



**Northern Illinois  
University**



# **A Guide to Using the Outreach Trainer Portal**

<https://outreach.nsecosha.com>

# Register as a New Outreach Trainer



- Use your browser to navigate to <https://outreach.nsecosha.com>
- Click the Register button on the left side of the screen.

The screenshot shows the National Safety Education Center (NSEC) website interface. At the top, there is a teal header with the text "NATIONAL SAFETY EDUCATION CENTER" and a logo on the right. Below the header is a navigation menu with several options: "Login", "Register", "Forgot Password", "OSHA Outreach Training Electronic Verification", and "NSEC Homepage". The "Register" button is circled in red, and a red arrow points to it from the right. To the right of the navigation menu is a "Login" section with three input fields: "Email", "Trainer ID", and "Password". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a "Login" button at the bottom right.

# Enter Your Information



- Begin by clicking “Choose File” and upload from your computer an image of your newest trainer card. Only the front side is required. The file must be under 2 MB in size. If you have multiple trainer cards, just attach your newest one for now.
- You can find your OTI Card number on the top right corner of your authorized trainer card.
- In the “Authorized For Course” dropdown menu, please select the course you attended to earn this card.
- The address you enter when registering will be used as the mailing address for your OSHA cards. Please use a work or home address, not your client’s address.
- The email address you provide will be used to send you receipts for each transaction, or if we need to contact you about your card requests.
- Your information will not be sold to any third parties or given to anyone besides OSHA.

## Register

You Must enter your information for verification purposes.

OTI Card Image	<input type="button" value="Choose File"/> No file chosen <b>File must not exceed 2MB</b>	If both sides not included in first file	
OTI Card Image 2	<input type="button" value="Choose File"/> No file chosen <b>File must not exceed 2MB</b>	If both sides not included in first file	
OTI Card Number	<input type="text" value="24-123123"/>		
OTI Card Expiration Date	<input type="text" value="6/6/2016"/>		
Authorized For Course	<input type="text" value="500"/>		
First Name	<input type="text" value="Joe"/>	Middle Initial <input type="text"/>	Last Name <input type="text" value="Kauzlarich"/>
Company	<input type="text" value="National Safety Education Center"/>		
ATTN:	<input type="text"/>		
Address	<input type="text" value="590 Garden Rd EB 130"/>		
Address 2	<input type="text"/>		
City	<input type="text" value="DeKalb"/>	State <input type="text" value="IL"/>	Zip <input type="text" value="60115"/>
Email	<input type="text" value="nsecoutreach@niu.edu"/>		
Phone	<input type="text" value="(815) 753-6904"/>		
Business Phone	<input type="text"/>		
Fax	<input type="text"/>		

# The Registration Process



- New registrations are reviewed by the admin periodically throughout the day. Your registration will be reviewed to assure your OTI card number and expiration date are entered correctly. Only NSEC authorized cards (beginning with 24-) will be approved.
- If approved: you will receive an email from [noreply@nsecosha.com](mailto:noreply@nsecosha.com) containing your new 4-digit Trainer ID and password.
- If denied: you will receive an email explaining what was missing or incorrect on the registration form.


# Logging in to Your Account



- **Email:** Be sure you are using the email that was used to register your Trainer ID.
- **Trainer ID:** This is the 4-digit number included in your registration approval email. If you did not receive an approval email, contact the admin for assistance.
- **Password:** Your first password will be included in your registration approval email; it is a randomly generated string of letters and numbers. Upon logging in for the first time, we recommend changing your password to something easily remembered. The admin cannot view your password, but forgotten passwords can be reset at any time by either you or the admin.

## Login

Email	<input type="text"/>
Trainer ID	<input type="text"/>
Password	<input type="password"/>

I'm not a robot 

reCAPTCHA  
[Privacy - Terms](#)

Login

# Submitting a Request



- After logging in, find and click “Training Cards Request” from the menu.
- Enter the course type and the number of students. The rest of the form should then appear. Be sure to fill out all fields accurately. You must electronically sign the form with today’s date, and don’t forget to check the box next to the Statement of Certification!

