



OSHA Training
Institute

Education Centers

Outreach Portal

User Guide

1. What is the Outreach Portal?

The Outreach Portal is a web based application that allows Authorized Outreach Trainers to request 10- and 30- hour student completion cards electronically via the Internet. This portal provides trainers with a personal, easy to use interface that uploads course information and stores data for better recordkeeping.

1.2 Who has access to the Outreach Portal?

All Authorized Outreach Trainers that have successfully completed a trainer or update course (OSHA500, OSHA501, OSHA502, OSHA503, OSHA5400 and OSHA5600).

2. Getting Started

2.2 How to locate the Outreach Portal

Visit www.OutreachPortal.com in your web page browser and located at the upper right corner you will see a section to login. You will then enter your email and password.

The screenshot shows the OSHA Outreach Training Portal. At the top left is the 'OUTREACH PORTAL.com' logo. To the right is the title 'OSHA Outreach Training' and a login form with fields for 'Email' and 'Password', and a 'Log in' button. Below the login form is a note: 'First time users must request a password to begin submitting card requests.' A navigation menu contains links: 'OSHA.gov', 'Fact Sheet', 'OTIEC Contact Sheet', 'Portal User Guide', 'Policies & Procedures', and 'FAQs'. The main content area has a welcome message, a 'Get Started!' section with a 'request password' link, and a map of the United States with 'OSHA Training Institute Education Centers' marked. Below the map is a section titled 'OSHA Training Institute Education Centers' with logos for Mountain West OSHA Training Center, OSHA Education Center at The University of Texas at Houston, and Mid-Atlantic OSHA Education Center.

Tip: For first time users, a password will need to be requested before logging in. You will see a hyperlink, “request password”. Once you click on the “request password” link, you will be asked to enter your email address so a password can be sent directly to your mailbox.

2.2 Main Menu: Basic Page Elements

The Outreach Portal is sectioned to help you easily navigate through your account. The menu consists of the following:

- The **Main Menu** located at the bottom of the screen provides a link to your Home page where you have the option to add a program report, view previous program reports and make edits to your profile information.



- **My Profile** located at the top of the screen will give you the option to change your password and edit your contact information on file.

The screenshot shows a web form with two main sections. The first section is titled "Change your password" and contains a single text input field followed by a "Change" button. The second section is titled "Update your contact information" and contains several input fields: "Address:", "Address 2:", "City:", "State:" (a dropdown menu), "Zip Code:", "Day Phone:" (with a format instruction "format: 1234567890 (no spaces or extra characters)"), "Home Phone:" (with the same format instruction), and "Cell Phone:" (with the same format instruction). At the bottom of the form is an "Update Contact Information" button.

- **Add Outreach Report** is located on the left hand side of the homepage with a yellow plus sign. This link will get you started in requesting your student completion cards by asking relevant questions regarding your outreach course taught.
- **Check Submitted Outreach Reports** is located on the left hand side directly under the “Add Outreach Report” option with a green check mark. This link will allow users to view all outreach courses that were requested through our online portal and print a summary report for each outreach report submitted.
 - **View** – An icon legend is located at the top of the screen with the icons that will be listed under the “View” column.



- Will be viewable when a program report has been submitted and paid for.



- Will be viewable when a program report has been submitted but payment was declined/voided.



- Allows trainers to view a summary of their report.



- Will be viewable when a program report has been submitted but a payment has not been received yet. Trainer can click the blue icon and pay for their cards.



- Will be viewable when an incomplete program report has been submitted. This also means a payment was not received.

Reports entered before October 1, 2011 are not subject to payment.

Icon Legend: Paid Voided Entered Report Detail view Pay for Cards Incomplete Report Detail View

3. Begin Your Outreach Request

After clicking “Add Outreach Report” you will begin to add your course information, hours and student names.

3.1 Add Course Information

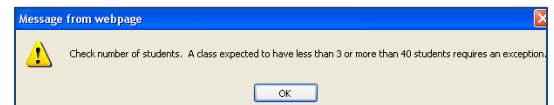
Begin inputting the course information regarding your Outreach course taught - such as type of training, number of students, course duration, training site, course information, type of training and sponsoring organization.

