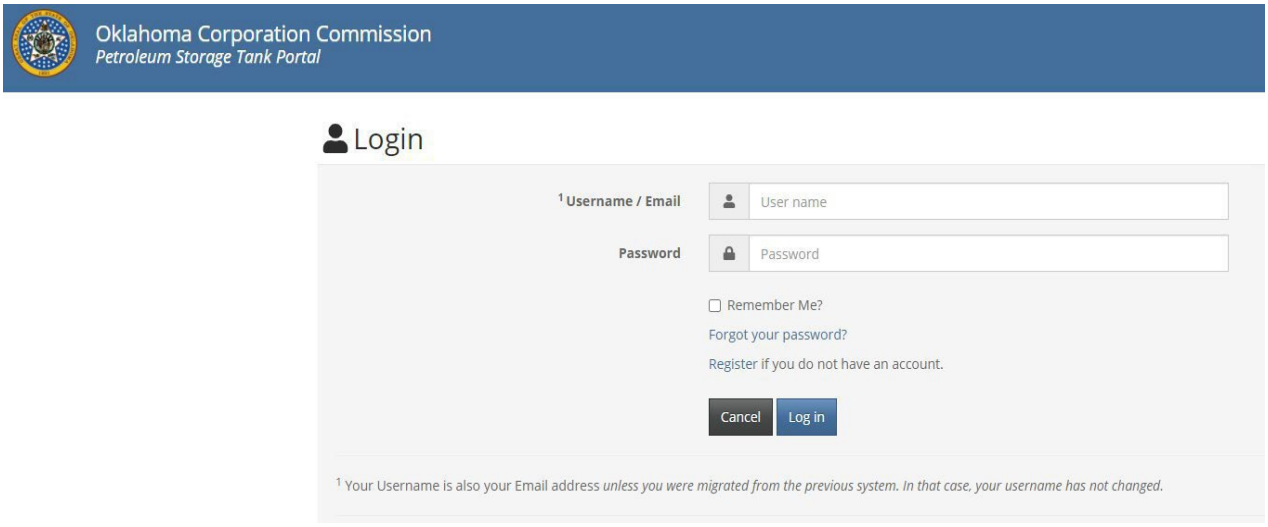
PST PORTAL

OPERATOR TRAINING GUIDANCE DOCUMENT

This document will guide you through the steps for PST Portal and requesting access to the Operator Training section of the portal. Please visit https://apps.occ.ok.gov/pstportal to login to the PST Portal.



If you already have an existing account, you can proceed with entering your username and password. Your username will be the email address you used to register for an account. If you no longer know your password, please select the "Forgot your password" link and you will be prompted to change your password. If you want to use a different email

