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# GUIDE TO STOREFRONT

UC San Diego OTIEC Outreach Department

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# GAINING ACCESS TO STOREFRONT

Outreach Trainers will receive access to the Storefront system via an email from [unexwebops@ucsd.edu](mailto:unexwebops@ucsd.edu) within 14 days of a successful course completion.

- If trainers need immediate access, contact the Outreach Department at (858) 534-9283 or email [oti-outreach@ucsd.edu](mailto:oti-outreach@ucsd.edu).
- If trainers do not receive the email, check all spam and junk folders prior to contacting the office.



# LOGGING INTO STOREFRONT

## 1. LOG IN WITH EMAIL ADDRESS

The User Login page requires an email address as the username. This is the email that the trainer indicates at the time of the class on the student data form sheets.

## 2. TEMPORARY PASSWORD

The email includes a temporary password. Trainers must use this temporary password to gain access to the system. Storefront will prompt you to change the password for all future use.

## 3. FORGOT PASSWORD

In the event that you forget your password, click on the **Forgot Password** button to select a new password.

To visit the website, go to:

<https://storefront.ucsd.edu/osha>

UC San Diego | EXTENSION

User Login

E-Mail Address: smacgilfrey@ucsd.edu 1

Password: ..... 2

Login

Forgot Password? 3

Firefox browser is recommended

**Note:** The recommended browser to open Storefront is Firefox and the website is not supported by mobile devices.



Home

In-Process Classes

1

13 Classes Found Yellow highlighted classes have ended.

Class	Status	Input Date	Days Pending
10 Hour General Industry	Class Review Complete	02/25/20	211
10 Hour Construction	Class Review Complete	03/12/20	195
10 Hour General Industry	Class Review Complete	06/15/20	100
10 Hour General Industry	Class Review Complete	06/29/20	86
30 Hour General Industry	Class Review Complete	07/16/20	69
10 Hour General Industry	Class Review Complete	07/28/20	57
10 Hour General Industry	Student Roster Complete	02/27/20	209
10 Hour Construction	Student Roster Complete	03/04/20	203
10 Hour Construction	Student Roster Complete	06/24/20	91
10 Hour Construction	Student Roster Complete	07/21/20	64
10 Hour Construction	Student Roster Complete	09/15/20	8
10 Hour Construction	Student Roster Complete	09/16/20	7
10 Hour Construction	Topic Information Complete	08/06/20	48

Classes Status Legend

2

Status	Meaning
Initiated	Add Classes was initiated, but no information has been input.
Course Information Complete	Add Classes Page 1, Courses Information Completed (saved)
Topic Information Complete	Add Classes Page 2, Topic Information Completed (saved)
Student Roster Complete	Add Classes Page 3, Student Roster Completed (saved)
Class Review Complete	Add Classes Page 4, Order Review Completed (saved)
Pending Receipt of PO	The order entry is complete, but awaiting receipt of PO
Paid, Ready to Print	Class Payment Process Successfully Completed
Queued to Print	Cards have been queued for printing
Printing Completed	Card printing has completed, and cards are ready for shipment
Complete	Cards have been shipped. Tracking number for non USPS shipments entered.

Announcements

3

The safety and health of our students, instructors and staff is of the utmost importance to the OSHA Department at UCSD Extension. Due to the rising concerns and effects of the COVID-19 pandemic, the Outreach Department is working remotely. We are assessing the situation on a daily basis, and are still currently processing cards on a weekly basis.

Please anticipate a slight delay in the processing and mailing of cards. Our goal is to ensure that we still allow the submission of OTPR's. If you have any questions, email [oti-outreach@ucsd.edu](mailto:oti-outreach@ucsd.edu).

Thank you,  
The Outreach Department Staff

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REPLACEMENT CARDS:

PLEASE NOTE: To order a replacement card for a student, please EMAIL or CALL the Outreach Department to process the order. Do not submit a separate order on Storefront for a replacement card. Replacement cards are \$30.00 and must be entered by the Outreach Department.

