Outreach Portal User Guide
For Trainers

The University of Texas at Arlington
140 W. Mitchell Street, Suite A100
Box 19197
Arlington, TX 76019
866-906-9190
https://outreachportal.com

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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.
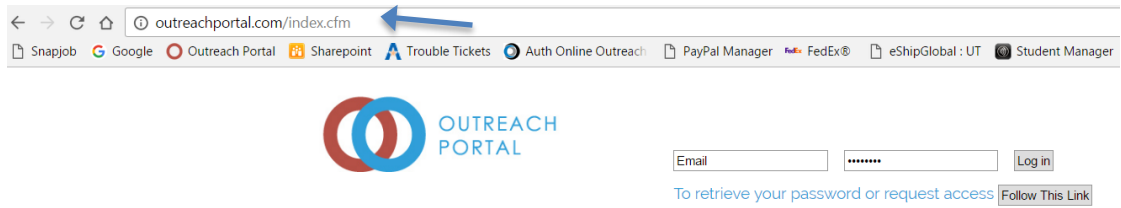
i. Enter your email and password in the top banner to log in to Outreach Portal Home page.

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

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 code.

iv. Click the box to enter your email address and click "Send Log-In Code" button to receive code. Once you receive the code in your email, type the code in the box and click "verify code"

Enter that code here to continue [   ] VERIFY CODE

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

vi. Click "Return to Log in".

UPDATED
Return to Log in

Note: Use trainer email address on 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.

OUTREACH PORTAL

Home   Fact Sheet   Ed Center Contacts   Policies   e-Verify

Hello Portal Administrator   Profile   Log Out   [UTA ▼]

3.1   Home

Click "Home" in top menu bar to go to Outreach Portal Home page.

OUTREACH PORTAL

Home   Fact Sheet   Ed Center Contacts   Policies   e-Verify

Hello Portal Administrator   Profile   Log Out   [UTA ▼]

3.2   Fact Sheet

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 and public sector workers, supervisors, and employers. These organizations

3.3   Ed Center Contacts

osha.gov/dte/edcenters

3.4   Policies

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

3.5   e-Verify

Click "e-VERIFY" to go to e-Verify page.

a. To verify an authorized OSHA Outreach Student Completion Card, enter First Name, Last Name, Card Number, and click "Verify Card" button.

b. 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" button.

Note: Enter name exactly as it appears on card

3.6   Profile

Click "Profile" to go 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.

b. Click "View Your Students" to go to "My Students" report page.
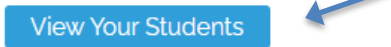
i. Click the date boxes to select reports approved from and to dates, select type of course from the drop-down box and click "Filter Results" button to filter list of reports.

ii. Click "Download XLS of these Students" to download in a spreadsheet.

c. 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".

UPDATE YOUR CONTACT INFORMATION

FULL LEGAL NAME:	Michelle Bradshaw (Contact your administrator to update your name)
NICK-NAME:	 (Any other name you go by other than your full legal name)
COMPANY/FIRM:	
JOB TITLE:	Coodinator
ADDRESS:	140 W Mitchell,
ADDRESS 2:	Box 19197
CITY:	Arlington
STATE:	TX
ZIP CODE:	76019
DAY/OFFICE PHONE:	8172722581 format: 1234567890 (no spaces or extra characters)
DAY/OFFICE PHONE EXTENSION:	0765
HOME PHONE:	 format: 1234567890 (no spaces or extra characters)
CELL PHONE:	 format: 1234567890 (no spaces or extra characters)
WEBSITE:	http:// www.outreachportal.com

SELECT ALL LANGUAGES IN WHICH YOU TEACH

☑ ENGLISH   ☐ GERMAN   ☐ POLISH   ☐ HINDI
☐ SPANISH   ☐ INDONESIAN   ☐ ROMANIAN   ☐ VIETNAMESE
☐ DUTCH   ☐ ITALIAN   ☐ RUSSIAN   ☐ CHINESE
☐ FRENCH   ☐ PORTUGUESE   ☐ ARABIC   ☐ JAPANESE
☐ TURKISH

** 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]

d. Click "edit" to edit or delete a shipping address. Click "Add a shipping address" to add a new shipping address to the list.

YOUR SHIPPING ADDRESSES:

935 Detroit Ave.   edit
Concord
Ca 94518
usa
94518

123 Tootsie Roll Road   edit
Arlington
TX 70000-1234
USA
8172720000

Add a shipping address

e. Click the font choice and click "Change Font" to change the font preference.

