

OhioMeansJobs K-12 2023 Update – Teacher Guide



June 2023

OhioMeansJobs K-12 2023 Updates – Teacher Guide

What changed?

OH | ID Account Creation

Steps to Link Existing OMJ K-12 Account

Steps to Create an OMJ K-12 Account

FAQs



What Changed?

As of May 2023, all OhioMeansJobs.com users, including K-12 users must use OH|ID to access their personalized profiles. Additionally, students personalized accounts are now structured in an activity driven dashboard.

This resource is designed to assist educators in supporting students through the transition of the OhioMeansJobs K-12 changes.



What is OH|ID?

A brief overview of OhioMeansJobs.com

OH|ID is a one-stop shop, single sign-on hub to access a variety of state agency websites, programs and portals.

For students, this could be OhioMeansJobs K-12 or CCMEP (Comprehensive Case Management and Employment Program)



Ohio

Department
of Education

Teacher Check Point

The following email address should be whitelisted through the schools IT team. Students will need to receive emails from this address for OH|ID account verification.

DONOTREPLY-EnterprisIdentity@ohio.gov



What will Students Need to Create an OH|ID?

- ✓ School issued Email
- ✓ First and Last Name
- ✓ Know graduation year
- ✓ Unique Username (Example: FirstInitialLastNameLunchID, JDoe123456)
- ✓ Unique Password (Example: LunchID_SchoolMascot, 123456_Lions)

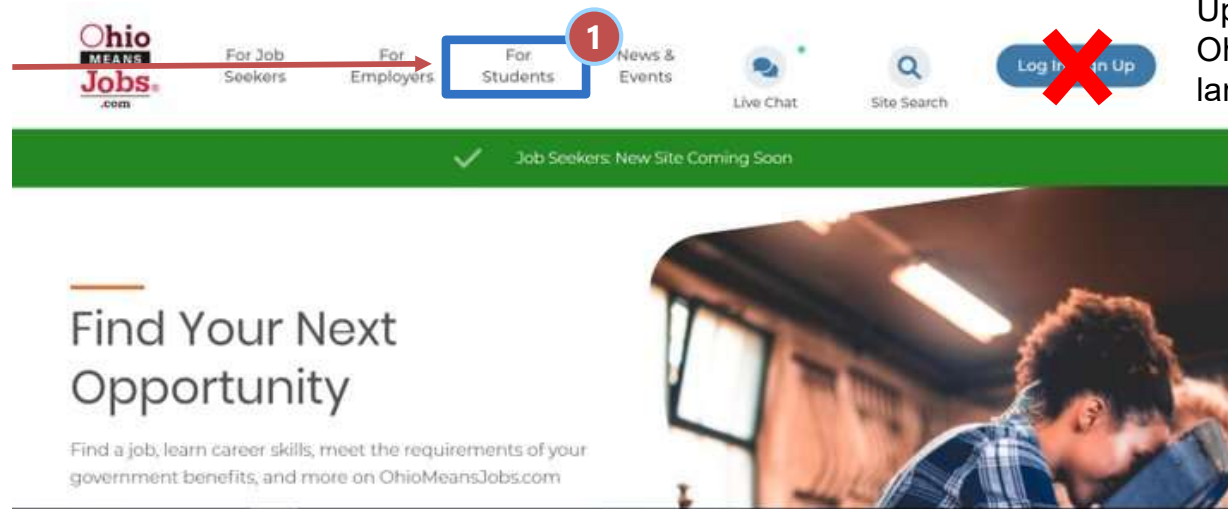


New OH|ID User, New OMJ K-12 Profile

1. Navigate to the OMJ website

- a) Navigate to “For Students” on the OMJ website at the following URL: <https://ohiomeansjobs.ohio.gov/home>

a) Click on the “For Students” hyperlink at the top of the page



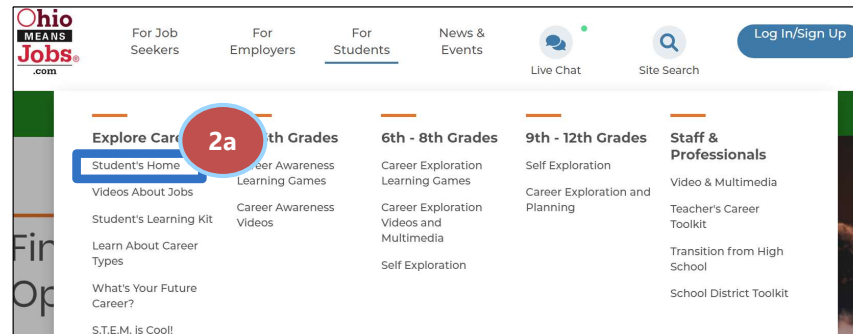
Do not use the “Login/Sign Up link on the Main OhioMeansJobs.com landing page



New OH|ID User, New OMJ K-12 Profile

2a User Selects "Student's Home"

The user selects "Student's Home" under the "For Students" Category.

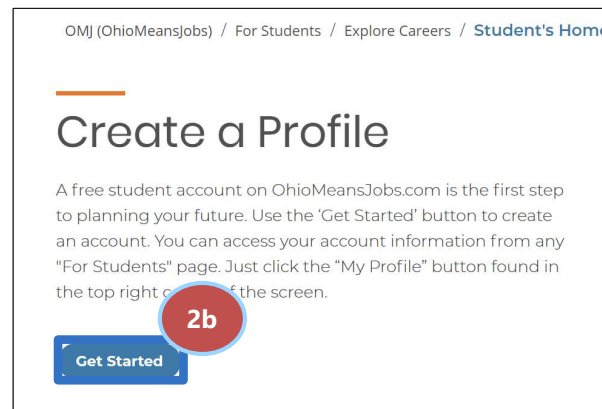


<https://ohiomeansjobs.ohio.gov/for-students/explore-careers/student-home>

- This is a direct link to the K-12 Student's Home Page.

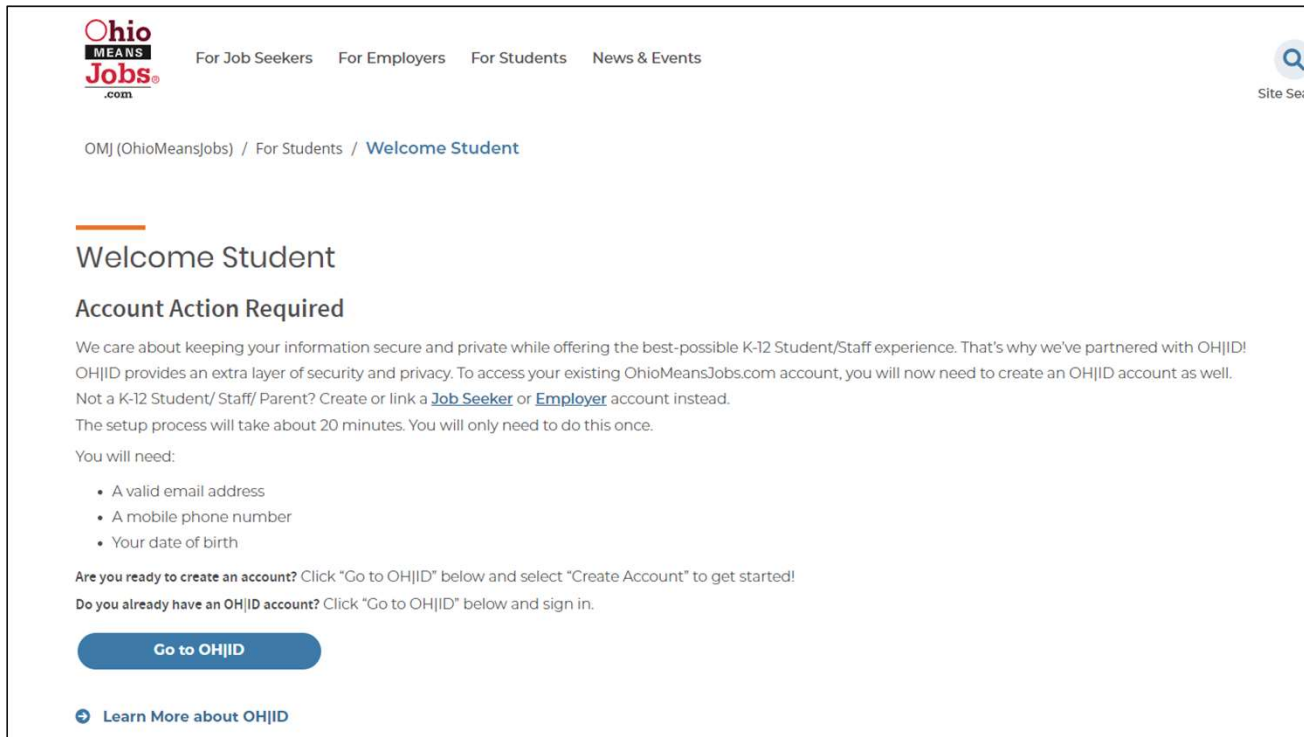
2b User Selects "Get Started"

