



How to create a New OH|ID account and Department of Education Profile

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Overview

This job aid is intended to provide an overview on how to create and New OH|ID and Department of Education Profile

Step-by-Step Guide

Step 1 – Log Into the Department of Education

Navigate to <http://education.ohio.gov>, click the “**Login**” link at the top of the education.ohio.gov



Figure 1 Department of Education Homepage

Step 2 – Choose All Other User Option

Choose “OH|ID Portal”

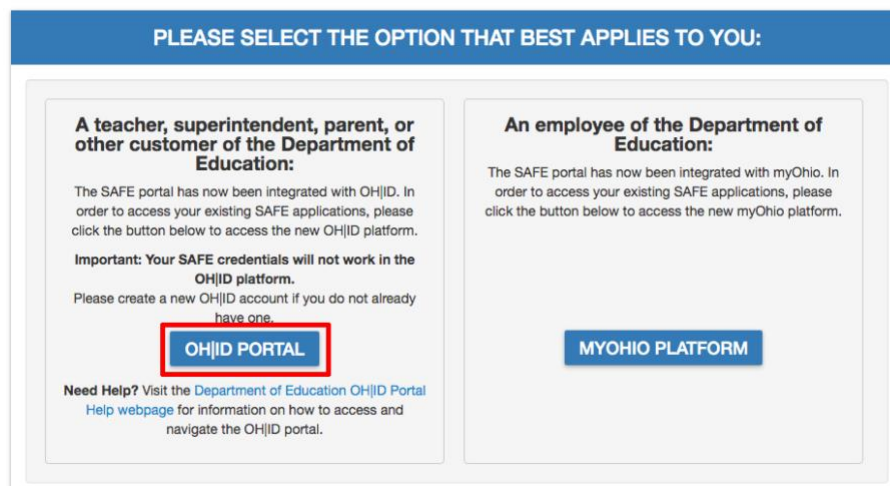


Figure 2 Login Option Dialog Box

Step 3 – Select Create New Account

Click on the “Create New Account” link

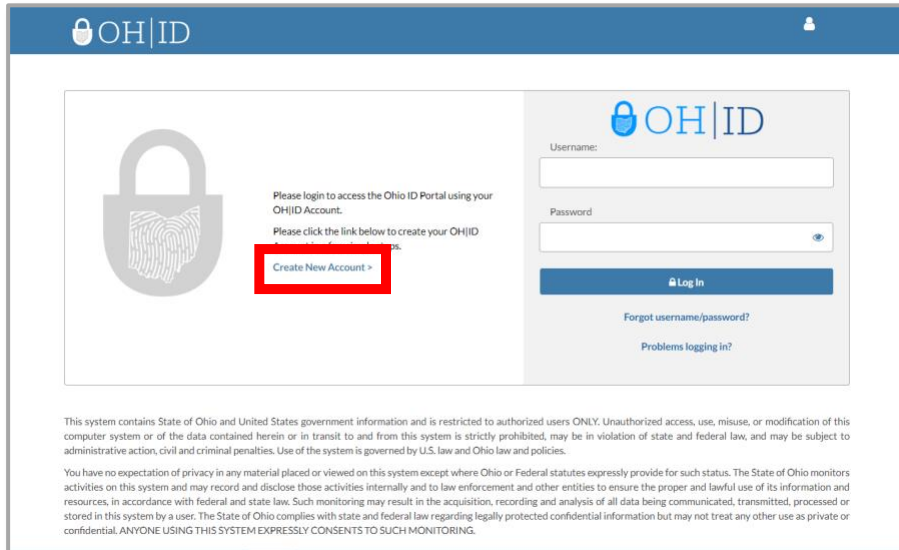


Figure 3 OH|ID Homepage

Step 4 – Fill out the information on the **Profile Information** page

The first step of the OH|ID account creation process is completing the **Profile Information** page. To do this:

- Enter your contact and demographic information.
- Answer the verification question.
- Read and accept the OH|ID terms and conditions by checking the box next to “I Acknowledge.”

Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue.

