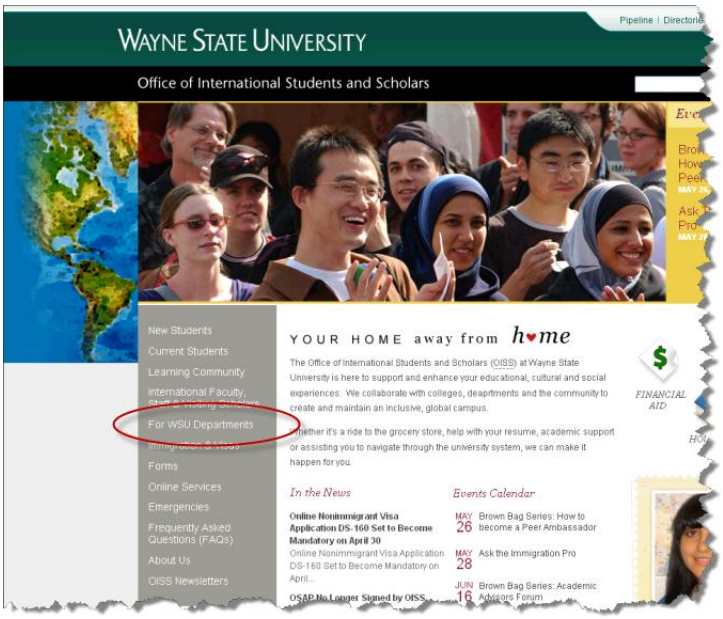
Steps to Request an OISS Work Authorization

Step 1: Log on to the OISS home page at http://www.oiss.wayne.edu

Step 2: The OISS home page appears. Click **For WSU Departments** link from the menu.



Step 3: The For WSU Department sub menu displays. Click **General Information** from the sub menu.

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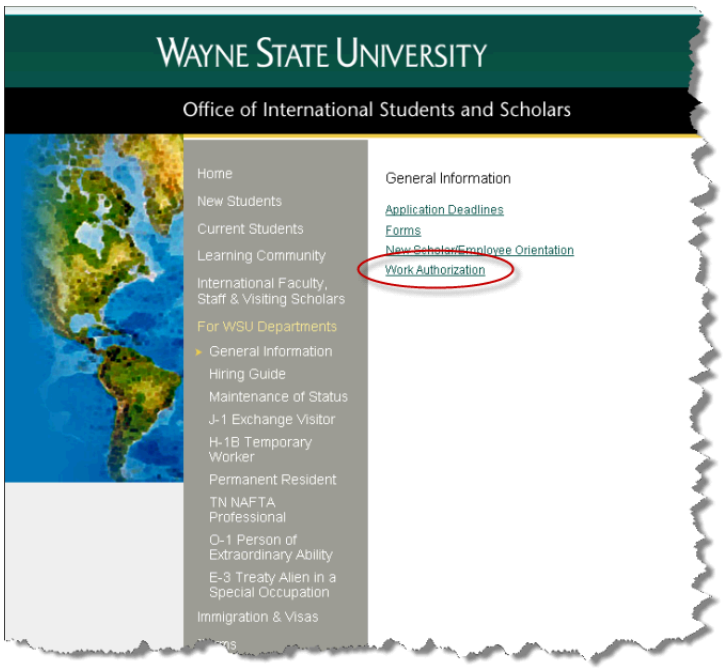
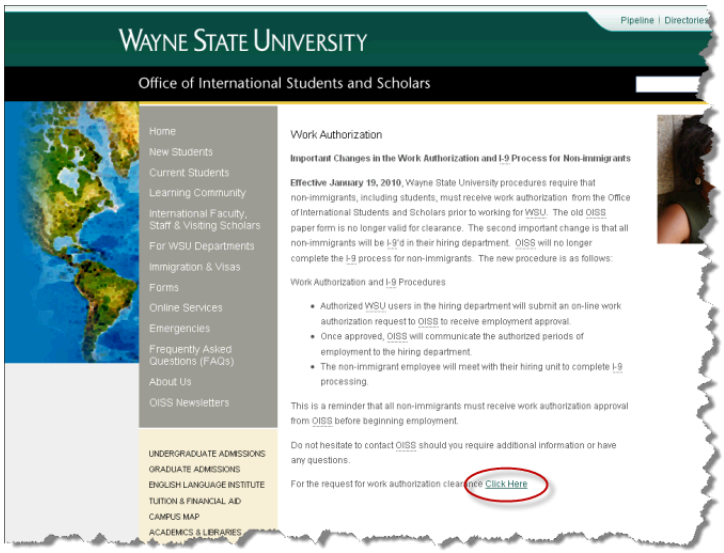
Job Aids

Step 4: Links for General Information are displayed on the page. Click the **Work Authorization** link.



