All Outreach Training Card Requests and payments will be submitted via
the NEW ONLINE
OUTREACH TRAINER PORTAL

https://outreach.msosha.com

Register Yourself As An OSHA Authorized Outreach Trainer

Register yourself as an Authorized Outreach Trainer - log onto your portal at https://outreach.msosha.com

select   Register

Login	**Login**
Register	
Forgot Password	Email
Mid-South Homepage	Trainer ID
	Password

Please type the words or numbers you see below or select the speaker icon to hear a series of words that will need to be entered. Put a space in-between each word if needed.

Complete Outreach Trainer Registration Form

Trainers will need to have a copy of their Trainer card saved to their computer or sharing device to upload and attach a copy to the registration form

Complete the Outreach Trainer Registration form and register

Trainer Registration Process

Your registration will be reviewed to assure your OTI card number and expiration date are entered correctly.

If approved:

- Trainers will receive an email from noreply@msosha.com with NEW Trainer ID & password

If denied:

- Trainers will receive an email from noreply@msosha.com explaining what was missing or incorrect on their registration form and will be ask to re-register with correct information

Once your registration has been approved you will receive an email from noreply@msosha.com **with your**

NEW Mid-South Trainer ID # and password

ALL TRAINERS WILL RECEIVE A NEW TRAINER ID AND PASSWORD

Log Onto Your New Outreach Trainer Account

After you receive your Trainer ID & Password email you can submit a 10 or 30 Hr. card request by logging onto your trainer account at https://outreach.msosha.com

You will need:

▶ Email address

▶ Trainer ID * - this is NOT the trainer number on your card

▶ Password*

*Sent in email after registration has been approved

Submit A Training Card Request

From the column on the left side of the screen:

Select:　　Training Cards Request

o Enter the number of students taught

o Select type of course taught

o Your blank Outreach Card Request form will open

Complete Outreach Program Report Form

o Complete the entire card request form; location, dates, clock hours and times for each topic trained
o Enter students names on the roster

Pay With Credit Card

Each Outreach Card requested costs $8.00

o At the end of each Outreach Card request, trainers will be required to enter credit card information to pay for their cards.

o Credit Cards are processed via a secure PayPal portal

o Trainers will be emailed a confirmation of submission and receipt

Approve Your Completed Outreach Program Report Form

If topics and times are complete and correct – an Outreach Program Report Form will be displayed and needs to be approved by selecting [Continue]

- ▶ Outreach Program Report Forms are required as part of your record keeping requirements. These forms are attached all course submission as a PDF under "past card requests"

How Do I Know If My Card Request Went Through?

Trainers will:

- ▶ Receive a prompt that says your submission was successful and is pending processing

- ▶ Receive an email with training information and charges processed

Trainer can also check to see if there is a pending request on their account under:
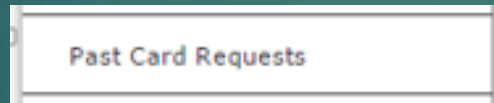
Past Card Requests

Trainers may have to check their spam or junk mail if they do not see an email after submitting a card request. ALL correspondence from the Outreach Trainer Portal comes from a auto generated email account starting with noreply@ and should be received immediately

Incomplete OR Incorrect Submission

If outreach program report form was incomplete or incorrect – the page will prompt you with a:

Your outreach request has NOT been submitted, please verify entry below.

Scroll down the form to review highlighted areas that are incorrect

▶ Anything submitted incorrectly will be highlighted in RED!!!

▶ This counts as 1 incorrect submission

▶ Correct the information and resubmit

Incomplete OR Incorrect Submission

Because this is a NEW system, trainers are being given time to familiarize yourself with the forms and process

Trainer are currently given <u>five</u> attempts to submit outreach training with errors before being locked out of the card request portal

- ▶ Incorrect submissions are cumulative from the time the trainer starts using the portal, entries may have been from last year, last month, last week.

- ▶ When five incorrect submission have been submitted the trainer will be unable to submit any further outreach training card requests and will receive a prompt that the trainers account is locked

  - ▶ *The number of incorrect submissions accepted may change without prior notice*

After submitting five incorrect Outreach Program Report Forms in the portal, the system will lock them out.

- ▶ Trainers MUST contact their OTIEC for further instructions

What Causes Me To Get Locked Out Of The System?