The user selects "Get Started" under "Create a Profile"



New OH|ID User, New OMJ K-12 Profile

Students may also see the following:



Ohio
MEANS
Jobs®
.com

For Job Seekers For Employers For Students News & Events

Site Search

OMJ (OhioMeansJobs) / For Students / [Welcome Student](#)

Welcome Student

Account Action Required

We care about keeping your information secure and private while offering the best-possible K-12 Student/Staff experience. That's why we've partnered with OH|ID! OH|ID provides an extra layer of security and privacy. To access your existing OhioMeansJobs.com account, you will now need to create an OH|ID account as well.

Not a K-12 Student/ Staff/ Parent? Create or link a [Job Seeker](#) or [Employer](#) account instead.

The setup process will take about 20 minutes. You will only need to do this once.

You will need:

- A valid email address
- A mobile phone number
- Your date of birth

Are you ready to create an account? Click "Go to OH|ID" below and select "Create Account" to get started!

Do you already have an OH|ID account? Click "Go to OH|ID" below and sign in.

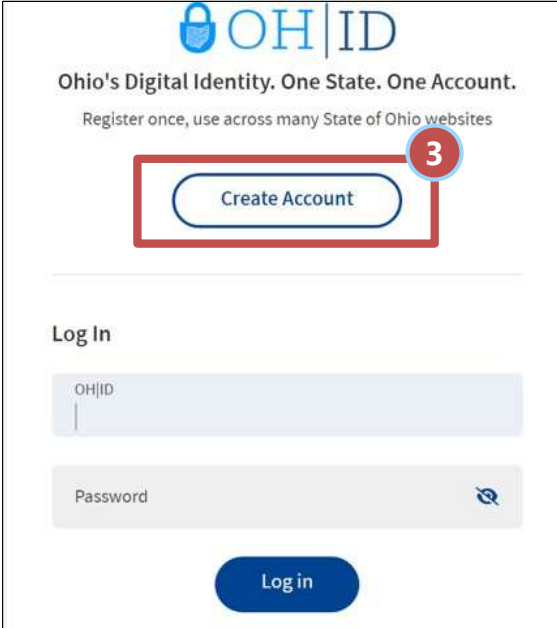
[Go to OH|ID](#)

[Learn More about OH|ID](#)



New OH|ID User, New OMJ User

3. Create a new OH|ID account
 - a) Students will be redirected to the OH|ID login page. From the login page, select the “Create Account” button.



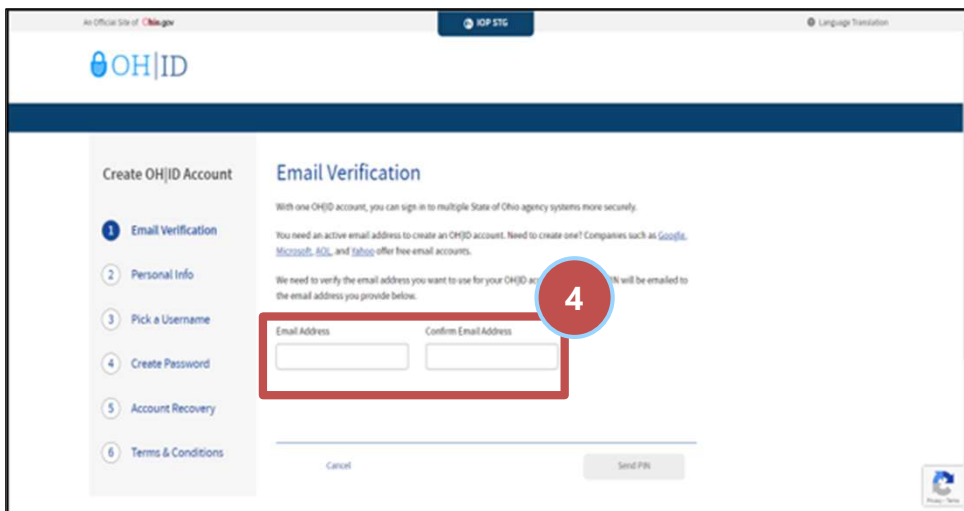
The screenshot shows the OH|ID login page. At the top, the logo 'OH|ID' is displayed with a blue padlock icon. Below the logo, the text reads 'Ohio's Digital Identity. One State. One Account.' and 'Register once, use across many State of Ohio websites'. A red rectangular box highlights the 'Create Account' button, which is a blue rounded rectangle. A red circle with the number '3' is positioned to the right of the box. Below the box, there is a 'Log In' section with two input fields: 'OH|ID' and 'Password'. The 'Password' field has a blue eye icon to its right. At the bottom of the login section is a blue 'Log in' button.



New OH|ID User, New OMJ User

4. Student will complete OH|ID account creation: Student will enter their school email address for email verification

- a) A PIN will be sent to the user's email address, and they will then have to enter that PIN to validate their email address.

The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar lists the steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes instructions: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as Google, Microsoft, AOL, and Yahoo offer free email accounts.' Below this, it says 'We need to verify the email address you want to use for your OH|ID account. We will email a PIN to the email address you provide below.' There are two input fields: 'Email Address' and 'Confirm Email Address'. A red box highlights both fields, and a red circle with the number '4' is placed over the 'Confirm Email Address' field. At the bottom, there are 'Cancel' and 'Send PIN' buttons.

ATTENTION!!

- ✓ Make sure the email address DONOTREPLY-Enterprisidentity@ohio.gov is whitelisted.
- ✓ Make sure the student enters their email correctly in both boxes, the “Send PIN” button will become active when emails match.
- ✓ Students will then click the “Send PIN” button to trigger the verification email



New OH|ID User, New OMJ User

5. Students complete OH|ID account creation: Students enter PIN from verification email.
- a) After entering their email address, students will have a PIN emailed to them. They should then enter the PIN on this screen and click “Verify.”

OH|ID

Create OH|ID Account

- 1 Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

Email Verification

An email with a one-time PIN was sent to testbenw34@gmail.com.

Enter PIN

Verify

Having Trouble?

- Search your junk mail and spam folder for an email from: DONOTREPLY-EnterpriseIdentity@ohio.gov.
- Wait 30 minutes and refresh your email inbox.

Still Having Trouble?

Your email provider is likely marking this email as spam, which is blocking or delaying it.

