



## **How to Update/Set Up Additional Security Options in OH|ID**

The InnovateOhio Platform

# Updating Security Options in OH|ID

## Overview

This job aid is intended to provide step-by-step instructions for updating or setting up security options via OH|ID.

## 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”

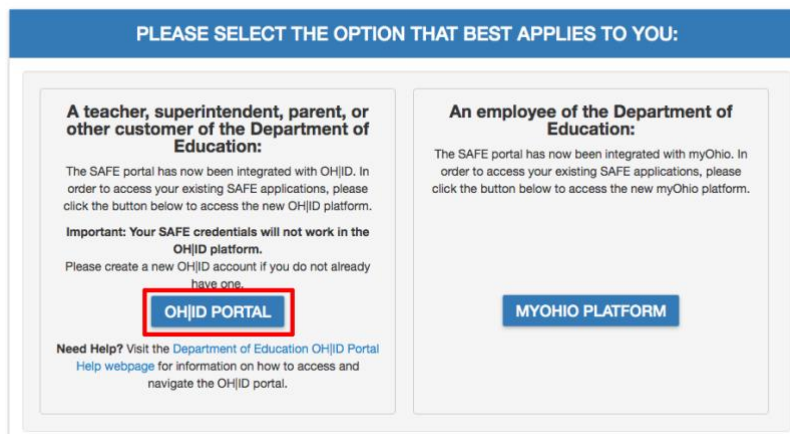


Figure 2 Login Option Dialog Box

### Step 3 – Log Into OH|ID

Log in using your OH|ID username and password.

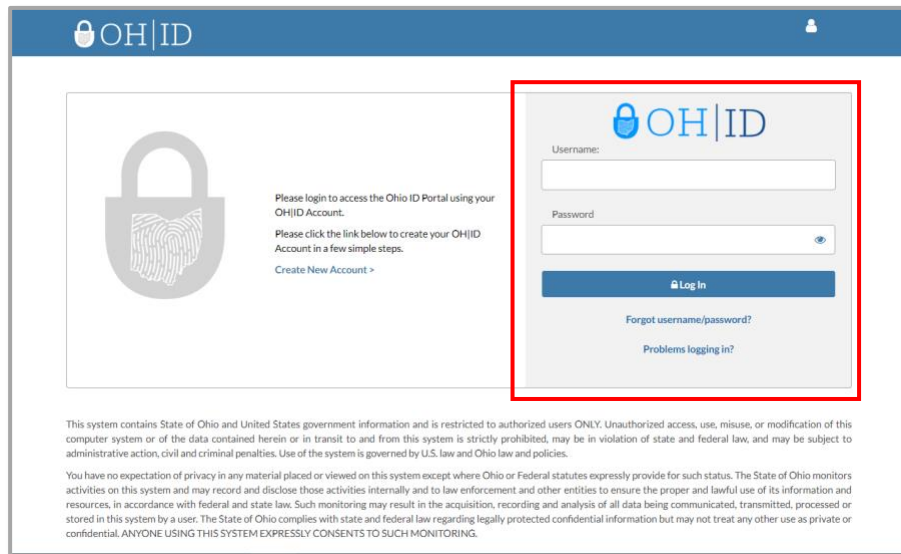


Figure 3 OH|ID Homepage

**Step 4** – Click the **User Account Management** tab and select “Change Security Options”

From the OH|ID Dashboard, locate the **User Account Management** tab on the top navigation bar. From the options in the dropdown menu, select “Change Security Options.”

