

## **LICENSEE PORTAL TRAINING**

The Petroleum Storage Tank Division (PSTD) will be conducting hands-on training of the new Work Plan/Purchase Order request module of the Licensee Portal. This training will take place in the computer lab on the 5<sup>th</sup> floor of the Jim Thorpe building on Wednesdays between 9:00 and 11:00 a.m. beginning November 6<sup>th</sup>, 2013 and lasting at least through the end of the year, depending on level of interest and demand. The training is an opportunity for you (and any other members of your company who are interested) to log into the new system and gain valuable experience on how to use the various features of this module of the Portal before the requirement for submitting requests to the PSTD through the Portal is implemented. If you are interested in signing up for one of these training sessions, please contact Andy Walker by phone at (405) 522-1434 or by email at [a.walker@occemail.com](mailto:a.walker@occemail.com) to schedule a training date . Note that space is limited to six workstations in the computer lab and training spots may fill up quickly as a result.