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Log In

- Use the email you were signed up with
- Use the password you chose on your first login
- If you need to change your email or password, please contact the UCSD OSHA department at 858-534-9280 or email smacgilfrey@ucsd.edu
The Home Page

Shows submitted classes and their progress, and announcements
The Class Page

- The Class Page shows all of your classes, either in-process or completed.
- The Report Filters allow you to quickly find classes by Status, Course Title, or Date Range.
Adding a Class

- Click on the Classes menu item, then click the Add Class button

Complete the required screens for adding a class. Then proceed to the payment page.
Adding a Class

- The process of adding a class follows the OSHA Outreach Training Program Report closely.
- Have your class information ready before you start.
- You may also delete the class at this point for any reason. All the information you entered will be permanently deleted.
Add Class – Step 1

- Add the Trainer and Course Information.
- Complete this page as you would the OSHA form.
- When you have finished this page, click Save if you need to stop and come back later OR click Continue to Step 2 to proceed.
Add Class – Step 1

- When done, click the Continue to Step 2 button.
Add Class – Step 2

- Add the time for the topics covered.
- When you click Save, the system will total your time entries.
- It is up to you to have the correct topic time information.
- The system will not prompt you if your topic times do not meet OSHA guidelines and incorrect entries may trigger an audit.
Add Class – Step 2

- When done, click the Continue to Step 3 button.
Add Class – Step 3

- Add the Student Roster.
- Please note: All information is required.
- OSHA Training Institute DOES NOT share student phone numbers or email addresses, this information is confidential.
- Email and/or phone numbers are use to correctly identify a student should a replacement card be requested.
Add Class – Step 3

- When done, click the Continue to Step 4 button.
Add Class – Step 4

- Step 4 is where you enter the Shipping Information.
- US Postal shipping is the default and is free, faster shipping methods have associated fees.
- Selecting Overnight Shipping does NOT guarantee your order will arrive within 24 hours of making your payment. It is only a faster shipping method once your order is processed.
Add Class – Step 4

- When done, click the Continue to Payment button.
Order Summary

- The order summary shows your order, shipping, and total. If this is correct, click Pay Now.
- You can view and print the OSHA form from this page.
- Once you have completed your payment, your Class will move from the In-Process Classes area to the Classes Ready for Printing area.
- When your order has been printed, it will show up in the Classes Ready to Ship area.
- When your order has been shipped, it will no longer show up on the home page.
Order Payment

- Credit/Debit Card payments are handled by Authorize.net, a secure card processing company. UCSD does not have access to your card number or information.

- Verify that all the information on the page is correct.

- Click the Submit button to complete your payment.

- You will return to the OSHA website automatically.

- You will receive an email confirmation of your order, this is your credit card receipt.
Student Page

- Use this page to find a student.
- Using the Report Filters you can narrow your search.
- You can save your report to an Excel compatible format by clicking the Download Report button.
# Student List

## Report Filters

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>Class</th>
<th>Class End Date</th>
<th>Training Site</th>
<th>Phone Number</th>
<th>Email</th>
<th>OSHA Card#</th>
<th>Class End Date Range (mm/dd/yyyy)</th>
<th>Card Type</th>
<th>Card Type</th>
<th>Trainer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strange, Kevin</td>
<td>10 Hour Construction</td>
<td>2012-10-24</td>
<td>America Safety Trainers</td>
<td>555-1214</td>
<td><a href="mailto:kev@blah.com">kev@blah.com</a></td>
<td>not yet issued</td>
<td></td>
<td></td>
<td></td>
<td>Robert James</td>
</tr>
<tr>
<td>TestLast2, Beau</td>
<td>10 Hour Construction</td>
<td>2012-10-24</td>
<td>America Safety Trainers</td>
<td>800-555-1211</td>
<td><a href="mailto:beau@blah.com">beau@blah.com</a></td>
<td>not yet issued</td>
<td></td>
<td></td>
<td></td>
<td>Robert James</td>
</tr>
<tr>
<td>TestLast3, TestFist3</td>
<td>10 Hour Construction</td>
<td>2012-10-24</td>
<td>America Safety Trainers</td>
<td>555-1212</td>
<td>@blah.com</td>
<td>not yet issued</td>
<td></td>
<td></td>
<td></td>
<td>Robert James</td>
</tr>
<tr>
<td>Wick, Student1</td>
<td>10 Hour Construction</td>
<td>2012-10-24</td>
<td>America Safety Trainers</td>
<td>555-1210</td>
<td><a href="mailto:rob@blah.com">rob@blah.com</a></td>
<td>not yet issued</td>
<td></td>
<td></td>
<td></td>
<td>Robert James</td>
</tr>
</tbody>
</table>

*Found 4 Records*
Reports

- Once your class is complete (printed and shipped), you can return to the class page and click on the class number.
- You will be able to print:
  - The OSHA Outreach Training Program Report
  - Your UCSD Extension Receipt
  - The cover letter included with your cards
- The OSHA report and the cover letter contain the card numbers issued to the students.
- You can print any of the report for your records.