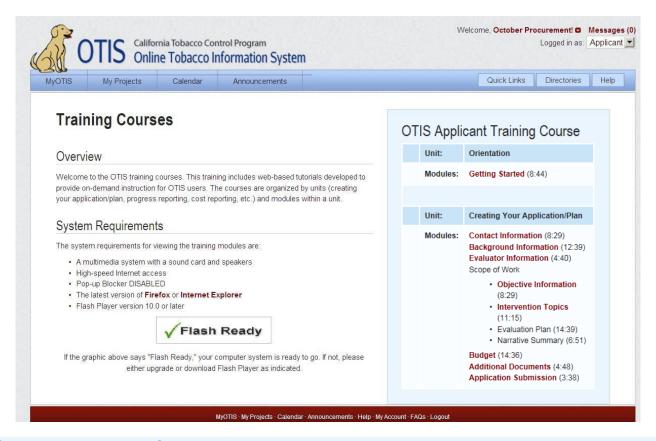**INSTRUCTIONS FOR ACCESSING THE OTIS APPLICANT TRAINING COURSE**
CREATING YOUR APPLICATION/PLAN

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 • 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.