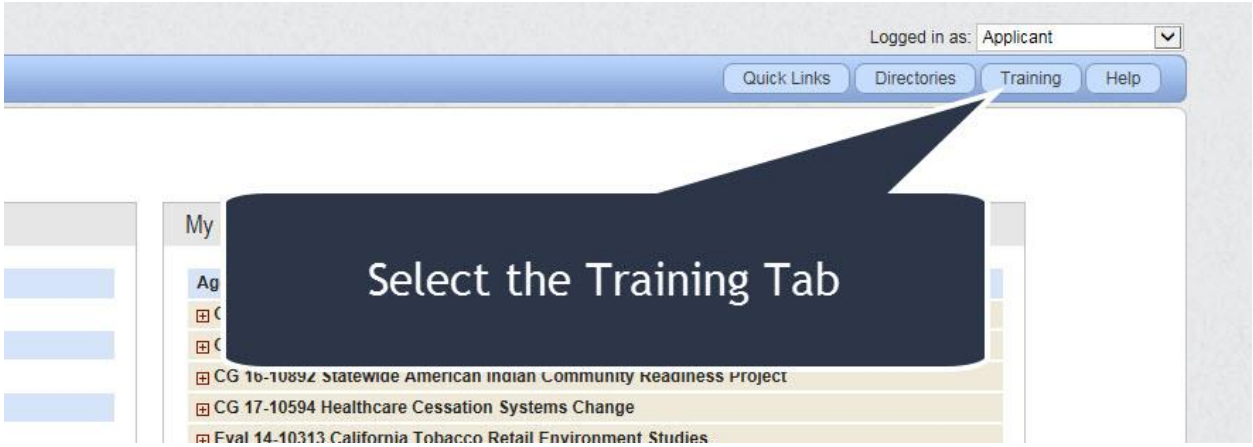
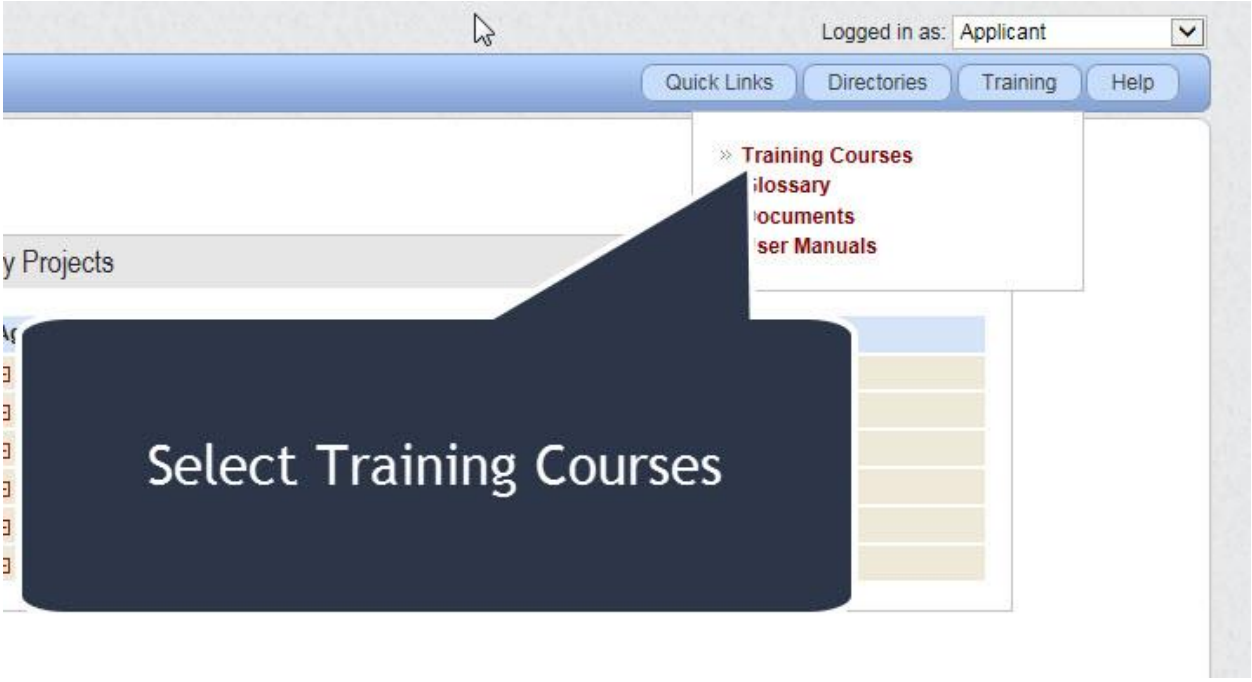
Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan

STEPS:

1. Log-in to OTIS;
2. Use the Training link on the Blue Tool Bar;
3. Select Training Courses;
4. View the Training Module





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

If the graphic above says "Fla... ...ed.

Select the Training Course Module

OTIS Applicant Training Course

✓	**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 • **Objective Information** (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)
	Unit:	**Progress Reports**
	Modules:	**Introduction** (4:30) **Document Repository** (2:30) **Contact Information** (3:02) **Staff Tracking** (1:53) **Subcontracts** (2:13) **Challenges and Barriers** (1:51) **Coalition Functioning and Membership** (3:44) **Collaboration Tracking** (1:44) Scope of Work • **Objectives** (1:29) • **Intervention Activity Plan** (2:12) • **Evaluation Design and Activities** (2:17) **Additional Activities** (1:49) **Report Submission** (1:49)
	Unit:	**Cost Reports**