Parent Portal User Manual
Autism Scholarship Program
Jon Peterson Special Needs Scholarship

MARCH 2022

Ohio | **Department of Education**

Table of Contents

Ohio | Department of Education

Autism Scholarship Program
Jon Peterson Special Needs Scholarship Program

Create an OH|ID Account

Access to the Ohio Department of Education's parent portal is available through the Department's OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.
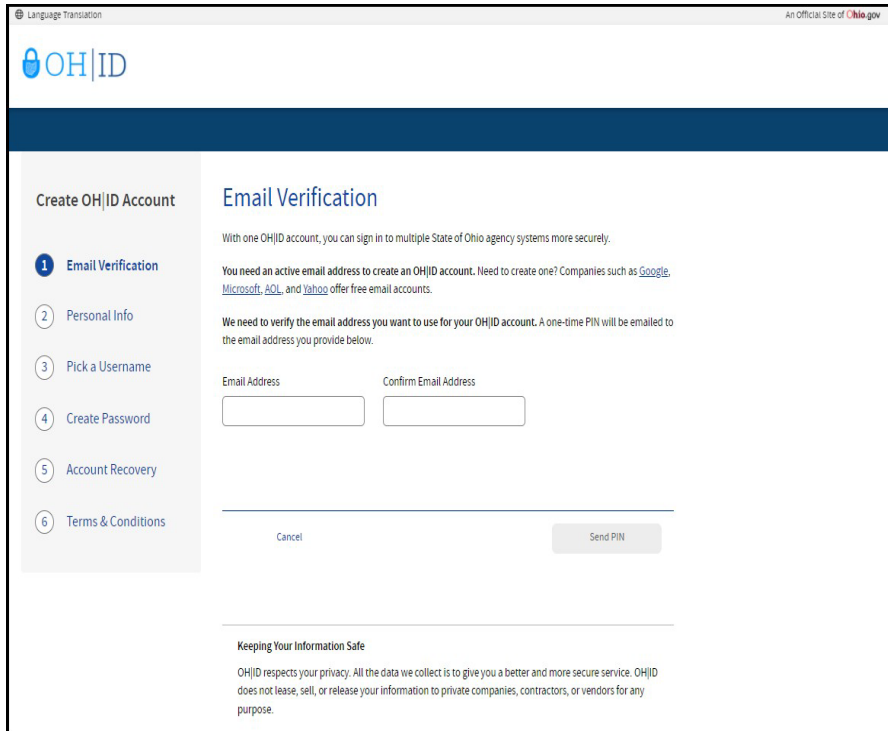
Parents/Legal Guardians must create an OH|ID account and a Department of Education Profile to access the parent portal. Begin by navigating to https://ohid.ohio.gov/.

Step 1. Click Create OH|ID Account

(**Figure 1** OH|ID Login Page)

Ohio | **Department** of Education
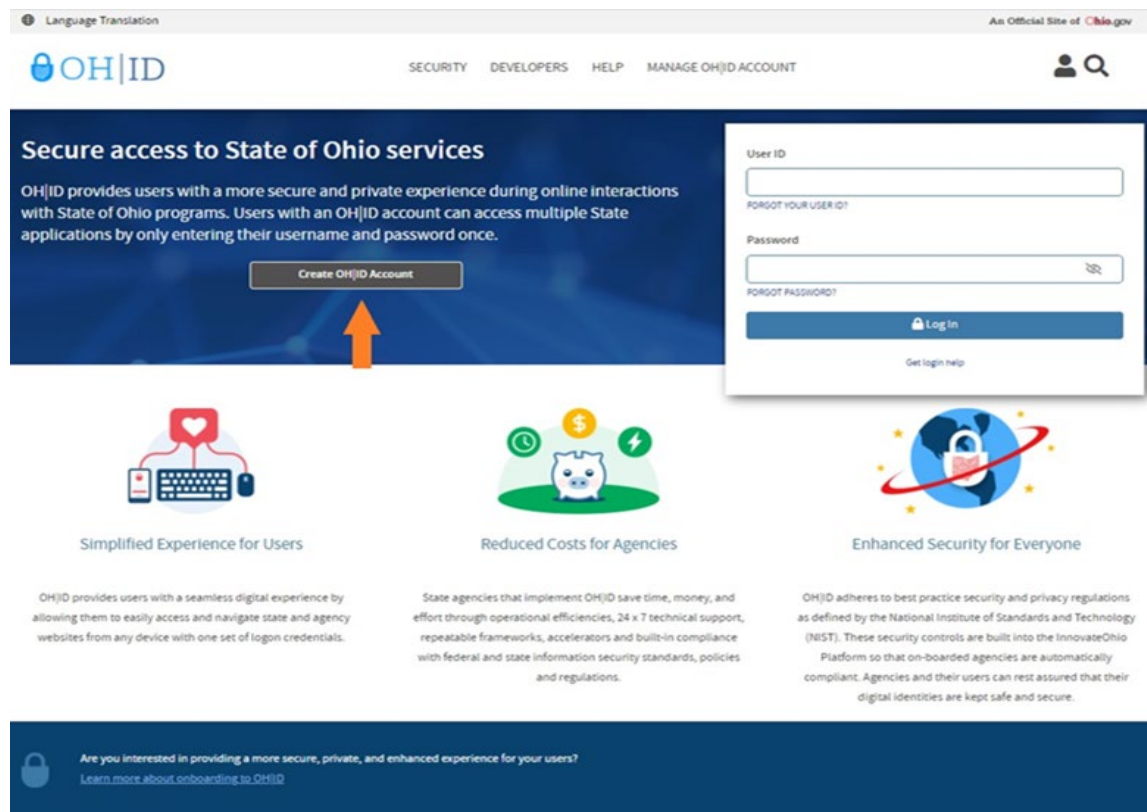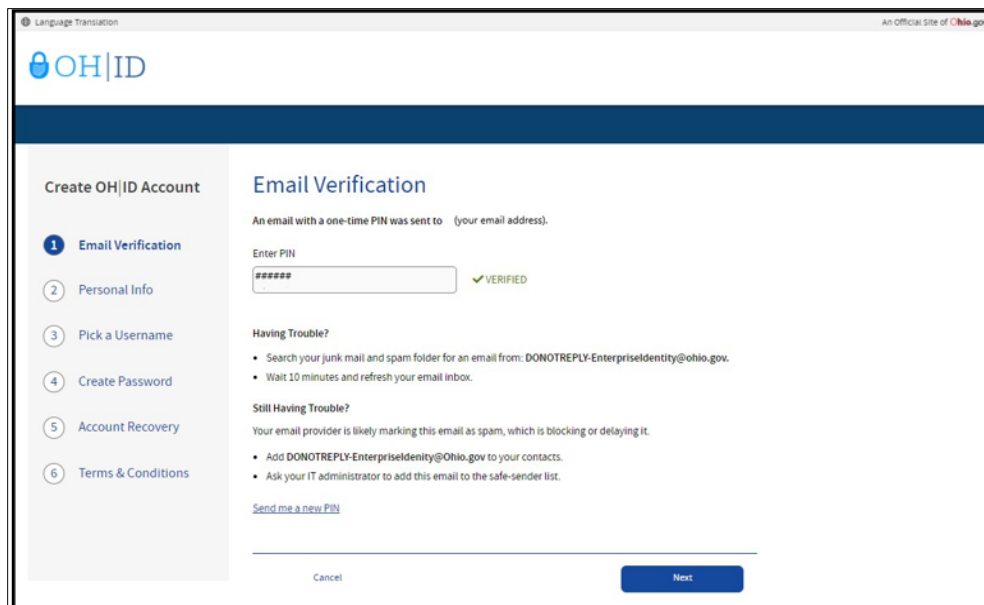
Step 2. Enter your email address and click **Send PIN** to have a one-time only PIN sent to the email you provided for verification.

