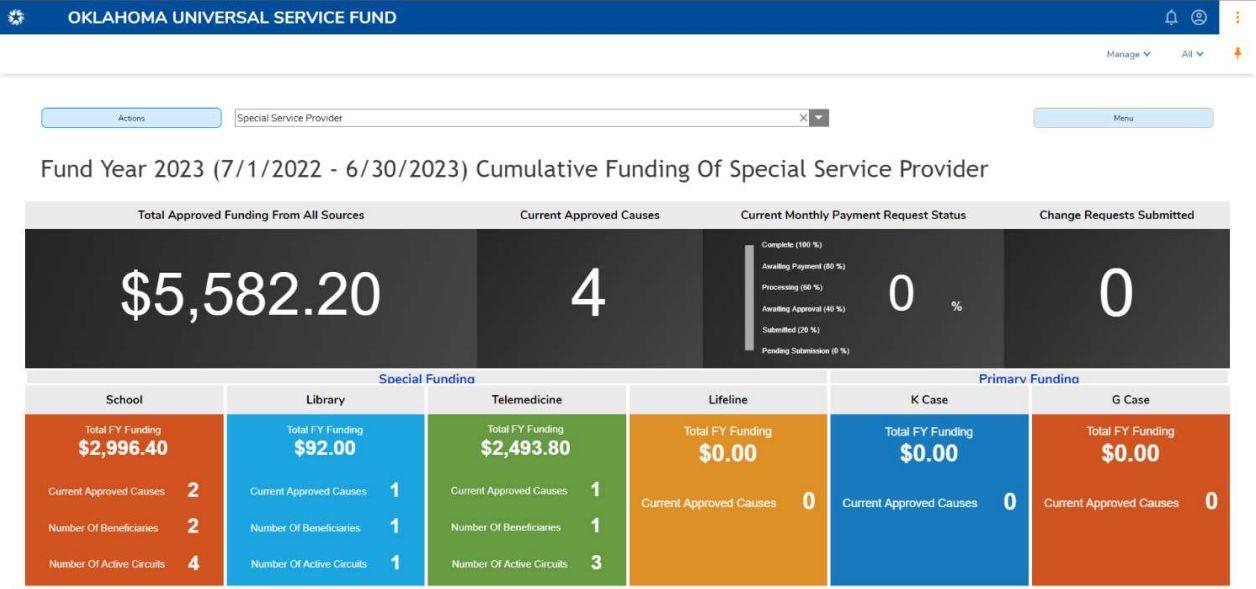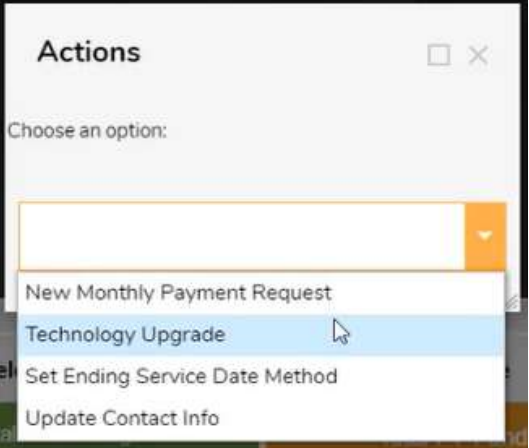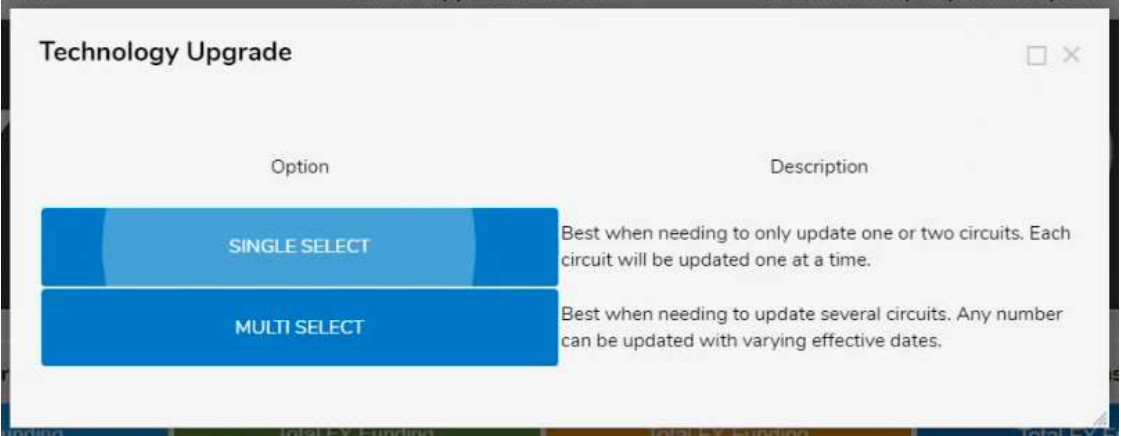OKLAHOMA
Corporation
Commission

