

## INSTRUCTIONS FOR ACCESSING THE OTIS APPLICANT TRAINING COURSE: CREATING YOUR APPLICATION/PLAN

**OTIS** California Tobacco Control Program  
Online Tobacco Information System

Welcome, **October Procurement!** Messages (0)  
Logged in as: Applicant

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### Training Courses

#### Overview

Welcome to the OTIS training courses. This training includes web-based tutorials developed to provide on-demand instruction for OTIS users. The courses are organized by units (creating your application/plan, progress reporting, cost reporting, etc.) and modules within a unit.

#### System Requirements

The system requirements for viewing the training modules are:

- A multimedia system with a sound card and speakers
- High-speed Internet access
- Pop-up Blocker DISABLED
- The latest version of **Firefox** or **Internet Explorer**
- Flash Player version 10.0 or later

**Flash Ready**

If the graphic above says "Flash Ready," your computer system is ready to go. If not, please either upgrade or download Flash Player as indicated.

#### OTIS Applicant Training Course

Unit:	Orientation
Modules:	<b>Getting Started</b> (8:44)

Unit:	Creating Your Application/Plan
Modules:	<b>Contact Information</b> (8:29) <b>Background Information</b> (12:39) <b>Evaluator Information</b> (4:40) Scope of Work <ul style="list-style-type: none"> <li>• <b>Objective Information</b> (8:29)</li> <li>• <b>Intervention Topics</b> (11:15)</li> <li>• <b>Evaluation Plan</b> (14:39)</li> <li>• <b>Narrative Summary</b> (6:51)</li> </ul> <b>Budget</b> (14:36) <b>Additional Documents</b> (4:48) <b>Application Submission</b> (3:38)

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### OTIS Applicant Training Course

<b>Unit:</b>	<b>Orientation</b>
<b>Modules:</b>	Getting Started Using the WBT Interface
<b>Unit:</b>	<b>Creating Your Application/Plan</b>
<b>Modules:</b>	Contact Information Background Information Evaluator Information Scope of Work <ul style="list-style-type: none"> <li>• Objective Information</li> <li>• Intervention Topics</li> </ul> Budget Additional Documents Application Submission

#### STEPS:

1. Log-in to OTIS;
2. Use the Help link;
3. Select Training Courses;
4. View the Unit: Creating Your Application Plan modules by clicking the links on the left hand toolbar.