TEXAS GENERAL LAND OFFICE

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

OSCAR: External User Reference Guide for Vessel Registration

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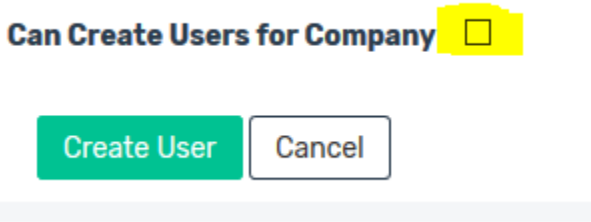
Introduction

This document will assist the external user with vessel registration questions.

FAQ

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

1. Q: I've entered vessel accounts and data 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 vessel company account?
   A: See B.
3. Q: I've established a new vessel company account in the new OSCAR system. How do I access and edit contacts and vessels in the account?
   A: See II. Contacts and III. Vessels
4. Q: How do I delete vessels in an existing account?
   A: See VI.
5. Q: Do I have to establish a new password for every account?
   A: No – the user password is valid for all vessels and companies associated to the user.
6. Q: How can my co-workers access and maintain the accounts I create?
   A: See IV.
7. Q: If there is only one designated company user with the following box checked and that user leaves the company, how can that user be deleted?

   A: The company will need to send an email to the GLO to request to delete the user and add another user. See A.
8. Q: What if I want to edit a vessel but don't have an account created?
   A: You must have an account created to make any edits. See B.
9. Q: How do I remove a company from the OSCAR system?
   A: Send an email to OscarSupport@glo.texas.gov and a GLO admin will remove the company.

Helpful Terms

1. Requestor = A person authorized to maintain vessel response plan information for the vessel owner or operator; i.e. QI/agent/vessel response plan coordinator, vessel owner
2. Company = Vessel Owner or Operator
3. Users = Person with authority to edit information about the company and with OSCAR login authorization

NOTE A user will have an OSCAR login account.

4. Contacts = Names and information for purposes of spill response and vessel response plan requirements. A contact may edit the company information if the contact establishes the account or is given access by the requestor

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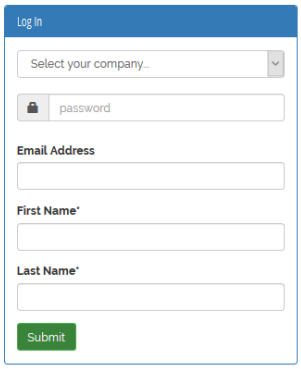
I. Log In User Account Creation Instructions

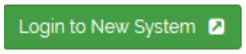
A. Establishing User Access for a Current Registered Vessel Company

* if you have an existing Vessel Company user login account, follow the steps in this section. For a new vessel account setup, proceed to B.

1. From the OSCAR login page (https://apps.glo.texas.gov/oscar.web) select your company and provide an Email Address, First Name and Last Name.
   NOTE: If you are unable to select your company from the dropdown, proceed to B.

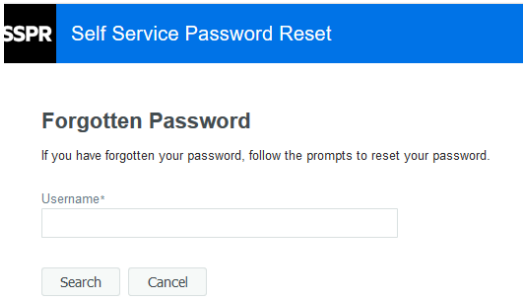


2. After "Submit" is clicked on, an email will be sent to you from the GLO verifying you have been added to the company.
3. Return to the login screen and click on the Green "Login to New System" button.

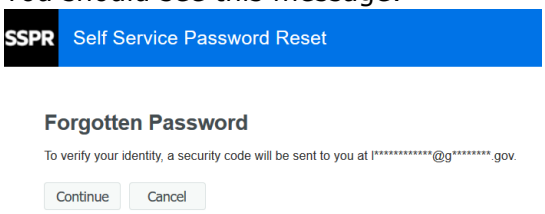


4. First time login for new company user, click on the "Forgot Password or New User?" link.

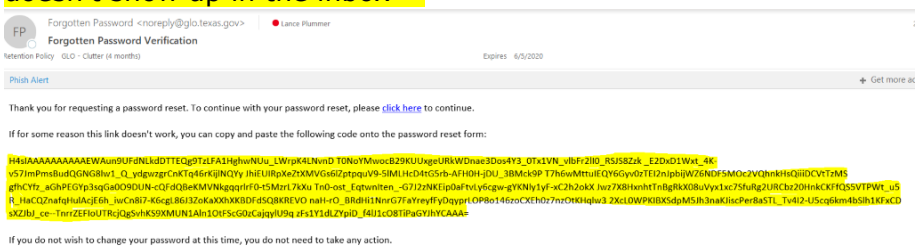
5. At the screen references below, enter your email address in the username field and click on "Search."