- Add DONOTREPLY-EnterpriseIdentity@ohio.gov to your contacts.
- Ask your IT administrator to add this email to the safe sender list.

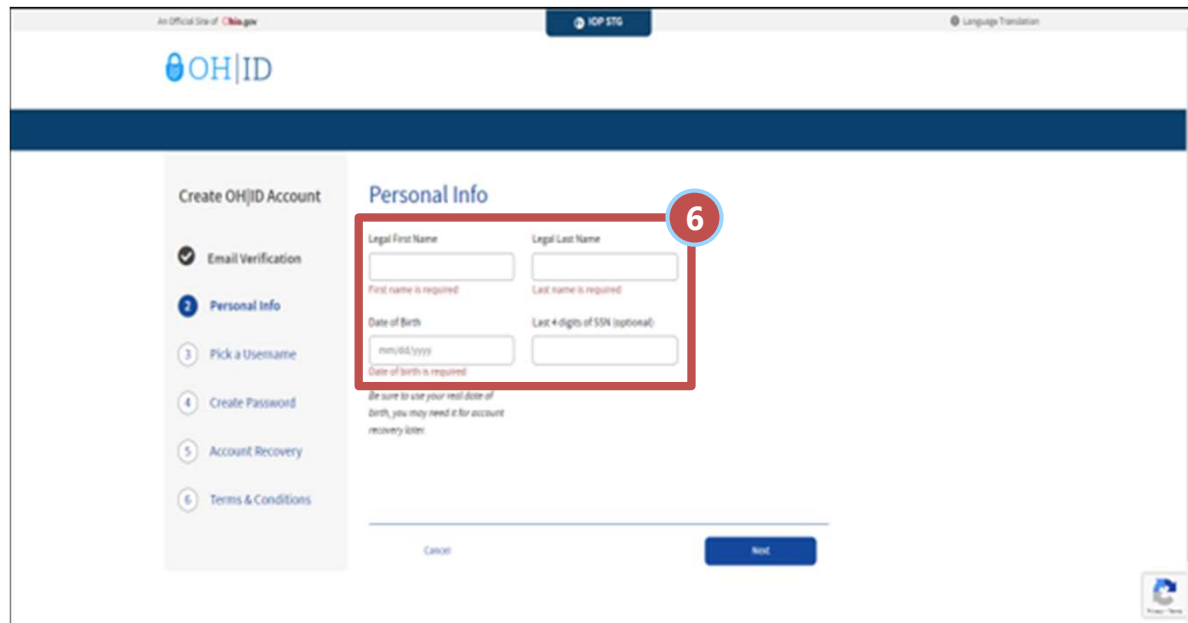
[Send me a new PIN](#)

Cancel Next



New OH|ID User, New OMJ User

6. Students complete OH|ID account creation: input personal information
- Students will need to enter their Legal First Name, Last Name, and Date of Birth in MM/DD/YYYY format to continue. Last 4 of SSN is an **optional field**.



The screenshot shows the 'Personal Info' step of the OH|ID account creation process. A red box highlights the 'Legal First Name', 'Legal Last Name', and 'Date of Birth' fields, with a red circle containing the number '6' next to it. The 'Date of Birth' field is pre-filled with 'mm/dd/yyyy'. The 'Last 4 digits of SSN (optional)' field is also visible. The 'Next' button is at the bottom right, and the 'Cancel' button is at the bottom left. The left sidebar shows the progress of the account creation steps: 1. Email Verification, 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions.

OH|ID

Create OH|ID Account

- ✓ Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

Personal Info

Legal First Name
First name is required

Legal Last Name
Last name is required

Date of Birth
mm/dd/yyyy
Date of birth is required

Last 4 digits of SSN (optional)

Be sure to use your real date of birth, you may need it for account recovery later.

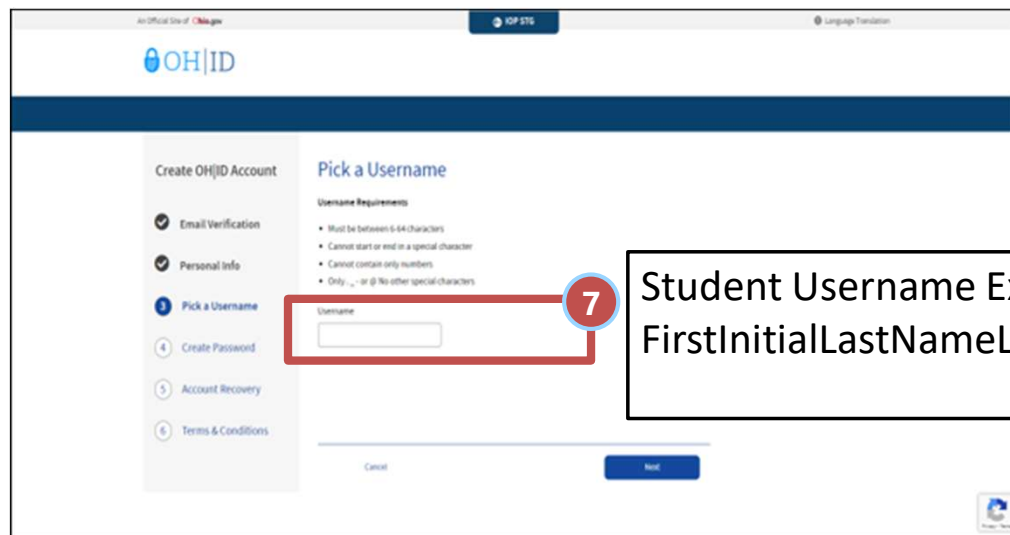
Cancel Next



New OH|ID User, New OMJ User

7. Students complete OH|ID account creation: create username

- a) Students will need to create a username for the OH|ID account. The username must be between 6-64 characters, cannot start or end with a special character, cannot contain only numbers, and may only contain . _ - or @ as special characters.

A screenshot of the OH|ID account creation interface. On the left, a sidebar shows the progress: 'Email Verification' and 'Personal Info' are complete, while 'Pick a Username' is the current step, highlighted with a blue circle and the number 3. Below it are 'Create Password', 'Account Recovery', and 'Terms & Conditions'. The main area is titled 'Pick a Username' and lists 'Username Requirements': 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . _ - or @ No other special characters'. A text input field for the username is shown, with a red box around it and a red circle with the number 7 next to it. At the bottom are 'Cancel' and 'Next' buttons.

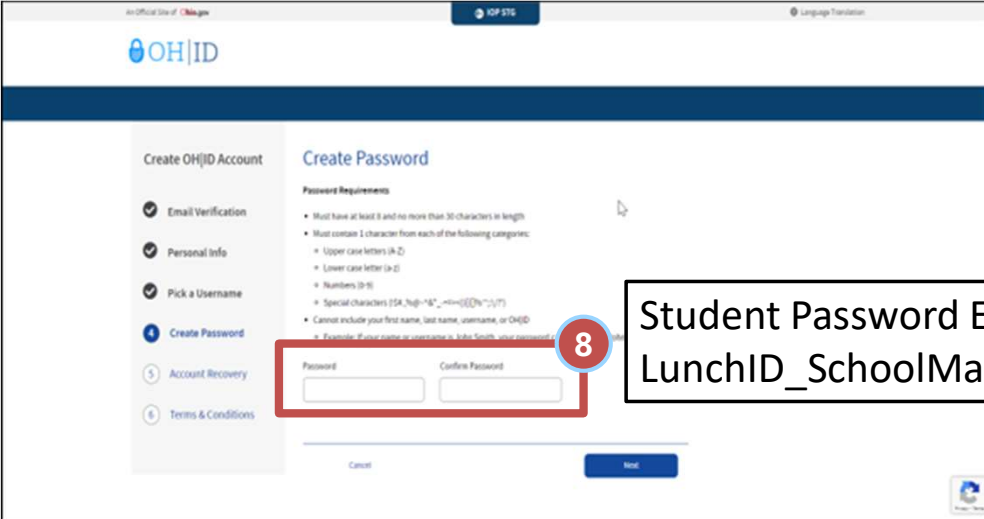
Student Username Example:
FirstInitialLastNameLunchID, JDoe123456



New OH|ID User, New OMJ User

8. Students complete OH|ID account creation: create password

- a) Students must create and confirm their password here. Passwords must be between 8-30 characters; must contain at least one upper case letter, lower case letter, number, and special character; and cannot contain the student's first name, last name, username, or OH|ID.