The screenshot displays the 'Profile Information' page of the OH|ID account creation process. At the top, there is a progress indicator with three steps: 'Profile Information' (the current step, marked with a person icon), 'Security Setup' (marked with a lock icon), and 'Confirmation' (marked with a checkmark icon). The main heading is 'Profile Information' with the sub-heading 'Enter your profile information'. The form contains several input fields: 'First Name *', 'Middle Initial', 'Last Name *', 'Suffix', 'Email *', 'Email Confirmation *', 'Work Phone Number *', 'Mobile Number', 'Date of Birth *' (with a calendar icon), and 'Last 4 of SSN *'. Below these fields is a 'Verification Question' section with the question 'What is the 2nd color in the list pink, house and purple?' and an input field. Underneath is a 'Terms and Conditions' section with a paragraph of text and an 'I Agree' checkbox. At the bottom of the form are three buttons: 'Cancel', 'Reset', and 'Next'.

Figure 4 OH|ID Account Creation Page

Step 5 – Complete the **Security Setup** page

On the **Security Setup** page, create your OH|ID Business username and password following the password guidelines on the right-hand side of the page.

Then, select your preferred password recovery method. The options are:

- A temporary PIN that is sent to your email address
- A temporary PIN that is sent via text message, or
- Answering pre-selected security questions.

Click on the corresponding tile under the “Security Options” header to choose your preferred option. It is important to note that multiple options can be selected. Once you have entered all the required information, click the “Create Account” button to continue.

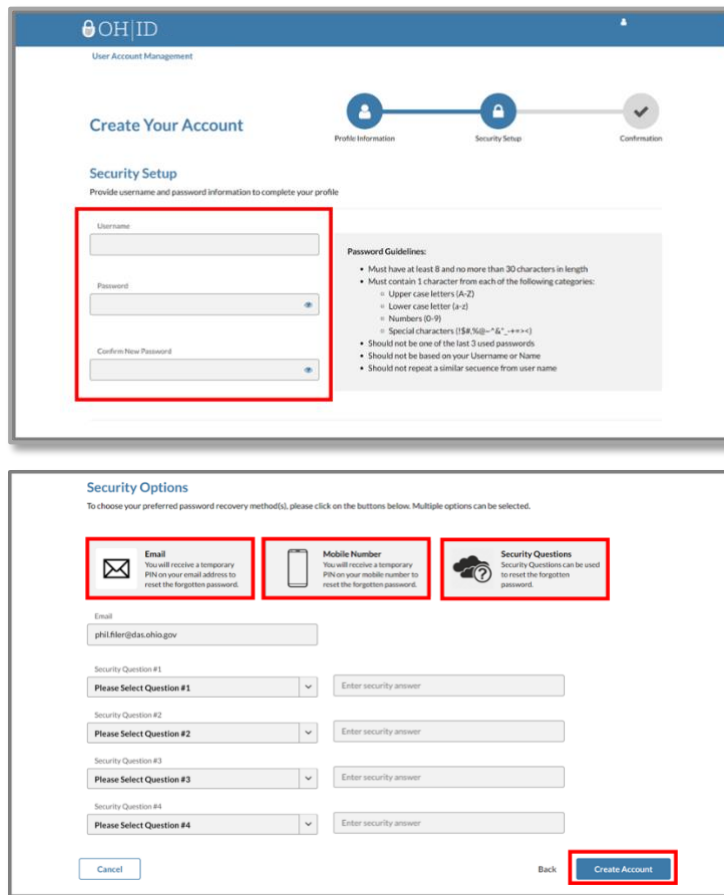


Figure 5 OH|ID Security Setup page

Step 6 – Click the “Go to Login” button to enter the OH|ID platform

Click the “Go to Login” button to navigate to the OH|ID login page.