The screenshot shows a web form titled "Course Details" with the following sections:

- Students:** A text input field containing "3" and an "Update" button.
- Course Taught:** A dropdown menu showing "Construction 10 hr".
- Check all that apply:** A list of checkboxes for "English", "Spanish", "Language other than English or Spanish", "Youth (18 & under)", and "OSHA Alliance or partnership related".
- Training Site Address:** Fields for "Address", "City", "State" (dropdown), "Zip", and "Country".
- Type of Training Site:** Radio buttons for "Workplace", "Hotel", "Other", "School", "Union", "Office", and "Employer Association".
- Sponsoring Organization:** Radio buttons for "Safety & Health", "Education", "Employer", "Community", "Labor/Union", "N/A", "Employer Association", and "Other".
- Required:** A checkbox for a "Statement of Certification" with a detailed text block below it.
- Trainer Signature:** A text input field for the signature.
- Date:** A text input field with the example "e. 01/01/2011" and a note "\*required mm/dd/yyyy".
- Course Duration Dates:** A text input field.

# Dates and Times on Your Request



- Please include all training dates; press the “Add Day” button as many times as is needed and more fields will be added to the form.
- The format for dates is 00/00/0000. For single digit months you will have to begin by typing a zero.
- When typing start and end time, you need 4 digits and an AM or PM. For 7:00 am you would type “0700A”

Course Duration	<input type="button" value="Add Day"/>		
	Day 1		
	Date	<input type="text" value="03/10/2018"/>	mm/dd/yyyy
	Start Time	<input type="text" value="08:00 AM"/>	End Time <input type="text" value="03:00 PM"/>
	Day 2		
	Date	<input type="text" value="03/12/2018"/>	mm/dd/yyyy
Start Time	<input type="text" value="08:00 AM"/>	End Time <input type="text" value="03:00 PM"/>	

# Entering Hours Per Topic



- Enter the exact amount of time you spent teaching each topic, rounded to the nearest 15 minutes. For topics not taught, leave it blank.
- You must always include two decimals, so 1 hour must be typed as "1.00" and half an hour would be "0.50"

Required Courses	
<i>NOTE: Enter hours in QUARTER HOUR INCREMENTS (eg., 1.25 equals 1 hour and 15 minutes)</i>	
Introduction to OSHA	<input type="text" value="2.00"/>
Walking and Working Surfaces, including Fall Protection	<input type="text" value="3.00"/>
Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection	<input type="text" value="3.00"/>
Electrical	<input type="text" value="1.50"/>
Personal Protective Equipment	<input type="text" value="1.50"/>
Hazard Communication	<input type="text" value="1.00"/>
<b>Total</b>	<input type="text" value="12.00"/>

Elective Courses	
<i>NOTE: Enter hours in QUARTER HOUR INCREMENTS (eg., 1.25 equals 1 hour and 15 minutes)</i>	
Hazardous Materials	<input type="text" value="1.00"/>
Materials Handling	<input type="text" value="1.00"/>
Machine Guarding	<input type="text" value="1.00"/>
Introduction to Industrial Hygiene	<input type="text" value="1.00"/>
Bloodborne Pathogens	<input type="text" value="1.00"/>
Ergonomics	<input type="text" value="1.00"/>
Safety and Health Programs	<input type="text" value="1.00"/>
Fall Protection	<input type="text" value="1.00"/>
<b>Total</b>	<input type="text" value="8.00"/>

Optional Courses	
<i>NOTE: Enter hours in QUARTER HOUR INCREMENTS (eg., 1.25 equals 1 hour and 15 minutes)</i>	
Description	Hours



# Incomplete or Incorrect Submissions



Your outreach request has **NOT** been submitted, please verify entry below.

- If you see this red bar, something on your report was missing or incorrect. Please review the form and try again. Look for red text informing you of areas that need attention.
- Your card was not charged and your request has not posted until you fix the errors and again click the submit button.
- The most common mistakes are:
  1. Did not sign and date the form correctly.
  2. Did not check the box next to Statement of Certification.
  3. Topic times did not meet OSHA required minimums.
  4. Did not submit the request within 30 days of the end date.

# New Auto-Save Feature



## Attention

**This submission will auto save every 60 seconds from the time you enter your course dates. The record will remain on the server for 30 calendar days from the last date of your class.**

**The record is not considered SUBMITTED until you pay for the cards and click SUBMIT.**

**You may have only one saved submission for each class per card type in which you are authorized to train.**

**CLICK OK to continue.**

OK

# Student Names are Printed as Typed



- They can be in ALL CAPS or not, or include middle initials or not.
- The portal does NOT support unusual characters or letters with accent marks above or below them. These characters will not print correctly on the card.
- Cards with misspellings on them can be replaced by Joe free of charge, but please be careful!

# For More Assistance:



contact Joe Kauzlarich

815-753-6904

[jkauzlarich1@niu.edu](mailto:jkauzlarich1@niu.edu)

OR [nsec\\_outreach@niu.edu](mailto:nsec_outreach@niu.edu)