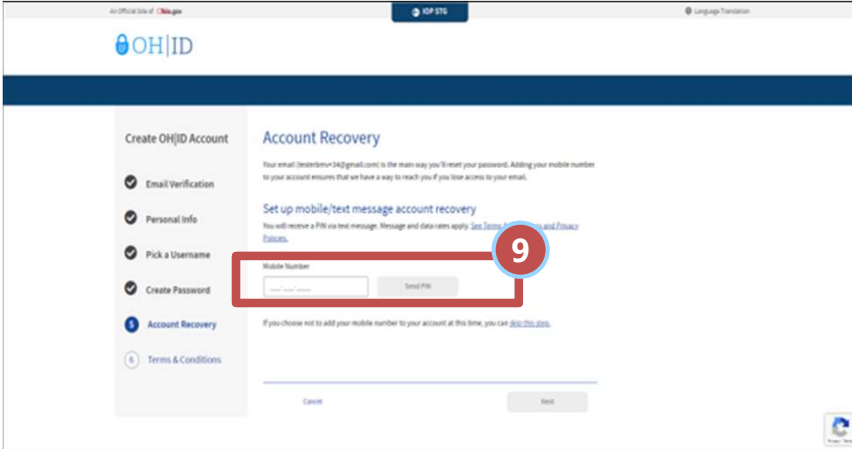


Student Password Example:
LunchID_SchoolMascot, 123456_Lions



New OH|ID User, New OMJ User

9. Students complete OH|ID account creation: enter mobile number for account recovery
- a) K-12 students may skip this step by clicking “skip this step” if they do not want to add their mobile number to their account.*



The screenshot shows the OH|ID account creation process. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery (highlighted with a blue circle and the number 9), and Terms & Conditions. The main content area is titled 'Account Recovery' and explains that the user's email is the primary recovery method. It prompts the user to 'Set up mobile/text message account recovery' by entering a mobile number into a text field. A red box highlights the 'Mobile Number' input field and the 'Send PIN' button. Below the input field, there is a link to 'Skip this step' and a 'Next' button at the bottom right.



New OH|ID User, New OMJ User

10. Students complete OH|ID account creation: agree to the terms of service and confirm you are not a robot
 - a) Students will need to check the “I Agree” box under the Terms & Conditions section and answer the “Confirm you are not a robot question.” After answering the question and checking the box, click “Verify,” and then “Create Account”

OH|ID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 4 Terms & Conditions

Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on ohio.gov, or cancel transactions related to your OH|ID account.

☒ I Agree

Confirm you are not a robot

Bee, chin, onix, leg and dog: how many body parts in the list?

three ✓ CORRECT

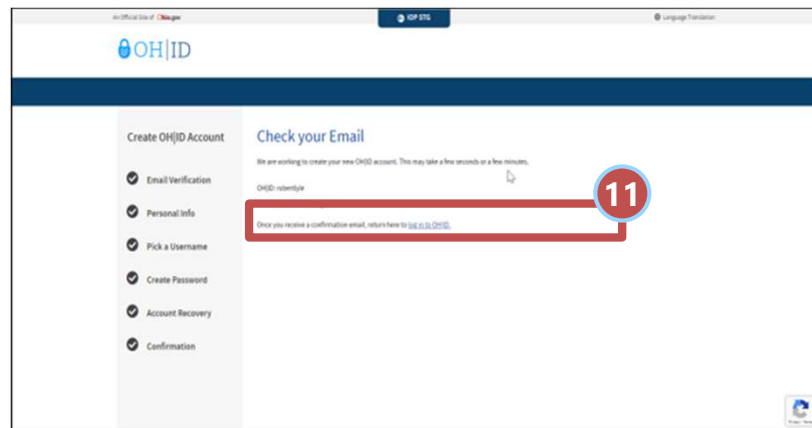
Cancel Create Account



New OH|ID User, New OMJ User

11. Students complete OH|ID account creation: student receives an account creation confirmation email

- a) Students will receive an account creation email to the email registered to their OH|ID account. Once they have received this email, they should navigate back to this page and click the “log in to OH|ID” hyperlink.
- b) **Note:** *The student must wait until this email is received to log in*



New OH|ID User, New OMJ User

12. Students complete OH|ID account creation: log in to OH|ID account
 - a) After creating an OH|ID account, receiving the confirmation email, and clicking the “log in to OH|ID” link, the student will be brought to this page to log in to their new OH|ID account using the username and password they just set up.

OH|ID

Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create Account

Log In

OH|ID

Password

Log in

12



Connecting/Creating OMJ K-12 Account

13.

The screenshot shows the OhioMeansJobs K-12 website. At the top, there is a 'Language Translation' link and 'An Official Site of Ohio.gov'. The main heading is 'Ohio MEANS Jobs.com'. Below this, there are two links: 'I already have an account: Sign in here' and 'New to OhioMeansJobs? Register Here'. A callout box labeled '13a' points to the 'Sign in here' link with the text: 'Click here for students who have existing OhioMeansJobs K-12 Accounts. This will link their account to their new OH|ID and students will be routed to their new OhioMeansJobs K-12 Dashboard'. Another callout box labeled '13b' points to the 'Register Here' link with the text: 'Click here for students who are creating an OhioMeansJobs K-12 account for the first time. *Students will be required to make a username and password for a K-12 account as well. Students will use their school email address and can use the same password credentials used for their OH|ID. This will be a 1-time requirement. Once complete, students will only be required to sign in using OH|ID.' At the bottom of the page, there are links for 'HELP CENTER' and 'CONTACT US'.

Language Translation

An Official Site of Ohio.gov

Ohio MEANS Jobs.com

I already have an account: [Sign in here](#)

New to OhioMeansJobs? [Register Here](#)

13a

Click here for students who have existing OhioMeansJobs K-12 Accounts. This will link their account to their new OH|ID and students will be routed to their new OhioMeansJobs K-12 Dashboard

13b

Click here for students who are creating an OhioMeansJobs K-12 account for the first time. *Students will be required to make a username and password for a K-12 account as well. Students will use their school email address and can use the same password credentials used for their OH|ID. This will be a 1-time requirement. Once complete, students will only be required to sign in using OH|ID.