(Figure 2 Create OH|ID Account Email Verification)

Step 3. Enter the PIN you received in the next window and click Verify. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send me a new PIN to invalidate the previous PIN and send a new one to your email. Once your email is verified, click Next.

(**Figure 3** Create OH|ID Account Email Verification PIN)

Step 4. Enter your personal information and click Next.

Step 5. Create a username for your OH|ID account and click **Next.**

(**Figure 5** Create OH|ID Account Pick Username)

Step 6. Create a password for your OH|ID account and click **Next**.

(**Figure 6** Create OH|ID Account Password)

Step 7. (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click **Next**.

(**Figure 7** OH|ID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click **Verify**. Once it is verified, click **Next**.

Step 8. Place a check mark next to "**I Agree**" to the terms and conditions of your OH|ID account and answer the prompt to confirm you are not a robot. Click **Verify**. Then click **Create Account**.

(**Figure 8** OH|ID Terms & Conditions)

After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Log in.**

NOTE: If you encounter any error messages during this process, please email **profile.help@education.ohio.gov** with the error message and a summary of what you are trying to accomplish.

Parent/Guardian's next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the ***Department of Education Profile Setup*** section of this manual for instructions.

Ohio | **Department of Education**

Department of Education Profile Setup

You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to https://ohid.ohio.gov/ to log in to your OH|ID account. Then follow the directions below.

Step 1. Click **Visit the App Store**.
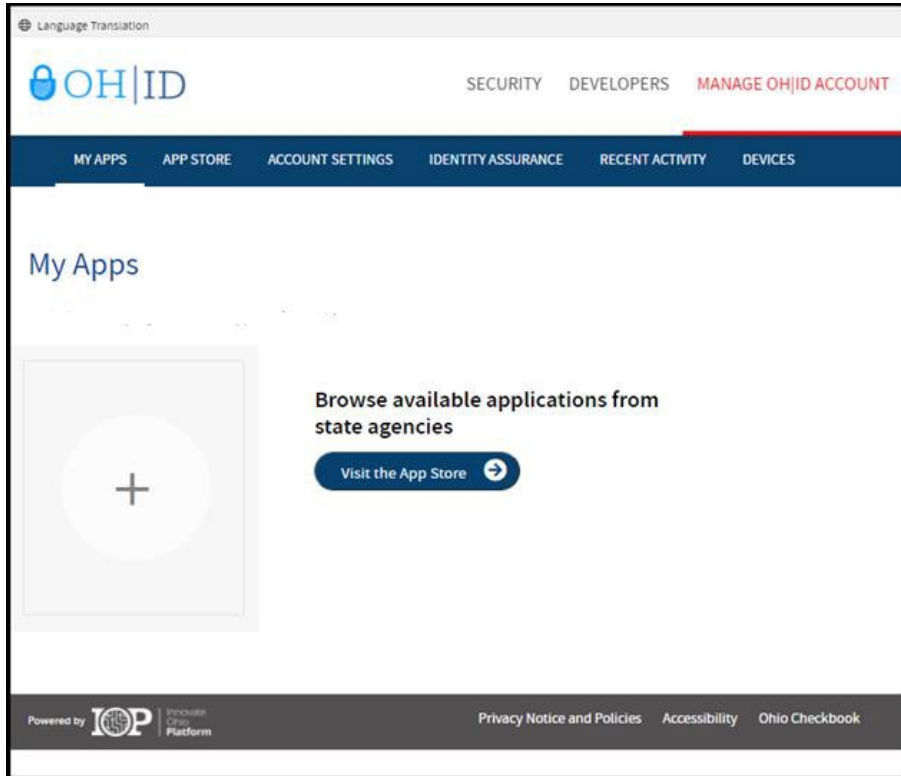
(**Figure 9** OH|ID My Apps)

