



HM Treasury

# OSCAR II WGA User Management Form Guidance for: Local Government and Public Corporation Users

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# Contents

Chapter 1	Introduction	2
Chapter 2	Detailed Form Guidance	3
Chapter 3	Related Documents	5

# Chapter 1

## Introduction

- 1.1 This guidance has been prepared to support the User experience when applying to become an OSCAR II User for any Local Government and Public Corporation Users making Whole of Government Accounts (WGA) submissions and provides detailed guidance on completing the WGA User Management Form.
- 1.2 The WGA User Management Form is available on [Gov.uk](#) and a link to this Form is available from One Finance.
- 1.3 Users that require access to OSCAR II will need to:
  - 1.4 Download the Form,
  - 1.5 Complete the Form,
  - 1.6 Submit the completed Form to [WGAOSCAR@hmtreasury.gov.uk](mailto:WGAOSCAR@hmtreasury.gov.uk)
- 1.7 The WGA Team will review and authorise your access. Once the request has been approved by the WGA User Authoriser, it will be forwarded to Deloitte Managed Services to create your account on OSCAR II.
- 1.8 Please refer to the detailed instructions within Chapter 2 as required for guidance and clarification.

# Chapter 2

## Detailed Form Guidance

### 2.1

PART	Field	User Instructions
ONE	New User Contact details	Please enter your full name.
ONE	WGA Body Code	Please enter your WGA Organisation code. If you do not know this, a detailed list of WGA CPID codes and names can be found on <a href="http://Gov.uk">Gov.uk</a> .
ONE	WGA Body/Corporation Name	Please enter your WGA Organisation Name. If you do not know this, a detailed list of WGA CPID codes and names can be found on <a href="http://Gov.uk">Gov.uk</a> .
ONE	E-mail Address	Please enter your e-mail address. This should be your official e-mail address and not a personal e-mail address as these are not permitted.
ONE	Contact Telephone Number	Please enter your work phone number. This may be used to follow up on any queries regarding your application to become a WGA OSCAR II User. This contact detail will be shared with Deloitte Managed Services (DMS) who provide support and maintenance to OSCAR II.
ONE	Line Manager's e-mail address	Please enter the e-mail address of your Line Manager.
TWO	Replace an Existing User – Existing User Name?	If you are replacing an existing User, please provide their OSCAR II User details (if known).
TWO	Replace an Existing User – Existing OSCAR II User ID?	If known, please enter the existing Users OSCAR II User ID.
TWO	Disable Account?	Please complete this section for any User(s) who have left the team / organisation / Body. (Please provide all OSCAR II Usernames).
TWO	Enter Names	Where User Access is to be revoked for a single User – please enter their OSCAR II User Name. Where User Access is to be revoked for multiple Users - please list all the OSCAR II User Names to be removed, in this section.

PART	Field	User Instructions
THREE	Enter Additional Local WGA Body detail or Public Corporation details	Complete this section to state the Organisation code and full name of the Organisation(s) you need to submit data for. Please see <a href="http://Gov.uk">Gov.uk</a> for a detailed list of WGA CPID codes.

# Chapter 3

## Related Documents

3.1

Ref	Title	Version
1	OSCAR II WGA User Management Form for LG and PC's Issue 1.0	1.0