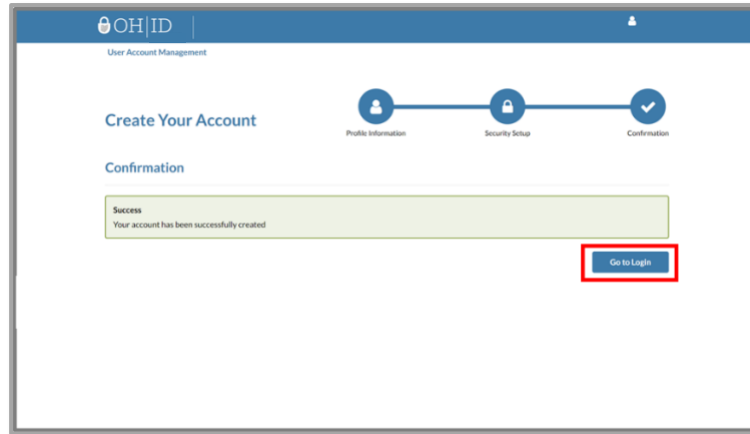


Figure 6 Create Your Account page

Step 7 –Login with newly created OH|ID username and password

Enter newly created OH|ID username and password and click “Log In”

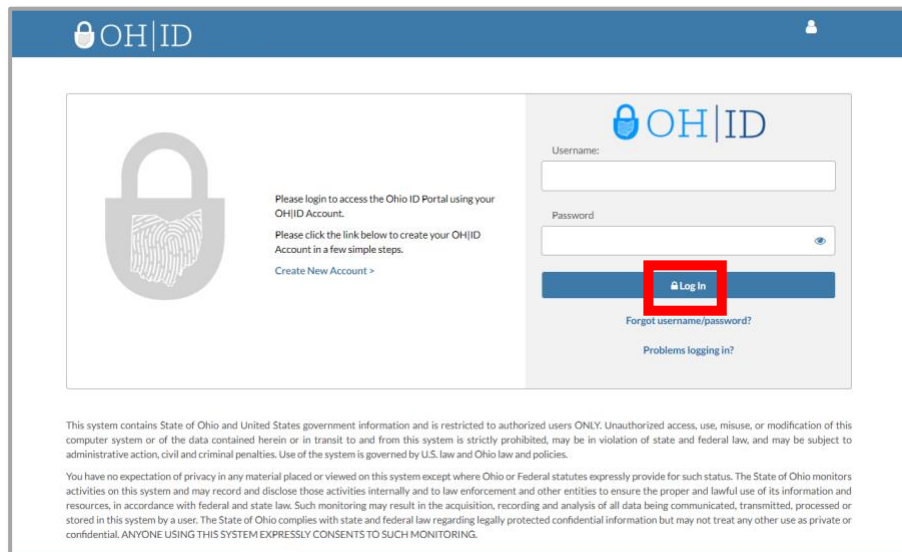


Figure 7 OH|ID Homepage

Step 8 – Select “Department of Education Profile Setup”

Under Available Apps, click on the “Department of Education Profile Setup” button.

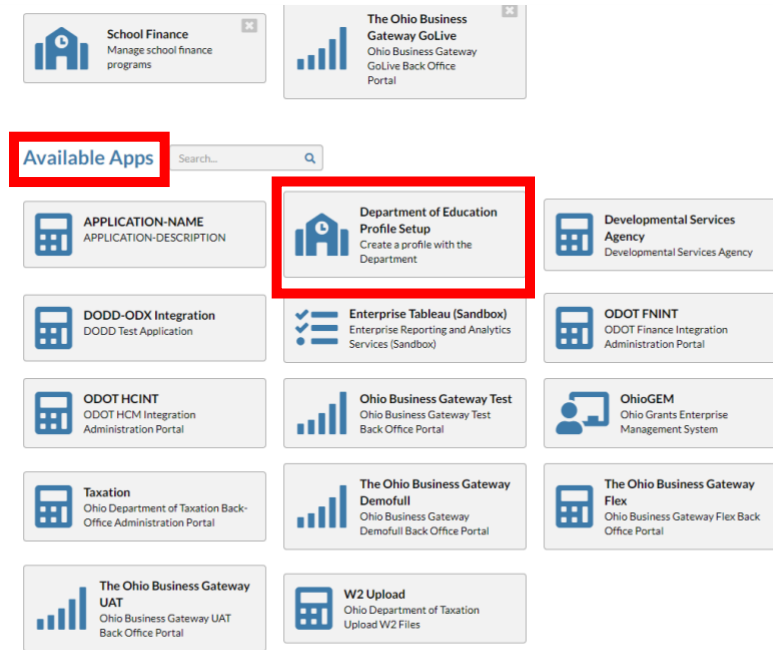


Figure 7 OH|ID Dashboard

Step 9 – Accept Terms and Conditions and Verify Social Security Number

Accept Terms and Conditions and Verify Social Security Number and click “Request Access”

Department of Education Profile Setup

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

In order to proceed with this request, you must provide the following approval.

