

OUTREACH  
PORTAL

# Outreach Portal User Guide For Trainers

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Updated February 2015

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## 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 Entering Outreach Portal

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



• Home • Fact Sheet • Ed Center Contacts • Policies • e-Verify  
•  •  Log in

- i. Enter your email and password in the top banner to log in to the Outreach Portal Home page.
- ii. Click the “Log in” button after entering approved email address and password for the Outreach Portal.

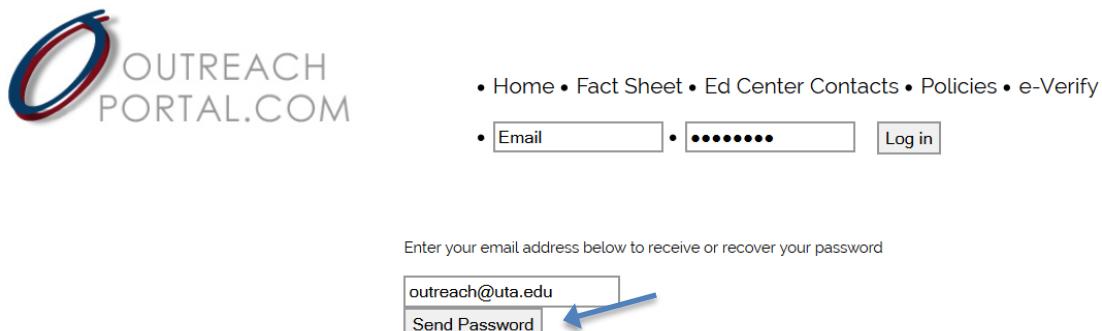


• Home • Fact Sheet • Ed Center Contacts • Policies • e-Verify  
•  •  Log in

iii. If you have forgotten your password or if you are a new Trainer seeking access to Outreach Portal, click “Follow This Link” to request log in information.

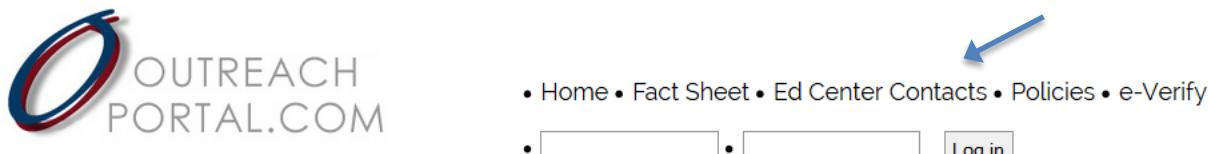


iv. Click the box to enter your email address and click “Send Password” button to receive or recover password.



### 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 “Home” in top menu bar to go to Outreach Portal Home page.



### 3.2 Fact Sheet

Click "Fact Sheet" to be redirected 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 upon their

### 3.3 Ed Center Contacts

Click "Ed Center Contacts" to be redirected to OTI Education Centers (OTIEC) Contact Sheet for all OSHA regions.



**OSHA® Training Institute  
Education Centers ContactSheet**

[osha.gov/dte/edcenters](http://osha.gov/dte/edcenters)



National Labor College, George Meany Campus  
Silver Spring, MD  
(800) 367-6724 [www.nlc.edu](http://www.nlc.edu)

CPWR-Center for Construction Research & Training  
Silver Spring, MD  
(301) 495-8524 [www.cpwr.com/training-osha.html](http://www.cpwr.com/training-osha.html)

**Region IV**  
Eastern Kentucky University

### 3.4 Policies

Click "Policies" to see policies and procedures for the Outreach Portal.



- Home • Fact Sheet • Ed Center Contacts • Policies • e-Verify
- •

### 3.5 e-Verify

Click “e-VERIFY” to go to e-Verify page.



• Home • Fact Sheet • Ed Center Contacts • Policies • e-Verify  
•  •

- a. Enter First Name, Last Name, Card Number, and click “Verify Card” button to verify an authorized OSHA Outreach Student Completion Card.

#### e-Verify

Verify an OutreachPortal card. Enter card information into the form on the right.



