



Outreach Portal User Guide For Trainers

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<https://outreachportal.com>**

Table of Contents

1	Background.....	4
1.1	About Outreach Portal.....	4
1.2	Access to Outreach Portal	4
2	Getting Started	4
2.1	Log-in	4
3	Outreach Portal Home Page – Top Menu Bar	6
3.1	Home	6
4	Profile.....	6
4.1	My Profile	6
4.2	Messages	10
4.3	Log Off	10
5	Switching OTI Education Center Instances	11
6	ACTIONS.....	11
6.1	e-Verify	11
6.2	Add Upcoming Training	12
6.3	Add A New Report	12
6.4	Add Outreach Program Report Page.....	13
6.5	Exception Request	16
6.6	Add Topic Hours Page.....	16
6.7	Add Students Page.....	18
6.8	Students Confirmation Page.....	19
6.9	Request Cards Page	19
6.10	Pay for Cards Page	20
6.11	Payment Confirmation	21
7	Submitted Reports.....	21
7.1	Icon Legend.....	22
7.2	Incomplete Report.....	22
7.3	Entered Report Detail.....	23
7.4	Flagged Reports	23
7.5	Pay for Cards.....	23

7.6	Payment Receipt.....	23
7.7	Replacement Card Request	23
7.8	Add Files	24
7.9	Add Tracking Number	24
7.10	Deleted Report	25
8	Request Replacement Cards.....	25
8.1	Request Replacement Cards Queue.....	25
8.2	Pay for Replacement Cards Requested	25
8.3	Requested Replacement Card Report Summary Page	26
9	Info.....	27
9.1	Outreach Portal User Guide	27
9.2	Trainer Resources	27
9.3	Outreach Blog.....	27
9.4	Fact Sheet	27
9.5	Ed Center Contacts	27
9.6	Policies.....	28
10	Frequently Asked Questions (FAQs).....	29

1 Background

1.1 About Outreach Portal

The Outreach Portal is a web-based application that allows authorized Outreach Trainers to submit Outreach Program Reports, manage report data, and submit payment for processing Outreach student course completion cards. The Outreach Portal also has administrative functionalities to allow Outreach Administrators (Admins) to monitor Trainer activities, manage courses and Trainers, and process Outreach student course completion cards.

Note: Minor screen changes may take place from time to time and some options may not be available to all users.

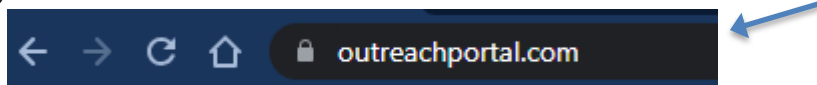
1.2 Access to Outreach Portal

Outreach Admins and Outreach Trainers who have successfully completed a Trainer or Update Course (OSHA500, OSHA501, OSHA502, OSHA503, OSHA5400, OSHA5402, OSHA5600, or OSHA5602) through an OSHA Education Center can be granted access to the Portal.

2 Getting Started

2.1 Log-in

- a. Go to the OSHA Outreach Training Portal by entering URL <https://outreachportal.com> in your browser.



- i. Click “LOG IN” from the top right banner to go to log in page.



- ii. Click the “Log in” button after entering approved email address and password for the Outreach Portal.



LOG IN

EMAIL:

PASSWORD:

To retrieve your password or request access

- iii. If you have forgotten your password or if you are a new Trainer seeking access to the Outreach Portal, click “Continue Here” to request log in code.

PASSWORD:

To retrieve your password or request access

- iv. Either enter your email address or cell phone number in the applicable box and click to send or text code. Once you receive the code, type the temporary code in the box and click “verify code”

Email Address:

OR

Cell Phone Number:

format: 1234567890 (no spaces or extra characters)

Your email address or cell number must be on file.

- v. Enter new password in the “New Password” box. Enter same password again in the “Enter it again” box and click “Change Password”.

To continue enter a new password

Your Password must be at least 6 digits long, contain one capital letter, one lower case letter and at least one number.

New Password

Enter it again

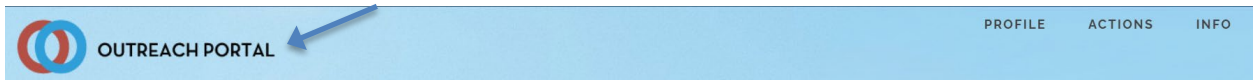
- vi. Click “Return to Log in”.

UPDATED
Return to Log in

Note: Use trainer email address or cell number ton file with OTI Education Center.

3 Outreach Portal Home Page – Top Menu Bar

Outreach Portal top menu bar options are available in all Outreach Portal pages.



3.1 Home

Click Outreach Portal logo in top left menu to redirect to Outreach Portal Home page.

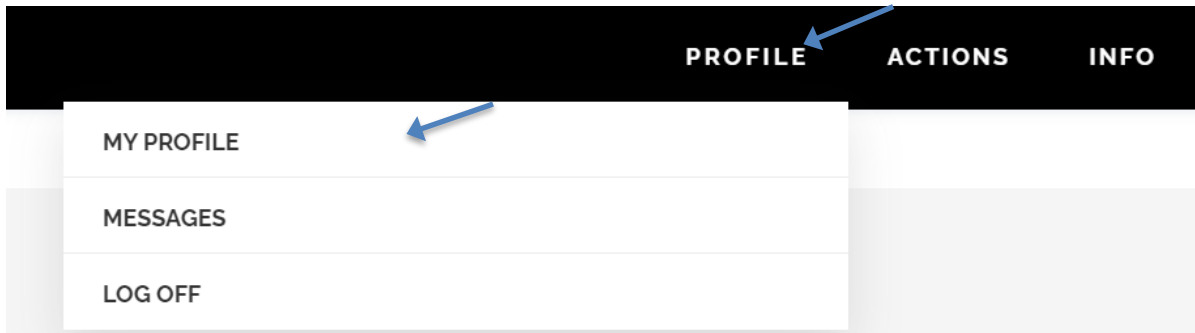


4 Profile

Hover mouse over “Profile” to view drop-down menu.

4.1 My Profile

Click “My Profile” to redirect to Profile page.



- a. Enter password and click “Change” to change password. A password must be at least eight characters including one uppercase letter, one lowercase letter, one number and a special character.

CHANGE YOUR PASSWORD

- b. Click “View Your Students” to redirect to “My Students” report page.

- i. Click the date boxes to select reports approved from and to dates, select type of course from the drop-down box and click “Filter Results” button to filter list of reports.

MY STUDENTS

REPORTS APPROVED FROM 01/21/2017 TO 02/20/2017 ALL COURSES
 ALL COURSES
 10 HR Construction Industry Outreach Training
 30 HR Construction Industry Outreach Training

FILTER RESULTS

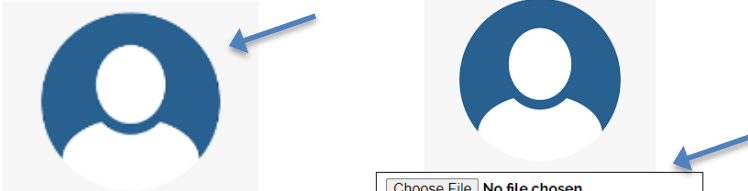
	CARD NUMBER	DATE APPROVED	STUDENT	COURSE	COURSE END DATE	EMAIL
>	26-006029155	02/20/2017	Kit Kat	10 hr. Construction Industry Outreach Training	10/04/2016	Kitkat@outlook.com
>	26-006029154	02/20/2017	Milky Way	10 hr. Construction Industry Outreach Training	10/04/2016	Milkway@yahoo.com
>	26-006029153	02/20/2017	Tootsie Roll	10 hr. Construction Industry Outreach Training	10/04/2016	tootsieroll@gmail.com

Download XLS of these Students

ii. Click “Download XLS of these Students” to download to a spreadsheet.

c. Click “Profile Image,” “Choose File,” select picture from saved file, double click picture, click “Add/Update Profile Photo” to upload trainer photo.

