

Instructions for requesting access to OSIIS Web

On the Facility Authorization Request sheet:

- Complete the top portion of form
- Circle the facility type that applies to your facility
- Circle whether or not you receive vaccine from OSDH
- Read the middle section
- Have the doctor/head of clinic/school/daycare choose one or two account administrators and have the administrators fill out the information on the corresponding lines*
- Have the doctor/head of clinic/school/daycare sign at the bottom with their title and the date

Failure to complete the paperwork will result in a delay in your clinic, school or daycare gaining access to the OSIIS Web.

You will need Internet access and Internet Explorer version 5.5 or higher to access OSIIS. You cannot use any other web browser.

If you have any questions, please contact OSIIS at (405) 271-7200 or OSIISHELP@health.ok.gov.

Please fax the completed forms to (405) 271-4592 and place the originals in the mail to:

Oklahoma State Department of Health
Attn: OSIIS
1000 N.E. 10th Street
Oklahoma City, OK 73117

***Each individual must have his or her own login id and password.
Do not share.***

*The person/people chosen to be site administrators will be responsible for assigning logins and passwords for other site users in your facility. They will inactivate accounts when site users in your facility no longer require access to OSIIS. They will also be responsible for making sure that all site users for your facility understand the laws pertaining to confidential medical information.