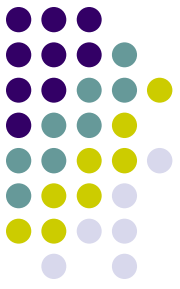# How to access the OSST Data Warehouse

1. The individual must fill out an OSST Security Agreement Form. That form can be found on the AWI website:

    http://www.floridajobs.org/forms/ITForms/AWISecurityAgreementForm_editable.pdf

    • The OSST Security Agreement Form must be signed by each user's supervisor and the Regional Workforce Board's (RWB's) Regional Security Officer (RSO). Please be sure a copy (digitized attachment by email or faxed) is forwarded to Edward Mitchell, via fax (850) 921-3121 or by email to **Edward.Mitchell@flaawi.com**.

2. After the OSST Security Agreement form is received by AWI, the user is granted access to the Data Warehouse. The user must then **install ORACLE CLIENT software (Oracle 10g)**. ** AWI provides instruction for this step.

3. An OSST Data Warehouse userid and password will be provided by AWI. You will need this to sign on each time you access the Data Warehouse.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.