PROFILE IMAGE



Choose File No file chosen
Add/Update Profile Photo

d. Enter contact information in the applicable boxes and checkmark the languages spoken. Click “Yes, publish my contact information” to be listed on the OSHA.GOV website and click “Update Your Contact Information”.

YOUR INFORMATION

FULL LEGAL NAME: Mickey Mouse
(Contact your administrator to update your name)

NICK NAME: Mick
(Any other name you go by other than your full legal name)

COMPANY/FIRM: Disney Corporation

JOB TITLE: Safety Guy

ADDRESS: PO Box 123

ADDRESS 2:

CITY: Disney

STATE: FL

ZIP CODE: 12345

DAY/OFFICE PHONE: 1234567890
format: 2234567890 into beginning 1, no spaces or extra characters

DAY/OFFICE PHONE EXTENSION:

HOME PHONE: 9876543210
format: 2234567890 into beginning 1, no spaces or extra characters

CELL PHONE: 4567890123
format: 2234567890 into beginning 1, no spaces or extra characters

WEBSITE: http://

SELECT ALL LANGUAGES IN WHICH YOU TEACH

ENGLISH
 SPANISH
 DUTCH
 FRENCH
 HAWAIIAN
 BULGARIAN

GERMAN
 INDONESIAN
 ITALIAN
 PORTUGUESE
 SAMOAN
 CANTONESE

POLISH
 ROMANIAN
 RUSSIAN
 ARABIC
 TURKISH

HINDI
 VIETNAMESE
 CHINESE
 JAPANESE
 KOREAN

**** PLEASE NOTE ****
 OSHA needs your permission to publish your contact information as a trainer on OSHA.GOV. Please check an option below to opt in or opt out.

Yes, publish my contact information
 No, do not publish my contact information

Update Your Contact Information

Note: To change your email address, please contact your OTI Education Center.

- e. Click “Delete this shipping address” to delete a shipping address. Click “Add a shipping address” to add a new shipping address to the list.

YOUR SHIPPING ADDRESSES:

Mickey Mouse
 123 Disney Way
 Orlando
 FL 12345
 USA
 123-456-7890

Delete this Shipping Address



Mickey Mouse
 123 Disney Court
 Anaheim
 CA 12345
 USA
 123-456-7890

Delete this Shipping Address

Add A Shipping Address



- f. Place a checkmark in the box to order a trainer replacement card and click “Order Cards Now”

COURSE NUMBER	BEGIN DATE	END DATE	EXPIRATION DATE	CARD	LINK	ORDER CARD
5600	07/27/2023	07/27/2023	07/27/2027	0-0040148	VERIFY	<input type="checkbox"/>
5400	07/27/2023	07/27/2023	07/27/2027	0-0030124	VERIFY	<input type="checkbox"/>
500	07/27/2023	07/27/2023	07/27/2027	0-0105427	VERIFY	<input type="checkbox"/>
501	07/27/2023	07/27/2023	07/27/2027	0-0079268	VERIFY	<input type="checkbox"/>

*** ORDERING A NEW CARD WILL IMMEDIATELY ASSIGN A NEW CARD NUMBER ***

Order Cards Now



- i. Click “OK” to request card or “Cancel” to cancel request. By clicking OK, you agree to the card number changing immediately. **This cannot be undone.**

Are you SURE you want to order a new card?

Your card number will immediately change.
You will need to complete the replacement card purchase.

This cannot be undone.
Click OK to continue.



ii. Click “Add More Cards To This Order” to add another industry.

iii. Click the red X icon under View/Edit to delete the trainer replacement card request. Click “OK” or “Cancel” to keep the request.

NOTE: The trainer card number has changed and will no longer e-verify.

<input type="radio"/>	ORDER NUMBER: T-1897	ORDERED BY: Mickey Mouse	ORDER DATE: 07/27/2023
	SHIPPING	140 W. Mitchell, Suite A100D Arlington TX USA 76019	
CARDS ORDERED			
VIEW/EDIT	COURSE	CARD NUMBER	
<input checked="" type="checkbox"/>	Construction Industry Outreach Training	0-0105429	
TOTAL			

Add More Cards To This Order

CHECKOUT - Choose Shipping Address

The portal has assigned a new card number for this print order. All other details of this card remain the same.

iv. Click “Add More Cards To This Order” to add additional industry trainer replacement card.

v. Click “Checkout – Choose Shipping Address” to order and pay for card.

PRICE

Click Here To Pay

g. Click “View My Trainer Card Orders” to check the status of the order

i. Click “Checkout” to pay for trainer replacement card order.

VIEW MY TRAINER CARD ORDERS

h. Click the box to enter Outreach Portal suggestions or feedback and click “Send.”

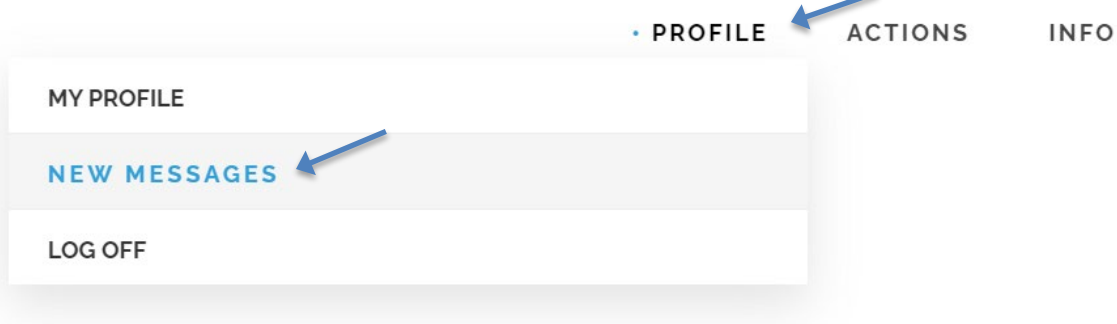
We are always improving the Outreach Portal and welcome your suggestion or feedback. Use the form below to let us know what you think

I love the Outreach Portal!

Send

4.2 Messages

Hover mouse over “Profile” and click “Messages” to redirect to Messages page.



Note: Small blue dot next to “Profile” notifies New Message available.

- a. Click Blue circle in Message inbox to view message. Once viewed changes to Red X. Clicking Red X deletes message and moves to archived messages.
- b. Click “View archived messages” to view deleted and archived messages.