Typical errors made when submitting training:

- **Not** checking the statement of certification box
- **Not** entering Trainer name on signature line
- Dates of training in the **future**
  - all training must be submitted **AFTER** training has been completed
- **Incorrect** times on topics
- **Incomplete** topics selected
- Did **NOT** meet minimum requirements for topics and times
- Did **NOT** total 10 or 30 hours as required for training
- **Exceeded** maximum time allowed per topic in a 10 or 30 hours
  - 10 hr topics cannot exceed 4 hours
  - 30 hr topics cannot exceed 6 hours

Locked Trainer Account

Trainers are notified when they have been locked out of the system:

After Submitting FIVE incorrect card requests you will receive this message with your OTIEC contact information:

Trainers locked out of the system are requested to submit a records audit

How Long Does It Take To Get My Cards?

Cards are processed weekly

- ▶ Trainers will receive an email when cards have been printed with card numbers issued to students
- ▶ Typically trainers receive their cards within 7 business days after processing
- ▶ All Outreach cards are sent by the US Postal Service, first class mail

Pre-printed cards will be sent to trainer with

- ▶ Student name
- ▶ Trainer name
- ▶ End date of training

Trainer Needs a Student 10 or 30 Hr. Card Replaced

Typos

- Trainer can return misspelled cards with copy of letter sent with the card batch. Please make a notation on the side of letter that the card was misspelled and include the correct spelling.
  - $20 fee for each replacement card

Lost Student Card

- Trainer must log onto account to order replacement cards:
  - Select date of training
  - Check box next to student name
    - Only 1 replacement card can be issued to students
- After approval of replacement request the Trainer will receive an email with a payment link
- Only cards issued within last 3 years can be replaced

Update Trainer Account Information

Trainer Contact Information:
This is the address where your outreach cards will be mailed and how your OTIEC will contact you. Check to be sure your trainer information is current and make any changes necessary:
o Mailing Address
o Email address
o Phone

Update Trainer Authorization(s)

Add Multiple Trainer Authorizations or Update NEW Trainer Authorization after completing an update course.

- o   Construction
- o   General Industry
- o   Maritime
- o   ET&D

Trainers authorization MUST be current to request cards

View Card Requests

Card Submissions

Trainer ID	Course ID	Course Hours	End Date	Submission Date	Status		
11	CONSTRUCTION	10	2/2/2016	2/8/2016 12:41:32 PM	Pending	PDF	Details
11	CONSTRUCTION	10	2/1/2016	2/8/2016 10:28:10 AM	Pending	PDF	Details

Replacement Card Submissions

Trainer ID	Course ID	Hours	End Date	Original OTI	Student Name	Request Date	Status

Purchase Selected

Navigation menu:
- Home
- Training Cards Request
- Trainer Contact Information
- Add Trainer Card
- Past Card Requests
- Request Replacement
- Submit Upcoming Training Dates
- Change Password
- Logout

View all card requests:

▶ Processed

▶ Replacements

▶ Pending

Request Replacement Cards

Replacement cards can be requested for cards issued within the last 3 years.

▶ Replacement fee – $20

Home	
Training Cards Request	
Trainer Contact Information	
Add Trainer Card	
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Replacement Trainer Card Request

Select the course that the student was in

End Date	Students	Course ID	Hours	Submission Date	
2/1/2016	x x, x x, x x	CONSTRUCTION	10	2/8/2016	Select
2/2/2016	j k, j k, j k	CONSTRUCTION	10	2/8/2016	Select

Submit Upcoming Dates of Training for Training Observation

Trainers can submit upcoming dates of training as required

OSHA Outreach Request

Home

Training Cards Request

Trainer Contact Information

Add Trainer Card

Past Card Requests

Request Replacement

Submit Upcoming Training Dates

Change Password

Logout

Mid-South Homepage

Trainer ID: 5
Name: Braud, Dianna

Course: 501
   OTI Card Number: G10025854 **Expires:** 2/21/2017 **Image:** 8_G10025854.jpg

As an active Outreach Trainer we are required to observe outreach training conducted by trainers authorized by us.

If you would like to provide upcoming training dates for observation please complete the following information.

Contact Information	
PhoneNumber	

Course 1	
Course Type	Construction 10 hr ▾
Course Location	
	AL ▾

Add Day   Remove Day

Day 1

Course Duration	Date	i.e. 01/01/2011	mm/dd/yyyy
	Begin Time	i.e. 10:45 pm	End Time	i.e. 10:45 pm

Day 2

	Date	i.e. 01/01/2011	mm/dd/yyyy
	Begin Time	i.e. 10:45 pm	End Time	i.e. 10:45 pm

Course 2	
Course Type	Construction 10 hr ▾

Change Password

The password emailed to trainers is computer generated and will need to be changed to something more familiar

CONTACT

info@midsouthoti.org OR

877-345-2515