The screenshot shows the 'Add Program Report' form on the OSHA Outreach Training Portal. The page header includes the 'OUTREACH PORTAL.com' logo and 'OSHA Outreach Training' with user information 'Good Morning Trainer 1' and links for 'My Profile' and 'Log Out'. A navigation bar contains links for 'OSHA.gov', 'Fact Sheet', 'OTIEC Contact Sheet', 'Portal User Guide', 'Policies & Procedures', and 'FAQs'. The form fields include: 'Course' (dropdown menu), 'Number of Students' (text input), 'Course Duration' (Start Date/Time and End Date/Time dropdowns), 'Training Site' (Name, Street Address, City, Country/Location radio buttons for United States, OSHA Jurisdiction, and Other, and Zip Code), 'Course Information (check all that apply)' (Language radio buttons for English, Spanish, and Other), 'Was a Translator Present' (Yes/No radio buttons), and a checkbox for 'Youth (age 18 or less)'.

Once you have answered everything correctly, you will then check the “Statement of Certification” and click “Next: Add Topic Hours”.

The Statement of Certification form contains the following text: "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." Below the text is a checkbox and a button labeled "Next: Add Topic Hours".

Tip: If any of the questions were not answered in accordance to OSHA requirements and procedures, you will see an error message and will have to start back at the beginning.



3.2 Adding Topic Hours

The “Outreach Topics” page will appear and you will now be allowed to enter all of your hours for each required, elective and optional topic. Once you have completed everything correctly, click on “Next: Add Students”.

The screenshot shows the OSHA Outreach Training portal interface. At the top, there is a navigation bar with links for OSHA.gov, Fact Sheet, OTIEC Contact Sheet, Portal User Guide, Policies & Procedures, and FAQs. The main content area is titled "Add Outline for Construction Industry Outreach Training 10-Hour Topics". It is divided into three sections: Required, Elective, and Optional. Each section has a "Hours" dropdown menu and a list of "Topic" options. The "Required" section includes "Introduction to OSHA", "Focus Four" (Fall Protection, Electrical, Struck By, Caught in / between), "Focus Four Total", "Personal Protective and Lifesaving Equipment", and "Health Hazards in Construction - e.g. noise, hazard communication and silica". The "Elective" section includes "Materials Handling, Storage, Use and Disposal", "Tools - hand and power", "Scaffolds", "Cranes, Derricks, Hoists, Elevators, and Conveyors", "Excavations", and "Stairways and Ladders". The "Optional" section has a "Hours" dropdown and a "Topic" input field. A "Total Hours" field is located at the bottom of the form.

Tip: If any of the hours were not in accordance to OSHA requirements and procedures, your error will be highlighted in red.

3.3 Adding Student Names

Now that your course has been entered along with the hours taught, now you are ready to enter the student names. Two options are available for inputting student names.

OSHA.gov Fact Sheet OTEC Contact Sheet Portal User Guide Policies & Procedures FAQs

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 of students into your course report.

Your Excel file must be in the following format:

First Name	Middle Initial	Last Name	Suffix
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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.

Or

Manually Add Students

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

Tip: The “First Name” and “Last Name” are required fields.

- The first option is to upload an excel sheet with the student’s first name, middle initial, last name and suffix. Do not use titles for any of the columns but make sure Column A is for first names, Column B for middle initials, Column C for last names and Column D for suffixes. See example below. This can be done by clicking **Browse** to locate the file you wish to upload from your local computer. Click **Upload XLS** to upload file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Carrie	L	Smith																
2	Mark		Good																
3	John		Gordon	Jr.															
4																			
5																			

- The second option is to manually type each individual name. The application recognizes the number of students you entered on the first page and automatically pulls the correct number of fields so you can type each student name as you would like it printed on the cards.