Step 2. On the Department of Education Profile Setup app tile select Request Access.
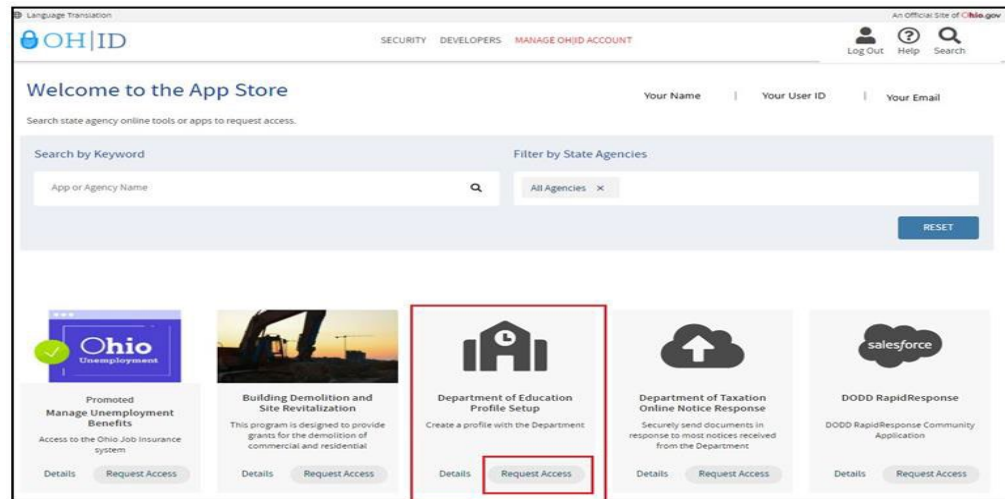
(**Figure 10** OH|ID Apps Store)

Step 3. Select **Request Access to Group**.

(**Figure 11** Department of Education Profile Setup Request Access)

Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and select **Request Access to Group** to proceed.
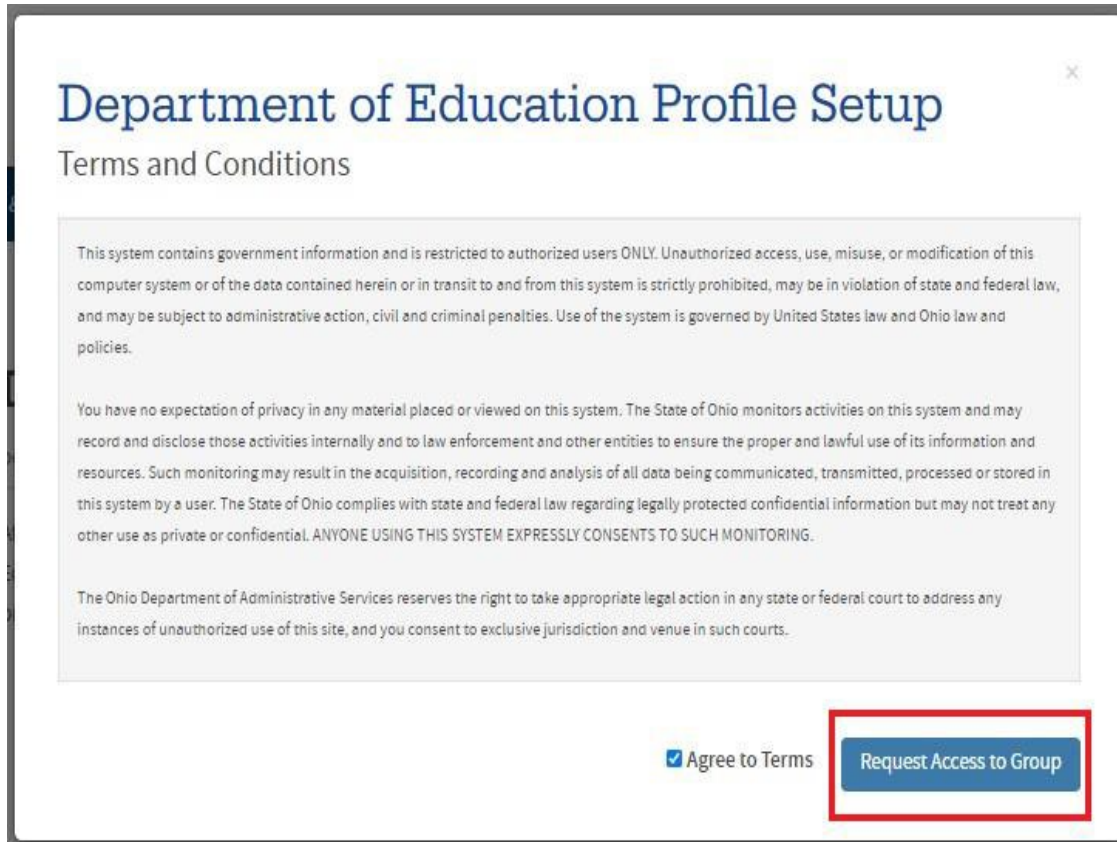
(**Figure 12** Terms and Conditions)

You will receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.