Effective June 1, 2018 the Outreach Department will implement a new fee structure for entire class and single replacement card orders.

Entire class replacement orders:  
 1-5 cards per order \$8.00 per card  
 6-20 cards per order \$50.00 fee  
 21 or more cards per order \$100.00 fee  
 Cards lost in the mail are required by OSHA to have FedEx tracking. This charge will be included in the order.  
 Single card replacement orders are still \$30.00 per card.

EFFECTIVE JUNE 1, 2018: \$5.00 shipping charge for all new card orders.

If you have any questions regarding the changes, please contact the Outreach Department at 858-534-9283 or email us at [oti-outreach@ucsd.edu](mailto:oti-outreach@ucsd.edu).

Classes Ready to Ship

No Classes Ready to Ship.

Classes Ready for Printing

# HOMEPAGE

The Home Page is the Dashboard for the OTPR.

## 1. IN-PROCESS CLASSES

Displays a list of the classes where the OTPR process was started. Refer to Class Status Legend.

## 2. CLASS STATUS LEGEND

Brief explanation of the different stages in the OTPR process.

## 3. ANNOUNCEMENTS

Important information updated as needed by the Outreach Department

## Announcements

### REPLACEMENT CARDS:

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## Classes Ready to Ship

4

No Classes Ready to Ship.

## Classes Ready for Printing

5

No Classes Ready for Printing.

## Replacement Card Orders Waiting for Payment

6

No Pending Cards for Replacement

## Voided Class Orders Waiting for Payment

7

No Pending Cards for Reprint

# HOMEPAGE

## 4. CLASSES READY TO SHIP

Card printing completed.

## 5. CLASSES READY FOR PRINTING

OTPR entered by trainer and payment made via credit card or purchase order.

## 6. REPLACEMENT CARDS

Payment required to release replacement card order.

## 7. VOIDED CLASS ORDER

Entire card orders that require reprinting and payment to release cards to the trainer.

# CLASSES

## In-Process Classes List

Add Class

### Report Filters

Class #  Course Type  Course  Trainer Last Name  Trainer Email  Class End Date Range (mm/dd/yyyy) From  To  Status

Class #	Course	Training Site Company	Trainer Name	Trainer Email	Order Date	Order Type	Class EndDate	Students	Status
<a href="#">75750</a>	10 Hour Construction	UCSD OTIEC	<a href="#">John AAA Safety</a>	oti-outreach@ucsd.edu	09/16/2020	Card Order	09/02/2020	2	Student Roster Complete
<a href="#">75730</a>	10 Hour Construction	UCSD OTIEC	<a href="#">John AAA Safety</a>	oti-outreach@ucsd.edu	09/15/2020	Card Order	09/02/2020	2	Student Roster Complete
<a href="#">74902</a> (LAM)	10 Hour General Industry	UCSD OTIEC	<a href="#">John AAA Safety</a>	oti-outreach@ucsd.edu	06/29/2020	Card Order	06/11/2020	2	Class Review Complete

Found 3 Records

- The **Classes** tab shows a database for all of the classes inputted into the Storefront system. It details the Class/Order Number, Course Type, Course Information, and Status.
- Filter, sort and download all course records by selecting different course fields and clicking on the **Download Report** button (located on the bottom right corner of the screen).
- Trainers are required to maintain all paper records and course documentation in addition to the Storefront portal.

# ADDING A CLASS

- Adding a class is the way to submit a new OTPR (Outreach Training Program Report).
- To add a class, click on the **Add Class** button.
- Trainers are **required** to submit an OTPR within **30 days** of the final date of course completion.

