Oil Spill Compliance and Response (OSCAR) 
External User Reference Guide for Facility Registration
**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, or update vessel information in the account?
   A: See C.

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.
FAQ

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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?
5. At the screen references below, enter your email address in the Username field and click on “Search” link.

6. You should see this message:

7. 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**

8. Follow the prompts in the email to create a password

**B. New Facility User Account Setup**

1. 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.

2. To establish your user account, go to the login screen https://apps.glo.texas.gov/oscar.web

3. 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?**

4. At the screen referenced below, enter your email address in the username field and click on search.
5. You should see this message:

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?**
6. At the screen referenced below, enter your email address in the username field and click on “Search.”

7. You should see this message:

8. 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**

9. Follow the prompts in the email to create a password.

10. Enter your username (your email address) and password.
    - *if you need to reset your password, go to IV.

11. After successful login, user will see all facility(s) associated with that user.

II. Editing, Updating or Adding Facility Information

1. After successful login, a list of all facilities associated with the user will appear in the grid.
2. Click on the “Edit” button to edit the specific facility.

   [Edit]

3. Enter all facility information and edit as needed.
   - 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](https://apps.glo.texas.gov/oscar.web)

   - 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](https://apps.glo.texas.gov/oscar.web)

   - [Forgot Password or New User?](https://apps.glo.texas.gov/oscar.web)  

2. Follow the prompts to reset your password.