Manually Add Students

1	First Name	<input type="text" value="Carrie"/>	Middle Initial	<input type="text" value="L"/>	Last Name	<input type="text" value="Smith"/>	Suffix	<input type="text"/>
2	First Name	<input type="text" value="Mark"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text" value="Good"/>	Suffix	<input type="text"/>
3	First Name	<input type="text" value="John"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text" value="Gordon"/>	Suffix	<input type="text" value="Jr."/>

After uploading or adding your student names, the next step will be to verify that all the names entered are spelled correctly one last time before it is sent to the printer. If everything is correct, click “Submit” and you will be sent to the next page to verify spelling and request cards for those students.

4. Shipping Addresses

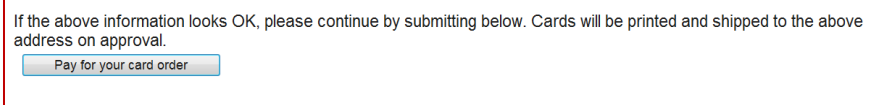
After your request is complete, confirm the shipping address. If a shipping address is not on file, you will be asked to enter a new shipping address. Once this address is entered it will be stored for future courses.



The screenshot shows the OSHA Outreach Training Portal interface. At the top left is the logo for 'OUTREACH PORTAL.com'. At the top right, it says 'OSHA Outreach Training' and 'Good Evening Trainer 1', with 'My Profile' and 'Log Out' buttons. A navigation bar contains links for 'OSHA.gov', 'Fact Sheet', 'OTIEC Contact Sheet', 'Portal User Guide', 'Policies & Procedures', and 'FAQs'. The main content area is titled 'Trainer 1' and 'add a shipping address'. Below this, it says 'Add a new shipping address' and lists several input fields: 'Address', 'Address 2', 'City', 'State', 'Country', 'Zip', and 'Phone'. At the bottom of the form is a button labeled 'Enter New Shipping Address'.

Tip: The shipping addresses can be edited once a report has been requested and paid for as long as the report is not approved yet. Go to “Check Submitted Outreach Reports” view the report you are wishing to edit and you will see “Edit Shipping” next to the address on file.

Once you choose the shipping address, you will be asked to confirm the address and click “Pay for your card order”.



The screenshot shows a confirmation message: 'If the above information looks OK, please continue by submitting below. Cards will be printed and shipped to the above address on approval.' Below the message is a button labeled 'Pay for your card order'.

5. Payment

After your shipping address is confirmed, you will be given a report number as a reference along with the number of students entered. Then a \$5.00 fee will be calculated for each card request, giving you the total amount due.

OTP Main OSHA.gov Fact Sheet OTIEC Contact Sheet Portal User Guide Policies & Procedures			
Report	Students	Cost	Total
662	3	\$5.00	
			\$15.00

[Click Here To Pay](#)

To complete your order, enter your payment method and click, "Continue".

Outreach Portal

Credit Card Information

Card Number: *


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

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.


VERI SIGN SECURED
VERIFY >

The last steps are to authorize your payment and submit your transaction. Once it is approved you will be given a reference number and the amount charged to your credit card.

Your transaction was approved!

Reference #: VSHN7D500D59

Total Amount: \$15.00

Frequently Asked Questions (FAQs)

1. 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. Requests for Maritime and Disaster Site Worker Cards will be available soon.

2. Who is allowed to use the Outreach Portal?

Any Authorized Outreach Trainer will be able to use the Portal as long as their trainer card(s) are up to date.

3. What happens if I enter the incorrect hours for a specific topic?

If the wrong hours (hours that are not in accordance to OSHA's requirements or procedures) are entered in the Portal after three attempts, the trainer will not be allowed to proceed with their request and will not be allowed to request the same type of request until they are contacted by the Authorizing Training Organization.

4. 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 online 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 recordkeeping, trainers are still responsible to keep the required class records stated in OSHA's requirements.

5. 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 easier for Trainers but also help the OSHA Education Center with Administrative work as well. With this being said, the Portal will be able to turnaround cards quicker through the special features added.

6. If I have questions, how can I get support?

You may contact your Authorizing Training Organization for questions.