

# Operator Training User Walkthrough: Portal Login

The updated URL for the PST Portal is: <https://apps.occeweb.com/pstportal>



There are three scenarios to consider if you are experiencing difficulty logging in to the PST Portal.

1. You are an operator who had an account to the prior training website. You remember your username and your password. (see 1 below)
2. You are an operator who had an account to the prior training website. You DO NOT remember your username and/or your password. (see 2 below)
3. You do not have an account and need to start from the beginning. (see 3 below)

**1. You are an operator who had an account to the prior training website. You remember your username and your password.**

- a. From the URL listed above, click Login (see figure 1)
- b. The User name will be the same username you used before the PST Portal went live.
- c. The Password will be the same password you used to successfully login before the PST Portal went live.
- d. This will log you in and you will see the screen in figure 3.
- e. You will not be able to navigate anywhere in any portal until you complete the screen in figure 3.
- f. Once you do, log out, then log back in using the email address as your username. Use the same password.
- g. This will log you in and you will see a screen similar to figure 7.

**2. You are an operator who had an account to the prior training website. You DO NOT remember your username and/or your password.**

- a. You need to create a new account.

**3. You do not have an account and need to start from the beginning.**

- a. From the URL listed above, click the Register link (see figure 1)
- b. Complete the registration form and click “Register New Account”
- c. A confirmation email will be sent to the email address you provided. Check your email for a message from [noreply@occeemail.com](mailto:noreply@occeemail.com)
  - i. This could be in the junk/spam folder. Confirmation emails must usually be moved to your inbox before the link in the email will work.
  - ii. Find a way to add [noreply@occeemail.com](mailto:noreply@occeemail.com) to your safe sender’s list, or your white list, or add a rule that will allow email from that address to come through.
- d. Click the confirmation link in that email.
- e. Login using your email address as your username and the password you created.
- f. This will log you in and you will see the screen in figure 2.
- g. Click Request Access
- h. You will see the screen in figure 5.
- i. Click the Request Access button for the Operator Portal.
- j. You will see the screen in figure 6.
- k. Select the appropriate Operator Type. If you do not know, click the blue question mark button to the right of the drop down to read the details for all operator types.
- l. Click Request Operator Portal Access.
- m. You will be taken to the screen in figure 7.
- n. Click the Add Facilities button to associate yourself with the proper facility or facilities. You will need to know the facility number. If you do not know your facility number, click the blue question mark button to the right of the facility number textbox to see the 3 easiest ways to determine your facility number.
- o. One your have been associated with a valid facility, you can begin training.



## Login

User name

Password

Remember Me?

Forgot your password?  
Register if you don't have an account.

**PST Portal Disclaimer**

By logging on to this site you represent, agree and affirm that you are an authorized user and agree to be bound by all laws and rules applicable to your use of this site including but not limited to the Oklahoma Corporation Commission and other state and federal laws and rules. Unauthorized use of this site, or any false representation made in connection therewith may be punished to the full extent of the law including, but not limited to, discipline, fine, imprisonment, or both.

**Figure 1**



Welcome,

Home

## PST Portal

Welcome to the PST Portal. Click the button below to request access to different sections of the PST Portal that apply to your role.

**Figure 2**

Welcome,

### Upgrade Account.

Your account needs to be upgraded to use an email address as the user name. Please enter the email address you would like your user name to be changed to.

Email

**Figure 3**

### Forgot your password?

Enter your email.

Email

**Figure 4**

The screenshot shows the top navigation bar with the Oklahoma Corporation Commission logo and the text "Oklahoma Corporation Commission Petroleum Storage Tank Portal". On the right, there are icons for email and user profile. Below the navigation bar, a breadcrumb trail reads "Home / User Profile / Request Access". A "Welcome," message is displayed on the left. The main content area is titled "Request Access" and contains a "Portal Access" section. This section lists two portal options: "Operator Training Portal" and "Corrective Action Portal". Each option has a "Request Access" button with a question mark icon.

**Figure 5**

The screenshot shows the top navigation bar with the Oklahoma Corporation Commission logo and the text "Oklahoma Corporation Commission Petroleum Storage Tank Portal". On the right, there are icons for email and user profile. Below the navigation bar, a breadcrumb trail reads "Home / User Profile / Request Access / Request Access To Operator Portal". A "Welcome," message is displayed on the left. The main content area is titled "Request Access To Operator Portal" and features a yellow "Attention!" box with the text: "If you are an operator and needing to take online training and testing to receive an operator certificate, please begin by answering below." Below the attention box, there is a form for "Operator Type" with a dropdown menu showing the letter "A" and a question mark icon. At the bottom of the form are two buttons: "Request Operator Portal Access" and "Cancel".

**Figure 6**



Welcome,

Home / User Profile / Portal Access

Operator Training Portal

- My Facilities
- My Certificates
- My Training
- My Tests
- My Progress
- My Preferences
- FAQ

## Portal Access

Congratulations! Access to the Operator Training Portal has been granted to your account. Click below to add the facilities you operate.

Add Facilities

### Has Access To...

Operator Portal

### Associated With...

Operator Number

Figure 7