

Change Your OSIIS Password

- 1) Log into OSIIS at <https://osiis.health.ok.gov>.
- 2) On the Login screen, enter your Username (not case sensitive) and Password (case sensitive) and click **Log In**.

*If your password is entered incorrectly three times your account will be temporarily locked as a security precaution.

- 3) Once logged in, select the **User** Tab from the toolbar at the top of the OSIIS Screen.
- 4) Click on **Change Password** to go to the **Change OSIIS Password** Screen.

*Note: If this your first time logging into OSIIS and you are using a password set by your OSIIS Administrator, you will automatically be taken directly to this screen after logging in.

- 5) Your username will be entered automatically. Enter your current password.

*If your **Current Password** is entered incorrectly, an error message will appear.

- 6) Enter your new password in the “**new password**” space. Re-enter the same new password in the “**confirm new password**” space. A successful new password must contain:

- At least eight (8) characters
- At least one lower case letter
- At least one capital letter
- At least one number
- At least one special character

*The two entries of your new password must match, otherwise an error will appear.

- 7) Click the “**Change Password**” button. A pop up will appear to confirm that your password has been changed.
- 8) Click “**OK**”. You will be redirected to the **OSIIS Login** Screen and will be able to log in with your new password.

****For more detailed instructions please see the OSIIS User Manual****