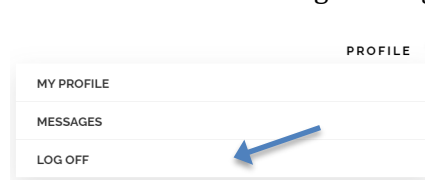
MESSAGE INBOX

○	First Report Entry - Files Needed	08/03/2023
○	Your Sandbox OutreachPortal Exception Request Rejected	08/03/2023
○	Your Sandbox OutreachPortal Exception Request Approved	08/03/2023
○	Portal notification received	07/31/2023
X	Portal notification received	07/31/2023
○	Portal notification received	07/31/2023
X	First Report Entry - Files Needed	07/31/2023
X	First Report Entry - Files Needed	07/31/2023

→ VIEW ARCHIVED MESSAGES

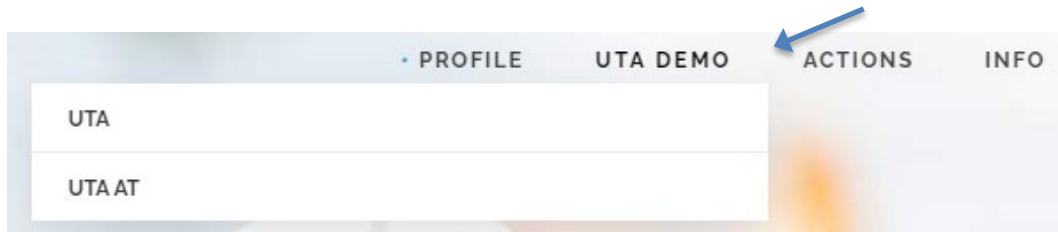
4.3 Log Off

Hover mouse over “Profile” and click “Log Off” to go to Log Off.



5 Switching OTI Education Center Instances

Hover mouse over Education Center Portal code to redirect to another instance.

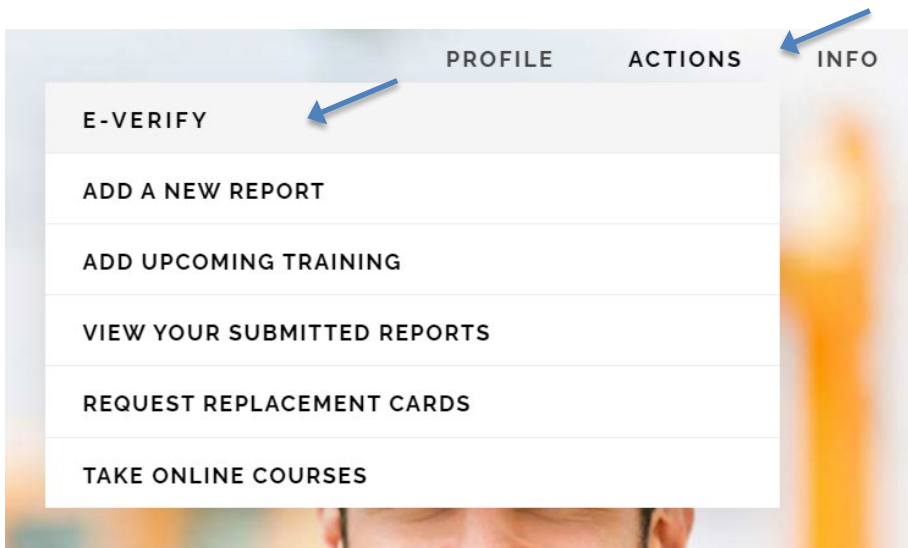


6 ACTIONS

Hover over "Actions" to display drop-down menu.

6.1 e-Verify

Hover mouse over "Actions," click "E-Verify" from drop-down menu to redirect to E-Verify page.

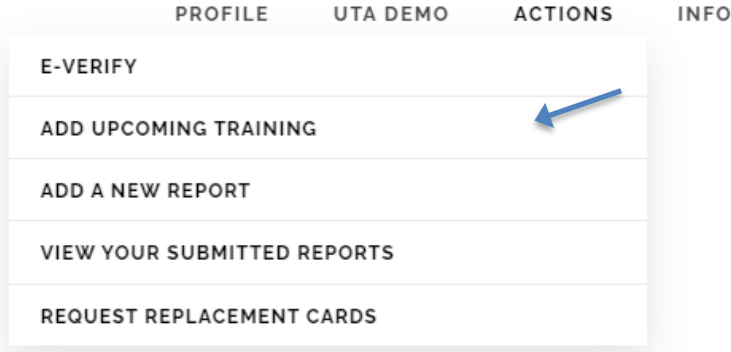


- To verify an authorized OSHA Outreach Student Completion Card, enter First Name, Last Name, Card Number, and click "Verify Card" button.
- To verify an authorized OSHA Trainer Card, enter First Name, Last Name, Card Number, place a checkmark in the trainer card box and click "Verify Card."

The image shows the 'E-VERIFY' form. It has a title 'E-VERIFY' in large blue letters. Below the title are three input fields: 'FIRST NAME', 'LAST NAME', and 'CARD NUMBER'. There is a checkbox labeled 'TRAINER CARD'. At the bottom is a blue button labeled 'VERIFY CARD'. Blue arrows point to the input fields and the button.

6.2 Add Upcoming Training

Click “Add Upcoming Training” to redirect to “Add Upcoming Training Notification” page.



- See [6.4 Add Outreach Report Page](#).
- To view notification report, click “View your submitted reports” from the Actions drop- down menu.

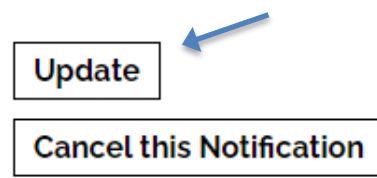
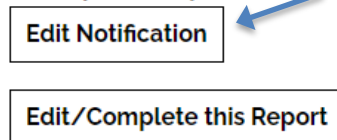
OUTREACH PORTAL

Icon Legend: Report, Notification, Paid, Not Paid, Flagged, Voided, Deleted Report

VIEW	NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	TYPE
	245735	10 hr. Construction Industry Outreach Training	Orlando	FL	Today	No	Pending	N/A	NOTIFICATION
	222379	10 hr. General Industry Outreach Training	test	TX	09/15/2022	Yes	Pending	CHECK222379	REPORT
	92357	30 hr. Construction Industry Outreach Training	test	TX	09/26/2018	Yes	YES	228113392357	REPORT

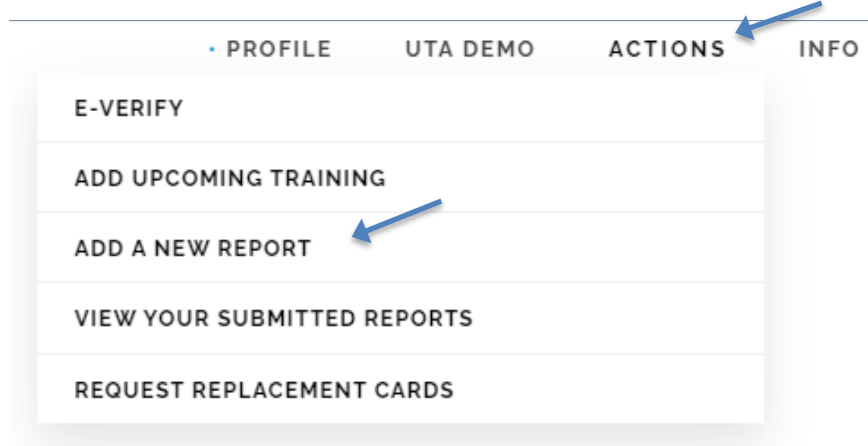
- To edit or cancel notification, click report number and click “Edit Notification.”
 - Update information and click “update” to modify notification.
 - Click “Cancel this Notification” to cancel.

Incomplete Report



6.3 Add A New Report

Hover over “Actions,” click “Add a New Report” to redirect to “Add a new report” page. All Outreach courses taught, and course information entered in the Outreach Portal must follow OSHA guidelines. **Access to adding a particular course will be temporarily suspended after 3 incorrect attempts in entering course information. Do not click the back button.** Contact your OTIEC administrator if your account needs to be reset.



