



We're Upgrading to a New Outreach Trainer Portal!

We are excited to announce that the CSUDH OSHA Training Institute Education Center will be transitioning to a new Outreach trainer portal on June 6, 2022. The OSHA Card Portal (OCP) will provide a more user-friendly experience, allowing you to easily submit Outreach Training Program Reports (OTPRs), track shipments, and order replacement cards.

What does this mean for Outreach trainers?

- Rocky Mountain Education Center (RMEC) Outreach Trainer Portal – the portal that you currently use to submit OTPRs – will shut down on Tuesday, May 31.
- On Monday, June 6, you will be able to access the OSHA Card Portal. All OTPRs will be submitted to the OSHA Card Portal going forward.
- **You will not be able to submit OTPRs from June 1 through June 5** while the historical data is migrated to the new portal.
- **No later than Monday, May 30**, download and save your PDF copies of the OTPRs submitted to RMEC for your own records to remain in compliance with the Outreach Training Program Requirements.
 - **Note:** *OTPRs submitted to RMEC may not be available in the new portal.*

How do I access the OSHA Card Portal (OCP)?

Starting June 6, you will be able to access the OCP following these steps:

1. In your web browser, navigate to <https://www.oshacardportal.com>
 - *We recommend using Google Chrome as your web browser, as this is the most compatible browser for the OCP.*
2. Using the *Sign In* page, enter the email address you used to access the RMEC Outreach Training Portal and leave the password field blank.
 - *For security reasons, you will need to set up a new password.*
3. Click the **Sign In** button.
4. If the email you entered matches an account transitioned from RMEC, you will see a Welcome message.
5. Click the **Send Email** button and a link to set up a new password will be sent to your email account.
 - *If you don't receive the email within 5 minutes, check your spam folder.*
6. Open the email and click the link to set up a new password for the OCP.
7. After creating a new password for your OCP account, you will be signed into the OCP and should see the historical data transitioned from RMEC.
8. Once you have signed in successfully, you will use your email address and the newly created password to access the OCP going forward. If you happen to forget your password, simply click the **Forgot Password** link on the OCP *Sign In* page.

If you have issues accessing the OCP or have any further questions about the transition, please contact Katty Rojas, Program Coordinator, at oshacards@csudh.edu or by phone at (310) 243-2021.

We appreciate your patience as we upgrade to the OSHA Card Portal.