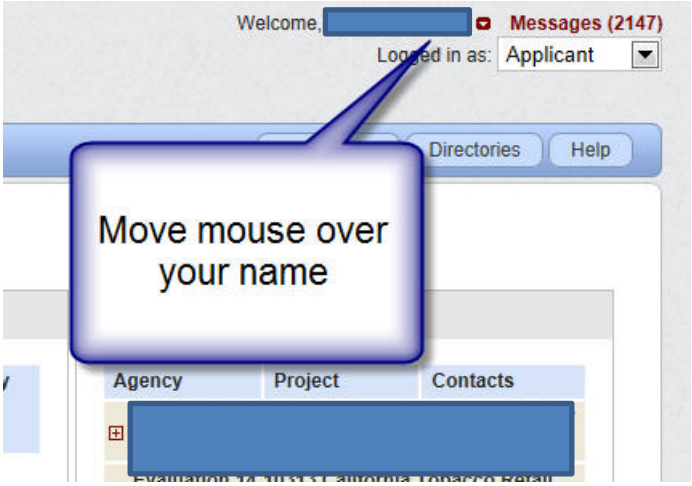
Requesting a User Account for OTIS

[Only request made by Project Directors will be Approved]

How do I request an OTIS account for a new staff member?

Only Project Directors can request new user accounts. To request a new user account, (1) from “Welcome” in the upper right top of screen, mouse over your name, and select "My Agency" from the drop-down. (2) My Agency page appears. Click "Request a New User" link at top. (3) Request New Account page appears. Complete new user form, filling in new user information. (4) For "Access Type Desired" select "Applicant" or “Subcontractor” and in the “Give Account Access To” field, select your procurement(s) holding down the Ctrl key to select. (5) In "Reason for Request" field, enter OTIS account, and any additional information specific to the new user. (6) Click "Save Information” to submit.

1. Note: "Only Project Directors can request user accounts"



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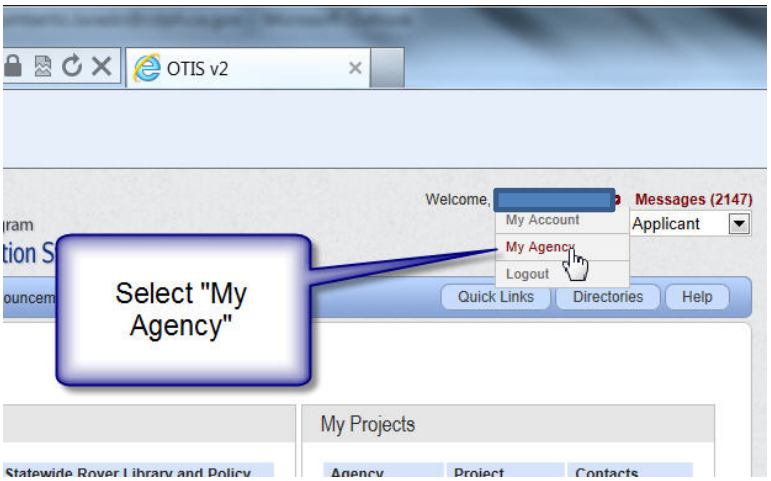

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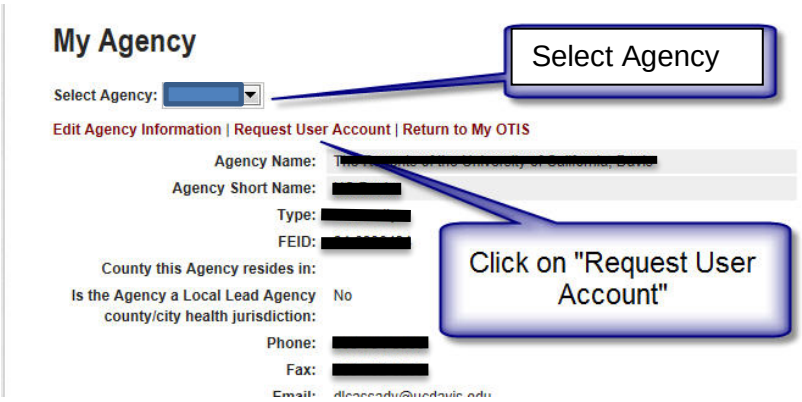

