

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

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

OTIS California Tobacco Control Program
Online Tobacco Information System

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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:	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 <ul style="list-style-type: none"> • 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)

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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. Click on the "Help" link and select "Training Courses";
3. View relevant modules under the unit "Creating Your Application/Plan": Contact Information, Budget, Additional Documents and Application Submission.
4. Further information on using OTIS will be included in the Solicitation Informational Webinar.