6.4 Add Outreach Program Report Page

- a. Course – select from drop down box.

ADD OUTREACH PROGRAM REPORT

COURSE

NUMBER OF STUDENTS

COURSE DURATION
Date Format xx/xx/xxxx

TRAINING SITE

TRAINING SITE NAME

STREET ADDRESS

ADDRESS CONTINUED

CITY

Select Course

Select Course

10 HOUR - General Industry Outreach Training

30 HOUR - General Industry Outreach Training

10 HOUR - Construction Industry Outreach Training

30 HOUR - Construction Industry Outreach Training

10 HOUR - Maritime Industry Outreach Training - 7615 Shipyard Employment

10 HOUR - Maritime Industry Outreach Training - 7617 Marine Terminals

10 HOUR - Maritime Industry Outreach Training - 7618 Longshoring

30 HOUR - Maritime Industry Outreach Training - 7635 Shipyard Employment

30 HOUR - Maritime Industry Outreach Training - 7637 Marine Terminals

30 HOUR - Maritime Industry Outreach Training - 7638 Longshoring

15 HOUR - Disaster Site Worker

7.5 HOUR - Disaster Site Worker

- b. Number of Students – enter number of students that completed the course.

NUMBER OF STUDENTS

- c. Course Duration – enter start and end dates and times for the course by selecting dates from the calendar and times from the drop-down box.

START DATE/TIME: 07/04/2023 7 15 AM

END DATE/TIME: HR MIN AM

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TRAINING SITE NAME: _____

STREET ADDRESS: _____

ADDRESS CONTINUED: _____

CITY: _____

COUNTRY/LOCATION: United States

- d. Training Site – enter address of training site and select location along with corresponding state, jurisdiction, or specify other type of location of training site.
 - i. Drop down boxes for states in United States, OSHA jurisdiction, or text box for Other will appear after you have made the site location selection.

TRAINING SITE

TRAINING SITE NAME: Disney Training Room

STREET ADDRESS: 123 Disney Way

ADDRESS CONTINUED: Conference Room #1

CITY: Orlando

COUNTRY/LOCATION/STATE: United States OSHA Jurisdiction Other

Texas

ZIP CODE: 12345

- e. Course Information (check all that apply) – select language used for course instruction, if translator was present, if course was taught to youth, and if training was part of an OSHA alliance or partnership.

COURSE INFORMATION (CHECK ALL THAT APPLY)

LANGUAGE: English Spanish Other

WAS A TRANSLATOR PRESENT: Yes No


YOUTH (AGE 18 OR LESS)

IS THIS TRAINING PART OF AN OSHA ALLIANCE OR PARTNERSHIP: Yes No

- f. Type of Training Site – select type of training site from list.

TYPE OF TRAINING SITE


- Workplace
- School
- Office
- Hotel
- Union
- Employer Association
- Other:



- g. Sponsoring Organization – select sponsoring organization from list. When choosing Labor Union button – a drop down box will appear to make your union affiliation choice.

SPONSORING ORGANIZATION


- Safety & Health
- Education
- Employer Association
- Employer
- Community
- Labor Union
- N/A
- Other:



- h. OSHA Outreach Training Program guidelines – click to confirm if the Outreach training course was conducted following OSHA Requirements and Procedures.

I CERTIFY THAT I HAVE CONDUCTED THIS OUTREACH TRAINING CLASS IN ACCORDANCE WITH THE OSHA OUTREACH TRAINING PROGRAM GUIDELINES. I HAVE MAINTAINED THE TRAINING RECORDS AS REQUIRED BY THESE GUIDELINES AND I WILL PROVIDE THESE RECORDS TO THE OSHA DIRECTORATE OF TRAINING AND EDUCATION (OR THEIR DESIGNEE) UPON REQUEST. I UNDERSTAND THAT I WILL BE SUBJECT TO IMMEDIATE DISMISSAL FROM THE OSHA OUTREACH TRAINING PROGRAM IF INFORMATION PROVIDED HEREIN IS NOT TRUE AND CORRECT. I FURTHER UNDERSTAND THAT PROVIDING FALSE INFORMATION HEREIN MAY SUBJECT ME TO CIVIL AND CRIMINAL PENALTIES UNDER FEDERAL LAW, INCLUDING 18 U.S.C. 1001 AND SECTION 17(G) OF THE OCCUPATIONAL SAFETY AND HEALTH ACT, 29 U.S.C. 666(G), WHICH PROVIDES CRIMINAL PENALTIES FOR MAKING FALSE STATEMENTS OR REPRESENTATIONS IN ANY DOCUMENT FILED PURSUANT TO THAT ACT.

I HEREBY ATTEST THAT ALL PROVIDED IS TRUE AND CORRECT.



- i. Check carefully for course information accuracy and read Privacy Act Statement and Paperwork Reduction Act Statement before proceeding.

PRIVACY ACT STATEMENT AND PAPERWORK REDUCTION ACT STATEMENT
THE PRIVACY ACT OF 1974 AS AMENDED (5 U.S.C. 552A), SECTION 903 OF TITLE 30 TO THE U.S. CODE AND 20 CFR 725.504 - 513 AUTHORIZE COLLECTION OF THIS INFORMATION. THE PURPOSE OF THIS INFORMATION IS TO DETERMINE WHETHER THE TRAINER IS AUTHORIZED AND WHETHER THE TRAINING WAS PROPERLY COMPLETED. COMPLETION OF THIS FORM IS NOT MANDATORY. HOWEVER, THIS INFORMATION IS REQUIRED TO OBTAIN OSHA STUDENT COURSE COMPLETION CARDS. ADDITIONAL DISCLOSURES OF THIS INFORMATION ARE NOT REQUIRED ACCORDING TO THE PAPERWORK REDUCTION ACT OF 1995. NO PERSONS ARE REQUIRED TO RESPOND TO A COLLECTION OF INFORMATION UNLESS SUCH COLLECTION DISPLAYS A VALID OMB CONTROL NUMBER. PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 45 MINUTES PER RESPONSE, INCLUDING TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. THE OBLIGATION TO RESPOND TO THIS COLLECTION IS REQUIRED TO OBTAIN OSHA STUDENT COURSE COMPLETION CARDS AS STATED IN OSHA'S OUTREACH TRAINING PROGRAM GUIDELINES. SEND COMMENTS REGARDING THE BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO THE U.S. DEPARTMENT OF LABOR, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, DIRECTORATE OF STANDARDS AND GUIDANCE, 2000 CONSTITUTION AVENUE, NW, ROOM N-3719, WASHINGTON, DC 20210 AND REFERENCE THE OMB CONTROL NUMBER. NOTE: PLEASE DO NOT RETURN THE COMPLETED OSHA FORM 4-50.1 TO THIS ADDRESS.

Next: Add Detailed Hours and/or Students



Note: If the report did not meet the number of students' requirement or was not submitted within the 30-day time limit, an exception box will appear. A reason for the exception request must be entered in the box provided, then click the submit button. You will receive an email with an approval or rejection. If the box is left empty, it will be rejected. See 6.5 exception requests.

- j. Click “Next: Add Detailed Hours and/or Students” button to continue entering course information in the “Add Detailed Hours” page after completing Add Program Report page.
- k. Select start and end times for each day of class from the drop-down boxes and click “Add Hours to Days” button.

