

Managing Users

- 1) Log into OSIS at <https://osis.health.ok.gov>.
- 2) From the **OSIS Landing Page**, select **Admin** from the **OSIS Toolbar**.
- 3) From the **Manage Users** window, click the **Add Users** button to access the Add User screen.
- 4) Click to highlight the **Last Name** field. Enter the last name. <Tab> to next field.
- 5) Enter the user's **First Name**. <Tab> to next field.
- 6) Enter the user's **Middle Name**, if provided. <Tab> to next field.
- 7) Enter user's **Credentials** from the drop-down list. <Tab> to next field.
- 8) **Username** will display based off of First and Last Names, and the system will automatically search to confirm the username does not already exist. You may enter a username manually in this field if desired.
- 9) **Temporary Password** is automatically **Oklahoma#1**
- 10) Select **Status** from the drop-down.
- 11) Enter **Email Address**.
- 12) Select desired **User Roles** by clicking in the box to the left of the choice in the **User Roles** list.
- 13) Click **Save User** to add user to the system.
- 14) To **Inactivate** a user click the **Admin tab**, scroll to **Manage Users** and click to select.
- 15) Scroll through the **OSIS users** list until you find the name you want to inactivate.
- 16) Click on the **Edit User** button in the **Actions** column.
- 17) Select **Inactive** from the **Status** box.
- 18) Click **Save User**.

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