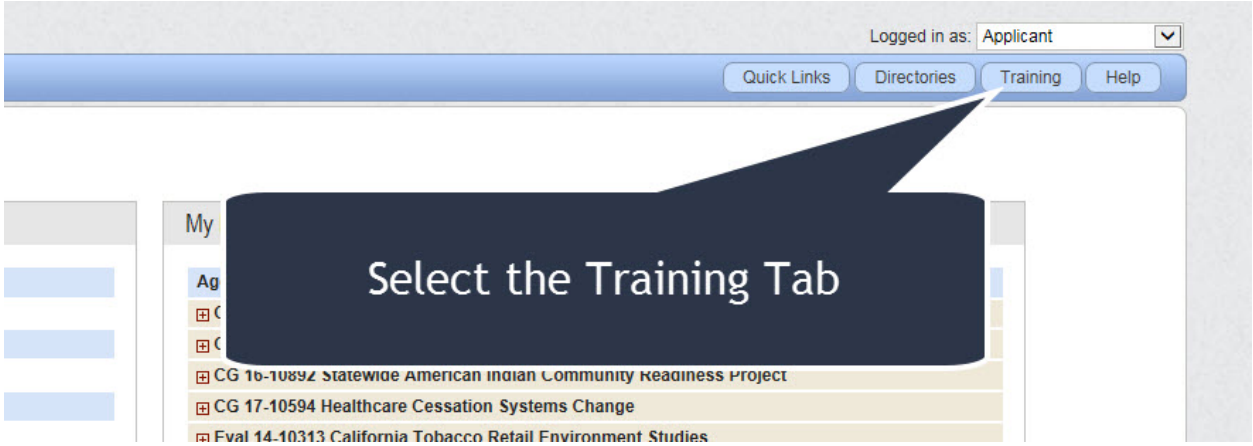
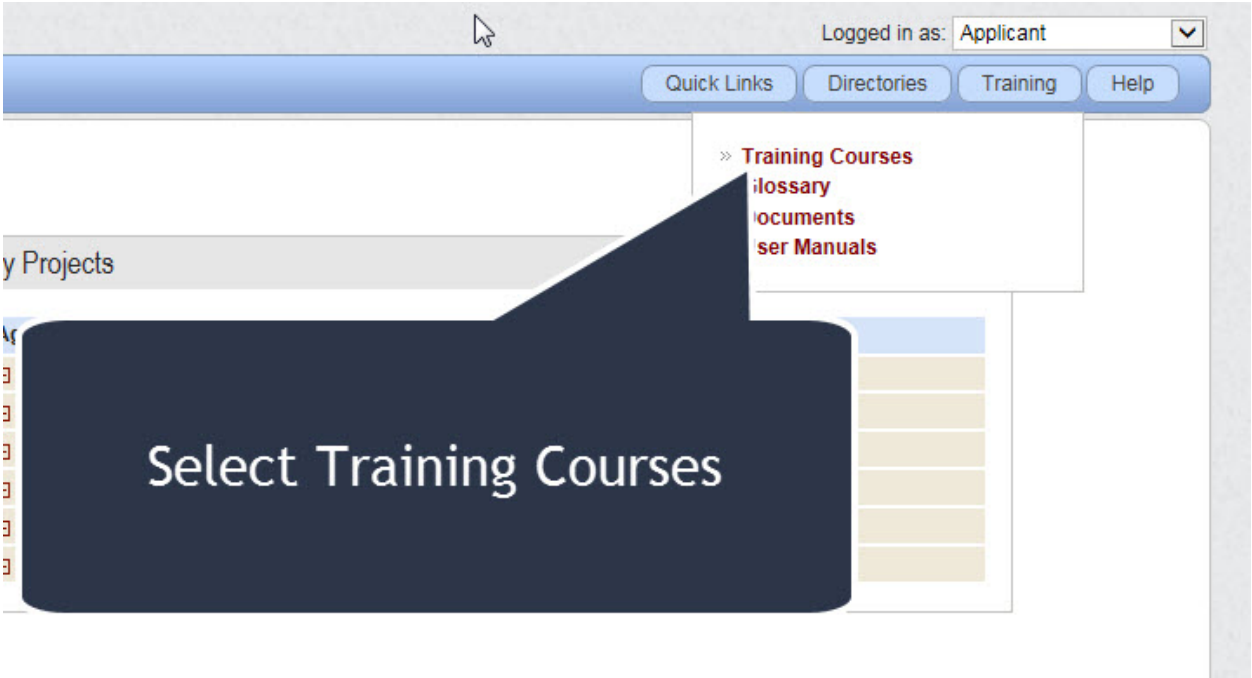
Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan

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




Logged in as: Applicant
Quick Links
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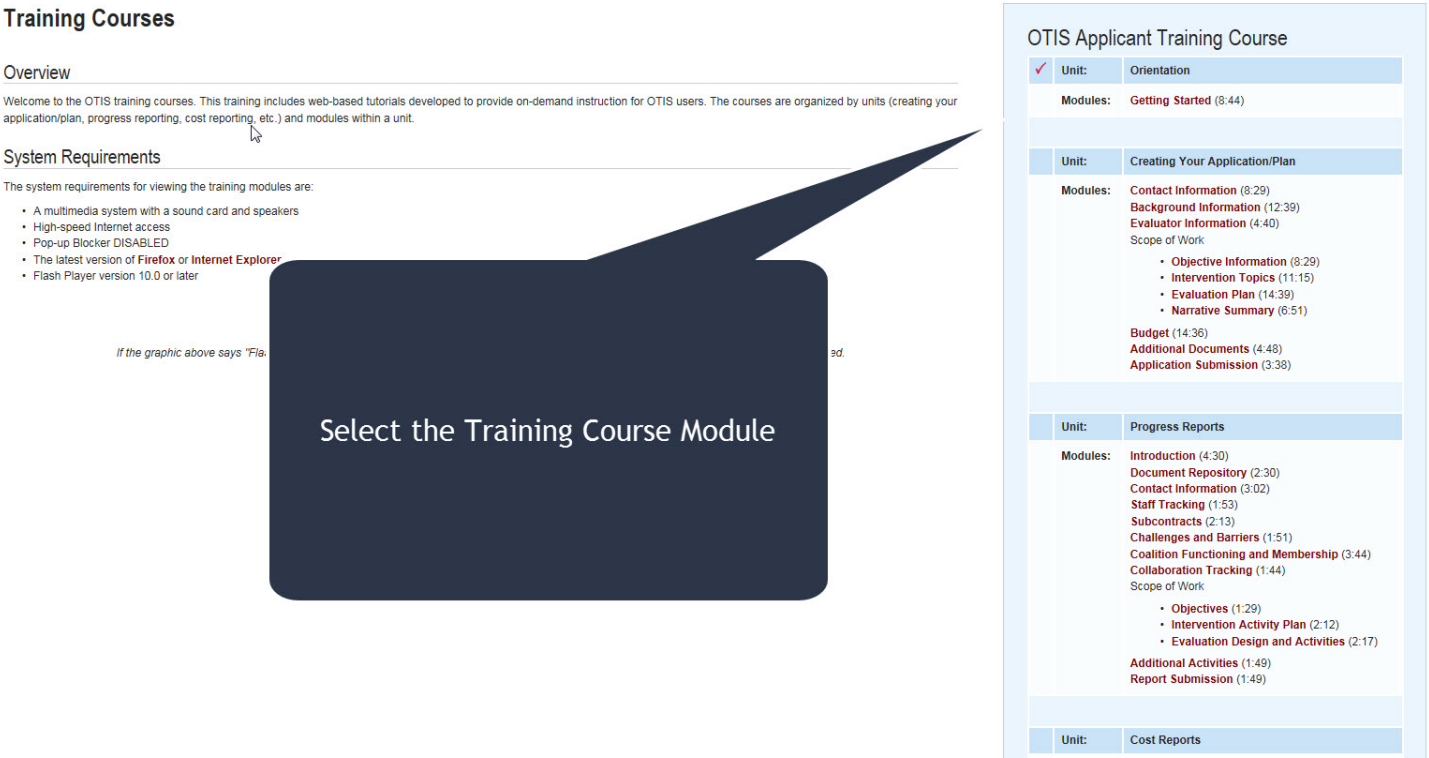
Select Training Courses


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
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