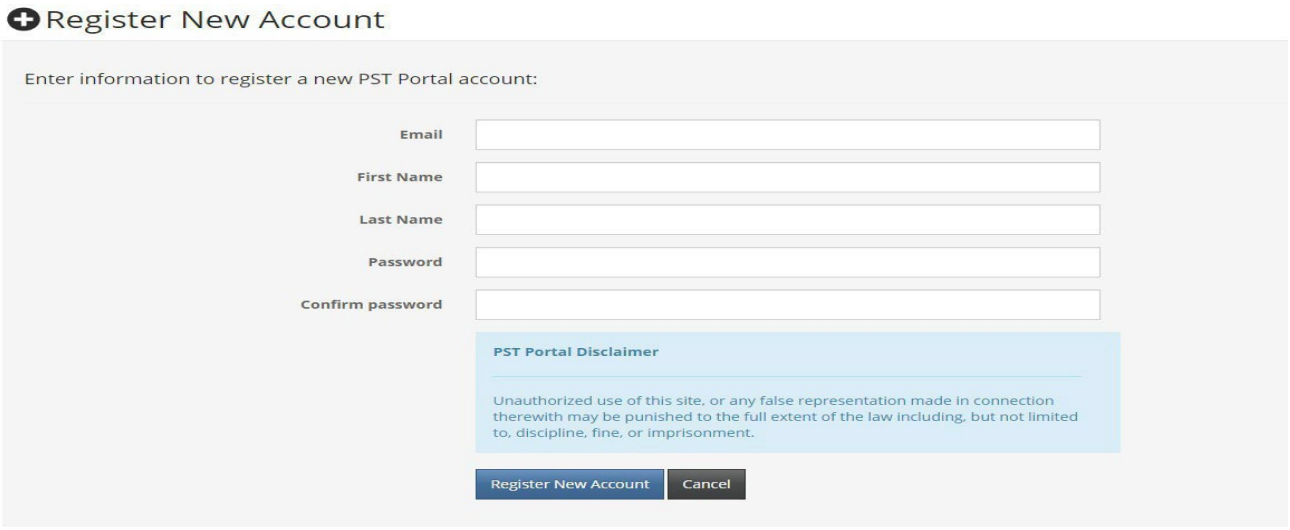


If you do not have PST portal account, please go to the next section for instructions on creating a new account.

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Create your Portal account:

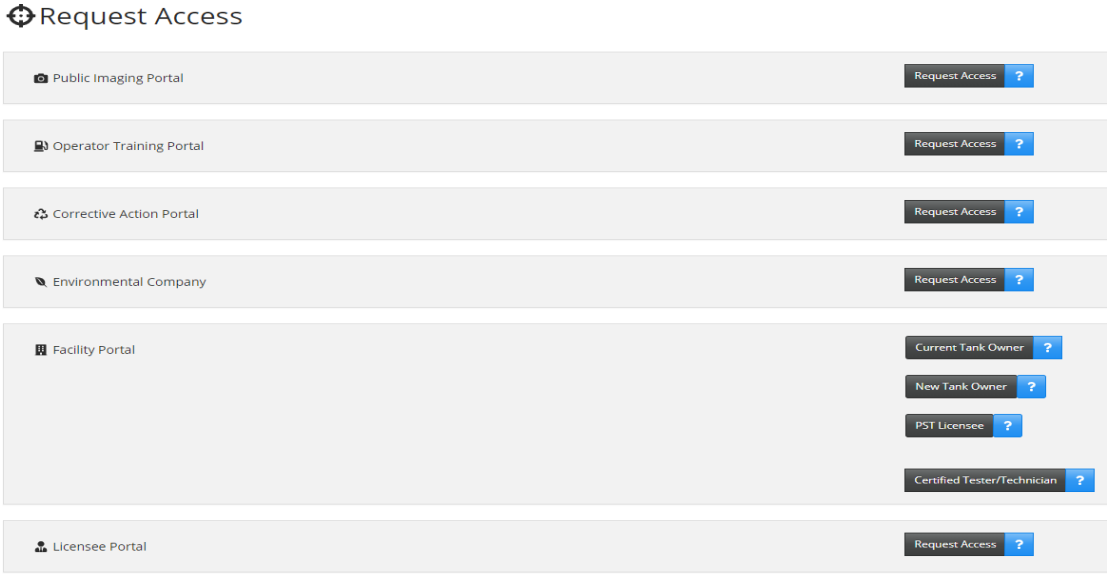
- If you are new to the portal, please select the blue “Register” button.
- Enter the information asked for on the registration page. Once finished, select “Register New Account”.