CHANGE YOUR FONT

◉ Raleway
◯ Open Sans
◯ Vollkorn Serif
◯ Averia Libre
◯ Times New Roman
◯ Arial

[Change Font]

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

YOUR APPROVED TRAINING. YOU ONLY NEED ONE CARD PER INDUSTRY. ORDER INDUSTRY CARDS BELOW

COURSE	CARD NUMBER	EXPIRES	ORDER A NEW CARD CHECK BOX TO ADD TO ORDER
Construction Industry Outreach Training	26-0106105	04/05/2020	☑
			ORDER CARDS NOW

   i.   Click "CHECKOUT" to enter shipping address and pay for trainer replacement card.
   ii. Click the purple icon under View/Edit to delete order.

◉ OPEN ORDER   Ⓒ ORDER COMPLETED   Ⓟ ORDER PRINTED   Ⓢ ORDER SHIPPED

VIEW/EDIT	ORDER ID	ORDERED BY	ORDER DATE	NUMBER OF CARDS	STATUS	ORDER REFERENCE
◉	394	Portal Administrator	- - -	1	OPEN ORDER	CHECKOUT

   iii. Click the red X icon under View/Edit to delete the trainer replacement card request.
   iv.   Click "Add More Cards To This Order" to add another industry trainer card.
   v.   Click "Checkout – Choose Shipping Address" to order and pay for card.

◉	ORDER NUMBER: T-394		ORDERED BY: Portal Administrator		ORDER DATE: 02/20/2017	STATUS: OPEN ORDER

| CARDS ORDERED					
VIEW/EDIT	COURSE		CARD NUMBER	EXPIRATION	CARD PRICE
✖	Construction Industry Outreach Training		26-0106107 ⚠	04/05/2020	$20.00
TOTAL					$20.00

[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.

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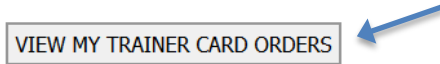
h. Click the box to enter Outreach Portal suggestions or feedback and click "Send".

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   Add Notification of Training (Pre-Report)

Click "Add Outreach Report" to go to the Add Notification page.

      a. Click "Add Notification of Training" to add first page of Outreach Report for notification

Please avoid using your browser's "Back" button while adding the report. Doing so may cause the current page to either reload or possibly expire the session.

ADD NOTIFICATION OF TRAINING (PRE-REPORT)

ADD OUTREACH PROGRAM REPORT

      b. See 5.1 Add Outreach Report.
      c. To view notification report, click the green * under "View".

Choose an extended date range to find reports entered before 11/20/2021

Reports Submitted from 11/20/2021   to 12/20/2021   Search

Icon Legend: ◉ Report ● Notification ⑤ Paid ⑤ Not Paid ❗ Flagged ⑤ Voided ✖ Deleted Report

VIEW	REPORT NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	INSTITUTE
⊕	205306	10 hr. Construction Industry Outreach Training	test	TX	12/14/2021	No	Pending	N/A	UTA_demo

      d. Completed notification pre-report can be found in "Submitted Reports". See 6.1

5   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. Do not click the back button.** Contact your OTIEC administrator if your account needs to be reset.

5.1 Add Outreach Report Page

a. Course – select from drop down box.

Please avoid using your browser's "Back" button while adding the report. Doing so may cause the current page to either reload or possibly expire the session.

ADD OUTREACH PROGRAM REPORT

COURSE

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
10 HOUR - Cal/OSHA Construction Industry Outreach Training
30 HOUR - Cal/OSHA Construction Industry Outreach Training
20 HOUR - ET&D Construction Industry Outreach Training
11.5 HOUR - ET&D Construction Industry Outreach Training

NUMBER OF STUDENTS

COURSE DURATION
Date Format xx/xx/xxxx

TRAINING SITE

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.

COURSE DURATION
Date Format xx/xx/xxxx

START DATE/TIME — 02/01/2017 — 8 ▼ — 00 ▼ — AM ▼
END DATE/TIME — [ ] — HR ▼ — MIN ▼ — AM ▼

TRAINING SITE

TRAINING SITE N
STREET ADDRES
ADDRESS CONTI
CITY
COUNTRY/LOCA
○ United States

	February 2017	

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				

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	Test
STREET ADDRESS	123 Test Rd
ADDRESS CONTINUED	
CITY	Arlington

COUNTRY/LOCATION/STATE

◉ United States   Texas ▾

◯ OSHA Jurisdiction

◯ Other

ZIP CODE 70000-1234

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

TYPE OF TRAINING SITE

◯ Workplace
◯ School
◯ Office
◯ Hotel
◯ Union
◯ Employer Association
◯ 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 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 N3718, 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 automatically be rejected. *See 4.2 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 class was taught on that day

Dates	Start Time	End Time
01/01/2015	7 ▼ 00 ▼ AM ▼	00 ▼ 00 ▼ AM ▼
01/02/2015	00 ▼ AM ▼	00 ▼ 00 ▼ AM ▼
		Add Hours to Days

l. 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 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

5.2 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.