Step 5: At the bottom of the Work Authorization page, click the **Click Here** link for work authorization clearance.



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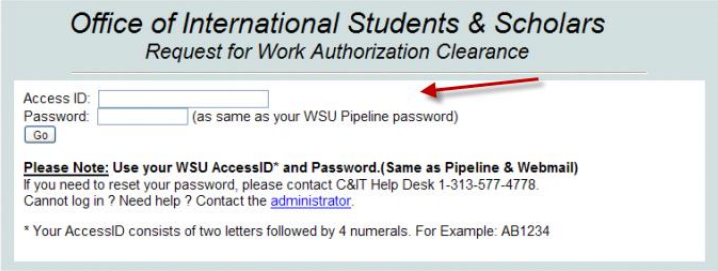
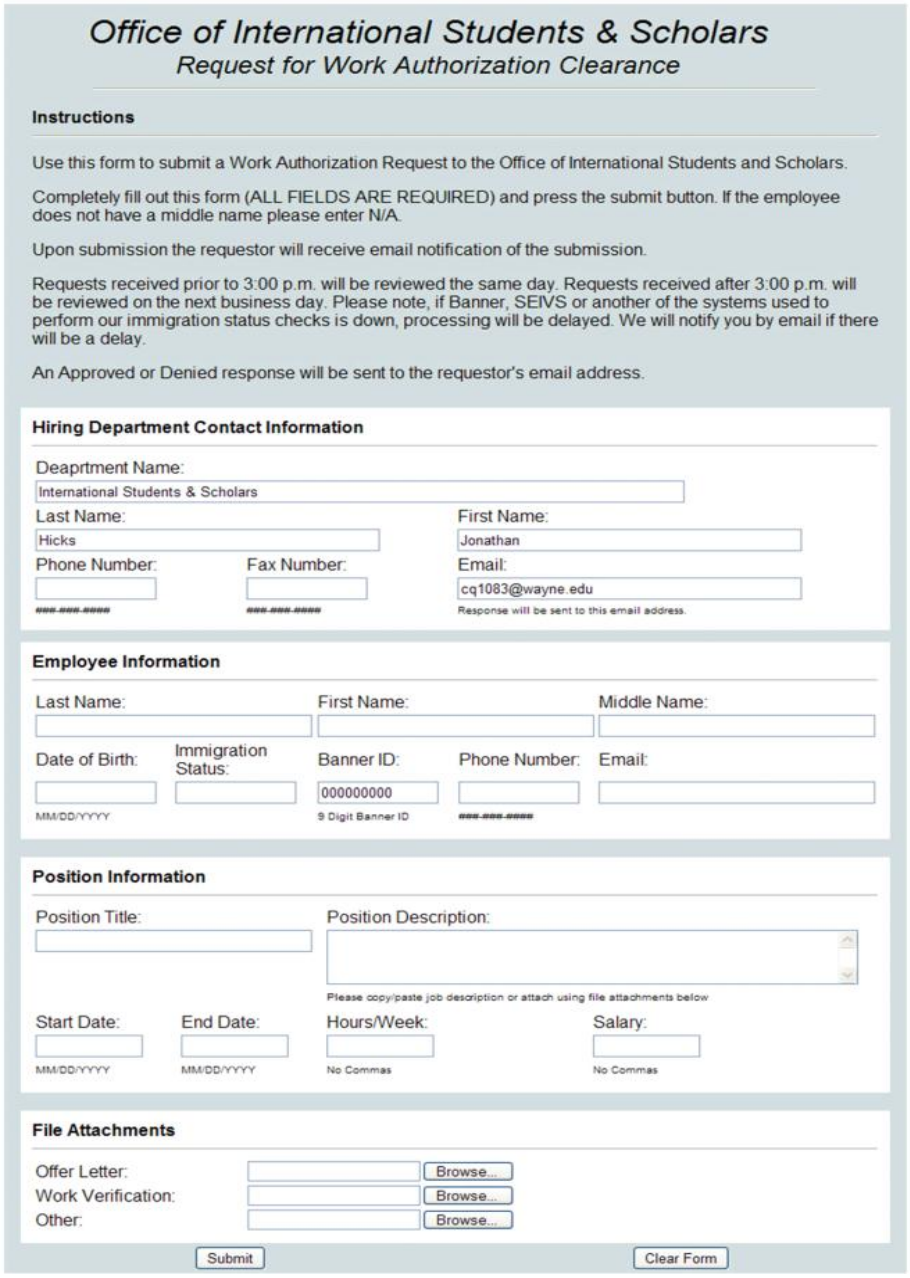
Job Aids

Step 6: The OISS Request for Work Authorization Clearance page appears. Enter your Pipeline **Access ID and password** then click **Go**.



Step 7: The form appears with instructions. **Complete all the fields** (see example below) then click **Submit**.



After you submit the form, a message appears with the details of your submission.