Training Handout: Technology Upgrade

Overview: This handout explains how to report a change in Circuit ID to OUSF. Please note: this would <u>not</u> include any changes to Bandwidth or Price.
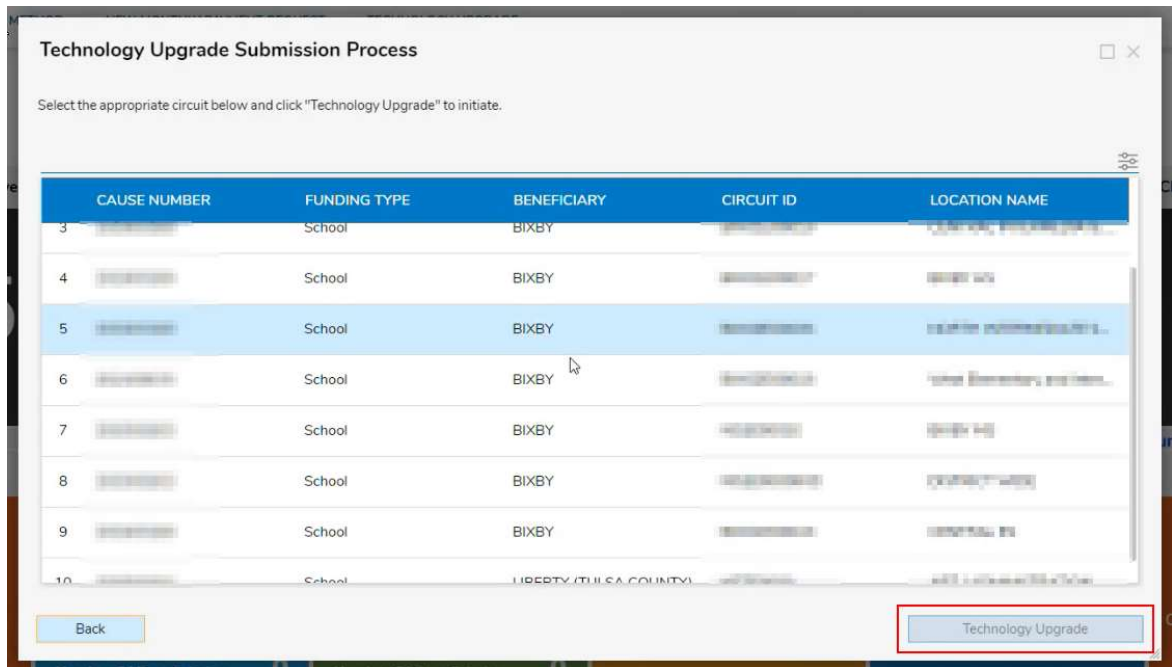
Step	Action
1.	Login: https://occ.decisions.com/
2.	Provider Dashboard/Home will automatically open upon login.

Step	Action
3.	Navigate to "Actions"
4.	Select "Technology Upgrade" **NOTE**: Technology upgrades only change/update the circuit ID, nothing else can be updated or changed through this process.
5.	Select one of the following options: • SINGLE SELECT – Allow one Circuit ID to be updated at a time. • MULTI SELECT – Allows multiple Circuit IDs, with a variety of effective dates, to be updated at one time.