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

I Agree

Verify the last four digits of your SSN: 1111

Request Access

If you do not have an SSN/ITIN, please enter 0000 to proceed.

Figure 9 Terms and Conditions Page

Step 10 – Return to Applications

Click on the “Return to Applications” button

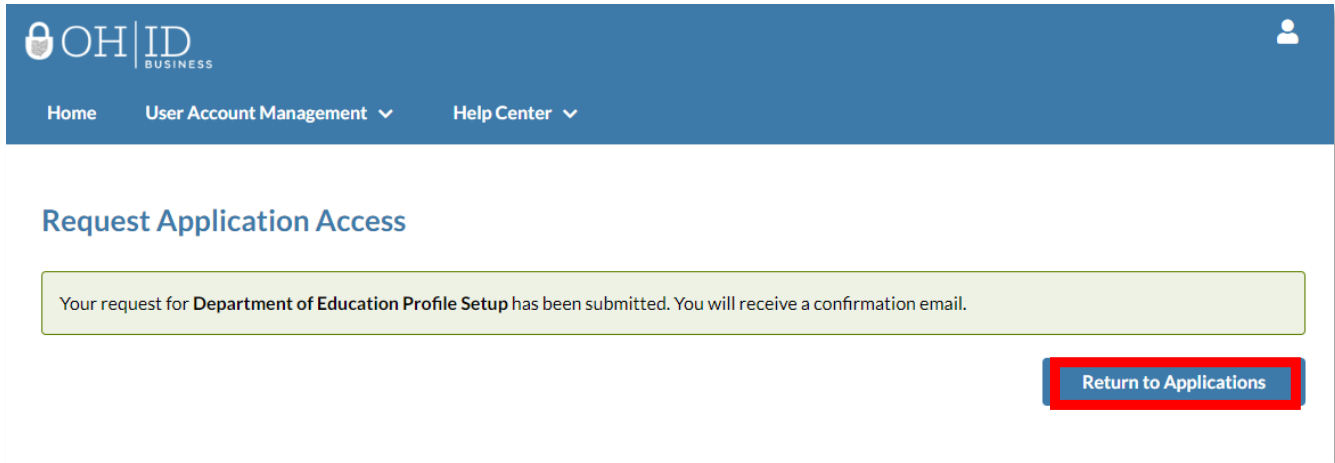


Figure 10 Request Application Access webpage

Step 11 – Select “Department of Education Profile Setup”

Under My Apps, click on the “Department of Education Profile Setup” button **for a second time.**