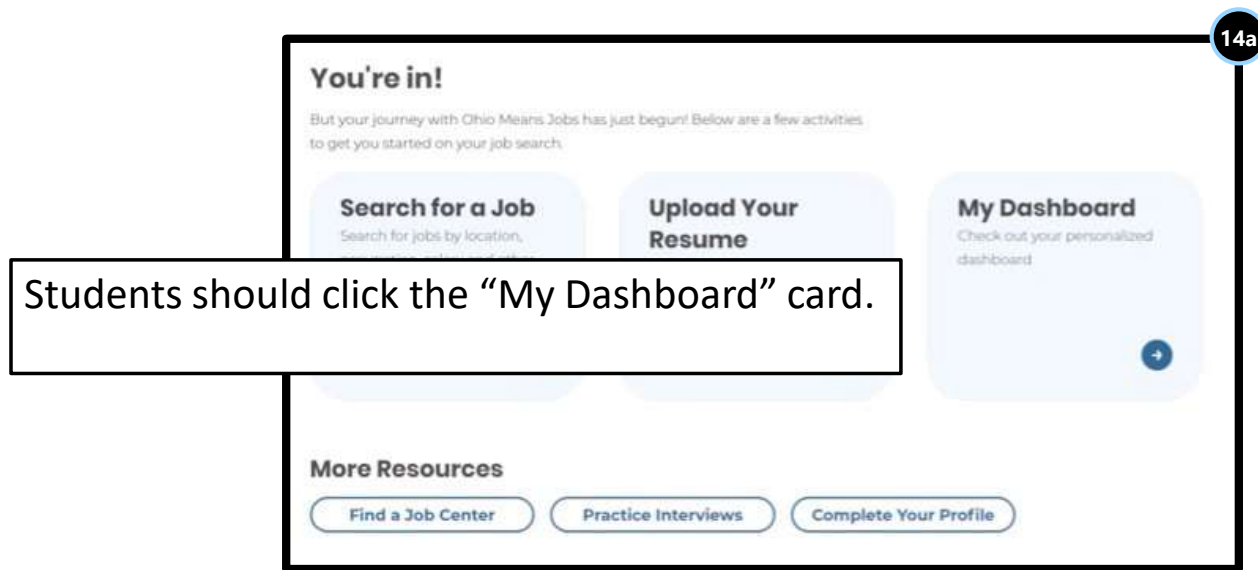
HELP CENTER

CONTACT US



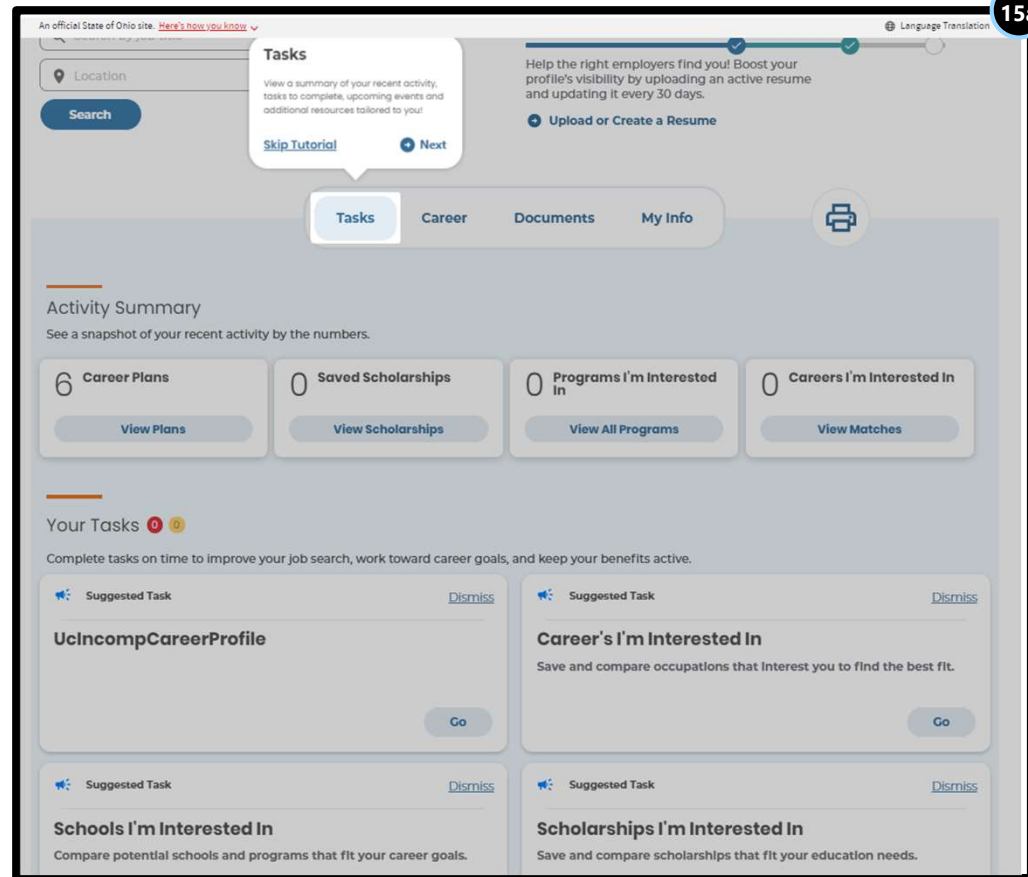
Already have an OMJ K-12 Account

- 14a. Students complete OMJ account linkage
- a) The student has now linked their OMJ Account. The student can now Search for a Job, Upload their Resume, or check their Dashboard.



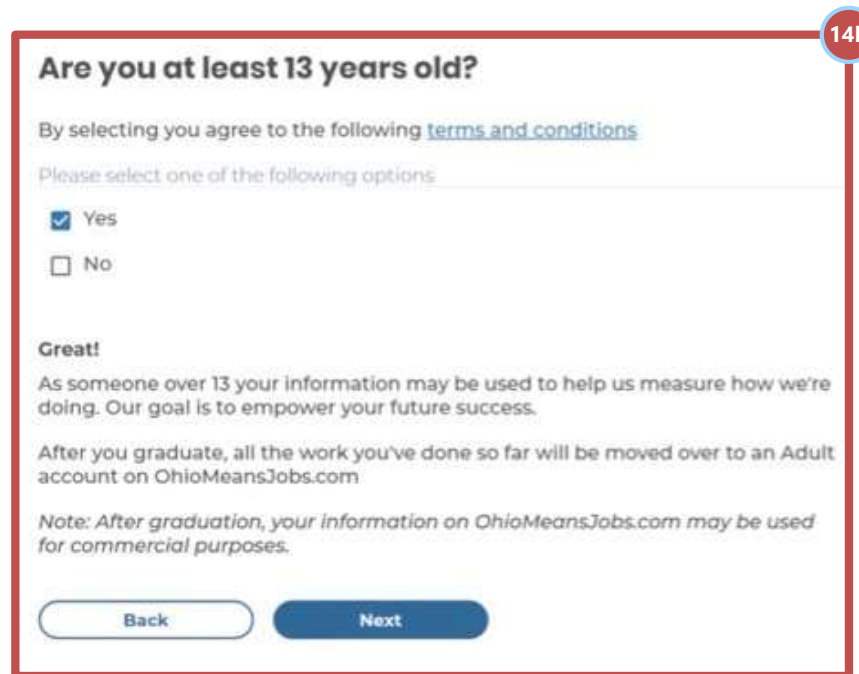
Already have an OMJ K-12 Account

- 15a. Students has access to their OMJ Dashboard
- a) Students now has access to their OMJ Account. They can view many personalized features such as saved scholarships, career plans, and careers that they are interested in.



New OMJ K-12 User

- 14b. Students select “Yes” if they are at least 13 years old
- a) Students will select “Yes” if they are at least 13 years old and then click “Next.”



The screenshot shows a registration form titled "Are you at least 13 years old?". It includes a link to "terms and conditions", a selection of "Yes" (checked) or "No", and a "Next" button. A red circle with "14b" is in the top right corner of the form area.

Are you at least 13 years old?

By selecting you agree to the following [terms and conditions](#)

Please select one of the following options

☒ Yes

☐ No

Great!

As someone over 13 your information may be used to help us measure how we're doing. Our goal is to empower your future success.

After you graduate, all the work you've done so far will be moved over to an Adult account on OhioMeansJobs.com

Note: After graduation, your information on OhioMeansJobs.com may be used for commercial purposes.

