

TEXAS GENERAL LAND OFFICE



Oil Spill Compliance and Response (OSCAR) External User Reference Guide for Facility Registration



OSCAR: External User Reference Guide for Facility Registration

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Introduction

To apply for OSPRA facility certification, owners and operators of facilities should contact the appropriate Land Office field office to arrange for an Oil Spill Prevention and Response Act (OSPRA) jurisdictional determination and facility classification. Failure to address application, certification, response planning and operational requirements as prescribed by law may result in penalties. This document will assist the external user with OSPRA certified facility website registration questions.

FAQ

- For support please email OSCARSupport@glo.texas.gov

- 1. Q: I have a facility account registered in the current TGLO system, but I have not registered as a new OSCAR user. How do I sign in as a new OSCAR user?
A: See [A.](#)
- 2. Q: Earlier this year, I provided my name and email for the new OSCAR system. How do I request a new facility account?
A: See [B.](#)
- 3. Q: I've established a new facility account in the new OSCAR system. How do I add edit, add, or update vessel information in the account?
A: See [II.](#)
- 4. Q: How can my co-workers access and maintain account data?
A: See [C.](#)
- 5. Q Do I need to create a separate email and password for each facility I manage?
A: No, one username and password account will connect you to every associated facility

Helpful Terms

- Facility = A facility subject to OSPRA
 - User = A facility representative with authority to edit information about the company, including owners, operators, persons in charge and facility contacts
- *NOTE* A user will have an OSCAR login account; a contact may edit the facility information if the contact establishes the account or is provided access by the person establishing the facility account



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I. Log In User Account Creation Instructions

A. For Existing OSPRA Certified Facility

1. From the Facility Certification page (<https://s3.glo.texas.gov/glo/coast/oil-spill/facility-certification/index.cfm>) select your facility and provide an email address, First Name and Last Name. (***NOTE*** If you completed this step during the registration process, please proceed to the green login button.)

2. After “submit” is clicked on, an email will be sent to you from the GLO verifying you are an authorized facility user to enter and maintain data for your certified facility. ***NOTE* this could take up to 1 hr to receive an email from the GLO. Make sure to check junk mail folder as well.**
3. Return to the login screen and click on the Green “Login to New System” button.



4. If this is the first time you are logging into the new system, click on the “Forgot Password or New User” link.

[Forgot Password or New User?](#)



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- At the screen references below, enter your **email address** in the Username field and click on "Search" link.

SSPR Self Service Password Reset

Forgotten Password

If you have forgotten your password, follow the prompts to reset your password.

Username*

Search Cancel

- You should see this message:

SSPR Self Service Password Reset

Forgotten Password

To verify your identity, a security code will be sent to you at [redacted]@g*****.gov.

Continue Cancel

- Click on the "Continue" button and you will see a "Forgotten Password Verification" email. See reference screen shot below. ****Check junk mailbox folder if this email doesn't show up in the inbox****

Forgotten Password <noreply@glo.texas.gov> Lance Plummer

Forgotten Password Verification

Attention Policy | GLO - Clutter (4 months) Expires: 6/5/2020

Push Alert + Get more at

Thank you for requesting a password reset. To continue with your password reset, please [click here](#) to continue.

If for some reason this link doesn't work, you can copy and paste the following code onto the password reset form:

H4jIAAAAAAAAEWAun9UPfNkldDTTEGg9TzFA1HghwNUj...Wrpk4LNvnd TONdyMwoocB29KUUzgeURKWdNae3Dor4Y3_0TstVNI_vfBf72lID_R5jSSZak - E2DxD1Wt_4K

g57JmPmBubGNGSblw1_Q_yqswmCrK7q5rRjK2yJhEUIURkE2XKUYG6Gfzppap-9P-SIM1HdDkG5rb-4YKH-DU1_388Mx59 T7h5wMmE2Q86Gy4zTIZnlpjWjZ6DF5MOc2VQNMWtU2D0CV7TMS

gfkYb_acgRFGYp3sqGd09DUN-cOfdQ8eKMVNkqqrIF0-45Mzrl7Xku Trb-out_Eqpwitben...G7I2zNKEIpDafTvlYfcgw-gYXNylYf-rc2h2oXk hvz7X8HxvhtTfBgBK08LWyx1ac75hrRg2URCbz2DHkCKTQ3S5VTPWt_us