Program Report day and time details for **General Industry Outreach Training - 10 hour**

* Leave starting hour at 00 if no class was taught on that day

Dates	Start Time	End Time
01/01/2015	7:00 AM	00:00 AM
01/02/2015	00:00 AM	00:00 AM

Add Hours to Days

- Page displays hours entered for each day. Click “Change These Hours and Days” to make changes or click “Next: Add Topic Hours” to add topic hours.

Program Report day and time details for **Construction Industry Outreach Training - 10 hour**

* Leave starting hour at 00 if no class was taught on that day

DATES	START TIME	END TIME
02/01/2017	08:00 AM	04:00 PM
02/02/2017	08:00 AM	04:00 PM

Change These Hours and Days
Next: Add Topic Hours

6.5 Exception Request

If the exception is approved, an approval email is automatically sent to the trainer. Click Submitted Reports link and click the flagged report to continue.

	101707	10 hr. Construction Industry Outreach Training	Arlington TX	02/22/2017	No	Pending	N/A	The University of Texas at Arlington
	101704	10 hr. Construction Industry Outreach Training	Arlington TX	02/22/2017	No	Pending	N/A	The University of Texas at Arlington
	101550	10 hr. Construction Industry Outreach Training	Arlington TX	02/21/2017	No	Pending	N/A	The University of Texas at Arlington
	101444	10 hr. Construction Industry Outreach Training	Arlington TX	02/20/2017	Yes	YES	692656101444	The University of Texas at Arlington

6.6 Add Topic Hours Page

Course topics and their requirements vary based on type of Outreach course. Total Hours will automatically calculate at the bottom of the screen. **PLEASE DO NOT HIT THE BACK BUTTON! Access to adding a particular course will be temporarily suspended after 3 inaccurate or incorrect attempts in entering course information.** Contact your OTIEC administrator if your account needs resetting.

10 Hour Construction Industry Outreach Training example:

Add Outline for Construction Industry Outreach Training 10-Hour Topics

Required	Topic
Hours 1 hr.	Introduction to OSHA
Focus Four	
1 hr. 30 min.	Fall Protection
1 hr.	Electrical
1 hr. 30 min.	Struck By
1 hr.	Caught in / between
Focus Four Total	
5.00	Personal Protective and Lifesaving Equipment
30 min.	Health Hazards in Construction - e.g. noise, hazard communication and silica
45 min.	
Elective	
Hours	Topic
45 min.	Materials Handling, Storage, Use and Disposal
45 min.	Tools - hand and power
0	Scaffolds
0	Cranes, Derricks, Hoists, Elevators, and Conveyors
30 min.	Excavations
45 min.	Stairways and Ladders
Optional	
Hours	Topic
1 hr.	JHA
Hours	Topic
30 min.	Record keeping
Hours	Topic
0	
Hours	Topic
0	
11.50	Total Hours

Next: Add Students

- Required Topic information – select instruction time for each topic from the drop-down boxes.
- Elective Topic information – select instruction time for each topic from the drop-down boxes.
- Optional Topic information – select instruction time for each topic from the drop-down boxes. Manually type the topic taught in the box.
- Check carefully for course information accuracy before proceeding.**

- e. Click “Next: Add Students” button to continue entering course information in the Add Students page after completing Add Topic Hours page.

Note: Names of students must be entered before report is considered complete. Please do not click the back button.

6.7 Add Students Page

Student information may be added to the Outreach Portal report by uploading an Excel file or by entering manually.

- a. Uploading an Excel file. List student names only. Remove header line.

Program Report summary added for **10 hr - Construction Industry Outreach Training**
You have entered **3** students. All first and last names required for all students.

Load an Excel file (XLSX, EXCEL 2010) of student names into your program report

First: Student Upload Example Apr2018.xlsx
Then:

Your Excel file must be in the following format:

First Name	Middle Initial	Last Name	Suffix	Email
Joe	T	Blow		joeblow@gmail.com
Jack		Smith	Sr.	
Jack		Smith	Jr.	

The following students have been added to
Program: Construction Industry Outreach Training - 10 hour

First Name	Middle Name	Last Name	Suffix	Email
Joe	T	Blow		joeblow@gmail.com
Jack		Smith	Sr.	
Jack		Smith	Jr.	

- b. Entering information manually
 - i. First Name and Last Name fields required. Middle initial, Suffix, and email fields are optional. **Note: student email information is trainer information only.**
 - ii. Names of students will be printed on the outreach cards as they are entered into the portal. Check spelling of the students’ names carefully to avoid replacement charges.
- c. **Check names carefully for accuracy before proceeding.**
- d. Click “Submit” button when you have completed and verified your entry. If you do not complete payment after clicking “Submit” button, you may return to the Outreach Portal to pay later. *See Section 6.9 Request Cards Page.*

1	First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>	Suffix	<input type="text"/>	Email-	<input type="text"/>
2	First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>	Suffix	<input type="text"/>	Email-	<input type="text"/>
3	First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>	Suffix	<input type="text"/>	Email-	<input type="text"/>

- e. Check spelling of students' names and click "Next: Request Cards for these Students" to go to shipping and payment page or click "Back: Edit your students" to edit names.

First Name	Middle Name	Last Name	Suffix	Email
Dafy		Duck		dafyduck@disney.com
Cinder		Ella		cinderella@disney.com
Minnie		Mouse		Minnie@disney.com

6.8 Students Confirmation Page

Click "Next: Request Cards for these Students" button.

6.9 Request Cards Page

- a. Reach this page from Students Confirmation page or by clicking "Pay Now" icon in Submitted Reports View List page.

Icon Legend ➤ Report ➤ Notification ➤ Paid ➤ Not Paid ⚠ Flagged ✖ Voided ✖ Deleted Report

VIEW	NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	TYPE
	245750	10 hr. Maritime Industry Outreach Training - 7615 Shipyard Employment	Anaheim	CA	Today	No	Pending	N/A	REPORT
	245744	10 hr. Construction Industry Outreach Training	Orlando	FL	Today	Yes	Pending	2281133245744	REPORT
	245741	10 hr. General Industry Outreach Training	Orlando	TX	Today	Yes	Pending	2281133245741	REPORT
	245735	10 hr. Construction Industry Outreach Training	Orlando	FL	Today	No	Pending	N/A	NOTIFICATION
	222370	10 hr. General Industry Outreach Training	test	TX	09/15/2022	Yes	Pending	CHECK222370	REPORT
	92357	30 hr. Construction Industry Outreach Training	test	TX	09/26/2016	Yes	YES	22811332357	REPORT

- b. Ship cards to Trainer address on file – click "Send Cards to This Address" button next to shipping address to go to Pay for Cards page.

Mickey Mouse

We have multiple shipping addresses on file for you

Delete Address

123 Disney Way Orlando, FL, USA, 12345

123 Disney Court Anaheim, CA, USA, 12345

Shipping

- i. It is possible to have multiple shipping addresses on file for selection.
 ii. Click "X" icon to delete an unwanted shipping address.
 c. Ship cards to a new shipping address

Add a new shipping address
(For Express Services Please Do Not Enter A PO Box Address)

Address

Address 2

City

State

Country

Zip

Phone

- d.
- Enter new address and click “Enter A New Shipping Address” button.
 - Click “Send Cards to This Address” button next to the new address entered to go to “Pay Now” page.
- Note: National Resource Center/CPWR will bypass Pay for Cards page and go directly to verify and submit.**

6.10 Pay for Cards Page

- a. Pay for cards by credit card
- Click “Pay For Your Card Order by Credit Card” button to go to Click Here To Pay page.