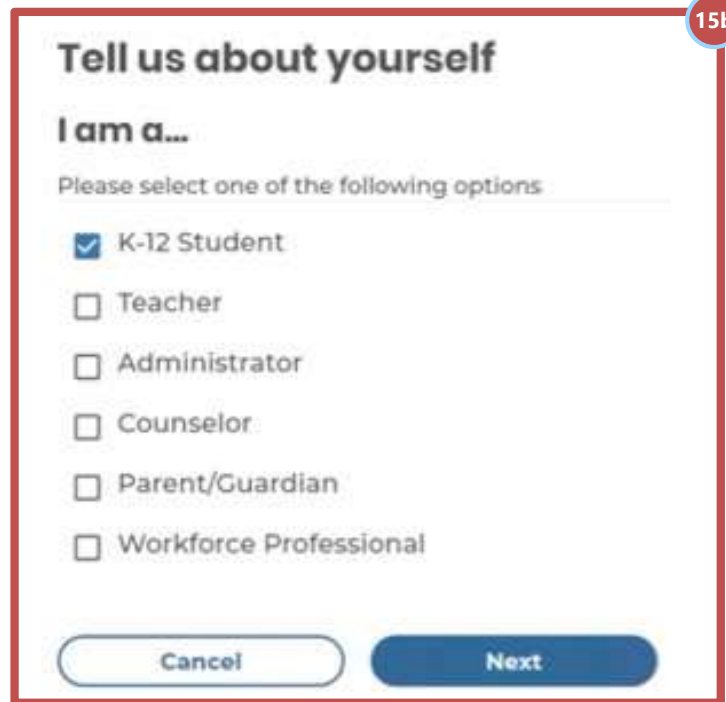
[Back](#) [Next](#)



New OMJ K-12 User

15b. Students select “K-12 Student”

a) Students will select “K-12 Student” and will then click “Next.”

A screenshot of a web form titled "Tell us about yourself". Below the title is the text "I am a..." followed by "Please select one of the following options:". There is a list of six options, each with a checkbox: "K-12 Student" (checked), "Teacher", "Administrator", "Counselor", "Parent/Guardian", and "Workforce Professional". At the bottom of the form are two buttons: "Cancel" and "Next". A red rectangular box highlights the entire form area, and a small red circle with the text "15b" is located in the top right corner of the box.

Tell us about yourself

I am a...

Please select one of the following options:

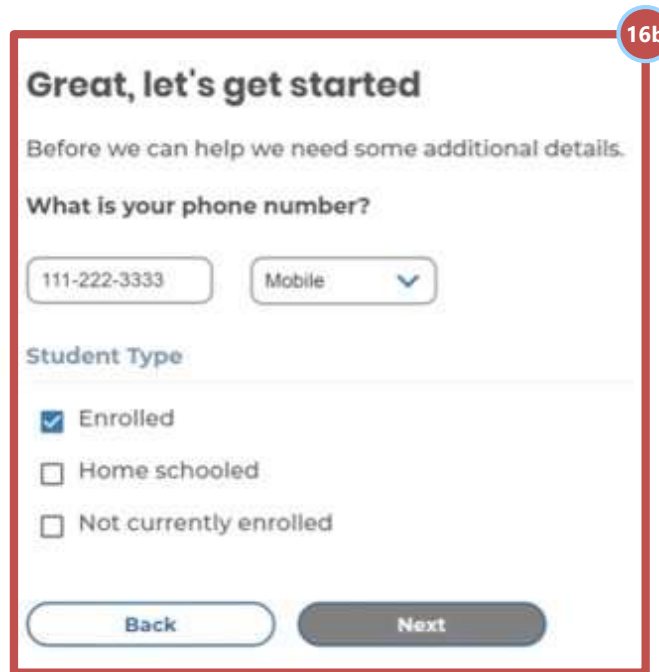
- ☒ K-12 Student
- ☐ Teacher
- ☐ Administrator
- ☐ Counselor
- ☐ Parent/Guardian
- ☐ Workforce Professional



New OMJ K-12 User

- 16b. Students enter in their “Phone Number” and “Student Type”
- a) Students will enter in their “Phone Number” and their “Student Type” and will click “Next.”

NOTE: Have students use the school’s main phone number instead of a personal number.



The screenshot shows a registration form titled "Great, let's get started" with a sub-header "Before we can help we need some additional details." The form is labeled "16b" in a red circle in the top right corner. It contains a section for "What is your phone number?" with a text input field containing "111-222-3333" and a dropdown menu set to "Mobile". Below this is a "Student Type" section with three radio button options: "Enrolled" (selected), "Home schooled", and "Not currently enrolled". At the bottom are "Back" and "Next" buttons.

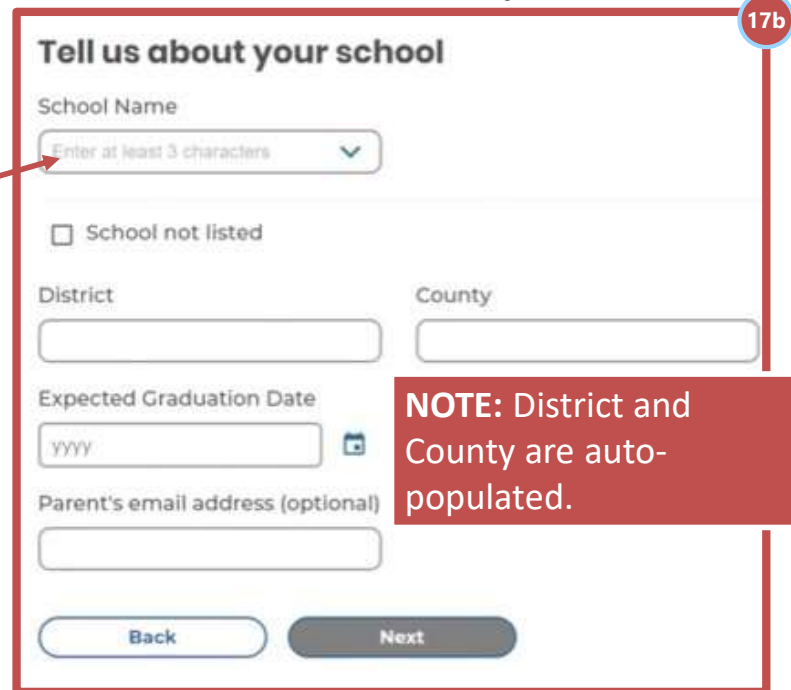


New OMJ K-12 User

17b. Students will fill in the “Tell us about your school section”

a) Students will fill out their “Tell us about your school” section and click “Next.”

This field is a drop-down menu. As the student starts to type the school's name, a list of matching schools are presented for selection



Tell us about your school

School Name
Enter at least 3 characters

☐ School not listed

District County

Expected Graduation Date
YYYY

Parent's email address (optional)

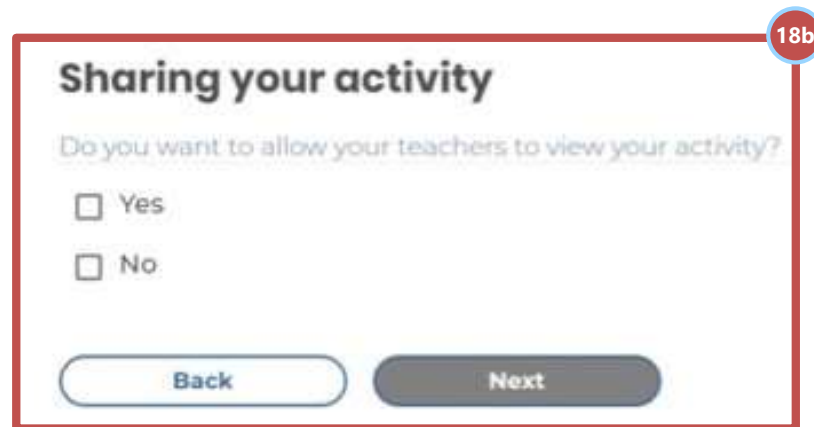
Back Next

NOTE: District and County are auto-populated.