Home Classes Students Log Off | Welcome John

In-Process Classes List [Add Class](#)

**Report Filters**

Class #  Course Type  Course  Trainer Last Name  Trainer Email  Class End Date Range (mm/dd/yyyy) From  To  Status

Class #	Course	Training Site Company	Trainer Name	Trainer Email	Order Date	Order Type	Class EndDate	Students	Status
75750	10 Hour Construction	UCSD OTIEC	John AAA Safety	oti-outreach@ucsd.edu	09/16/2020	Card Order	09/02/2020	2	Student Roster Complete
75730	10 Hour Construction	UCSD OTIEC	John AAA Safety	oti-outreach@ucsd.edu	09/15/2020	Card Order	09/02/2020	2	Student Roster Complete
74902 (LAM)	10 Hour General Industry	UCSD OTIEC	John AAA Safety	oti-outreach@ucsd.edu	06/29/2020	Card Order	06/11/2020	2	Class Review Complete

Found 3 Records

# ADDING A CLASS

## 1. COURSE DROP DOWN

Displays all the courses the trainer is authorized to teach.

## 2. COURSE DURATION

Add all dates of the course. Input total class time including breaks, meals, admin.

## 3. ADD A NEW DATE BUTTON

Adds another field space to enter additional days of the class.

## 4. DELETE, SAVE, CONTINUE TO NEXT STEP

Trainer can delete the order, save and complete submission later or continue to the next step.

### Add Class - Step 1: Trainer and Course Information

#### Class Information

Trainer's Name \* John AAA Safety

Course \* 10 Hour Construction 1

Course Info

Spanish

Youth (age 18 or less)

Language other than Spanish or English: Specify

OSHA Alliance or Partnership: Specify

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Training Site Company \* UCSD OTIEC

Training Site Address \* 9850 Villa La Jolla Dr City \* La Jolla State \* CA

Type of Training Site  Workplace  School  Office  Hotel  Union  Other (specify):

Course Duration

Course Date	Start Time	End Time	
09/14/2020 2	7:00 AM	3:30 PM	ADD A NEW DATE 3
09/15/2020	7:00 AM	3:30 PM	REMOVE

Sponsoring Organization  Heath & Safety  Employer  Labor/Union  Employee Association  Education  Community  N/A  Other (specify):

Delete Save Continue to Next Step 4

# ADDING A CLASS

- After clicking on **Continue to Next Step**, the following screen appears.
- This is a confirmation screen indicating ALL of the course dates and times.
- Trainers must ensure that all course guidelines are taught in accordance with Federal OSHA guidelines.
- Trainers must ensure that the **final course date is correct**. This is the date that is printed on the Outreach student card.

**Add Class - Step 1: Trainer and Course Information**

**Class Information**

Trainer's Name \* John AAA Safety

Course \* 10 Hour Construction

Course Info

- Spanish
- Youth (age 18 or less)
- Language other than Spanish or English
- OSHA Alliance or Partnership:  Yes  No

Training Site Company \* UCSD OTIEC

Training Site Address \* 9850 Villa La Jolla Dr

Type of Training Site  Workplace  School  Other

Course Duration

Course Date	Start	Stop	Action
09/14/2020	7:00 AM	3:30 PM	<b>ADD A NEW DATE</b>
09/15/2020	7:00 AM	3:30 PM	REMOVE

Sponsoring Organization  Health & Safety  Employer  Labor/Union  Employee Association  Education  Community  N/A  Other (specify):

Buttons: Delete Save Continue to Next Step

storefront.ucsd.edu says

Confirm that EVERY day of the class is listed below.  
10 hour courses require a minimum of 2 days  
30 hour courses require a minimum of 4 days

Failure to include every course date will result in additional expenses to the trainer when reissuing an entire OTPR order. Click OK to continue or CANCEL to edit the course dates.

Please review the following dates:  
Date 09/14/2020 Time 7:00 AM - 3:30 PM  
Date 09/15/2020 Time 7:00 AM - 3:30 PM

Buttons: Cancel OK

# ADDING A CLASS

## TOPICS COVERED

- Enter the amount of time (in hours) spent on each topic.
- If including an optional topic, the name of it must be typed in.
- You may input **more than** 10 or 30 hours, however **not less than** the required time.