If the above information looks OK, please continue by submitting below. Cards will be printed and shipped to the above address on approval.

Choose to pay by credit card.

- Click “Click Here To Pay” button in Click Here To Pay page to go to Credit Card Information page.

Report	Students	Cost	Total
122733	3	\$8.00	
			\$24.00

- Enter credit card number, select credit card type and credit card expiration date from the drop-down boxes, and click “>> Continue” button in Credit Card Information page or click “Reset” to clear credit card information entered to reenter credit card information.

Credit Card Information

Card Number: *

Cards Accepted: [Visa](#) - [MasterCard](#) - [Diner's Club](#) - [JCB](#) - [Discover](#) - [American Express](#)

Card Type: *

Exp Date: / *

* Required field

Please note that we only support the US-English character set. In order to ensure that your transaction is processed correctly, please refrain from using International Characters.

b. Pay for cards by Purchase ID – Purchase ID (Purchase Orders) can be set up for organizations with multiple Outreach Trainers. Contact your OTIEC administrator to set up Purchase ID or for more information.

i. Click “Pay For Your Card Order by Purchase ID” button to go to Purchase ID page.

If the above information looks OK, please continue by submitting below. Cards will be printed and shipped to the above address on approval.

Choose to pay by credit card.

Pay For Your Card Order by Credit Card

OR

Choose to pay by Purchase ID.

Pay For Your Card Order by Purchase ID

ii. Enter purchase ID number in the “Enter your Purchase ID” box and click “Click Here To Submit Order” button in the Purchase ID page.

Report	Students	Cost	Total
119785	3	\$8.00	
			\$24.00

Enter your Purchase ID

[Click Here To Submit Order](#)

6.11 Payment Confirmation

Click “Payment Confirmation” for printable receipt in PDF format.

PAID TO: UTA DED OUTREACH TRAINING PORTAL, ARLINGTON, TX

PAID ON: 07/31/2023

TOTAL PAID: \$24.00

TRANSACTION ID: 2281133245754

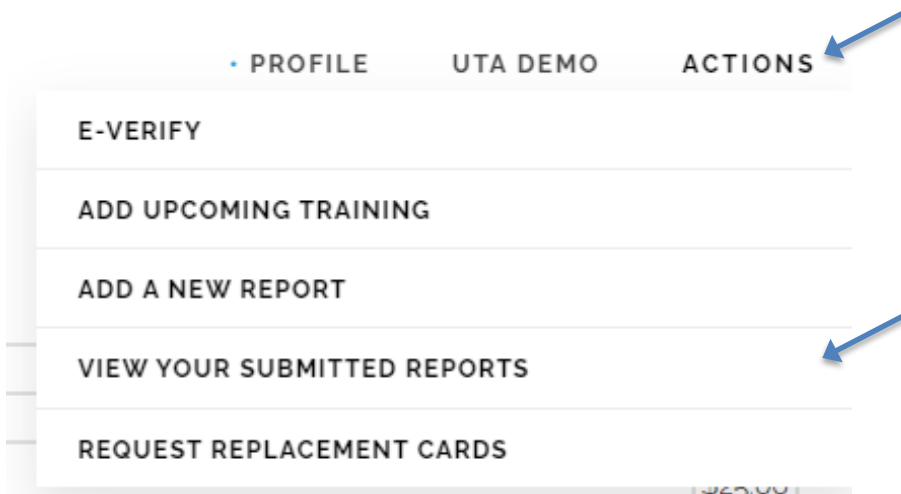
[Payment Confirmation](#)

APPROVAL:

Approved 03:20 PM 07/31/2023

7 Submitted Reports

Hover mouse over “Actions,” click “View Your Submitted Reports” to redirect to Submitted Reports page.



7.1 Icon Legend

See icon legend in Submitted Reports List page. Click icon in “View” column to select available action for a submitted course.

Choose an extended date range to find reports entered before 07/01/2023

Reports Submitted from to

Icon Legend: Report Notification Paid Not Paid Flagged Voided Deleted Report

VIEW	NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	TYPE
	245757	75 hr. Disaster Site Worker	Orlando	FL	Today	No	Pending	N/A	REPORT
	245756	10 hr. Construction Industry Outreach Training	Anaheim	CA	Today	No	Pending	N/A	NOTIFICATION
	245755	30 hr. General Industry Outreach Training	Orlando	FL	Today	No	Pending	N/A	NOTIFICATION
	245754	75 hr. Disaster Site Worker	Anaheim	FL	Today	Yes	Pending	2281133245754	REPORT
	245750	10 hr. Maritime Industry Outreach Training - 7615 Shipyard Employment	Anaheim	CA	Today	No	Pending	N/A	REPORT
	245744	10 hr. Construction Industry Outreach Training	Orlando	FL	Today	Yes	Pending	2281133245744	REPORT
	245741	10 hr. General Industry Outreach Training	Orlando	TX	Today	Yes	Pending	2281133245741	REPORT
	245735	10 hr. Construction Industry Outreach Training	Orlando	FL	Today	No	Pending	N/A	NOTIFICATION

7.2 Incomplete Report

- Click icon in Submitted Reports List page to see an incomplete course report entered in Report Submission page.

		119785	10 hr. Maritime Industry Outreach Training - 7615 Shipyard Employment	Test	TX	Today	No	Pending	N/A	UTA_demo
		119782	12.25 hr. ET&D Construction Industry Outreach Training	Test	TX	Today	No	Pending	N/A	UTA_demo

- Click “Edit this Report” near the bottom of the page to edit or continue

NOT PAID

Edit this Report

Pay for These Cards Now

entering a report.

- Click “Portal Report Detail PDF” button in Report Submission page to redirect to report in PDF format.
- Click “OSHA Format PDF” button in Report Submission page to redirect to report in OSHA Format PDF.
- Click “XLS Format” to open in XLS Format.

Portal Report Detail PDF OSHA Format PDF XLS Format

7.3 Entered Report Detail

- a. Click icon in Submitted Report List page to see a course report entered in Report Submission page.

	101444	10 hr. Construction Industry Outreach Training	Arlington	TX	02/20/2017	Yes	YES	692656101444	The University of Texas at Arlington
--	--------	--	-----------	----	------------	-----	-----	--------------	--------------------------------------

- b. Click “Portal Report Detail PDF” button in Report Submission page to redirect to report in PDF format.

7.4 Flagged Reports

- a. Click flagged icon to edit days and times for rejected report or to continue report entry for approved exception requests.

VIEW	REPORT NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	INSTITUTE
	101707	10 hr. Construction Industry Outreach Training	Arlington	TX	Today	No	Pending	N/A	The University of Texas at Arlington
	101704	10 hr. Construction Industry Outreach Training	Arlington	TX	Today	No	Pending	N/A	The University of Texas at Arlington
	101550	10 hr. Construction Industry Outreach Training	Arlington	TX	02/21/2017	No	Pending	N/A	The University of Texas at Arlington
	101444	10 hr. Construction Industry Outreach Training	Arlington	TX	02/20/2017	Yes	YES	692656101444	The University of Texas at Arlington
	64040	10 hr. Construction Industry Outreach Training	ann arbor	MI	08/12/2015	No	NO	N/A	The University of Texas at Arlington

7.5 Pay for Cards

- a. Click “Pay Now” icon in View column on Submitted Report List page to pay for cards. See section 6.9 Pay for Cards.