New OMJ K-12 User

- 18b. Students select “Yes” or “No” for “Sharing your activity”
- a) Students will select “Yes” or “No” if they want their teachers viewing their activity and will click “Next.”



Sharing your activity

Do you want to allow your teachers to view your activity?

☐ Yes

☐ No

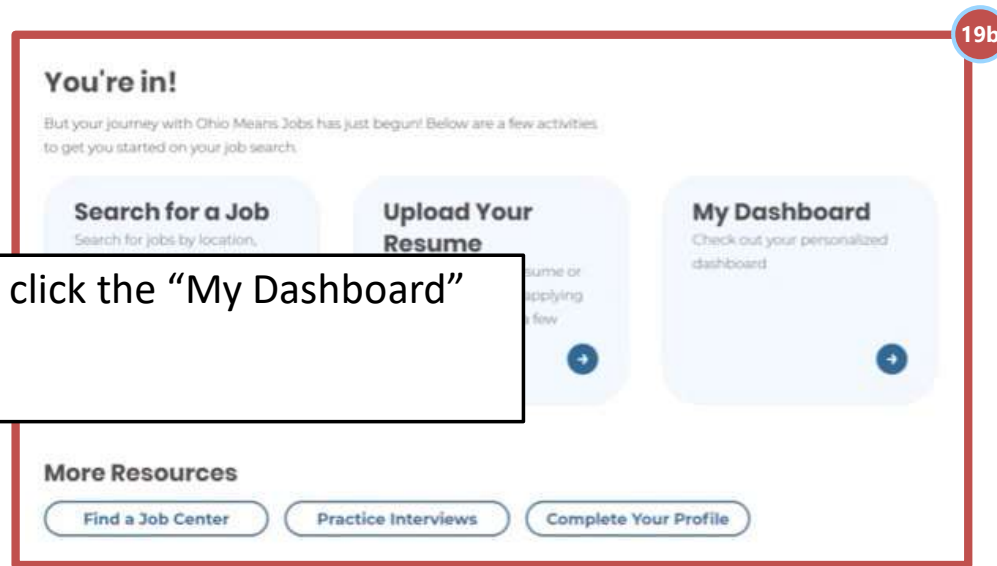
[Back](#) [Next](#)



New OMJ K-12 User

- 19b. Students complete OMJ account creation
- a) Students have now completed their OMJ Account. Students can now Search for a Job, Upload their Resume, or check their Dashboard.

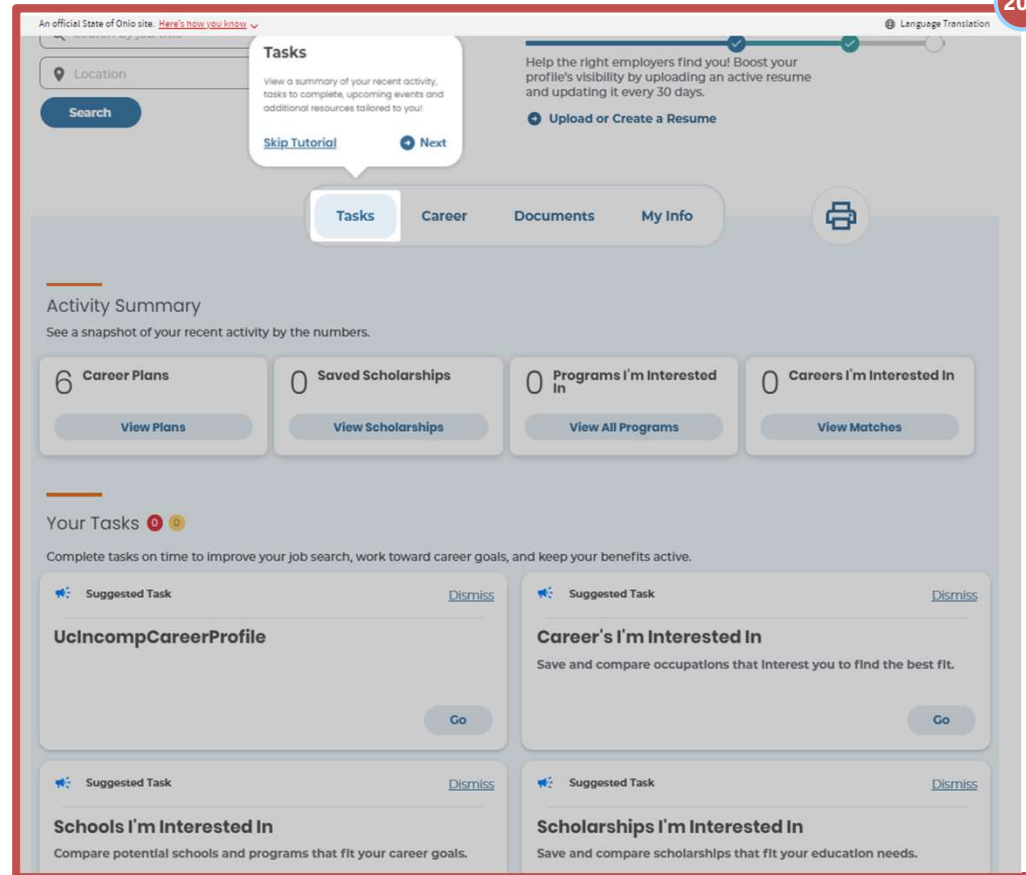
Students should click the “My Dashboard” card.



New OMJ K-12 User

20b. Students have access to their OMJ Dashboard

- a) Students now has access to their OMJ Account. They can view many personalized features such as saved scholarships, career plans, and careers that they are interested in.



Frequently Asked Questions and Additional Resources



Troubleshooting Questions: OH|ID

- **Question: I already have an OH|ID account, why can't I access it anymore?**
 - Answer: Users can use “Forgot User ID” and/or “Forgot Password” to gain account access. For further assistance, please visit [OH|ID Self-Service Resources](#).
- **Question: I already created my OH|ID but haven't received any confirmation email. How do I get access to my account?**
 - Answer: Troubleshooting help will be available on the email verification screen. Users can add DONOTREPLY-EnterpriseIdentity@Ohio.Gov email addresses to their contact list or ask their IT administrators to add this email to the safe-sender list.



Troubleshooting Questions: OH|ID (cont.)