### Add Class - Step 2: Topics Covered

✓ Topics Covered Information Saved

Course: 10 Hour Construction  
End Date: 09/15/2020  
Trainer's Name: John AAA Safety  
Training Location: La Jolla, CA

#### 10-Hour Topics

\* Indicate the amount of time spent on each of the topics in the class.

##### REQUIRED

Hours \*

- Introduction to OSHA
- OSHA Focus Four Hazards - note the total time spent on the line to the left, and indicate the time breakdown on each line below:
- Falls
  - Electrocutation
  - Struck By
  - Caught-In or Between
- Personal Protective Equipment
- Health Hazards in Construction

##### ELECTIVE

Hours \*

- Cranes, Derricks, Hoists, Elevators, and Conveyors
- Excavations
- Materials Handling, Storage, Use and Disposal
- Scaffolds
- Stairways and Ladders
- Tools - Hand and Power

##### OPTIONAL

Hours \*

- 
- 
- 
- TOTAL

Cancel

Go Back a Step

Save

Continue to Next Step

# ADDING A CLASS

## STUDENT ROSTER

- Enter all student information.
- Student names appear on the left column labeled **Current Roster** once saved.
- Trainers are responsible for the spelling of the student names.
- Misspelled names require the trainer to request a replacement card.
- Student **minimum is 3** and the **maximum is 40**.

**Note:** Email and phone number are required fields, but are used for the trainer to distinguish between students with the same name or as a database of student information. If you do not want to enter information there, please put **n/a**.

### Add Class - Step 3: Student Roster

✓ Student Added/Updated

Course: 10 Hour Construction  
End Date: 09/15/2020  
Trainer's Name: John AAA Safety  
Training Location: La Jolla, CA

#### Current Roster

(click on the name to edit)

- 1 Roloff, Connie
- 2 Seppala, Kaila

#### Student Information

First Name \*   
Last Name \*   
Email \*   
Phone \*   
Address Line 1   
Address Line 2   
Address Line 3   
City   
State \*   
Zip   
Country

Save Student

New Student

Cancel

Go Back a Step

Continue to Next Step

# ADDING A CLASS

## SHIPPING

**Before** you make your payment, go back and review ALL entries. Once you have paid for your order, you may not make any changes.

### 1. LAMINATION

Lamination is available for an additional \$2.00 per card.

### 2. FEDEX ORDERS

If selecting FedEx as a shipping method, it is based on the printing completion of the order and not the date of submission.

### 3. SHIPPING ADDRESS

Trainers have the ability to update their shipping address if needed.

#### Edit Class - Step 4: Shipping

✔ Student Roster Saved

Course:	10 Hour Construction	Number of Students:	3
End Date:	09/15/2020		
Trainer's Name:	John AAA Safety		
Training Location:	La Jolla, CA		

#### Finishing

Add Card Lamination for \$2.00 per card, for a total of \$6.00

#### Shipping

Shipping Method: US Postal Service (5.00, est. 5 days)

Ship To:  Always Use this Shipping Address

Trainer's Name: John AAA Safety  
Company Name: UCSD OTIEC

Address Line 1: 8950 Villa La Jolla Drive

Address Line 2:

Address Line 3:

City: La Jolla State: CA Zip: 92037

Special Handling Request:

#### Acceptance of Terms

I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their designee) upon request. I understand that I will be subject of immediate dismissal from the OSHA Outreach Training Program if information herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17 (g) of the Occupational Safety and Health Act, 29 U.S.C.666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. By marking this checkbox, I hereby attest that all information is true and correct.

All orders are final. No refunds will be made. Spelling mistakes in student names will require reissuing the card(s) at your expense. You are responsible for all entries made even if you did not make them yourself. By checking the box to the left, you certify that you understand and are in agreement with these terms and conditions.

Cancel Go Back a Step Save Continue to Payment

**Note:** OSHA guidelines require the trainer to receive the cards and disseminate to the students.

# ADDING A CLASS PAYMENT

- Credit card payment is required to complete an order.
- All credit cards are accepted, including American Express.
- Purchase order payments must be pre-approved by contacting the Outreach Department.