(**Figure 13** Department of Education Profile Setup Request Submitted)

Step 5. Once you receive the email verifying your request has been granted, click "**My Apps**" on your OH|ID dashboard. Then click "**Open App**" in the Department of Education Profile Setup tile.
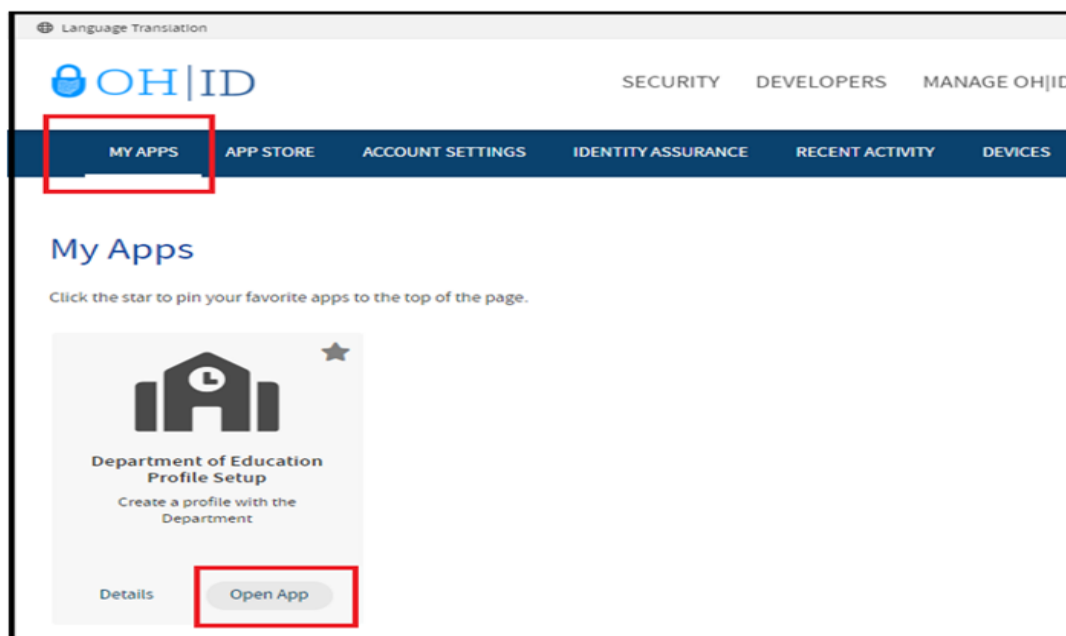
(**Figure 14** Department of Education Profile Setup)

Ohio | **Department of Education**

Step 6a. If a Department of Education profile is found, you will be prompted to view your Department of Education apps. Click "**View Applications**".
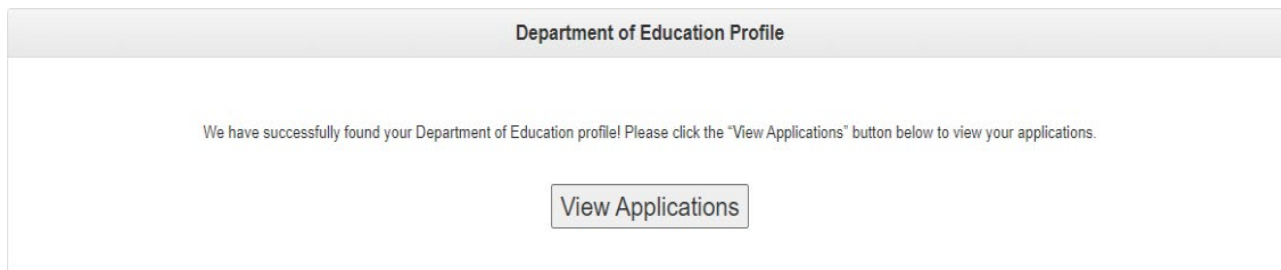
(**Figure 15** Department of Education Profile Found)

At this point the Parent/Guardian is ready to access the Scholarship Programs Application.

Step 6b. If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.
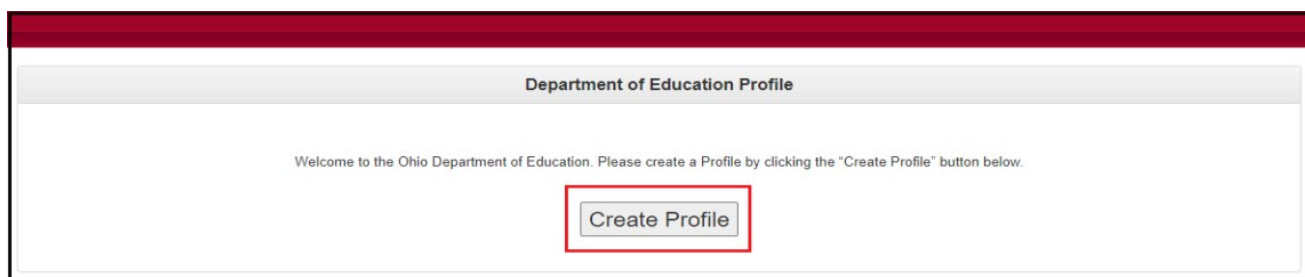
(**Figure 16** Create Department of Education Profile)

Step 7a. Complete the Department of Education Profile Creation Pages. In the "***Which role best applies to you?",*** for Autism and Jon Peterson Special Needs Parents/Guardian(s) select the option ***"I am a parent signing up to access a scholarship application"***.