R_HaCQZnaftalAclEh_huCr8l7-K6cgl863ZokAXXK8DFd5QBREVO nait-O_BldH1NwG7FaYeyfYDoyprLOPR0146zocXehz7nzORkqhw3 2XcL0WPKIBX5dPMSj3nakJiscPer&StL_Tv4I2-USocqkM4Sb1KfXcD

xxZlbu...ce-TnrZEFtoUTRjQgsvhK5XKUN1Ah10F5cG0CajpyU9q_zf51YldLzypID_f4I3CO8TIPaGVYHYCAA+

If you do not wish to change your password at this time, you do not need to take any action.

- Follow the prompts in the email to create a password

B. New Facility User Account Setup

- You will receive an email from your TGLO field office verifying that your OSPRA certified facility has been added to TGLO records and you may enter facility data as required.
- To establish your user account, go to the login screen <https://apps.glo.texas.gov/oscar.web>
- If this is the first time you are logging into the new system, to setup your password, click on the "Forgot Password or New User" link. [Forgot Password or New User?](#)
- At the screen referenced below, enter your email address in the username field and click on search.



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SSPR Self Service Password Reset

Forgotten Password

If you have forgotten your password, follow the prompts to reset your password.

Username*

5. You should see this message:

SSPR Self Service Password Reset

Forgotten Password

To verify your identity, a security code will be sent to you at l*****@g*****.gov.

6. Click on the "Continue" button and you will see a "Forgotten Password Verification" email. See reference screen shot below. ****Check junk mailbox folder if this email doesn't show up in the inbox****



7. Follow the prompts in the email to create a password.
8. Enter your username (your email address) and password.
 - o *if you need to reset your password, go to [IV](#).
9. After successful login, user will see all facility(s) associated with that user.
10. Proceed to [II](#), to edit or add your OSPRA certified facility information.

C. Adding an Additional User Account to Manage an Existing OSPRA Certified Facility

1. Contact the Oil Spill admin at oilspills@glo.texas.gov or at 512-463-6740 with required information (Full Name, Email address and the Facility Name) to create a new account.
2. Oil Spill admin will create an account and associate new user to requested facility.
3. Email will be sent back to the new user from GLO verifying they have been added.
4. Go to the login screen <https://apps.glo.texas.gov/oscar.web>
5. First time login, click on the "Forgot Password or New User" link.

[Forgot Password or New User?](#)



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- At the screen referenced below, enter your email address in the username field and click on "Search."

- You should see this message:

- Click on the "continue" button and now you will see a "Forgotten Password Verification" email. See reference screen shot below. ****Check junk mailbox folder if this email doesn't show up in the inbox****

- Follow the prompts in the email to create a password.
- Enter your username (your email address) and password.
 - *if you need to reset your password, go to [IV](#).
- After successful login, user will see all facility(s) associated with that user.

II. Editing, Updating or Adding Facility Information

- After successful login, a list of all facilities associated with the user will appear in the grid.

FACILITY REGISTRATION^o

Search Facilities

Show entries

Showing 1 to 3 of 3 entries

	Certificate	Name
<input type="button" value="Edit"/> <input type="button" value="View"/>	20255	13 Mile Road Facility - 20255 null null, null, null
<input type="button" value="Edit"/> <input type="button" value="View"/>	30188	15-1/Reynolds Plant Tank Battery null null, null, null



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2. Click on the "Edit" button to edit the specific facility.



3. Enter all facility information and edit as needed.
 - o All required fields are marked with an "*"

III. Facility Search for Users

1. After successful login, enter in the facility criteria in the search bar. All facilities associated with the user will display in the grid for searching.

Search

2. The Name, Certificate Number, PIC or Contact are all valid search criteria.

IV. Resetting a Password

1. All users will have the ability to reset their own passwords which will be accessed by clicking on the "Forgot Password or New User?" link on this page:
<https://apps.glo.texas.gov/oscar.web>
[Forgot Password or New User?](#)
2. Follow the prompts to reset your password.