First Name	<input type="text"/>
Last Name	<input type="text"/>
Card Number	<input type="text"/>
<input type="button" value="Verify Card"/>	

Verify Card

### 3.6 Profile

Click “Profile” to go to Profile page.



• Home • Fact Sheet • Ed Center Contacts • Policies • e-Verify  
• Hello OTP Demo • Profile • Log Out

## 4 Home Page - Add Outreach Report

Click “Add Outreach Report” to go to Add Outreach Report page. All Outreach courses taught and course information entered in Outreach Portal must follow OSHA guidelines. **Access to adding a particular course will be temporarily suspended after 3 incorrect attempts in entering course information.** Contact your OTIEC administrator if your account needs to be reset.

EDUCATION CENTER  
Sand Box



## 4.1 Add Outreach Report Page

a. Course – select from drop down box.

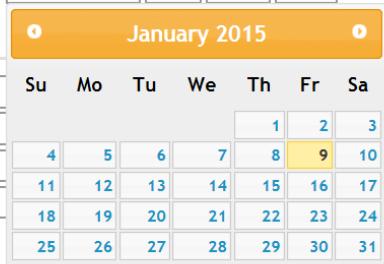
### ADD OUTREACH PROGRAM REPORT

COURSE  

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

NUMBER OF STUDENTS

c. Course Duration – enter start and end dates and times for the course by selecting dates from the calendars and times from the drop down boxes.

COURSE DURATION Date Format xx/xx/xxxx	START DATE/TIME	 <input style="border: 1px solid black; padding: 2px 10px; width: 20px; height: 20px; border-radius: 5px;" type="button" value="Hr"/>  <input style="border: 1px solid black; padding: 2px 10px; width: 20px; height: 20px; border-radius: 5px;" type="button" value="Min"/>  <input style="border: 1px solid black; padding: 2px 10px; width: 20px; height: 20px; border-radius: 5px;" type="button" value="AM"/>
TRAINING SITE	TRAINING SITE NAME <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	 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
	STREET ADDRESS <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	
	ADDRESS CONTINUED <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	
	CITY <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	
	COUNTRY/LOCATION/STATE <input style="width: 150px; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>	
	<input checked="" type="checkbox"/> 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	<input style="width: 100%; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
STREET ADDRESS	<input style="width: 100%; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
ADDRESS CONTINUED	<input style="width: 100%; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>
CITY	<input style="width: 100%; height: 20px; border: 1px solid black; border-radius: 5px;" type="text"/>

COUNTRY/LOCATION/STATE

United States  
 OSHA Jurisdiction  
 Other

ZIP CODE

e. Course Information (check all that apply) – select language used for course instruction, if translator was present, if course was taught to youth 18 years old or younger, 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 guidelines.

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 901 OF TITLE 30 TO THE US 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 15 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, 200 CONSTITUTION AVENUE, NW, ROOM N371B, WASHINGTON, DC 20210 AND REFERENCE THE OMB CONTROL NUMBER. NOTE: PLEASE DO NOT RETURN THE COMPLETED OSHA FORM 4-501 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 automatically be rejected. See [4.3 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.

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	07 ▾ 00 ▾ AM ▾	00 ▾ 00 ▾ AM ▾
01/02/2015	00 ▾ 01 ▾ AM ▾	00 ▾ 00 ▾ AM ▾
	02 03 04 05 06 07	
		<b>Add Hours to Days</b>

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	07:00 AM	06:00 PM
01/02/2015	07:00 AM	06:00 PM

**Next: Add Topic Hours**

i. Page displays hours entered for each day. Click “Next: Add Topic Hours” to add topic hours.

