

OTI Self-Account Creation

The OSHA Training Institute (OTI) Self-Account Creation process is only for state OSHA, Other Government Agency (OGA) outside of OSHA and private sector students, not federal OSHA students.

To create a learner (student) account in the OTI Blackboard environment, go to <https://oshaelearning.geniussis.com/PublicWelcome.aspx> and click the 'New User (other than Federal OSHA)' button.

See instructions and an example of the self-account creation form below.

- Complete the Legal First Name, Legal Middle Name and Legal Last Name with your full legal name. If you do not have a middle name, leave that field blank.

- Select your Job Specialization from the drop-down list (e.g., Administrative Specialist, Industrial Hygienist, Other, Safety Specialist, or Whistleblower Investigator).

- Complete Work Email and Confirm Work Email with your official work email address.

- Complete Work Phone Number and Cell Phone.

- Answer the question 'Are you a State Plan OSHA or Consultation Employee?'

IMPORTANT NOTE: If you work for a Consultation or Enforcement office (e.g., Alabama Consultation, Illinois Consultation, Illinois Enforcement, etc.), click 'Yes' to answer the question 'Are you a state Plan OSHA or Consultation Employee?' The box appears to Select Affiliation (Org Name) from a drop-down list. If you work for a private sector company or a government agency outside of both federal OSHA and state OSHA, click 'No' to answer the question and select either Other Government Agency (OGA) or Private Sector, depending on where you work.

Federal OSHA employees cannot self-create accounts. Their accounts are created through a feed from the HR Connect system.

- Complete Work Street Address 1, Work Street Address 2, Work City, Work State and Work Zip with your work address.

- Complete Supervisor Work Email and Confirm Supervisor Work Email with your supervisor's official work email address.

- Complete Password and Confirm Password.

All of the above fields that are required are denoted with '*'

- Click to check the box for 'I'm not a Robot' to complete the reCAPTCHA process.

- When the form is complete, click the Register button to agree with the Usage Terms and send the request for Approval.

Registration

New to the Learning Portal? Create your account below.

1. Legal First Name*:

2. Legal Middle Name:

3. Legal Last Name*:

4. Select Job Specialization*:

5. Work Email*:

6. Confirm Work Email*:

7. Work Phone Number*:

8. Cell Phone:

9. Are you a State Plan OSHA or Consultation Employee*?

11. Work Street Address 1*:

12. Work Street Address 2:

13. Work City*:

14. Select Work State*:

15. Work Zip*:

16. Supervisor Work Email*:

17. Confirm Supervisor Work Email*:

18. Password*:

19. Confirm password*:

By clicking on register, you agree with our [Usage Terms](#).



I'm not a robot



reCAPTCHA
Privacy - Terms

Register

[Already Have an Account?](#)

Once the form is submitted, it will go through a TWO Step Approval process.

1st level: An Approval Notification will be emailed to the state OSHA Training Coordinator(s) that the student selected in the Affiliation (Org Name) Dropdown list if you are a State Plan OSHA or Consultation employee. An Approval Notification will be emailed to Student Services if you work for a government agency outside of federal OSHA and state OSHA or a private sector company.

2nd level: An Approval Notification will be emailed to Student Services once the state OSHA Training Coordinator approves the request. If the first level Approval Notification was emailed to Student Services, the second level Approval Notification will also be emailed to Student Services.

If a state OSHA Training Coordinator is not set for the Affiliation (Org Name) selected by the student, the Approval Notification will be emailed to Student Services.

If the request is declined at any level, an email will be sent to the student with the reason for declining the request.

If the request is approved at both levels, an email will be sent to the student with a link to log in.