



# O.T.I.S.

## Instructions for using the Online Training Information System

### After Registration:

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1. If this is your first time using the Online Training Information System (O.T.I.S.), you will need to set up a username and password. If you're not registered, you will find the registration link "Need to register? Click here." on the Architect's CEU page.  
*Note: After you have registered, you will receive an e-mail notification containing your login credentials. Please keep this in a safe place so you can reference it in case you forget the login information.*
2. Once you have registered for O.T.I.S., you will be directed to the "Curriculum List". To access the desired course, you will need to select "Course Catalog" on the left side of your screen.
3. Find your desired course and click the word "Details" next to the course you need.
4. A pop-up window will appear with details about the course. Click on the green button that says "Enroll." The pop-up window will disappear and the course you have enrolled in will appear grayed out in the course catalog list.
5. Click on "Curriculum List". The course you enrolled in will appear in the list. Select "Go".
6. Select "Launch" from the next screen in the "Course Item" list.
7. The course will appear in a separate window. Follow the instructions within the course.
8. At the end of the course you may be asked to take a test. (Not all courses require a test; look for the "Take Test" button at the bottom of the screen.)

### For Registered Users:

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1. If you have previously registered for the Online Training Information System (O.T.I.S.), you will need to log in to the system with the login credentials you created at the time of your registration. You may do so by clicking the "Already Registered? Log in here." link on the Architect's CEU page.  
*Note: If you have forgotten your login information, you can select "Forgot User ID or Password" on the user login screen.*
2. After you log in, you will be directed to the "Curriculum List". To access the desired course, you will need to select "Course Catalog" on the left side of your screen.
3. Find your desired course and click the word "Details" next to the course you need.
4. A pop-up window will appear with details about the course. Click on the green button that says "Enroll." The pop-up window will disappear and the course you have enrolled in will appear grayed out in the course catalog list.
5. Click on "Curriculum List". The course you enrolled in will appear in the list. Select "Go".
6. Select "Launch" from the next screen in the "Course Item" list.
7. The course will appear in a separate window. Follow the instructions within the course.
8. At the end of the course you may be asked to take a test. (Not all courses require a test; look for the "Take Test" button at the bottom of the screen.)