**Note: After clicking “Next: Add Topic Hours” button, names of the students must be entered in order for report to be considered complete. You cannot click the back button. Incomplete reports cannot be edited from “Submitted Outreach Reports” option.**

## 4.2 Add Topic Hours Page

Course topics and their requirements vary based on type of Outreach course. Total Hours will be automatically calculated at the bottom of the screen. **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 to be reset. **Note: For 10 Hour Construction Industry Outreach Training, Focus Four topics must total 4 hours. Any additional time can be placed under Optional.**

10 Hour General Industry Outreach Training example:

**Add Outline for General Industry Outreach Training 10-Hour Topics**

**Required**

Hours	Topic
0	Introduction to OSHA
0	Walking and Working Surfaces, including fall protection
0	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
0	Electrical
0	Personal Protective Equipment
0	Hazard Communication

**Elective**

Hours	Topic
0	Hazardous Material
0	Materials Handling
0	Machine Guarding
0	Introduction to Industrial Hygiene
0	Bloodborne Pathogens
0	Ergonomics
0	Safety and Health Program
0	Fall Protection

**Optional**

Hours	Topic
0	
0	
0	
0	
0	

**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.
- Check carefully for course information accuracy before proceeding.**
- Click “Next: Add Students” button to continue entering course information in the Add Students page after completing Add Topic Hours page.

### 4.3 Exception Request

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

Icon	Legend	Paid	Voided	Entered	Report Detail	view	\$	Pay for Cards	Flagged	Deleted	Report
View	Course										
⚠	10 hr. Construction Industry Outreach Training	test	TX	Today 02/18/2014	No	Pending	N/A				The University of Texas at Arlington
⌚	10 hr. Construction Industry Outreach Training	TEST	TX	02/07/2014	Yes	YES	261290524826				The University of Texas at Arlington

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, 200 CONSTITUTION AVENUE, NW, ROOM N378, 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

## 4.4 Add Students Page

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

### a. Uploading an Excel file

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

First:  No file selected.  
Then:

Your Excel file must be in the following format:

First Name	Middle Initial	Last Name	Suffix
------------	----------------	-----------	--------

First and Last Name fields are required to have content. Middle Initial and Suffix can be left blank.  
Do not include any column headers as headers would be regarded as student information and uploaded as such.

- i. Click "Choose File" to select Excel file. Excel file must follow specified format.
- ii. Click "Upload XLSX" to upload selected file.

### b. Entering information manually

- i. First Name and Last Name fields are required. Middle initial and Suffix fields are optional.
- 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.

### c. Check carefully for course information accuracy before proceeding. Incorrectly entered student information can only be corrected by an OTIEC administrator.

- 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 at a later time. See Section 4.6 Request Cards Page.

#### Manually Add Students

1 First Name	Middle Initial	Last Name	Suffix
2 First Name	Middle Initial	Last Name	Suffix
3 First Name	Middle Initial	Last Name	Suffix

## 4.5 Students Confirmation Page

To correct incorrectly entered student name, contact your OTIEC administrator.

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

Darth | Vadar |

## 4.6 Request Cards Page

a. Reach this page from Students Confirmation page or by clicking “Pay for Cards” icon in Submitted Reports List page.

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.

We have multiple shipping addresses on file for you

Delete Address		Shipping
<input type="checkbox"/> 416 Branch 416 Branch Taylor, Texas, United States, 76574	<input type="button" value="Send Cards To This Address"/>	<input type="button" value="Send Cards To This Address"/>
<input type="checkbox"/> 140 W Mitchell Arlington, TX, USA, 76016	<input type="button" value="Send Cards To This Address"/>	<input type="button" value="Send Cards To This Address"/>
<input type="checkbox"/> 140 Beach Rd Cancun, TX, USA, 99999	<input type="button" value="Send Cards To This Address"/>	

i. It is possible to have multiple shipping addresses on file for selection.  
ii. Click “Delete” 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	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Country	<input type="text"/>
Zip	<input type="text"/>
Phone	<input type="text"/>
<input type="button" value="Enter A New Shipping Address"/>	

i. Enter new address and click “Enter A New Shipping Address” button.  
ii. Click “Send Cards To This Address” button next to the new address entered to go to “Pay for Cards” page.

**Note: National Resource Center/CPWR will bypass Pay for Cards page and go directly to verify and submit.**

## 4.7 Pay for Cards Page

a. Pay for cards by credit card

i. 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.