HOW TO COMPLETE A SINGLE SELECT TECHNOLOGY UPGRADE:	
1.	All active circuits will be displayed, click on the Circuit that needs updating. • Select "Update Technology"
2.	1. Attest and certify that no other updates need to be made other than the Circuit ID change. 2. Enter the new Circuit ID name on the text line below "New Circuit ID*" 3. Enter the effective date of the change in Circuit ID below "Effective Date*" 4. Finalize the submission by selecting "FINALIZE"
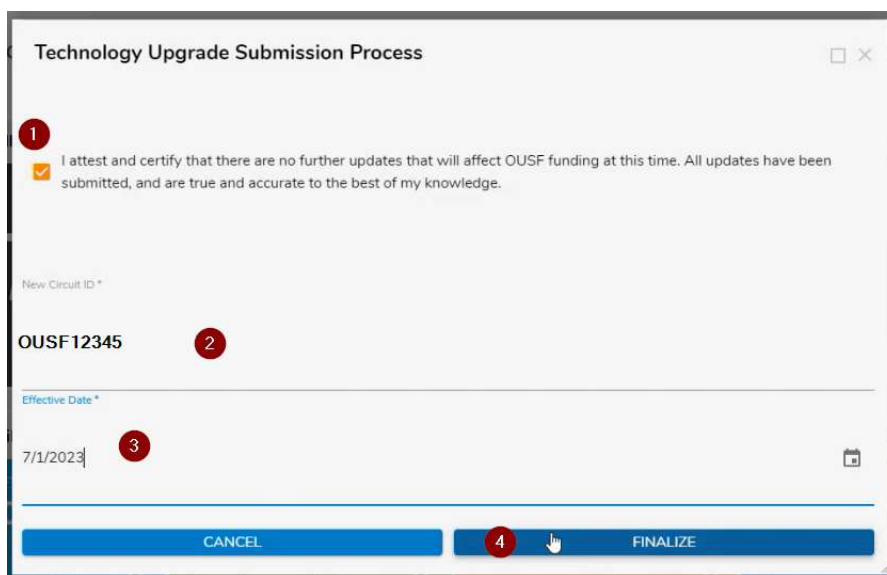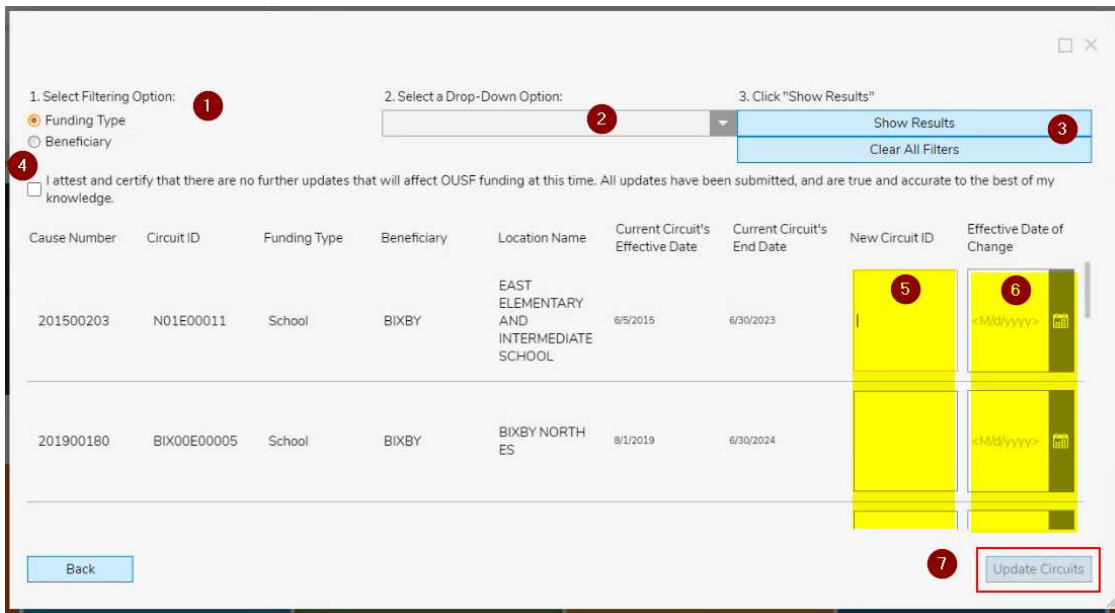
	HOW TO COMPLETE A MULTIPLE SELECT TECHNOLOGY UPGRADE:

1.	All active circuits will be displayed.
	
	1. Select filtering options in the upper left-hand corner, if desired, by following steps 1, 2, & 3.
	    ○ Step 1 – Select Filtering Preference:
	        ▪ Funding Type
	        ▪ Beneficiary
	    ○ Step 2 – Select a Drop-Down Option:
	        ▪ Funding Drop-Down Options: School, Library, etc.
	        ▪ Beneficiary Drop-Down Options – will display a list of all Beneficiaries for Provider selected on the main dashboard.
	    ○ Step 3: Select to run the filter or clear all filters.
	        ▪ Select "Show Results" to generate the filtering.
	        ▪ Select "Clear All Filters" to clear any prior filters that have been generated.
	2. Attest and certify that no other updates need to be made other than the Circuit ID change.
	3. For each Circuit ID that needs to be upgraded, enter the new Circuit ID in the blank text box under the "New Circuit ID" Column. There will be a blank text box for each Circuit ID Line Item.
	4. For each Circuit ID that needs to be upgraded, enter the new effective date in the blank date box under the "Effective Date of Change" Column. There will be a blank text box for each Circuit ID Line Item.
	5. Ensure all desired changes have been entered.
	6. Finalize the submission by selecting "Update Circuits."