	101550	10 hr. Construction Industry Outreach Training	Arlington	TX	02/21/2017	No	Pending	N/A	The University of Texas at Arlington
--	--------	--	-----------	----	------------	----	---------	-----	--------------------------------------

7.6 Payment Receipt

- a. Click “Paid” icon in Submitted Reports List page to see a paid course report entered in Report Submission page.

	101444	10 hr. Construction Industry Outreach Training	Arlington	TX	02/20/2017	Yes	YES	692656101444	The University of Texas at Arlington
--	--------	--	-----------	----	------------	-----	-----	--------------	--------------------------------------

- ii. Click “Payment Confirmation” for receipt in PDF format.

PAID TO: UTA DED OUTREACH TRAINING PORTAL, ARLINGTON, TX
PAID ON: 07/31/2023
TOTAL PAID: \$24.00
TRANSACTION ID: 2281133245741

Payment Confirmation

7.7 Replacement Card Request

- a. Place checkmark next to the student’s name and click “Request Replacement Cards.”

STUDENTS

Student	Card Number	Course End Date	Replacement Card
Mr Goof	0-020000017	07/12/2023	<input type="checkbox"/>
Mrs Goof	0-020000018	07/12/2023	<input type="checkbox"/>
Max Goof	0-020000019	07/12/2023	<input checked="" type="checkbox"/>

Request Replacement Cards

b. Click "Go to Card Queue"

STUDENTS

Student	Card Number	Course End Date	Replacement Card
Mr Goof	0-020000017	07/12/2023	<input type="checkbox"/>
Mrs Goof	0-020000018	07/12/2023	<input type="checkbox"/>
Max Goof	0-020000019	07/12/2023	<input checked="" type="checkbox"/>

Request Replacement Cards
Go to Card Queue

c. From drop-down list choose "Lost or Damaged" or "Data Entry Error." Click "Update."

7.8 Add Files

- a. Click "File Name" box to name the document. Click "Choose File" to choose file being uploaded and click "Upload File."

ADD FILES TO THIS REPORT
FILE NAME

Detailed Outline

Outline.pdf

- b. Click the blue arrow to open saved file.
c. Click red X to delete saved file.

SAVE FILES ASSOCIATED WITH THIS REPORT

REPORT FILES	DELETE FILE
30HR GENERAL	

Note: PDF files only. Card images of front and back of the outreach cards will automatically save in the Outreach Report if UTA prints the cards.

7.9 Add Tracking Number

- a. Click "Tracking" and enter tracking number into the box and click "Add Tracking Number."

Tracking:

Note: USPS, UPS, and FedEx will automatically link to their website tracking pages.

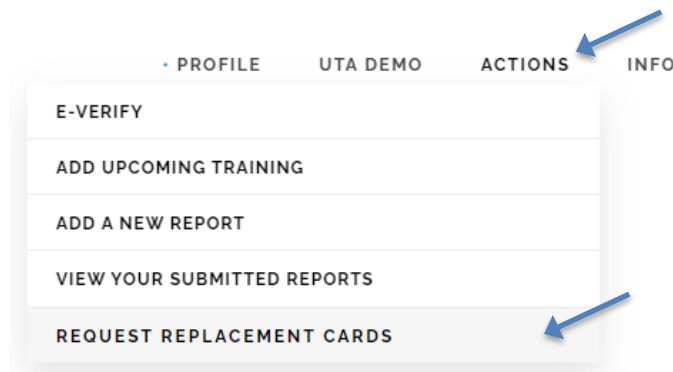
7.10 Deleted Report

- Click “Delete” icon in “View” column of Submitted Reports List page to view a deleted course report entered in Report Submission page.

VIEW	REPORT NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	INSTITUTE
	101725	30 hr. Construction Industry Outreach Training	ABC	TX	Today	No	NO	692656101725	The University of Texas at Arlington

8 Request Replacement Cards

Hover mouse over “Actions,” click “Request Replacement Cards” to redirect to Replacement Cards page.



8.1 Request Replacement Cards Queue

Click “CLICK HERE” in Replacement Card Request Queue for a Student List of paid reports page. Select issue dates range and click “search.”

NOTE: If you know the report number for the student, see [7.7 Submitted Reports](#).

REPLACEMENT CARD REQUEST QUEUE

→ [CLICK HERE](#) to request a replacement card for a specific student or to add an additional student to your queue.

Cards issued from to

STUDENT	COURSE	DATE ADDED	CARD NUMBER	COURSE END DATE
<input type="checkbox"/> Tinker Bell	10 hr. Construction Industry Outreach Training	07/31/2023	0-00900500077	06/23/2023
<input type="checkbox"/> Captain Hook	10 hr. Construction Industry Outreach Training	07/31/2023	0-00900500078	06/23/2023
<input type="checkbox"/> Peter Pan Jr	10 hr. Construction Industry Outreach Training	07/31/2023	0-00900500076	06/23/2023
<input type="checkbox"/> Mr Goof	75 hr. Disaster Site Worker	07/31/2023	0-020000017	07/12/2023
<input type="checkbox"/> Mrs Chief	75 hr. Disaster Site Worker	07/31/2023	0-020000018	07/12/2023
<input type="checkbox"/> Max Goof	75 hr. Disaster Site Worker	07/31/2023	0-020000019	07/12/2023

- Place a checkmark next to student name. Click “Request Replacement Cards.”

NOTE: Trainer replacement card requests. See section 4.1f Profile.

8.2 Pay for Replacement Cards Requested

Replacement cards requested are listed in Replacement Card Request Queue page.

- Select “Lost or Damaged” or “Data Entry Error” from drop-down box. Click “Update.”

	10 hr. Construction Industry Outreach Training	Milky Way	Lost or Damaged <input type="button" value="Update"/>
--	--	-----------	--

- b. Selecting “Data Entry Error” from the drop-down box and clicking the “Update” button opens data entry field for corrections.

	10 hr. Construction Industry Outreach Training	Tootsie Roll	Data Entry Error <input type="button" value="Update"/>
--	--	--------------	---

- i. Click the red X to delete replacement request.
- ii. Data entry error replacement card requests and exception requests require OTIEC administrator approval prior to completion of a report. Approved requests are flagged.

- c. Correct data entry error and click “Submit.”

Please make any corrections to the name of the student:

First Name Peter	Middle Name	Last Name Pan	Suffix Jr	<input type="button" value="Submit"/>
---------------------	-------------	------------------	--------------	---------------------------------------

- d. Click the “In Cart/Pay Now” button to redirect to Request Cards page.

	10 hr. Construction Industry Outreach Training	Milky Way	<input type="button" value="In Cart / Pay Now"/>
--	--	-----------	--

8.3 Requested Replacement Card Report Summary Page

Click report detail icon in Replacement Card Request Queue page to redirect to Requested Replacement Card Report Summary page.

	10 hr. Construction Industry Outreach Training	Milky Way	<input type="button" value="In Cart / Pay Now"/>
	10 hr. Construction Industry Outreach Training	Kit Kat	<input type="button" value="Pending Approval"/>

- a. Click Detail Report View icon in Replacement Card Requested Report Queue to redirect to original Submitted Report page. *See section 7 – Submitted Reports page.*

Replacement Card Request Queue

Detail Report View	Course	Trainer	Student
	10 hr. Construction Industry Outreach Training	Portal Administrator	KitKat Mini

Report Summary

Portal Administrator	02/20/2017
Course	10 hour - Construction Industry Outreach Training
Course Duration	10/02/2016 07:00 AM 10/04/2016 04:00 PM
Training Site	Test 123 Test Rd Arlington 70000-1234
Country/Location	United States TX

9 Info

9.1 Outreach Portal User Guide

Hover mouse over “Info,” click “Outreach Portal User Guide” to redirect to user guide PDF Format.