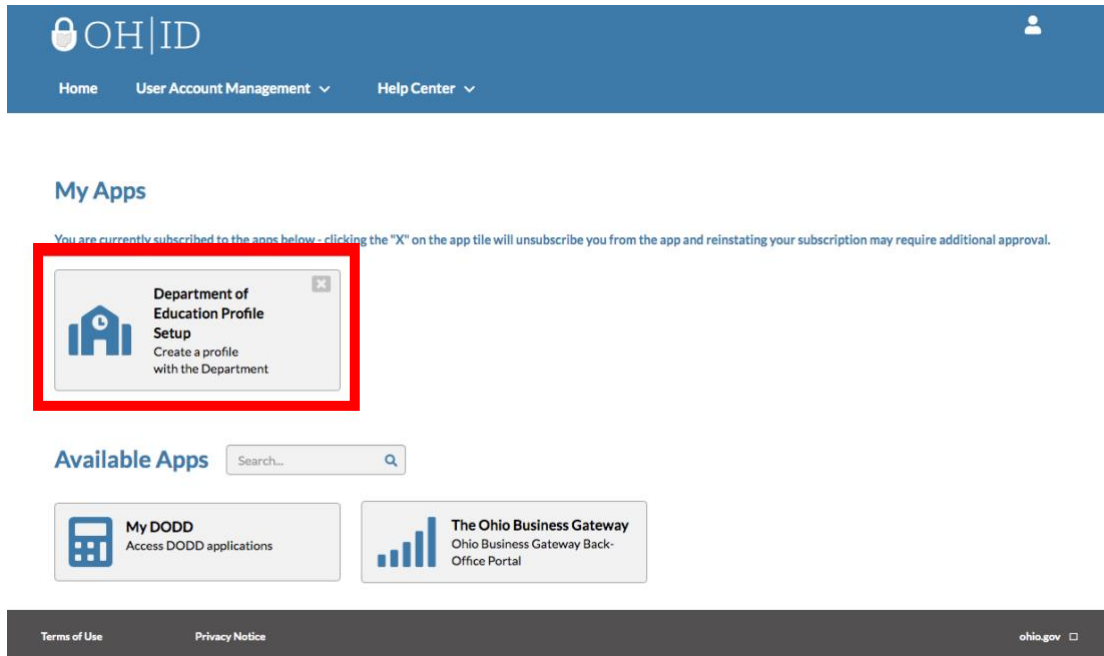
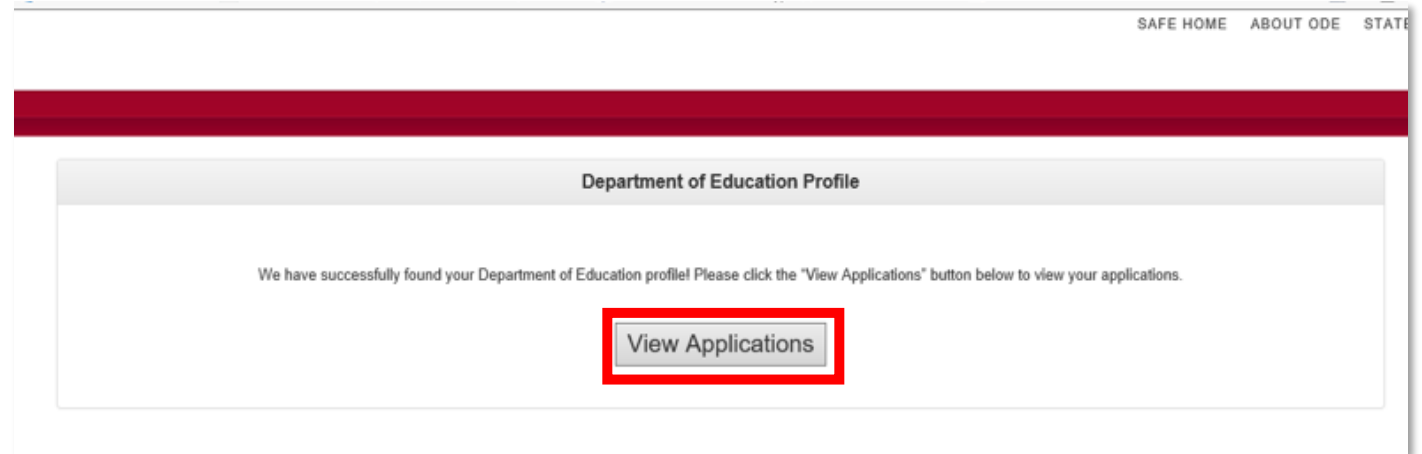


Figure 11 OH|ID Dashboard

Step 12a – Department of Education Profile Found

If a Department of Education Profile is found, click on “View Applications” to view your Department of Education applications. **If a Department of Education Profile is not found, please see Step 12b.**