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**



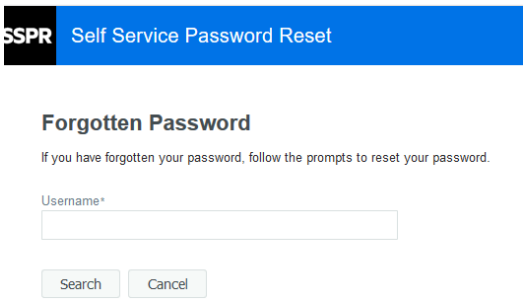
8. Follow the prompts in the email to create a password.
   NOTE: A user's password will be valid for all vessels and companies registered to the user.

B. New Vessel Company Account Setup

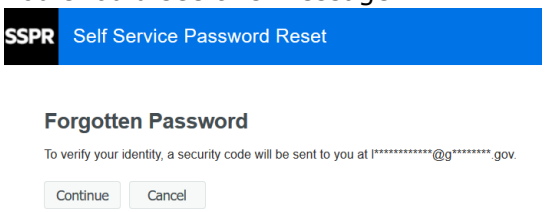
1. Requestor will send an email with basic information (Company Name, First and Last Name, Email address) to danne.stites@glo.texas.gov or oilspills@glo.texas.gov to begin company registration process

2. Email will be sent to the requestor from the GLO verifying they have been added.
3. After receiving the GLO email, go to the login screen https://apps.glo.texas.gov/oscar.web
   NOTE this could take up to 1 hr. to receive an email from the GLO. Make sure to check junk mail folder as well.
4. First time login, click on the "Forgot Password or New User?" link.

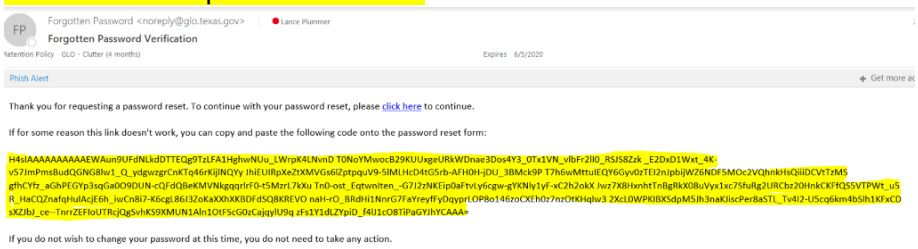
   Forgot Password or New User?
5. At the screen references below, enter your email address in the username field and click on "Search."



6. You should see this message:



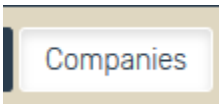
7. Click on the "Continue" button and you will see a "Forgotten Password Verification" email. See reference screen shot below. **Check junk mailbox folder if this email doesn't show up in the inbox**



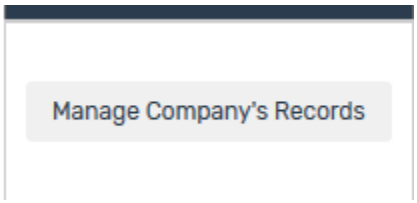
8. Follow the prompts in the email to create a password.
9. Enter your username (your email address) and set up password.
   - *if you need to reset your password, go to VII.
10. After successful login, user will see all company(s) associated with that user.

II. Adding Contacts to a Company

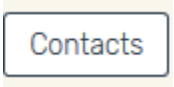
1. Log into OSCAR system if not already logged in.
2. Click on the "Companies" menu.



3. Click on the "Manage Company's Records" for the desired company.



4. Click on the "Contacts" menu item.

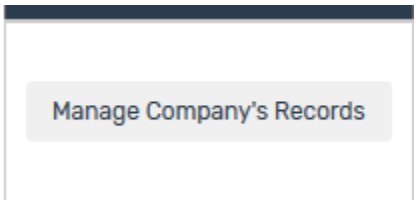


5. Click on the "Add New Contact" button.

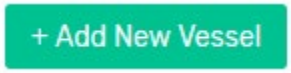
6. Add all required fields for the new contact.
   - Required fields are marked with an "*"

III. Adding New Vessels to a Company

1. Log into OSCAR system (https://apps.glo.texas.gov/oscar.web) if not already logged in.
2. After login, a list of all companies associated with the user will appear in the grid.
3. Click on the desired company to edit.



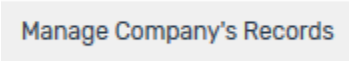
4. Click on the green "+Add New Vessel" button.



