

2. Accessing the System

2.1. Accessing the OhioMeansJobs Portal

To access the system, do the following:

1. Open your web browser, and surf over to safe.ode.state.oh.us. You will see the following screen:

An Official Site of [Ohio.gov](https://ohio.gov)

OH|ID

Log in with your OH|ID

User ID

kyle.denney

FORGOT YOUR USER ID?

Password

FORGOT PASSWORD?

Log In

[Get login help](#) | [Create an OH|ID account](#)

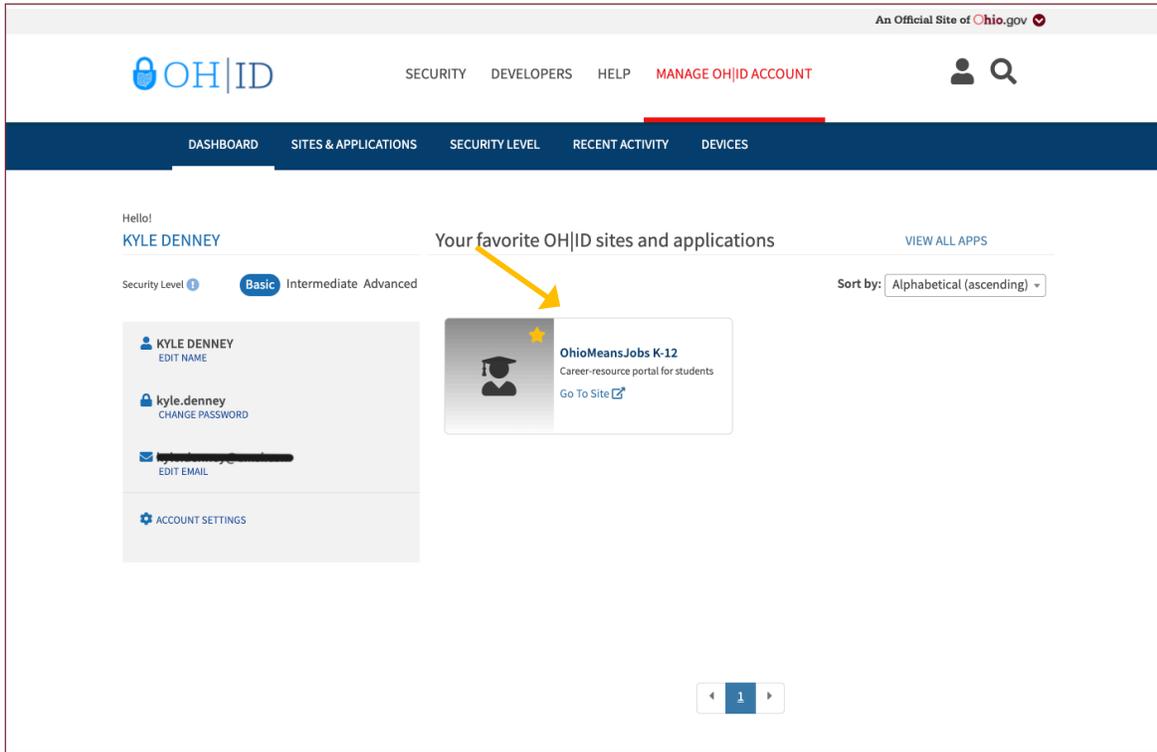
By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

[Help / FAQs](#) [Privacy Statement](#) ohio.gov

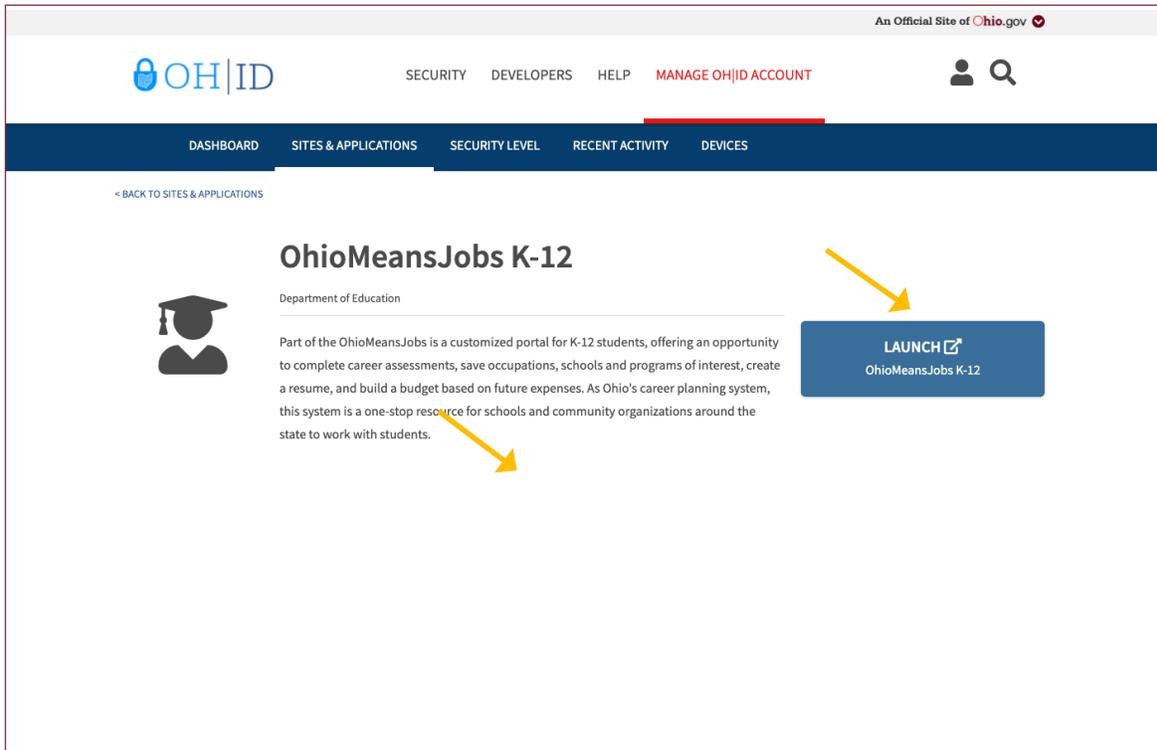
2. Enter your **User Name** and **Password** in the text boxes as indicated.
3. Click or Tap the **SIGN IN** button.
4. You will be directed to the Ohio ID Portal Page for your account. In this example, the name **Kyle Denney** substitutes for your actual **User Name**.

OhioMeansJobs K-12 Admin Tools User Guide

5. Click on the OhioMeansJobs K-12 Button.



6. You will be taken to the OhioLMeansJobs K12 Launch page. Click the Launch button to enter the system.



7. You will now be logged into the system.