Department of Education applications are ready to be accessed. **Done!**

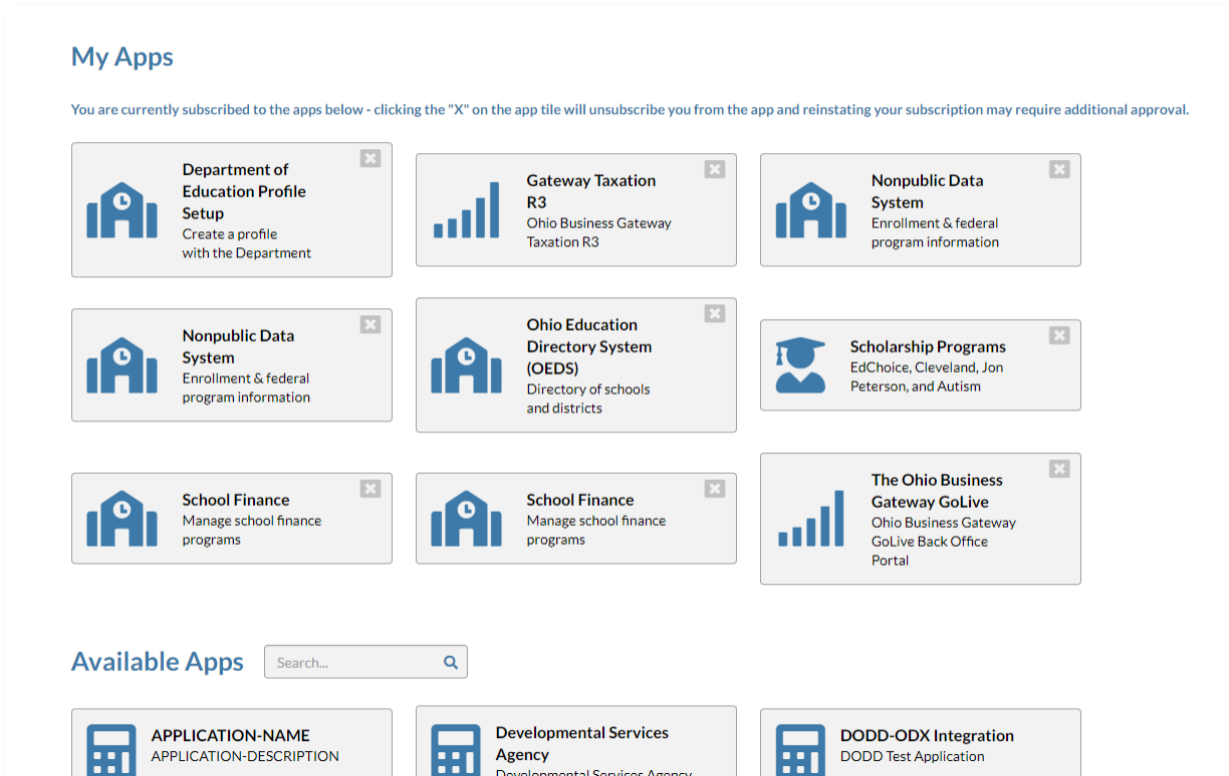


Figure 12a View Applications Dialog Box and OH|ID Dashboard

Step 12b – Department of Education Profile Not Found

If a Department of Education Profile is not found, click on "Create Profile" to create a Department of Education Profile.