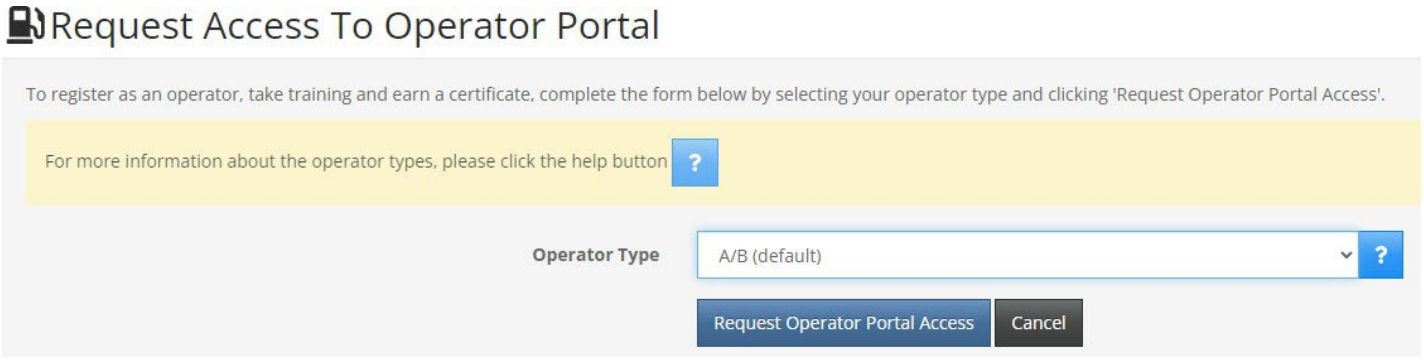
- Once you have registered your account, an email will be sent to the email account used to register. Please login to your email and confirm the account. If you do not see the confirmation email, please check your junk or spam folder.
- Once your email is confirmed, you can login to your new account. On the PST Portal, click the ‘Login’ button and then enter the username and password selected. Reminder – your username is your email that you used to register.

Request Access:

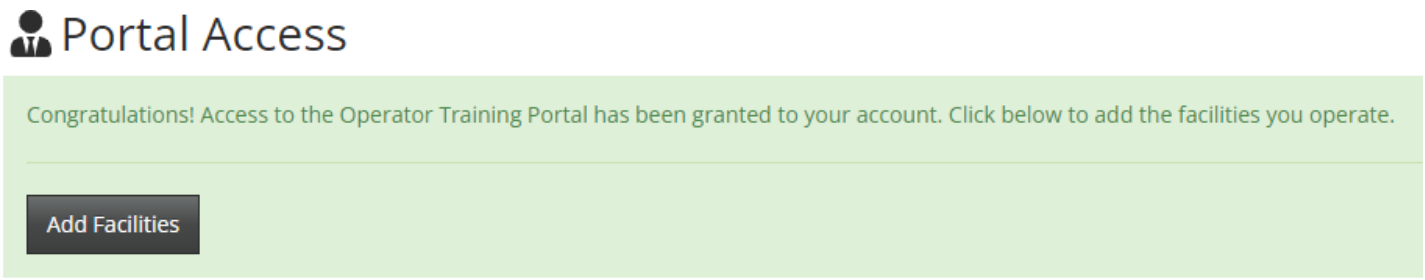
If you just created your new portal account, login to your account. On the first page you will see the request access page. Select ‘Request Access’ on the Operator Training Portal section.