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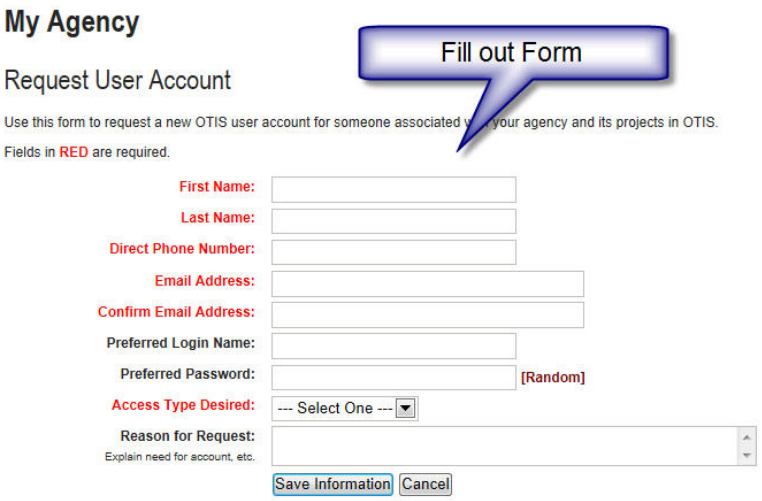
My Agency
Request User Account
Fill out Form
Use this form to request a new OTIS user account for someone associated with your agency and its projects in OTIS.
Fields in RED are required.
First Name:
Last Name:
Direct Phone Number:
Email Address:
Confirm Email Address:
Preferred Login Name:
Preferred Password:
[Random]
Access Type Desired:
--- Select One ---
Reason for Request:
Explain need for account, etc.
Save Information
Cancel

5.

OTIS
California Tobacco Control Program
Online Tobacco Information System
Welcome, Diana Cassady!
Messages (2147)
Logged in as: Applicant
MyOTIS
My Projects
Calendar
Announcements
Quick Links
Directories
Help
My Agency
Request User Account
Use this form to request a new OTIS user account for someone associated with your agency and its projects in OTIS.
Fields in RED are required.
First Name:
Last Name:
Direct Phone Number:
Email Address:
Confirm Email Address:
Preferred Login Name:
Preferred Password:
Access Type Desired:
--- Select One ---
Reason for Request:
Explain need for account, etc.
--- Select One ---
Applicant
Subcontractor
Save Information
Cancel
When you get to "Access Type Desired" select "Applicant"
California Department of Public Health, California Tobacco Control Program
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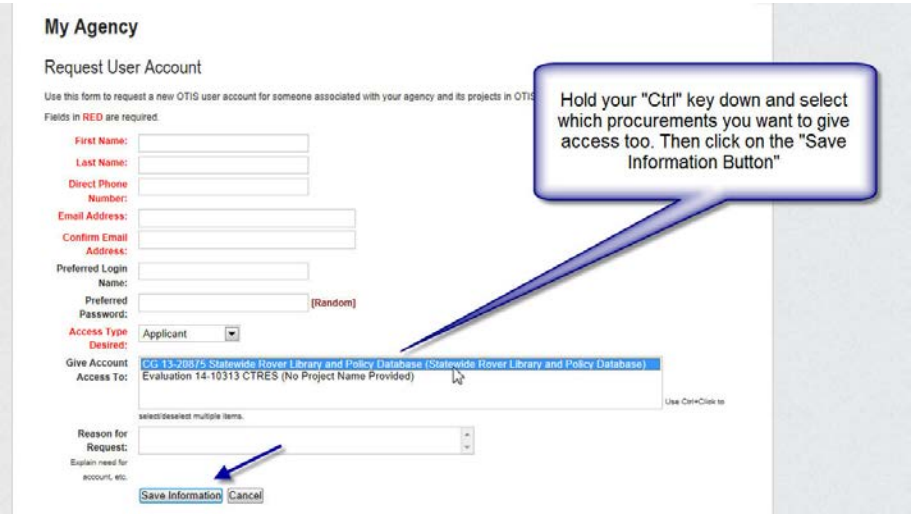
6.


My Agency
Request User Account
Fields in RED are required.
First Name:
Last Name:
Direct Phone Number:
Email Address:
Confirm Email Address:
Preferred Login Name:
Preferred Password:
[Random]
Access Type Desired:
Applicant
Give Account Access To:
CG 13-20875 Statewide Rover Library and Policy Database (Statewide Rover Library and Policy Database)
Evaluation 14-10313 CTRES (No Project Name Provided)
Reason for Request:
Save Information
Cancel
Hold your "Ctrl" key down and select which procurements you want to give access too. Then click on the "Save Information Button"