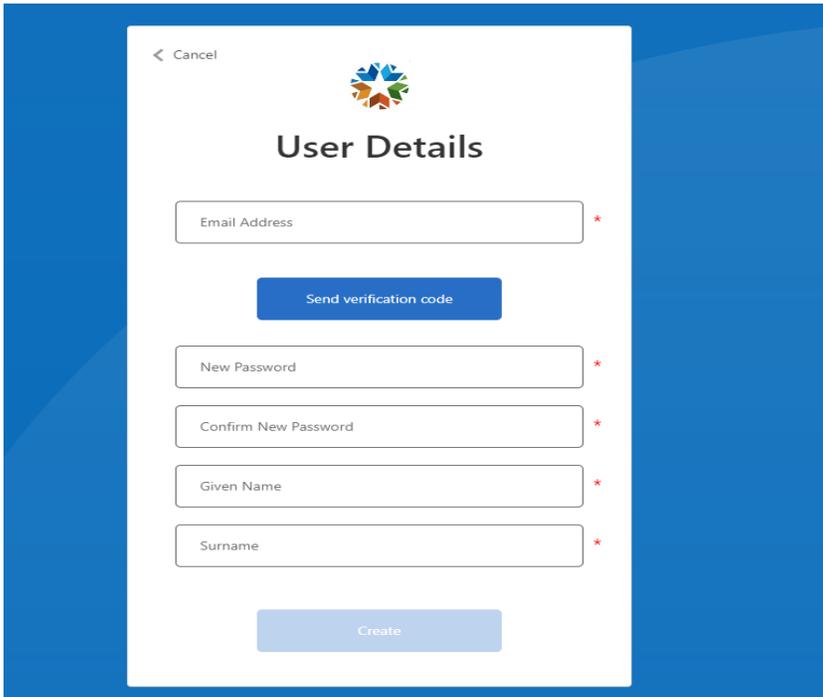


(Note: Do not attempt to register two separate users on the same computer.)

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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.

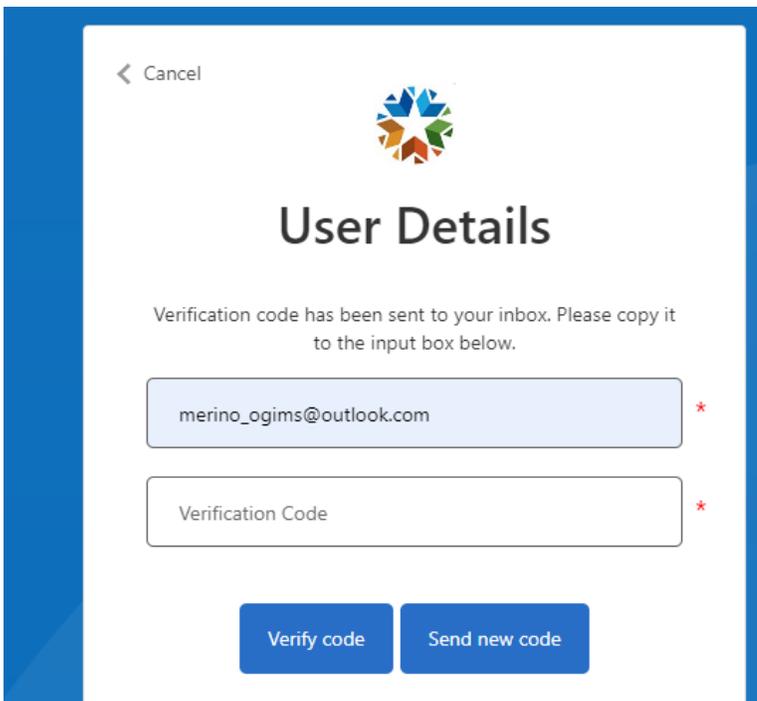


The screenshot shows the 'User Details' form with the following fields and buttons:

- Cancel (top left)
- OGIMS logo (top center)
- User Details (title)
- Email Address (input field with a red asterisk)
- Send verification code (blue button)
- New Password (input field with a red asterisk)
- Confirm New Password (input field with a red asterisk)
- Given Name (input field with a red asterisk)
- Surname (input field with a red asterisk)
- Create (light blue button)

Step 3:

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



The screenshot shows the 'User Details' form with the following fields and buttons:

- Cancel (top left)
- OGIMS logo (top center)
- User Details (title)
- Verification code has been sent to your inbox. Please copy it to the input box below. (text)
- merino_ogims@outlook.com (input field with a red asterisk)
- Verification Code (input field with a red asterisk)
- Verify code (blue button)
- Send new code (blue button)

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

The screenshot shows a mobile application interface for creating a new 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 "Search Operators" type in the name of the operator you are requesting access to.
 - a. Search by operator name
 - i. Enter first 4 characters and the search function assist with finding the operator's name.
 - b. Search by Operator number. Must enter exact operator number to locate operator.
3. Select the operator you are requesting access to.
4. Contact your operator OGIMS administrator if the operator you are searching for is not found.

OGIMS Oil & Gas Information Management System

My Dashboard / Request Access to Operator

Entity Admin Pin

Enter Entity Pin (the administrator)

Submit

Search Operators

To begin a request for access, please search for the operator you wish access to.

Search by Entity Name/Operator Number

Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call :

Request Access

ERROR:

If you receive this error, then the OGIMS administrator has not been set up by the operator. The operator will need to set up an OGIMS administrator prior to you completing your access request.

Error Retrieving Modules: No security administrator exists for this operator. Please contact the operator for assistance

close

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Step 6: Request Access

1. After selecting the operator, a Request Access input screen appears.
2. Check boxes of access you are requesting.
3. Add Notes to Access Granter if applicable.
4. Click Submit.

The screenshot shows a web interface for requesting access. At the top, there is a teal header with navigation icons. Below the header, the 'Search Operators' section contains a search bar with the text 'R360 OKLAHOMA LLC' and a red 'Clear' button. The 'Request Access' section is highlighted with a green circle and contains two checkboxes: 'View Surety related site material' and 'Input and view various surety forms', both of which are currently unchecked. Below this is a text area for 'Notes to Access Granter' and a 'Submit' button. At the bottom of the page, there is a footer with contact information: '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@ncc.ok.gov'.

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Step 7: Status of Access Request

1. Enter My Dashboard on left-hand side of screen.
2. Status of request appears under Previous Request section.

My Dashboard / Request Access to Operator

Entity Admin Pin
Enter Entity Pin if you are the administrator

Submit

Search Operators
To begin a request for access, please search for the operator you wish access to.

Search by Entity Name/Operator Number **Clear**

Previous Requests

Company	Date Submitted	Completed
BLUE CEDAR ENERGY LLC	07-27-2023	

1 total

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Step 8: 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