9.2 Trainer Resources

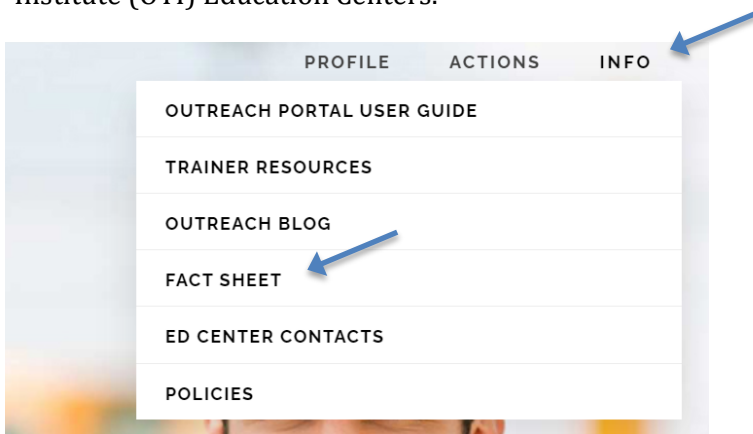
Hover mouse over “Info,” click “Trainer Resources” to redirect to trainer resources page.

9.3 Outreach Blog

Hover mouse over “Info,” click Outreach Blog to redirect to Outreach blog page.

9.4 Fact Sheet

Hover mouse over “Info,” click “Fact Sheet” to redirect to OSHA Fact Sheet for OSHA Training Institute (OTI) Education Centers.



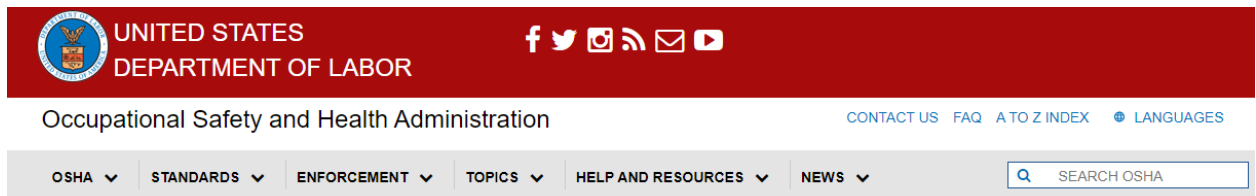
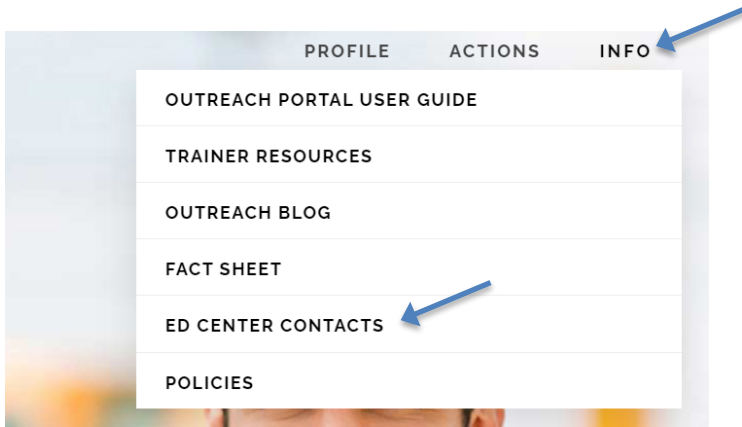
OSHA[®] FactSheet

OSHA Training Institute (OTI) Education Centers

The OSHA Training Institute (OTI) Education Centers are a national network of nonprofit organizations authorized by OSHA to deliver occupational safety and health training to private sector workers, supervisors, and employers. These organizations are selected through a competitive process based on their occupational safety and health training experience and receive no funding from OSHA. The OTI

9.5 Ed Center Contacts

Hover mouse over “Info” and click “Ed Center Contacts” to redirect to Ed Center Contacts for OSHA Training Institute (OTI) Education Centers page.



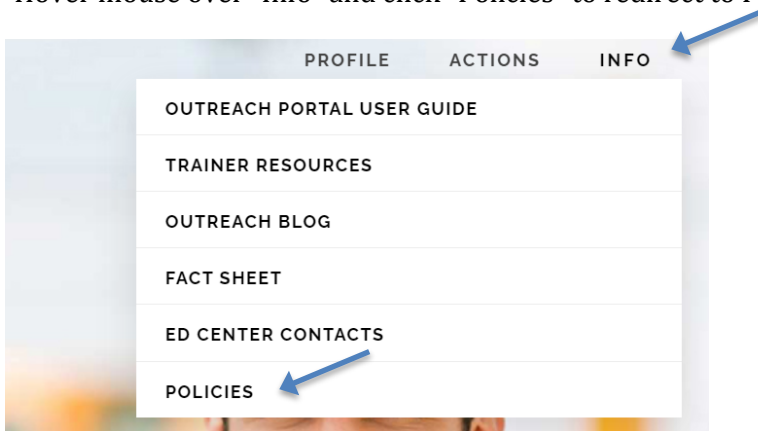
OTI Education Centers / Current List of Authorized OTI Education Centers - Contact Sheet



Current List of Authorized OTI Education Centers - Contact Sheet

9.6 Policies

Hover mouse over "Info" and click "Policies" to redirect to Policies page.



10 Frequently Asked Questions (FAQs)

1. Who can I contact for assistance with the Outreach Portal?
Please contact Volunteer State Community College at (615) 230-3358.
2. What types of Outreach Program courses are available for me to request 10-or 30-hour cards?
You can request 10- and 30-Hour and replacement trainer cards using the Outreach Portal for Construction, General, Maritime, and Disaster Site Industries.
3. Who is allowed to use the Outreach Portal?
Authorized Outreach Trainers whose trainer card(s) are current.
4. What are the most popular features of the Outreach Portal?
 - *Outreach cards are preprinted with the Student's Name, Trainer's Name, and End Date of the course.*
 - *The Outreach Portal reduces errors and administrative functions which correlate with the processing of paper program reports.*
 - *The Outreach Portal makes it easier for record keeping and faster processing of OSHA Outreach trainer cards.*
5. What happens if I enter the incorrect hours for a specific topic?
If the hours entered are not in accordance with OSHA Outreach Training Program Requirements or Procedures, after three (3) attempts the Trainer will be blocked on the Outreach Portal. The Trainer will not be allowed to proceed with their request and will not be allowed to request the same type of cards until they have contacted their Authorizing Training Organization.
6. Will I be able to view ALL requests that are submitted through the Outreach Portal and will this help my recordkeeping for audits?
All requests submitted through the Outreach Portal will be viewable by the Authorized Outreach Trainer with a summary report of their request. The summary report also includes the student names and the card numbers issued for each student. Although the Portal was designed to help Trainers with their record keeping, Trainers are still responsible to keep the required class records stated in OSHA Outreach Training Program Requirements.
7. If I use the Outreach Portal, how long will it take to receive my Outreach cards?
The Outreach Portal was designed to make requesting cards simpler for Trainers and help the OSHA Education Center with administrative functions. The Portal will be able to process cards more efficiently. If you have not received your cards within the time frame stated in OSHA Outreach Training Program Requirements, please contact your OSHA Education Center for support.
8. If I have questions, how can I get support?
Please contact Volunteer State Community College at (615) 230-3358.