**Step 7b.** You must use your State of Ohio ID card or Ohio driver's license when setting up the account. When filling in your personal information, the **name must match exactly** to what is on your Ohio driver's license. If you do not have an Ohio driver's license, please reference in Figure 18 "Click here for acceptable verification documents" and upload the verification document, this will become a manual approval.

NOTE: If you have a former SAFE profile, you will be able to link your profile to your new OH|ID account once your account is established.

(**Figure 17** Department of Education Selection of Role Profile Creation)

(**Figure 18** Department of Education Profile Creation Page)

Step 8. After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.

At this point the Parent/Guardian is ready to access the Scholarship Programs Application. Please proceed to the Scholarship Application section of this manual.

Request Access to Scholarship Application

The parent portal is now available for parents to view their child's online Autism and Jon Peterson Special Needs scholarship information. The portal has been developed to improve communication and transparency. Parents will now be able to have real-time access to scholarship information such as application status, progress reports and monthly invoices.

Please complete the following steps to request access to Scholarship Programs application:

Step 1. First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the *Create an OH|ID Account* section of this manual.

Step 2. After you have created an OH|ID account and Department of Education Profile, navigate to https://ohid.ohio.gov/ and log in to your OH|ID account.

Step 3. Open the **Department of Education Application Request** app under **My Apps**.
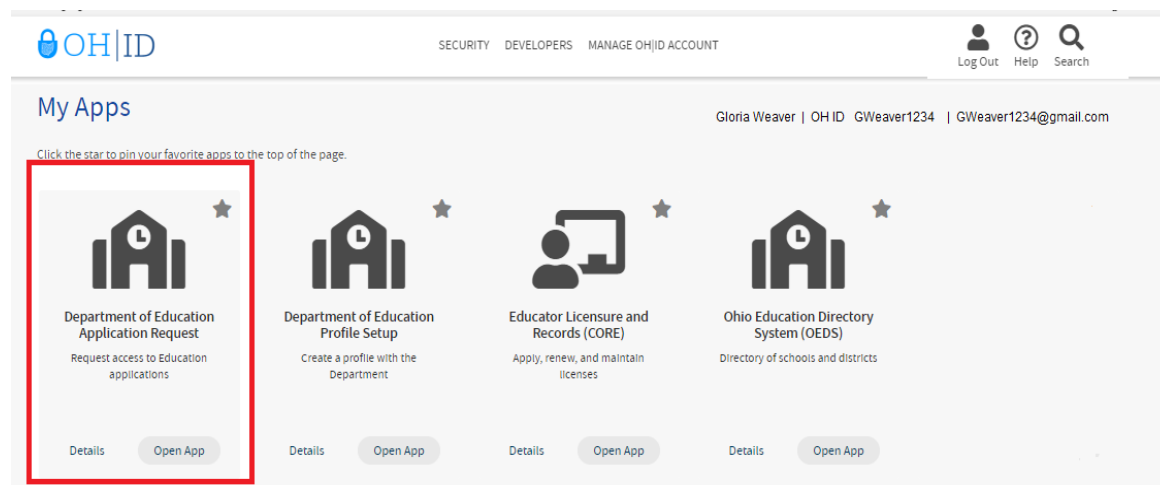
(**Figure 19** OH|ID My Apps)

Step 4. In the "Application" dropdown select "Scholarship"

(**Figure 20** Application Request)

Ohio | **Department** of **Education**

Step 5. In the "Membership Requested" dropdown, select "Scholarship Parent" option.
In the "Reason:" enter "Parent" then select "Submit'.

(**Figure 21** Parent application request**)**

Step 6. View of a completed Scholarship Parent access request.

(**Figure 22** Parent completed the application request)

Ohio | **Department** of **Education**

Please Note: If nothing appears in the "Membership Requested" drop down, this means you already have that access and you should see "Current Membership:" message noted in the red box below.

(**Figure 23** Request for access was previously granted)

ALERT: Scholarship parents should NEVER select "Scholarship Provider Application" as a request for access.

(**Figure 24** Parent's should not request a provider role)

In OH|ID you will now find the Scholarhsip Programs application that you requested.
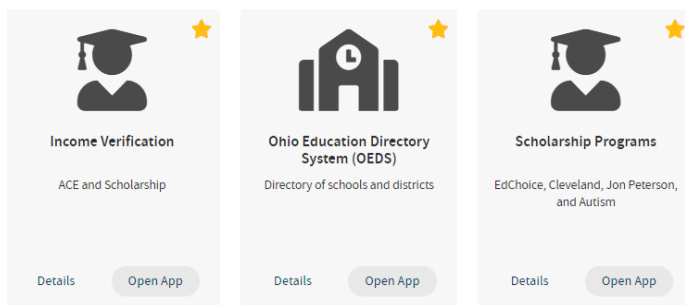
(**Figure 25** Scholarship Income Verification Tile)

The parent/guardian is now ready to access the Scholarship Programs application.

