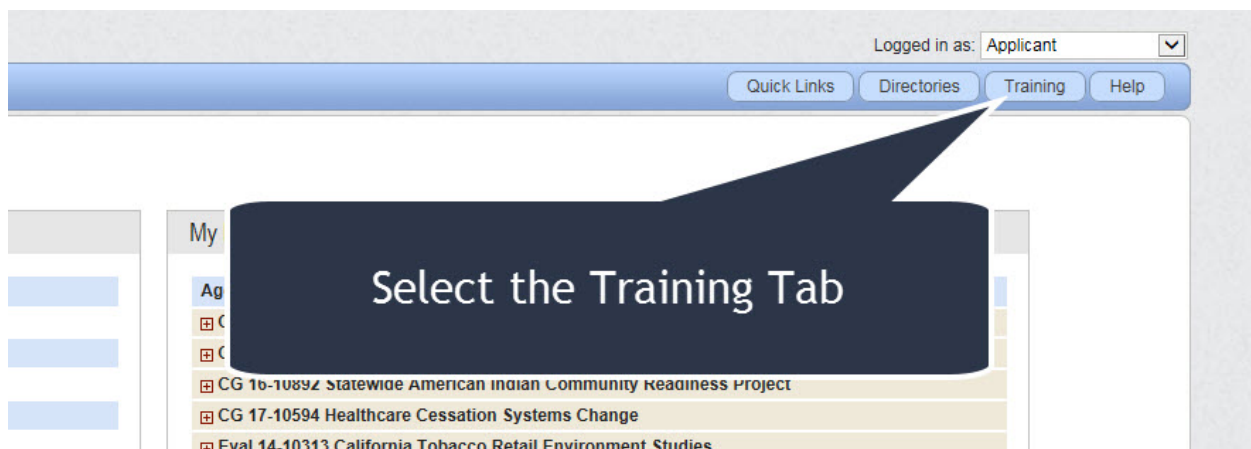
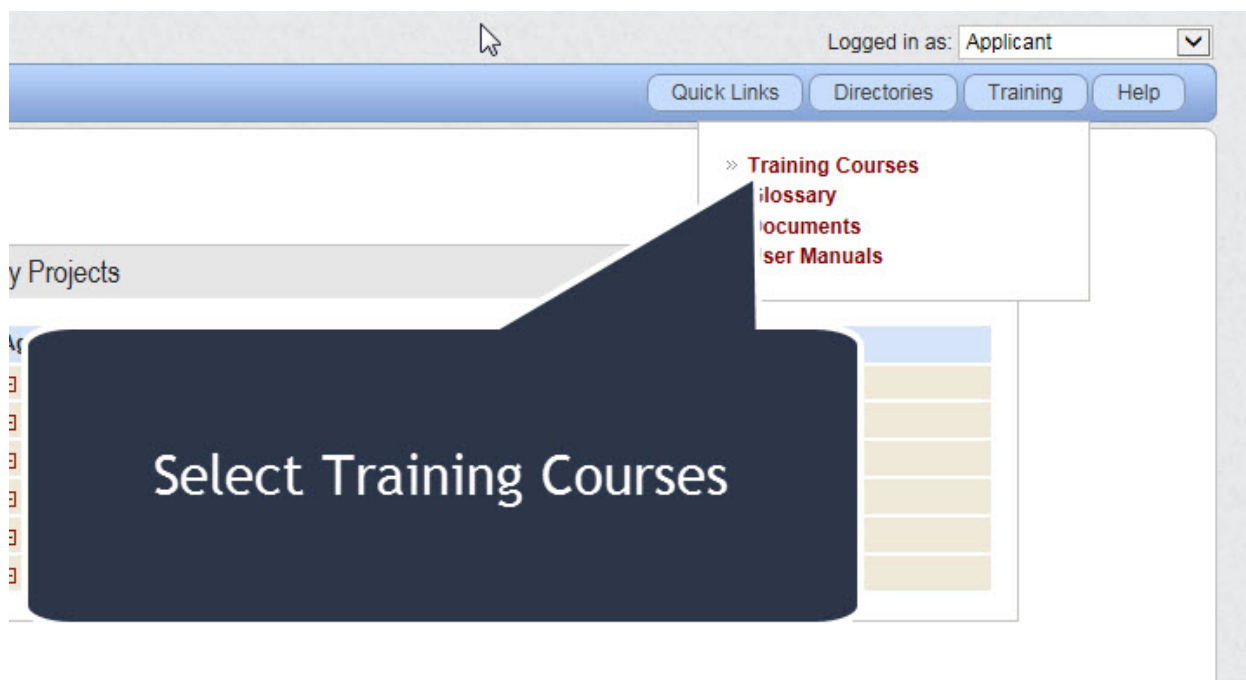

*Instructions for Accessing the OTIS Applicant Training
Course: Creating Your Application/Plan*

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