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 a 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](http://education.ohio.gov), click the “Login” link at the top of the education.ohio.gov.

Step 2 – Choose All Other User Option

Choose “OH|ID Portal”
Step 3 – Select Create New Account

Click on the "Create New Account" link

![Figure 3 OH|ID Homepage](image-url)
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.
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](image-url)
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](image)

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](image)
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”
Step 10 – Return to Applications

Click on the “Return to Applications” button

![Figure 10 Request Application Access webpage](image)

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](image)
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!
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”

Figure 13a Role and Basic Information Dialog Box
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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”.

Figure 14a Confirmation Email

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.

![Sign Up Status Waiting for Approval Dialog Box](image)

Figure 15b Sign Up Status Waiting for Approval Dialog Box