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

Report: Students	Cost	Total
47648   3	\$5.00	\$15.00
<input type="button" value="Click Here To Pay"/>		

iii. 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. Billing address is automatically populated by PayPal and does not need to be changed.

**Credit Card Information**

Card Number:

Cards Accepted: Diner's Club - Visa - Discover - JCB - American Express - MasterCard

Card Type:  Discover

Exp Date:  09 / 2012

• 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.

>> Continue    Reset

b. Pay for cards by Purchase ID – Purchase ID 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.

Choose to pay by \*Purchase ID.

**Pay For Your Card Order by Purchase ID**

OR

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
47648	3	\$5.00	\$15.00

Enter your Purchase ID

**Click Here To Submit Order**

## 5 Home Page – Submitted Reports

Click “Submitted Reports” to go to Submitted Reports List page.



## 5.1 Icon Legend

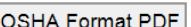
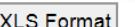
See icon legend in Submitted Reports List page. Click icon in “View” column to select available action for a submitted course.

Icon Legend  Paid  Voided  Entered Report Detail view  Pay for Cards  Flagged  Deleted Report

VIEW	REPORT NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	INSTITUTE
  47648	47648	10 hr. General Industry Outreach Training	test	TX	Today 01/09/2015	No	Pending	N/A	UTA_demo
 47647	47647	10 hr. General Industry Outreach Training	test	TX	Today 01/09/2015	No	Pending	N/A	UTA_demo

## 5.2 Incomplete Report Detail View

- Click icon in Submitted Reports List page to see an incomplete course report entered in Report Submission page.
- Click “Portal Report Detail PDF” button in Report Submission page to be redirected to report in PDF format.
- Click “OSHA Format PDF” button in Report Submission page to be redirected to report in OSHA Format PDF.
- Click “XLS Format” to open in XLS Format.

 Portal Report Detail PDF  OSHA Format PDF  XLS Format

## 5.3 Entered Report Detail View

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

VIEW	REPORT	COURSE	CITY	STATE	START DATE	END DATE	TRAINER	SUBMITTED	APPROVED	TRANSACTION ID
 47648	47648	10 hr. General Industry Outreach Training	test	TX	01/01/2015	01/02/2015	OTP Demo	01/09/2015	NO	Not Paid

- Click “Open this report in PDF format for print” button in Report Submission page to be redirected to the report in PDF format.

## 5.4 Pay for Cards

- Click “Pay For Cards” icon in View column on Submitted Report List page to pay for cards. See section 4.6.

View	Course	City	State	Submitted	Paid	Approved	Transaction Id
  10 hr. General Industry Outreach Training	Arlington	TX	09/18/2012	No	NO	N/A	01234567

## 5.5 Paid

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

 10 hr. General Industry Outreach Training	Arlington	TX	07/02/2012	Yes	YES	01234567
---	-----------	----	------------	-----	-----	----------

- Click “Open this report in PDF format for printing” button in Submitted Report page to be redirected to report in PDF format.

## 5.6 Voided

- Click "Void" icon in View column of Submitted Reports List page to see a voided course report entered in Report Submission page.

View	Course	City	State	Trainer	Submitted	Approved	Id
	30 hr. General Industry Outreach Training	Arlington	TX	Trainer Name	06/19/2012	YES	Not Paid

- Click "Open this report in PDF format for printing" button in Submitted Report page to be redirected to the report in PDF format.

## 5.7 Deleted Report

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

Training							
10 hr. Construction Industry Outreach Training		Arlington	TX	02/01/2012	NO	NO	N/A

- Click "Open this report in PDF format for printing" button in Submitted Report page to be redirected to the report in PDF format.

## 6 Home Page – Replacement Cards

Click "Replacement Cards" to go to Replacement Cards Request Queue.



### 6.1 Request Replacement Cards

Click "CLICK HERE" in Replacement Card Request Queue page to go to Student List of paid reports page.