Scholarship Programs Application

Step 1. Select the "Scholarship Programs" application from My Apps within OH|ID.
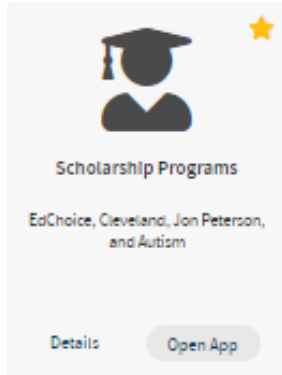
(**Figure 26** Scholarship Programs Tile)

The scholarship parent dashboard should now be displayed. If this is your first time accessing the scholarship system or if you have not yet verified your child's data click the link to verify your child.
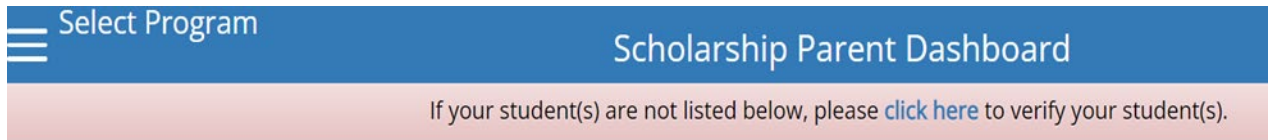
(**Figure 27** Scholarship Parent Dashboard)

Step 2. Read the disclaimer for use of the ode parent portal located at the bottom of the page. Once you have read the disclaimer in its entirety you may begin the verification process.

In the parent verification details box illustrated below a partial of your child name should appear. Please enter your child's date of birth in the following format: MM/DD/YYYY. Once the date of birth has been entered, the system will determine if the date entered matches the students online application record.
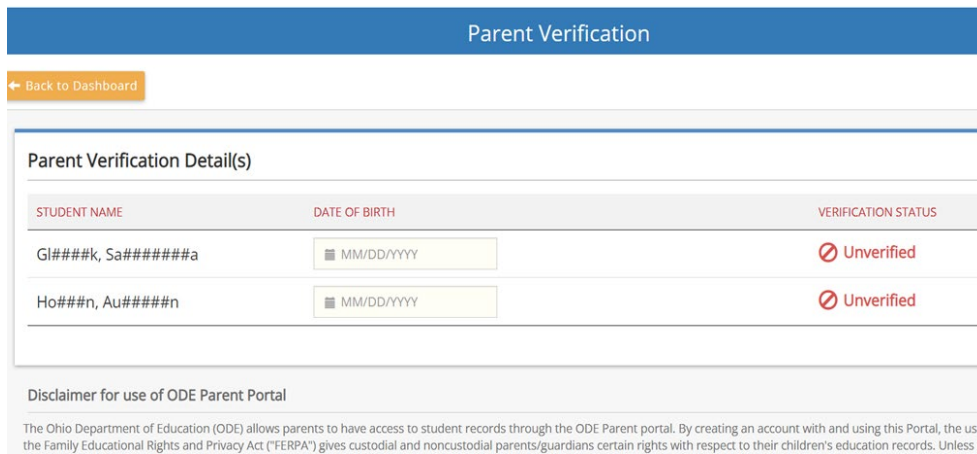
(**Figure 28** Parent Verification)

If the date of birth matches, the Verification Status will be updated to Verified. If the date of birth entered does not match our records, an invalid date of birth message will display. You will then have another opportunity to re-enter the date of birth. If after multiple attempts you are unsuccessful with verifying your child, please contact the scholarship office for assistance.

If you have multiple children participating in the scholarship programs, complete these steps until all children have been verified.

Step 3. Once your child is in Verified status, click the Back to Dashboard button.

Scholarship System Guide

Student Module

Step 1. Use the tabs along the top of your child's scholarship record to view different types of information. Currently, the student application is read-only. If information needs to be updated, please contact your primary provider.

| Student | Parent / Guardian | Application | IEP | Docs | Status / Flags | Comments / History |

(**Figure 29** Student Application Tabs)

Tab	Description
Student	This tab contains basic student information (student name, date of birth, etc.)
Parent/ Guardian	This tab contains the information of the primary and second parent/guardian.
Application	This tab contains information related to the student's provider and district of residence.
IEP	This tab contains information related to your child's Individualized Education Program (IEP dates, summary, services, goals/objectives, etc.).
Docs	This tab contains documents related to your child's scholarship (scholarship application, IEP, Acceptance Form, etc.).
Status/Flags	This tab contains information related to the current status of your child's application.
Comments/ History	This tab contains comments from the provider, district or scholarship office.

(**Figure 30** Student Application Descriptions**)**

Ohio | Department of Education

Finance Module

Once your child's scholarship is in Accepted status, you can view the finance module of the scholarship record.

