GUIDE TO STOREFRONT

UC San Diego OTIEC Outreach Department
GAINING ACCESS TO STOREFRONT

Outreach Trainers will receive access to the Storefront system via an email from 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.
- 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

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

**Announcements**

**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

Single card replacement orders are still $30.00 per card.

If you have any questions regarding the changes, please contact the Outreach Department at 858-534-0263 or email us at out-reach@ucsd.edu.
CLASSES

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 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.
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.
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.
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.
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**.
**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.

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<table>
<thead>
<tr>
<th>Edit Class - Step 4: Shipping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course:</strong> 10 Hour Construction</td>
</tr>
<tr>
<td><strong>End Date:</strong> 09/15/2020</td>
</tr>
<tr>
<td><strong>Trainer's Name:</strong> John AAA Safety</td>
</tr>
<tr>
<td><strong>Training Location:</strong> La Jolla, CA</td>
</tr>
<tr>
<td><strong>Number of Students:</strong> 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finishing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Card Lamination for $2.00 per card, for a total of $0.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Shipping</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipping Method:</strong> US Postal Service (5-7 days)</td>
</tr>
<tr>
<td><strong>Ship To:</strong> Always Use My Shipping Address</td>
</tr>
<tr>
<td><strong>Trainer's Name:</strong> John AAA Safety</td>
</tr>
<tr>
<td><strong>Company:</strong> UCSD OTIEC</td>
</tr>
<tr>
<td><strong>Address Line 1:</strong> 8950 Villa La Jolla Drive</td>
</tr>
<tr>
<td><strong>City:</strong> La Jolla</td>
</tr>
<tr>
<td><strong>State:</strong> CA</td>
</tr>
<tr>
<td><strong>Zip:</strong> 92037</td>
</tr>
</tbody>
</table>

**Acceptance of Terms**

I certify that I have conducted the outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records required by these guidelines and will provide those records to the OSHA Occupational Safety and Health Act (29 U.S.C. § 654) of the Occupational Safety and Health Act, 29 U.S.C. § 654, which provides criminal penalties for making false statements or representations in any document filed pursuant to this Act. By marking this checkbox, I hereby affirm that all information is true and correct.

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