

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

The screenshot shows the OTIS Online Tobacco Information System interface. At the top, there is a logo of a dog and the text "OTIS California Tobacco Control Program Online Tobacco Information System". A welcome message for "October Procurement!" and a "Messages (0)" link are visible. The user is logged in as "Applicant". A navigation bar includes links for "MyOTIS", "My Projects", "Calendar", "Announcements", "Quick Links", "Directories", and "Help".

The main content area is titled "Training Courses" and includes an "Overview" section with a welcome message and a "System Requirements" section listing necessary hardware and software (multimedia system, high-speed internet, disabled pop-up blocker, latest Firefox or Internet Explorer, and Flash Player 10.0 or later). A "Flash Ready" graphic is displayed.

On the right, a sidebar titled "OTIS Applicant Training Course" lists the units and modules available:

- Unit: Orientation**
 - Modules: **Getting Started** (8:44)
- Unit: Creating Your Application/Plan**
 - Modules: **Contact Information** (8:29), **Background Information** (12:39), **Evaluator Information** (4:40), **Scope of Work** (8:29), **Intervention Topics** (11:15), **Evaluation Plan** (14:39), **Narrative Summary** (6:51), **Budget** (14:36), **Additional Documents** (4:48), **Application Submission** (3:38)

The footer contains links for "MyOTIS", "My Projects", "Calendar", "Announcements", "Help", "My Account", "FAQs", and "Logout".

OTIS Applicant Training Course

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