Step 1. To access your child's finance information, click the *View Finance Details* button (illustrated below). The finance section of your child's scholarship record should now be displayed.

| Period: Autism FY 2022 | Type: Renewal | Status: Accepted | NEXT > | View Finance Details |

Back to student search results
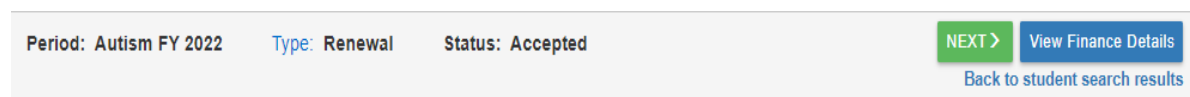
(**Figure 31** View Finance Details)

Step 2. Use the tabs along the top of your child's scholarship record to view different types of finance information.

| ALLOCATION FORM | PROGRESS REPORT | INVOICE | ACCOUNTSUMMARY | PAYMENT | FINANCE DOCS |
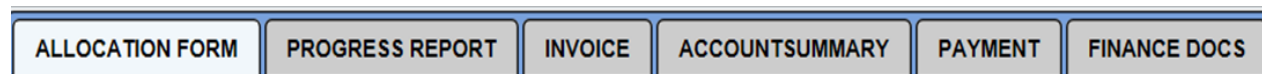
(**Figure 32** Fiance Details Tabs)

Tab	Description
Allocation Form	This tab contains the amount of the scholarship that allocated to each provider. This tab also contains the monthly allocations, quarterly caps and monthly caps.
Progress Report	This tab contains the quarterly progress reports.
Invoice	This tab contains the monthly invoices submitted by each provider.
Account Summary	This tab contains a record of accepted invoices and payments.
Payment	This tab contains a record of the scholarship payments including payment status and payment dates.
Finance Docs	This tab contains a copy of the Reallocation Form (if applicable).

(**Figure 33** Finance Details Descriptions)

Ohio | Department of Education

Progress Report

Providers submit progress reports on a quarterly basis through the online scholarship system. Progress reports are due at the end of September, December, March and June. The progress reporting quarters are as follows:

- Summer Quarter: July - September
- Fall Quarter: October - December
- Winter Quarter: January - March
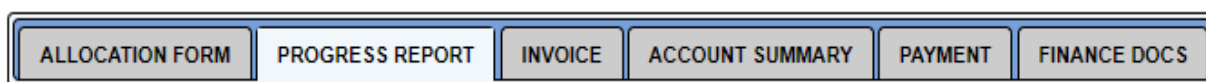- Spring Quarter: April - June

To view and print a progress report, complete the following steps:

Step 1. Select the Progress Report tab (illustrated below).

(**Figure 34** Progress Report Tab)

Step 2. Next, select the Generate Annual Progress Report button (illustrated below).

QUARTER	PROVIDER	STATUS	SUBMITTED DATE	GOTO	DELETE	PRINT
Spring 2022	Heartland Christian School	Progress Report Accepted	5/24/2022 10:10:03 AM	🔘	🗑	🖨
Winter 2022	Heartland Christian School	Progress Report Accepted	3/14/2022 2:24:43 PM	🔘	🗑	🖨
Fall 2021	Heartland Christian School	Progress Report Accepted	12/8/2021 12:04:30 PM	🔘	🗑	🖨
Summer 2021	Heartland Christian School	Progress Report Accepted	9/23/2021 2:26:42 PM	🔘	🗑	🖨

Add Quarterly Progress Report   Generate Annual Progress Report

(**Figure 35** Progress Report Details)

Step 3. The progress report should now be displayed. Select print.


(**Figure 36** Progress Report Generated)

Ohio | **Department** of Education

Invoice

Providers can invoice monthly, quarterly, etc. The invoicing window for providers opens every month on the 1st and closes on the 10th. Providers can invoice for any pervious month in the scholarship year. Special education services can be invoiced individually within the same invoice.
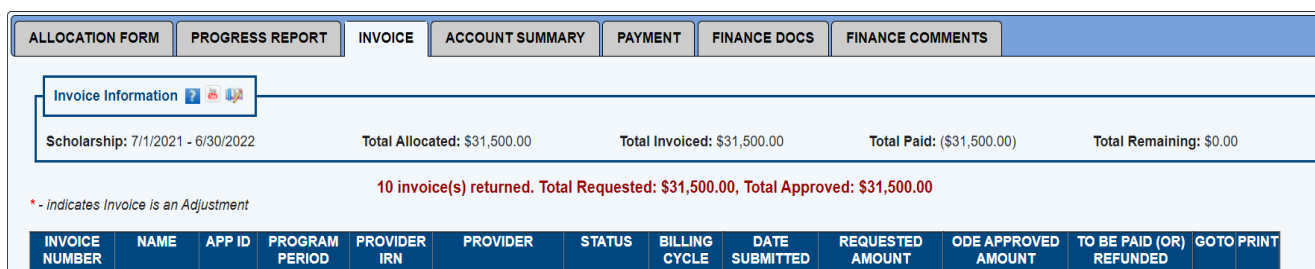
To view and print an invoice, complete the following steps:

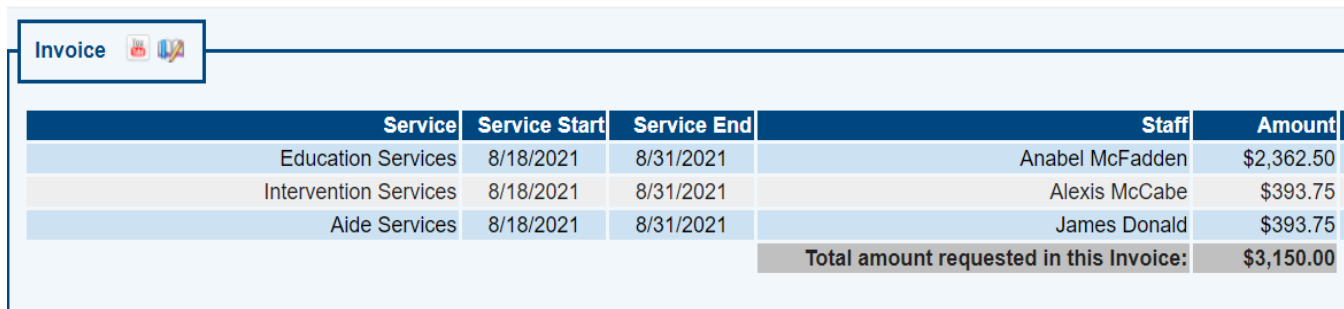**Step 1.** Select the Invoice tab (illustrated below).

ALLOCATION FORM	PROGRESS REPORT	INVOICE	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS
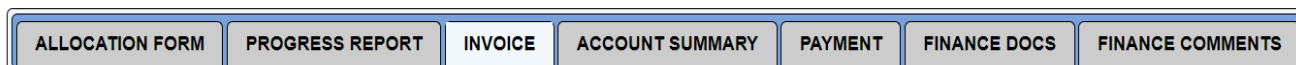
(**Figure 37** Invoice Tab)

Step 2. Click the magnifying glass icon 🔍 in the GO TO column to access your child's invoices.

ALLOCATION FORM	PROGRESS REPORT	INVOICE	ACCOUNT SUMMARY	PAYMENT	FINANCE DOCS	FINANCE COMMENTS

Invoice Information ❓ 🖨 📖

Scholarship: 7/1/2021 - 6/30/2022   Total Allocated: $31,500.00   Total Invoiced: $31,500.00   Total Paid: ($31,500.00)   Total Remaining: $0.00

10 invoice(s) returned. Total Requested: $31,500.00, Total Approved: $31,500.00

* - Indicates Invoice is an Adjustment

INVOICE NUMBER	NAME	APP ID	PROGRAM PERIOD	PROVIDER IRN	PROVIDER	STATUS	BILLING CYCLE	DATE SUBMITTED	REQUESTED AMOUNT	ODE APPROVED AMOUNT	TO BE PAID (OR) REFUNDED	GOTO	PRINT

(**Figure 38** List of Invoices)

Step 3. View services invoiced by staff and costs per month. Providers are required to give parents a fee schedule, which lists the costs of services.

Invoice 🖨 📖

Service	Service Start	Service End	Staff	Amount
Education Services	8/18/2021	8/31/2021	Anabel McFadden	$2,362.50
Intervention Services	8/18/2021	8/31/2021	Alexis McCabe	$393.75
Aide Services	8/18/2021	8/31/2021	James Donald	$393.75
			Total amount requested in this Invoice:	$3,150.00

(**Figure 39** Services Listed on Invoice)

Step 4. Click **CLICK HERE TO VIEW DETAILS** to learn more about the invoice details.

CLICK HERE TO VIEW DETAILS

Amount to be paid by ODE for this Invoice	$3,150.00
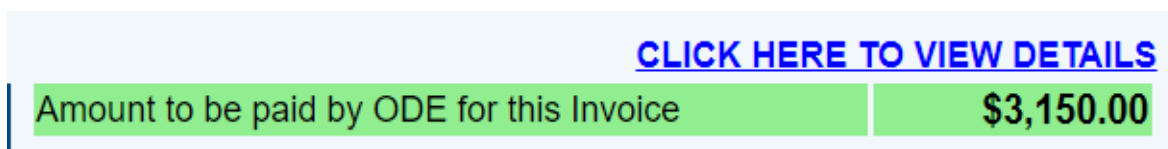
(**Figure 40** Click Here to View Details)

Step 5. The invoice details are current as of last invoice submitted by the provider(s).

Invoice details as of 9/2/2021 8:54:45 AM

1) Total Annual amount allocated to the Provider in the Allocation Form	$31,500.00
2) Total amount previously invoiced by the Provider	$0.00
3) Total amount remaining for the Provider *(subtract line 2 from line 1)*	$31,500.00
4) Amount allocated for the Provider in the Allocation Form for Aug 2021 Billing Cycle	$3,150.00
5) Total amount previously invoiced by the Provider in Aug 2021 Billing Cycle	$0.00
6) Total amount remaining in Aug 2021 Billing Cycle *(Subtract line 5 from line 4)*	$3,150.00
7) Amount available for the Provider for this Invoice before carry forward *(use lower amount from line 3, line 6)*	$3,150.00
8) Amount carried over	$0.00
9) Total amount available for the provider for this Invoice *(add line 7, line 8)*	$3,150.00
10) Total amount requested by the Provider for this Invoice	$3,150.00
11) Total amount Approved by ODE in Aug 2021 Billing Cycle *(use lower amount from line 9, line 10)*	$3,150.00
Amount to be paid by ODE for this Invoice *(use line 11)*	**$3,150.00**

(**Figure 41** Invoice Details)

Ohio | **Department** of **Education**

Contact Information

Autism Scholarship
Autismscholarship@education.ohio.gov

Jon Peterson Special Needs Scholarship
Peterson.scholarship@education.ohio.gov

If you have questions, please call our office line at 614-728-3480.

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