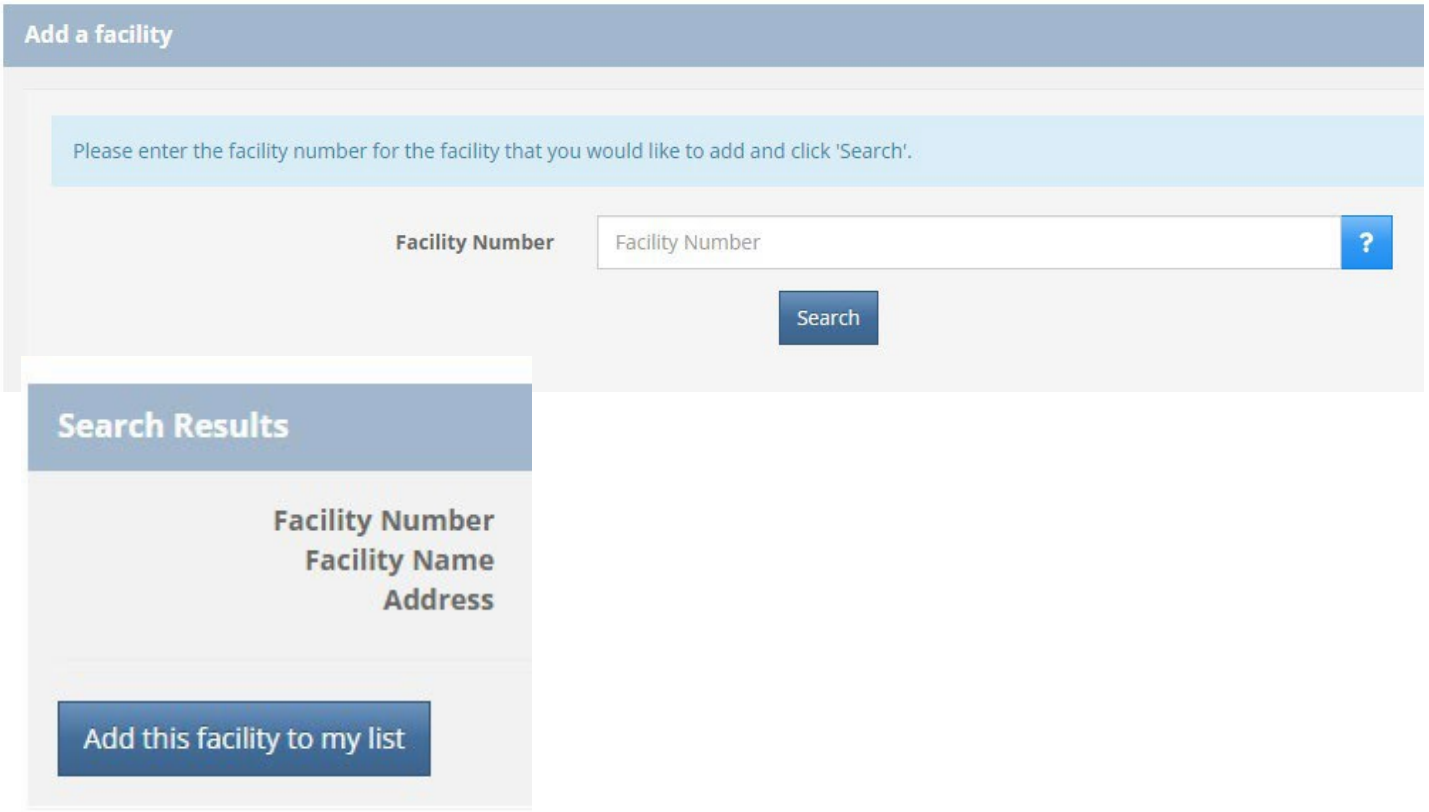
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You will then select your Operator Type. The default is A/B. Select the blue “Request Operator Portal Access’ once you select your Operator Type.

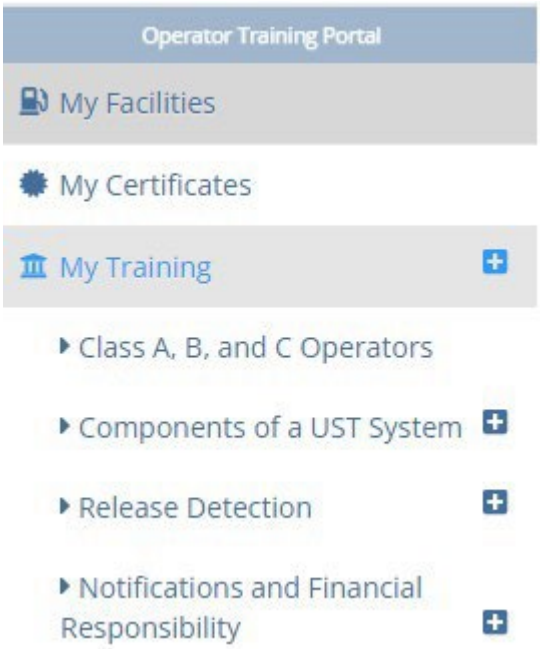


Once access is granted, you will see this screen. Next, you will Add Facilities to your account. You will search by Facility number. Enter the number and select search. The search results will show the facility and you will select the blue ‘Add this facility to my list’ button to assign the facility to your training account.



