



### **New Outreach Portal Announcement Effective January 1, 2023**

The ECU OTI Education Center is happy to announce the launch of a new and improved [Outreach Training Portal](#). After many years of supporting an internal Outreach Training Portal system here at ECU we have made the decision to move on to a more established, robust, and user-friendly system for our authorized Outreach trainers **effective January 1, 2023**.

We at the ECU OTI Education Center believe that you will find the new system much more seamless; everything Outreach training related is now in one place. You will now be able to track the status of your reports directly from the user interface. You will be able to see when an Outreach Training Program Report has been approved, or when a report is flagged and there are issues that need to be addressed. You will also be able to purchase cards from within the system, including replacement cards, and track the mailing status of your order directly from within the portal.

As an existing authorized OSHA Outreach trainer your information has been preloaded into the new Outreach Portal. The new system can be accessed at <https://www.outreachportal.com/>. In order to login to the new portal **you will need to click on the link to “request access” at the top of the page**. You should be able to retrieve a password to access the system using the email address at which you received this message. **Please note that you will also be receiving a new Authorized Outreach Trainer Card for use with the new Outreach portal.** The new card is strictly a formality due to the switch to a different digital system—you will maintain your existing expiration date. These cards will be generated and mailed by December 22, 2022; you should receive them by early January. **I encourage you to please verify the information in your Profile once logged into the system to ensure that your trainer card, and any future card orders are mailed to the correct location. Also please be sure to select, “Yes, publish my contact information” if you’d like your information made available on OSHA.gov for those seeking Outreach training.**

I would encourage you to login to the system and have a look around—get acclimated to the new and improved Outreach Portal. A **user guide has been prepared for the new portal and is attached to this email**, please review this guide for further information on how to use the system and submit an Outreach Training Program Report. The Outreach Trainer Resources page at [www.osha.eku.edu](http://www.osha.eku.edu) has also been updated with links to the new portal and information on how to use the new system.

Of course, this raises questions about what happens to the old outreach portal ECU has used since March 2016. The old outreach portal system will be maintained for record retention purposes for at least 5 years. This will allow trainers to request replacement cards for previously submitted training and print historical records if needed. Access to the old portal system will be available from the trainer resources page, but **no new Outreach Training Program Reports will be accepted in the old Outreach Portal system on or after January 1, 2023**. I encourage trainers to complete any outstanding reports in

the old outreach portal system before the end of the calendar year, as any report submitted prior to December 31, 2022 in the old portal will be processed. If an Outreach Training Program Report hasn't been started in the old system, I would encourage you to submit the report in the new Outreach portal at [www.outreachportal.com](http://www.outreachportal.com).