❶ ⊘	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
⊘ ⑤	101550	10 hr. Construction Industry Outreach Training	Arlington	TX	02/21/2017	No	Pending	N/A	The University of Texas at Arlington
⑤	101444	10 hr. Construction Industry Outreach Training	Arlington	TX	02/20/2017	Yes	YES	692656101444	The University of Texas at Arlington

5.3 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. **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 to be reset.

10 Hour Construction Industry Outreach Training example:

Add Outline for Construction Industry Outreach Training 10-Hour Topics

Required

Hours	Topic
1 hr. ▼	Introduction to OSHA

Focus Four

Hours	Topic
1 hr. 30 min. ▼	Fall Protection
1 hr. ▼	Electrical
1 hr. 30 min. ▼	Struck By
1 hr. ▼	Caught in / between

5.00	Focus Four Total
30 min. ▼	Personal Protective and Lifesaving Equipment
45 min. ▼	Health Hazards in Construction - e.g. noise, hazard communication and silica

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
30 min. ▼	Record keeping
0 ▼	
0 ▼	

11.50	**Total Hours**

Next: Add Students

a. Required Topic information – select instruction time for each topic from the drop-down boxes.
b. Elective Topic information – select instruction time for each topic from the drop-down boxes.
c. Optional Topic information – select instruction time for each topic from the drop-down boxes. Manually type the topic taught in the box.
d. **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 the students must be entered for report to be considered complete. Please do not click the back button.

5.4 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. List student names only. **Header line should be removed.**

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: [Browse...] Student Upload Example Apr2018.xlsx
Then: [Upload XLSX]

Your Excel file must be in the following format:

First Name	Middle Initial	Last Name	Suffix	Email

   i. Click "Choose File" to select Excel file. Excel file must follow specified format. Remove header line.
   ii. Click "Upload XLSX" to upload selected file.
   iii. Make changes to the names and click "Add These Students". If no changes need to be made to the name, click "Add These Students".
   iv. 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

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@ymail.com
Jack		Smith	Sr.	
Jack		Smith	Jr.	

[Next: Request Cards for these Students]

[Back: Edit your students]

b. Entering information manually
   i. First Name and Last Name fields are 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.
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 at a later time. *See Section 4.6 Request Cards Page*.

1. First Name		Middle Initial		Last Name		Suffix		Email-	
2. First Name		Middle Initial		Last Name		Suffix		Email-	
3. First Name		Middle Initial		Last Name		Suffix		Email-	

Submit

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
Rocky		Road		
Bubble		Gum		bubblegum@email.com
Mint		Chip		

Next: Request Cards for these Students

Back: Edit your students

5.5 Students Confirmation Page

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

Darth		Vadar	

Next: Request Cards for these Students

5.6 Request Cards Page

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

	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

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.

Delete Address

935 Detroit Ave. Concord , Ca, usa, 94518

123 Tootsie Roll Road Arlington, TX, USA, 70000-1234

Shipping

Send Cards To This Address

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	
Address 2	
City	
State	
Country	
Zip	
Phone	

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.

5.7 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.

    Pay For Your Card Order 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
122733	3	$8.00	
			$24.00

    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.

Credit Card Information

Card Number: [_____] *

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

Card Type: [American Express ▼] *

Exp Date: [02 ▼] / [2017 ▼] *

* 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 (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   Home Page – Submitted Reports

Click "Submitted Reports" to go to Submitted Reports List page.

6.1   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 11/14/2021

Reports Submitted from 11/14/2021 to 12/14/2021   Search

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

VIEW	REPORT NUMBER	COURSE	CITY	STATE	SUBMITTED	PAID	APPROVED	TRANSACTION ID	INSTITUTE
	204657	10 hr. Construction Industry Outreach Training	test	TX	12/06/2021	No	Pending	N/A	UTA_demo
	204656	10 hr. General Industry Outreach Training	test	TX	12/06/2021	No	Pending	N/A	UTA_demo
	204286	10 hr. Construction Industry Outreach Training	test	TX	12/01/2021	No	REVISED	N/A	UTA_demo
	203809	10 hr. General Industry Outreach Training	test	TX	11/17/2021	No	Pending	N/A	UTA_demo
	203333	10 hr. Construction Industry Outreach Training	test	TX	11/22/2021	No	REVISED	N/A	UTA_demo

6.2   Incomplete Report

a.   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

      i.   Click "Edit this Report" near the bottom of the page to edit or continue entering a report.

