OTP Training Readiness Guide

Training Readiness: OTP and Support Portal

The purpose of the Training Readiness: OTP and Support Portal document is to provide you resources in completing your learning journey.

Getting Started: OTP and Support Portal

The OTP and Support Portal is where you can register of training and access documentation, videos, and tools.

1. Upon logging in for the first time, click the tile Become an OTP to join the OTP Program
   - If you do not see this tile, skip to step 2
2. Agree to the Terms and Conditions
3. Enter mobile number, enable text message, update email (if applicable)
4. You can now Register for Training!

Technology Recommendations

It is highly recommended you check the following items before you begin a course:

Browser Settings:	Device:	Browser:
Enable pop-up settings to allow training to display. **Failure to enable may cause the module to not load on your screen**	Desktop or Laptop	Chrome or Internet Explorer Ensure you have a reliable Internet Connection

Module progress is only recorded if you complete it in its entirety. If you exit before completion, you will have to start from the beginning upon reopening.

Additional Resources

The OTP and Support Portal includes a wealth of additional information; some related resources include:

How to Register for Training

How to Request an eID Merge

How to Print Course Certificates

How to disable pop-up window blocking

How to Assign Stores

OTP Portal Text and Email Address Field User Instructions