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Once you have added the facility, it will show up in your list of 'My Facilities' for Operator Training. You can add more facilities on this screen by selecting 'Add Facility' or you can select the trash can next to a current facility to remove it from your list.



You are now ready to begin the Training and Testing. Go to 'My Training' and select the plus button to expand the sections. You will begin with the first section, Class A, B, and C Operators (this is a general overview of all operator class types). Once you read through each section you will need to select the blue button at the bottom of the training 'I have reviewed all of the above training material'.



You can then move on to the first test for the first section of training by going to 'My Tests'. Select the plus button to expand the tests.

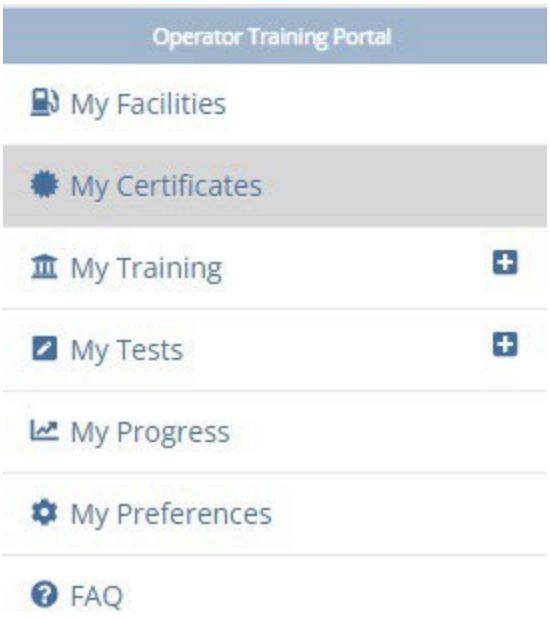


You will select the first test 'Class A, B, and C Operators'. Once you complete the test and pass with at least 80%, you can go back to 'My Training' to begin the next section, Components of a UST System.

You will go back and forth between Training and then Testing until each section is complete. You can check your progress by going to the 'My Progress' section. It will inform you how much of the training and testing is complete.

Once all training and testing sections are complete, you can download and print a copy of your certificate by going to 'My Certificates'.

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All certificates are valid for three years unless one of your assigned facilities is determined to be out of compliance during the UST Inspection. You will then receive notice that training must be completed again.

Additional Operator Training Information and Tips:

- Operator training is only required for UST facilities.
- If you are an Operator Type A only, retraining is not required if your facility is found to be out of compliance. Only Class B or Class A/B operators require retraining.
- Class C Operators are not required to take the online training. They can be trained by a Class A or Class B Operator. Once the training of a Class C is complete, please download the Class C Certificate form on the OCC website https://oklahoma.gov/occ/divisions/petroleum-storage-tank/operator-training.html complete, and post at the facility.
- If your facility is found to be out of compliance, you will have 30 days to re-train. You will receive a letter in addition to the inspection form that the Fuel Specialist completes and leaves at your facility.
- If you forget your password, we can not reset it or look it up. You must select 'Forgot Password' and reset it yourself.
- We cannot transfer training from one user account to another. If you would like to use a new email account, you will need to create a new account and take the training.
- Please visit the Oklahoma Corporation Commission website to read the specific rules concerning Operator Training at https://oklahoma.gov/content/dam/ok/en/occ/documents/pst/rules/chapter-25-rules-effective-10-1-2023.pdf

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