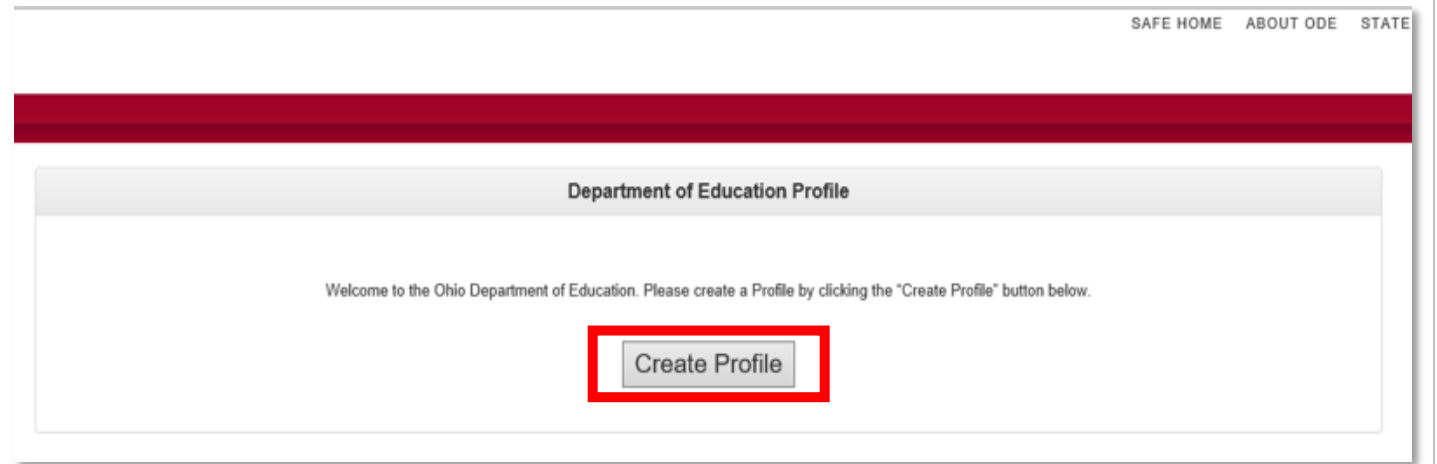


Figure 12b Create Profile Dialog Box

Step 13 – Create Department of Education Profile

Complete the Department of Education Profile Creation Pages and click “Next”

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Which role best applies to you?
(Multiple roles can be selected)

- I am applying/renewing a permit or license for a Coach/Licensed Educator/Teacher/School Administrator/Nurse/Substitute Teacher/Paraprofessional
- I am a parent, signing up for the College Credit Plus program
- I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- I am a parent, signing up for Scholarship program
- Other reasons such as a Scholarship Provider

Basic Information
Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:
Jane

MIDDLE NAME:

CURRENT LAST NAME:
Moe

PREVIOUS LAST NAME:

SSN: 3000 Why does ODE ask for this?
What if I don't have a SSN?

BIRTH DATE:
01/01/1990

NEXT

Figure 13a Role and Basic Information Dialog Box

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Contact Information

Home - Physical Address

ADDRESS LINE 1:
1 Main St

ADDRESS LINE 2:
[Empty]

CITY:
Columbus

STATE:
Ohio

ZIP:
43215

ZIP4:
[Empty]

PHONE NUMBER:
614-000-0000

Home - Mailing Address

IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:
1111 gladsstone blvd

ADDRESS LINE 2:
[Empty]

CITY:
leola center

STATE:
Ohio

ZIP:
43035

ZIP4:
[Empty]

Identity Verification Information

OFFICE EMAIL ADDRESS
kakah@ive.com

CONFIRM OFFICE EMAIL ADDRESS
kakah@ive.com

HOME EMAIL ADDRESS
kakah@ive.com

CONFIRM HOME EMAIL ADDRESS
kakah@ive.com

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:
[Empty] or
UPLOAD VERIFICATION DOCUMENT

[Click here for a list of acceptable verification documents.](#)

Account Information

I agree to Ohio Department of Education Terms of Service and Privacy Policy

NEXT GO BACK

Figure 13b Contact Information and Identity Verification Dialog Box

Step 14 – Email Confirmation

Enter the last four digits of your Social Security number and validation code you received from a confirmation email in the confirmation dialog box and click “Continue”.

Thank you for creating your profile. Please verify your information to ensure secure access to your profile. Please click the link below and enter the last four digits of your Social Security number, along with the email confirmation key provided below to authenticate your profile.
Link <https://safedev.ode.state.oh.us/ODE/Profile/signup/confirmemail?key=08-843346>
Email confirmation key: VQ-6332457

Email tips:
If you have questions regarding your profile setup, please contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov

Thanks for signing up!

Figure 14a Confirmation Email

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation

SSN4:

Last 4 digits of social security number

PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:

VQ-6332457

CONTINUE

Figure 14b Confirmation Email Dialog Box

Step 15a – Sign Up Status: Approved

If all information is entered correctly and verified, approval will be granted. Department of Education Applications can now be accessed by clicking the “Login” and entering your OH|ID username and password.