REPLACEMENT CARD REQUEST QUEUE *Credit card payments only*			
→ CLICK HERE to request a replacement card for a specific student or to add an additional student to your queue.			
	15 hr. Disaster Site Worker	Longest NameOnEarth	<input type="button" value="In Cart / Pay Now"/>
	10 hr. Construction Industry Outreach Training	Mr. Magoo	<input type="button" value="Lost or Damaged"/> <input type="button" value="Update"/>

- Click the arrow icon next to name of student in Paid Students List page to request a replacement card in the Submitted Report page. See section 5 Submitted Report page.

Mr. Magoo

Josh McGoshola

10 hr. Construction Industry Outreach Training

10 hr. Construction Industry Outreach Training

11/19/2013

11/19/2013

## 6.2 Pay for Replacement Cards Requested

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

- Select reason for requesting replacement card from drop down box and click the "Update" button.

 10 hr. Construction Industry Outreach Training	Josh McGosh	Lost or Damaged <input type="button" value="▼"/>
		Update <input type="button" value=""/>

- 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	Josh McGosh	Data Entry Error <input type="button" value="▼"/>
		Update <input type="button" value=""/>

- Data entry error replacement card requests and exception requests require OTIEC administrator approval prior to completion of a report. Approved reports will be flagged. (⚠)

- Correct data entry error and click "Submit".

Please make any corrections to the name of the student:

First Name Josh	Middle Name	Last Name MeGoshola	Suffix
			Submit Query <input type="button" value=""/>

- Click the "In Cart/Pay Now" button to go to Request Cards page.

 10 hr. Construction Industry Outreach Training	Josh McGosh	In Cart / Pay Now <input type="button" value=""/>
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**Note: Only credit card payments are accepted for replacement card orders.**

## 6.3 Requested Replacement Card Report Summary Page

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

REPLACEMENT CARD REQUEST QUEUE \*Credit card payments only\*

 CLICK HERE to request a replacement card for a specific student or to add an additional student to your queue.

 15 hr. Disaster Site Worker	Longest NameOnEarth	In Cart / Pay Now <input type="button" value=""/>
 10 hr. Construction Industry Outreach Training	Mr. Magoo	Lost or Damaged <input type="button" value="▼"/>
		Update <input type="button" value=""/>

- Name of student displays in red when a replacement card is requested for the student.

### Report Summary

Michelle Bradshaw	11/19/2013
Course	10 hour - Construction Industry Outreach Training
Course Duration	11/06/2013 07:00 AM 11/08/2013 01:00 PM
Training Site	test test test 000000
Country/Location	United States TX

### Payment Details

Paid to: UTA DED OUTREACH TRAINING PORTAL, ARLINGTON, TX
Paid on: 10/31/2013
Total Paid: \$15.00
Transaction Id: VXHNB23E2BCF
Paid by PayPal

### REPORT APPROVED

Approved on 02:32 PM 11/19/2013 by Michelle Bradshaw

Student	Card Number	Course End Date
Josh McGosh	112233	11/08/2013
Mr. Magoo	112234	11/08/2013

b. Click Detail Report View icon in Replacement Card Requested Report Queue to go to original Submitted Report page. See section 5 Submitted Report page.

**Replacement Card Request Queue**

Detail Report View	Course	Trainer	Student
	10 hr. Construction Industry Outreach Training	Michelle Bradshaw	Mr. Magoo

**Report Summary**

Michelle Bradshaw	11/19/2013
Course	10 hour - Construction Industry Outreach Training

## 7 Frequently Asked Questions (FAQs)

### 1. Who can I contact for assistance with the Outreach Portal?

*Please contact the OSHA Education Center at Metropolitan Community College at 816-604-5416*

### 2. What types of Outreach Program courses are available for me to request 10-or 30-hour cards?

*You are able to request 10- and 30-Hour 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 the amount of 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 to OSHA Outreach Training Program Requirements or Procedures, after three (3) attempts the Trainer will be blocked on the Outreach Portal and 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 also help the OSHA Education Center with administrative functions as well. The Portal will be able to turnaround cards more efficiently through the special features added. 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 the OSHA Education Center at Metropolitan Community College at 816-604-5416*