Incomplete Report
Edit this Report

Approval: Pending

b.   Click "Portal Report Detail PDF" button in Report Submission page to be redirected to report in PDF format.

c.   Click "OSHA Format PDF" button in Report Submission page to be redirected to report in OSHA Format PDF.

d.   Click "XLS Format" to open in XLS Format.

Portal Report Detail PDF   OSHA Format PDF   XLS Format

6.3   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 be redirected to the report in PDF format.

6.4 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

6.5 Pay for Cards

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

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

6.6 Paid

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

b. Click "Portal Report Detail PDF" button in Submitted Report page to be redirected to report in PDF format.

6.7 Add Files

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

ADD FILES TO THIS REPORT
FILE NAME

Choose File No file chosen

UPLOAD FILE

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. Photocopies of front and back of the outreach cards will automatically save in the Outreach Report if UTA prints the cards.

6.8 Add Tracking Number

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

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

6.9 Deleted Report

a. 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

7 Home Page – Replacement Cards

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

7.1 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

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

⊘ ⊗	10 hr. Construction Industry Outreach Training	Tootsie Roll	Lost or Damaged ▾ Update
❗ ⊗	10 hr. Construction Industry Outreach Training	Kit Kat	Pending Approval

a. Click the arrow icon next to name of student in Paid Students List page to request a replacement card in the Submitted Report page. If the student is not listed and is "pre-portal", add student manually. *See section 5 Submitted Report page.*

If your student is not listed below and the report was submitted within the last 3 years in paper form "pre-portal", add student below.

FIRST NAME	MIDDLE INITIAL	LAST NAME	SUFFIX	EMAIL ADDRESS

Select Course ▼   COURSE END DATE [ ]

☐   I, Portal Administrator, certify this STUDENT completed the Outreach course.

ADD

Choose from the student list of paid reports by placing a checkmark beside the name. You may request cards from multiple reports that are submitted for the same hour and course combination as long as that report has been completed and paid.

	STUDENT	COURSE	DATE ADDED	CARD NUMBER
☐	Kit Kat	10 hr. Construction Industry Outreach Training	02/20/2017	26-006029155
☐	Tootsie Roll	10 hr. Construction Industry Outreach Training	02/20/2017	26-006029153
☐	Milky Way	10 hr. Construction Industry Outreach Training	02/20/2017	26-006029154

Request Replacement Cards

NOTE: Trainer replacement card requests. *See section 3.6g Profile*

7.2   Pay for Replacement Cards Requested

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

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

⊙ ✖	10 hr. Construction Industry Outreach Training	Milky Way	Lost or Damaged ▼ 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 ▼ 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 reports will be flagged. 🔶

 c.   Correct data entry error and click "Submit".

Please make any corrections to the name of the student:

First Name	Middle Name	Last Name	Suffix
Josh		MeGoshola	
			Submit Query

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

⊙ ✖	10 hr. Construction Industry Outreach Training	Milky Way	In Cart / Pay Now

7.3   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.

⊙ ✖	10 hr. Construction Industry Outreach Training	Milky Way	In Cart / Pay Now
🔶 ✖	10 hr. Construction Industry Outreach Training	Kit Kat	Pending Approval

a.   Click Detail Report View icon in Replacement Card Requested Report Queue to go to original Submitted Report page. *See section 5 Home Page – 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

8   Frequently Asked Questions (FAQs)

1. Who can I contact for assistance with the Outreach Portal?
    Please contact the OSHA Education Center at the University of Texas at Arlington at 866-906-9190.

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

3. *You are able to request 10- and 30-Hour and replacement trainer cards using the Outreach Portal for Construction, General, Maritime, and Disaster Site Industries.*

4. Who is allowed to use the Outreach Portal?
    Authorized Outreach Trainers whose trainer card(s) are current.

5. What are the most popular features of the Outreach Portal?
    o *Outreach cards are preprinted with the Student's Name, Trainer's Name, and End Date of the course.*
    o *The Outreach Portal reduces errors and administrative functions which correlate with the processing of paper program reports.*
    o *The Outreach Portal makes it easier for record keeping and faster processing of OSHA Outreach trainer cards.*

6. 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.

7. 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.

8. 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.

9. If I have questions, how can I get support?
    Please contact the OSHA Training Institute at the University of Texas at Arlington at 866-906-9190.