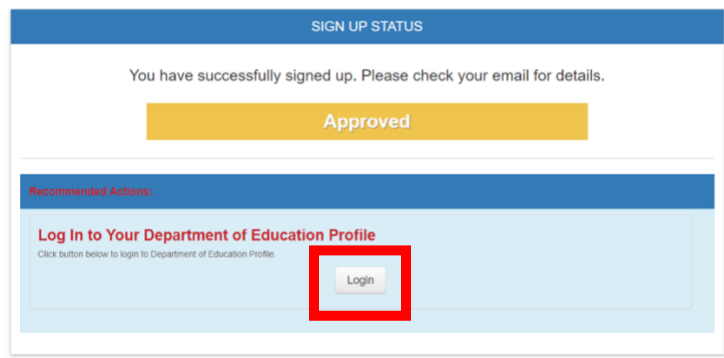


Figure 15a(1) Sign Up Status Approved Dialog Box

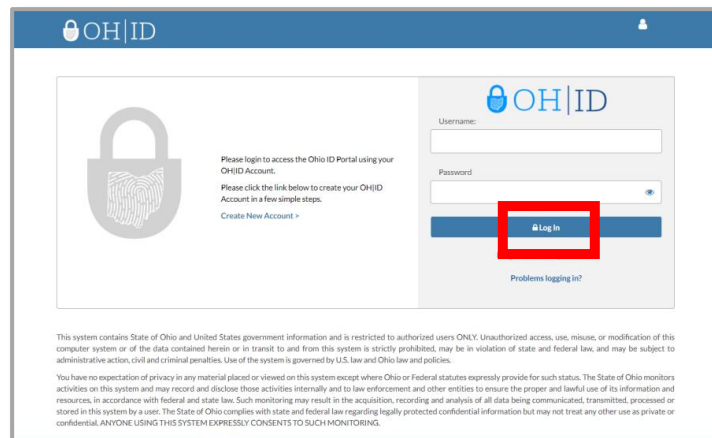


Figure 15a(2) OH|ID Homepage

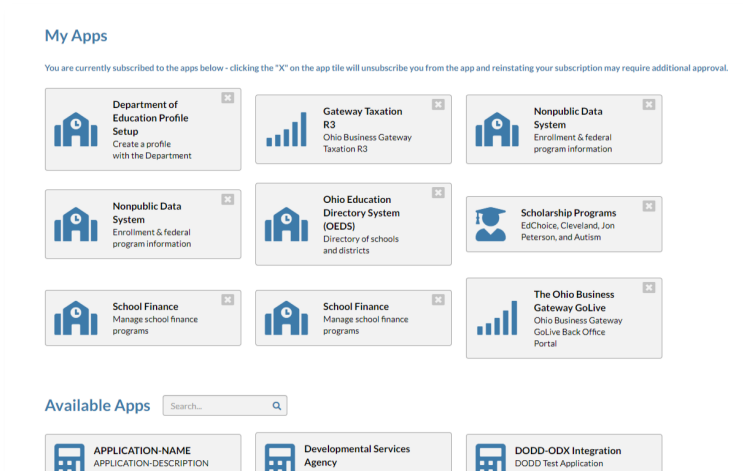


Figure 15a(3) OH|ID Dashboard

Step 15b – Sign Up Status: Waiting For Approval

If information is entered incorrectly and/or cannot be verified, approval will not be granted. A member of the Department of Education Support Team will reach out if information needs verification.

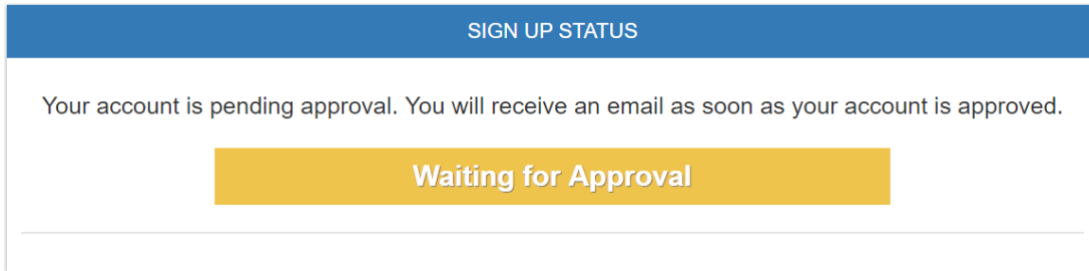


Figure 15b Sign Up Status Waiting for Approval Dialog Box