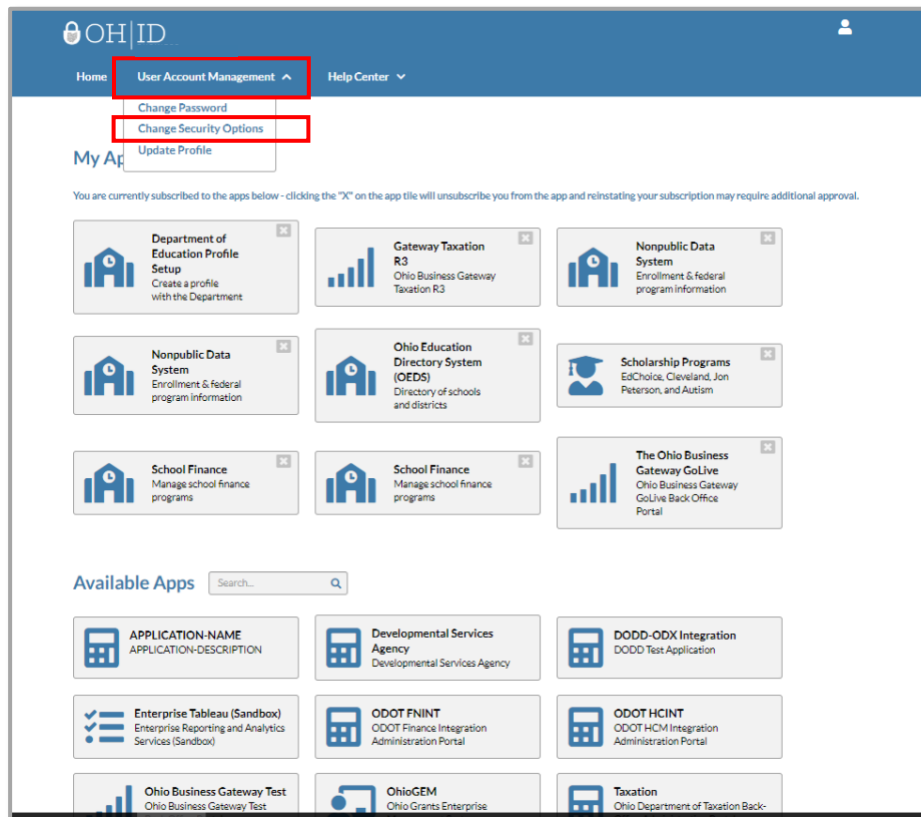


Figure 4 OH|ID Dashboard

**Step 5** – Select the tile for the Security Option you wish to create/update

You will see a tile for all 3 security options available to you, even if you did not set up all three security options when you initially created your OH|ID account. Tiles outlined in green have been set up already, while tiles outlined in grey have yet to be set up.

To edit or update the security option, click on the tile you wish to update.

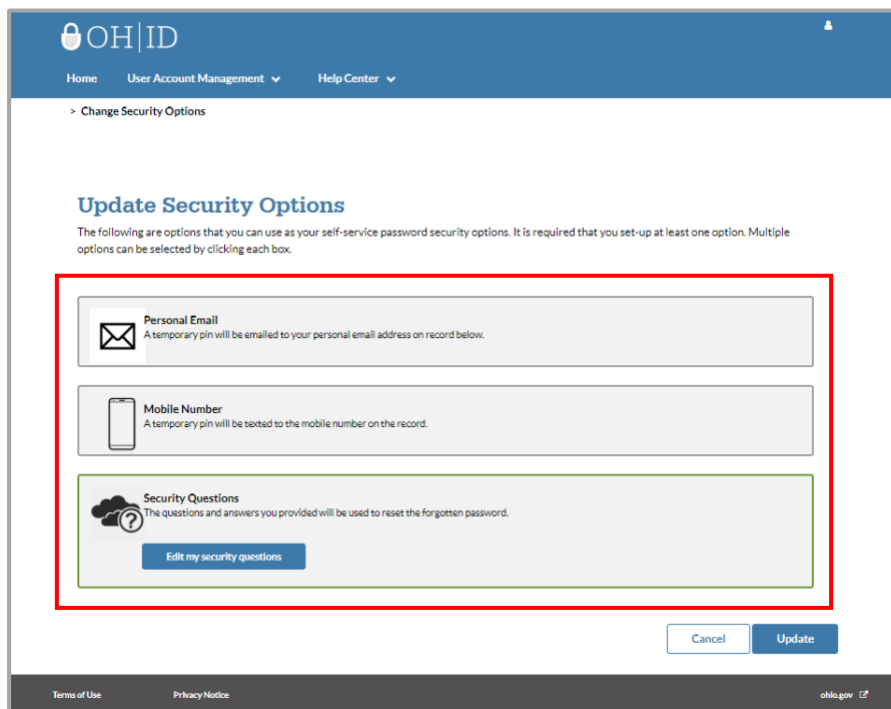


Figure 5 Update Security Options Page

**Step 6** – Click the “Update Button” to save your changes

Once you have set up/updated your security options, click the “Update” button to save your changes.

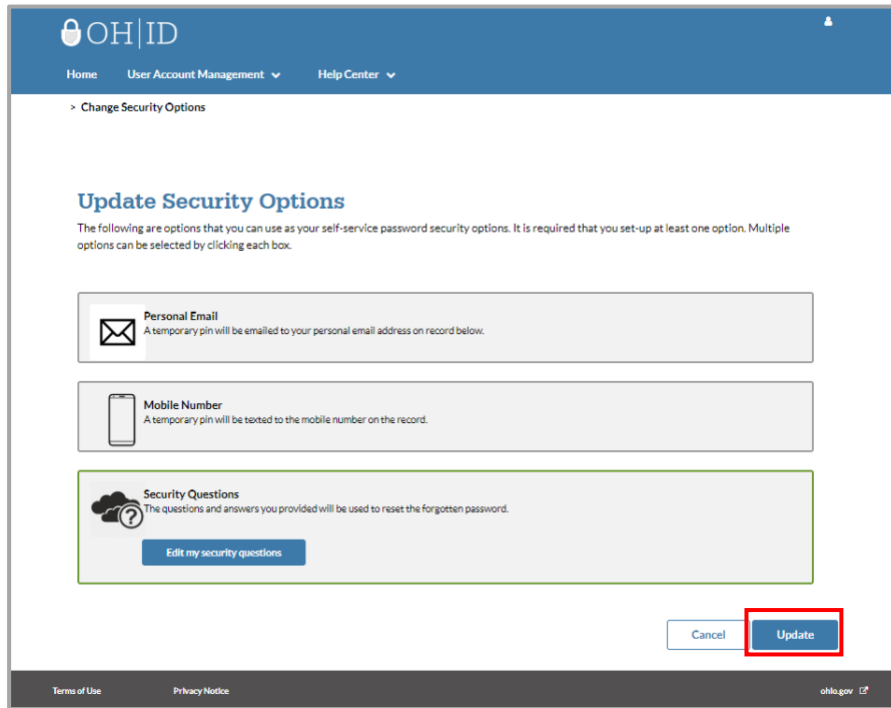


Figure 6 Update Security Options Page