## Order Summary

[View OSHA Form](#)

### Order Information

Merchant: UCSD Extension OSHA Training Institute  
Description: OSHA Outreach Training Card Sale  
Invoice Number: 76831  
Customer ID: C26570129

### Billing Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

oti-outreach@ucsd.edu  
000-000-0000

### Shipping Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

Special Handling:

Item	Description	Qty	Taxable	Unit Price	Item Total
CARD SALE	10 Hour Construction	3	N	8.00	24.00
SHIPPING	US Postal Service	1	N	5.00	5.00

**Total: US \$ 29.00**

### NOTE:

(1) Once you click on the **Pay Now** button, you cannot make changes to your order. Please be sure everything is correct and that student names are properly spelled before making payment.

(2) To pay for your order securely over the internet, please have an updated browser. If your browser is not updated, you may not be able to complete your order. If you have any problems, please contact the OSHA Outreach Department at (858) 534-9283.

[Pay Now](#)

(generated at 11:31 AM on Sep 24, 2020)

# ADDING A CLASS

## ORDER SUMMARY

Once an order is paid, trainers can view the order summary for maintenance of course records.

### 1. OTPR

Document displaying all information entered for the class on the Storefront system.

### 2. RECEIPT

Document showing order was paid.

### 3. COVER LETTER

Document with student names and card numbers.

### 4. PAYMENT INFORMATION

Displays date, time and payment method.

## Order Summary

[View OSHA Form](#)[View Receipt](#)[View Cover Letter](#)[Edit Order](#)[Void Cards/Reprint](#)

### Order Information

Merchant: UCSD Extension OSHA Training Institute  
Description: OSHA Outreach Training Card Sale  
Invoice Number: 76831  
Customer ID: C26570129

### Billing Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

oti-outreach@ucsd.edu  
000-000-0000

### Shipping Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

Special Handling:

Item	Description	Qty	Taxable	Unit Price	Item Total
CARD SALE	10 Hour Construction	3	N	8.00	24.00
SHIPPING	US Postal Service	1	N	5.00	5.00
				<b>Total:</b>	<b>US \$ 29.00</b>

### Payment Information

Date/Time: 09/24/2020 11:37:00  
Payment Method: Credit Card, Transaction ID: 42108145812

### Shipping Information

Status: Order was shipped on: 09/25/2020  
Via: US Postal Service

# ADDING A CLASS

## ORDER SUMMARY

### 5. SHIPPING ADDRESS

This is the submitted shipping address by the trainer and is where the cards will be mailed to.

### 6. DATE CARDS WERE MAILED

This shows what day the cards were mailed out. If cards were mailed via FedEx, the tracking number is indicated here.

**Note:** If the trainer inputs the incorrect address and the cards are lost in the mail, there is a charge to void and replace the card order.

## Order Summary

[View OSHA Form](#)[View Receipt](#)[View Cover Letter](#)[Edit Order](#)[Void Cards/Reprint](#)

### Order Information

Merchant: UCSD Extension OSHA Training Institute  
Description: OSHA Outreach Training Card Sale  
Invoice Number: 76831  
Customer ID: C26570129

### Billing Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

oti-outreach@ucsd.edu  
000-000-0000

### Shipping Information

John AAA Safety  
8950 Villa La Jolla Drive  
La Jolla, CA 92037 USA

Special Handling:

Item	Description	Qty	Taxable	Unit Price	Item Total
CARD SALE	10 Hour Construction	3	N	8.00	24.00
SHIPPING	US Postal Service	1	N	5.00	5.00
				<b>Total:</b>	<b>US \$ 29.00</b>

### Payment Information

Date/Time: 09/24/2020 11:37:00  
Payment Method: Credit Card, Transaction ID: 42108145812

### Shipping Information

Status: Order was shipped on: 09/25/2020  
Via: US Postal Service

University of California San Diego

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An Authorized  
 **OSHA** Training Institute  
Education Center®

For questions, please email [oti-outreach@ucsd.edu](mailto:oti-outreach@ucsd.edu)