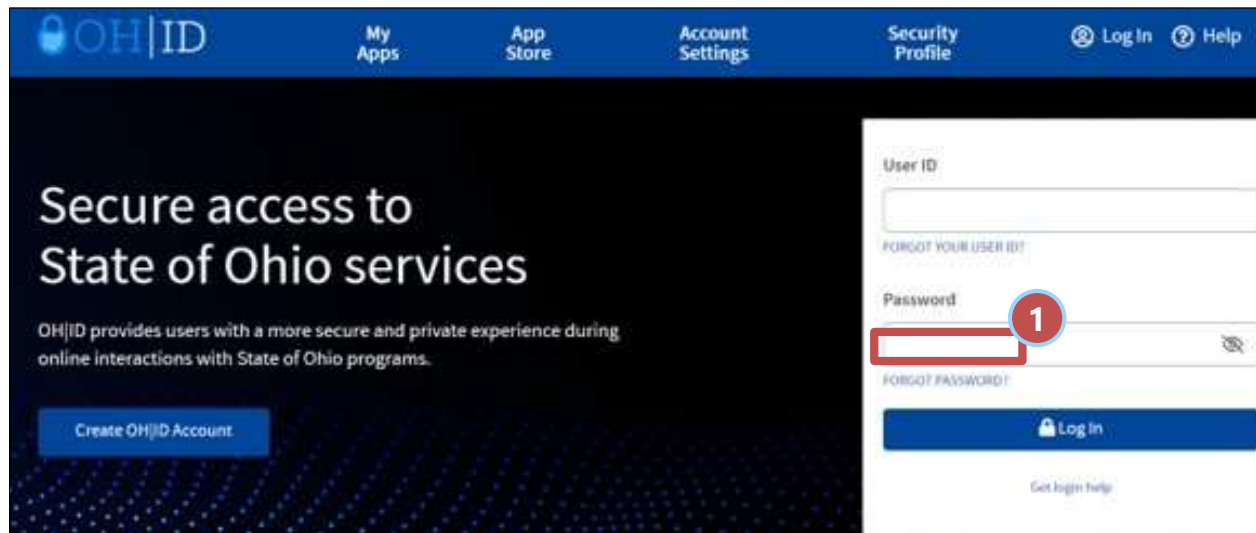
- **Question: I can't login to my OH|ID. How do I access my account now?**
 - Answer: Users should follow the “Reset account/ Password” protocol to access their OH|ID account. If they need further assistance, please direct them to [OH|ID Self-Service Resources](#), or suggest creating a new OH|ID using a new email address. Recovering an existing account is preferred, but not always feasible.
- **Question: Why do I need my own OH|ID? Can we share them?**
 - Answer: Sharing OH|IDs is not advised. OH|ID uses your personal information to verify your identity and can be used to access multiple State agencies, boards and commissions. To protect your personal information, please create individual OH|ID accounts.



Resetting your OH|ID Password

1. User clicks on “Forgot Password?”

a) The user clicks on “Forgot Password” to begin the password reset process.

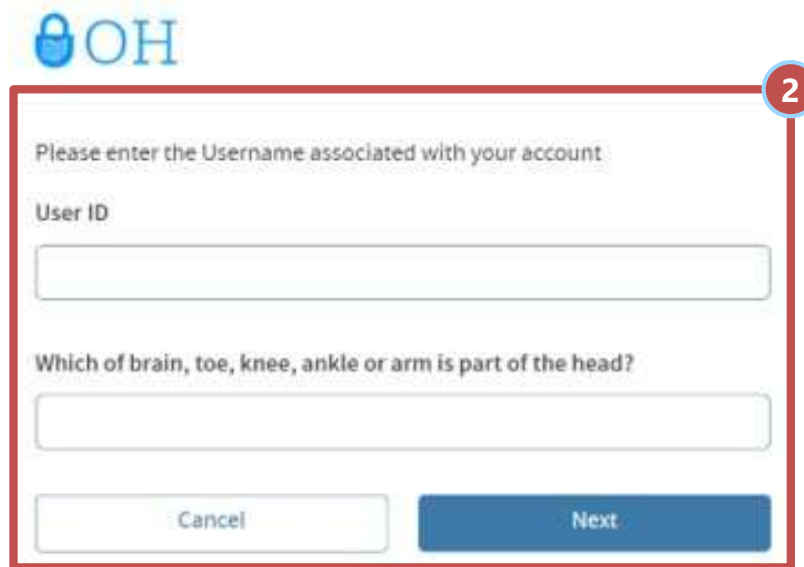


The screenshot shows the OH|ID login interface. The top navigation bar includes links for 'My Apps', 'App Store', 'Account Settings', 'Security Profile', 'Log In', and 'Help'. The main content area features the text 'Secure access to State of Ohio services' and a 'Create OH|ID Account' button. On the right, the login form has fields for 'User ID' and 'Password'. The 'Password' field is highlighted with a red rectangle, and a red circle with the number '1' is placed over it, indicating the step where the user should click 'Forgot Password?'. Below the password field is a 'Log In' button and a 'Get login help' link.



Resetting your OH|ID Password

2. User fills out the “Username associated with your account” information
 - a) The user fills out their “User ID” and answers the question below it and clicks the “Next” button.



OH

Please enter the Username associated with your account:

User ID

Which of brain, toe, knee, ankle or arm is part of the head?

Cancel Next




Resetting your OH|ID Password

3. User follows the “Two-Factor Authentication” process
 - a) The user sends a “one-time PIN” to their mobile number or email to reset the password.

NOTE: K-12 students will use the email option.

To recover your password, please select one of the options below to use Two-factor Authentication to proceed.



Text Message
A one-time PIN code will be sent to your mobile ***-4213
Message & Data rates apply. See [Terms & Conditions and Privacy Policies](#)

☐

Email
A one-time PIN code will be emailed to your inbox
a*****@deloitte.com


☐



Resetting your OH|ID Password

5. User enters in a new password

a) User enters in a new password and clicks “Save Changes.”



Define a new password to access your OH|ID account. Once you save the changes, you'll have to log in again using your new password.

New Password

Confirm New Password

Password Guidelines

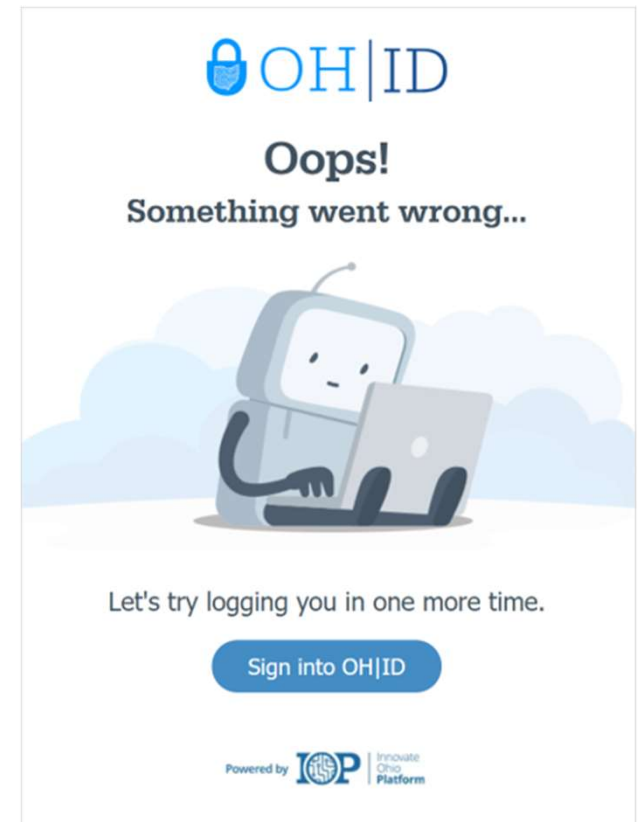
Password must be at least 8 characters long.
Maximum length of password should be 125 characters.
Must contain at least 1 uppercase letter (A-Z),
1 lowercase letter (a-z), 1 number (0-9),
1 special character (54, %, ~, ^, &, *, +, <, >, {, |, }, ~, ' / ')
Password must NOT contain your First Name, Last Name, User Name or OHID and must be different from last 24 passwords.

Save Changes



Troubleshooting: Common Issues/Errors

- The “Oops,” error typically means the user doesn’t have proper access or there may be an issue with the cache
- Data mismatch between agency and IOP



User Resources

- [IOP Help Desk](#) is a user look-up tool for all accounts available to OMJ and IOP **Support Agents**. Visibility into account email, username, OH|ID, first/last name
- [OH|ID Help Center](#) is designed for citizens to troubleshoot basic OH|ID related issues attributed to user error



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