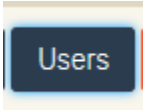
5. Enter in all required vessel information; click on submit.
   - Required fields are marked with an "*"

IV. Adding a New User to a Company

1. After successful login, click on the "Manage Company's Records" button of the company that needs the new user added.

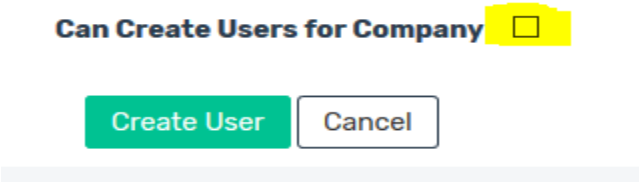


2. Click on the "Users" button in the menu bar.



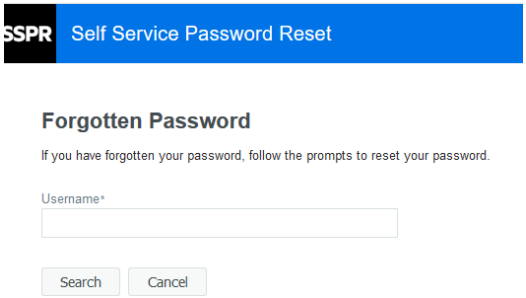
3. Click on "+Add New User."

4. Enter required information
   - Required fields are marked with an "*".
   - If user will be creating additional users for the company, click on the "Can Create Users for Company" check box; otherwise leave box unchecked.

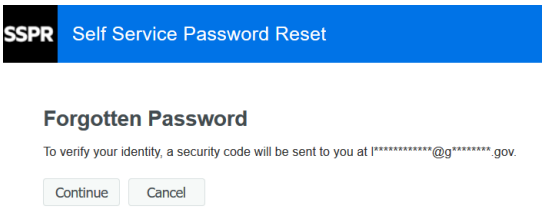


5. Notify added users by sending an email with the following:
   Go to this link: https://apps.glo.texas.gov/oscar.web
   The added user will proceed with the following instructions:
   a. First time login, click on the "Forgot Password or New User?" link.

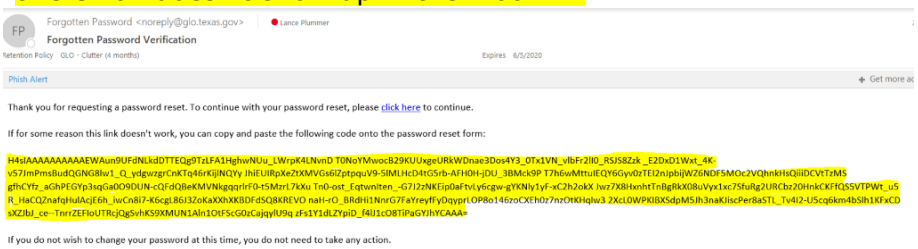
   b. At the screen references below, enter your email address in the username field and click on "Search".



   c. You should see this message:



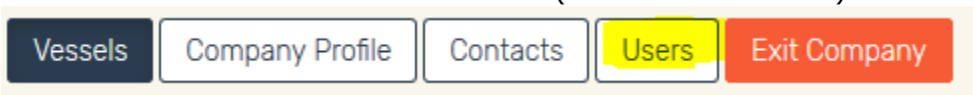
d. Click on the "Continue" button and now you will see a "Forgotten Password Verification" email. See reference screen shot below. **Check junk mailbox folder if this email doesn't show up in the inbox.**



e. Follow the prompts in the email to create a password.
f. Enter your username (your email address) and set up password.
g. After successful login, user will see all company(s) associated with that user.

V. Removing a User from a Company

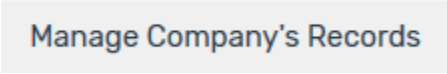
1. Log into OSCAR system if not already logged in.
2. Locate the company that the user needs to be removed.
3. Click on the "Manage Company Records" button.
4. Click on the "Users" button in the menu. (see reference below)



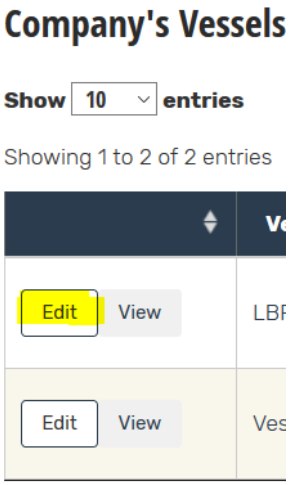
5. Locate the list of users currently associated with the company.
6. Click on the "edit" button of the selected user and a "delete" option will display. Clicking this will remove the user from the company.

VI. Removing a Vessel from a Company

1. Log into OSCAR system if not already logged in.
2. Locate the company that the vessel needs to be removed.
3. Click on the "Manage Company's Records" button.

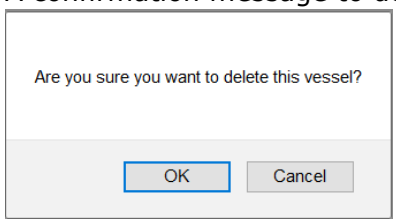


5. Located the vessel that needs to be deleted.
6. Click on the "Edit" button.



7. At the Vessel Detail screen, scroll to bottom of page, click on the "Delete" button.

8. A confirmation message to delete the vessel will display.



9. Vessel will delete and redirect you to the Company details grid.

VII. Resetting a Password

1. All users will have the ability to reset their own passwords which will be auto-generated by the system by way of a "Forgot Password or New User?" link after you click on the green login button.

   Forgot Password or New User?

2. Follow the prompts to reset your password.