Provider Registration User Manual

Cleveland and EdChoice
Scholarship Programs

FY2025

Department of Education & Workforce

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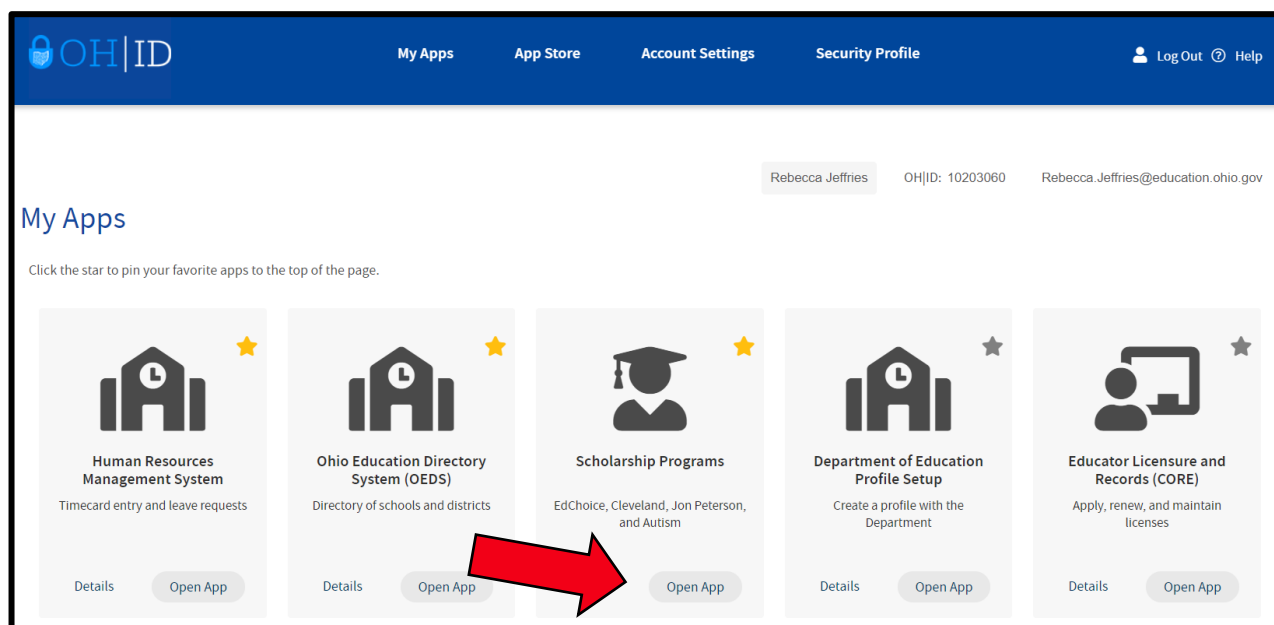# Accessing the Provider Application

Logging into OH|ID

Users can access the scholarship application through the state of Ohio's web-secure portal known as OH|ID. Users can enter OH|ID through the Login link located at the top of the Ohio Department of Education and Workforce's (DEW) homepage. Note: Users who do not have an OH|ID account should refer to Appendix A.

Selecting the Scholarship Application

Once successfully logged into your OH|ID account, the Scholarship Programs application should be listed. Note: Users who have established an OH|ID account and do not have access to the scholarship application illustrated by the arrow below should refer to Appendix B.
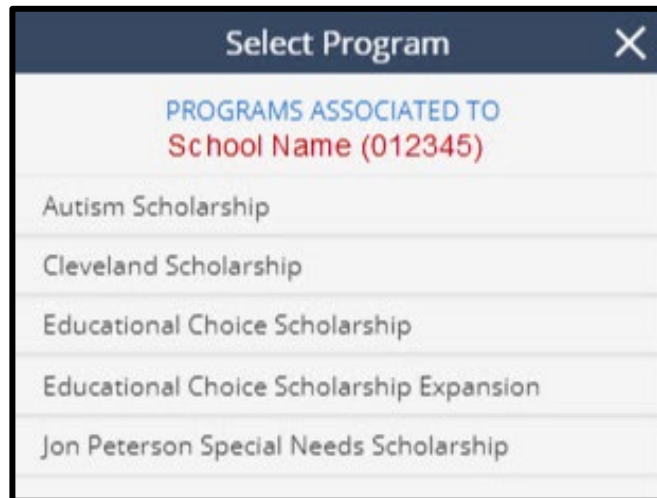

1. To open the scholarship application system, click the Scholarship Programs application button.

2. The user should now see the five scholarship programs. Click on the scholarship program to be accessed.

3. Once the appropriate scholarship program has been selected, select **New Provider** or **Renew Provider Application** from the **Provider** drop down menu (see arrow).

4. After **New Provider Application** or **Renew Provider Application** has been selected, the Provider Application screen will display. Click on the **Scholarship Provider Affidavit** link (see arrow) and read the affidavit in its entirety. If you agree to abide by all the terms and conditions outlined in the affidavit, click on the check box (see arrow) to proceed.

5. Once you have agreed to all terms outlined in the affidavit, select the program for which you are applying from the drop down. After the appropriate selection has been made, click the **Start Application** button (see arrow).
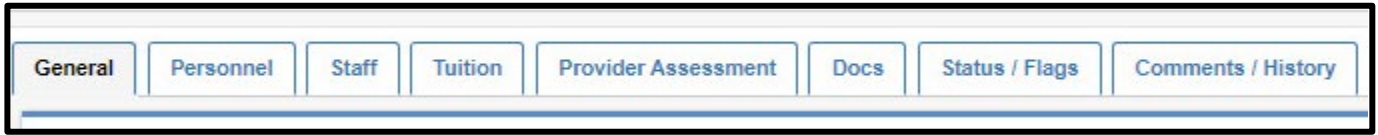

6. Next, verify the general information displayed for the provider and click the **Submit** button (see arrow). If any information displayed is incorrect, please contact your OEDS Administrator to update these fields.

7. After an organization has been selected or created, the following tabs will be displayed.

General Tab

This tab contains specific provider information including address, phone number, email address, grade levels served and program status.

Personnel Tab

Individuals who have been designated for system access in OEDS will be listed in this section. If there are additional individuals who need system access, please contact your OEDS Administrator.

Nominator: Allows designated personnel at organizations to enter and edit student application data. This role may be assigned to one or more individuals.

Primary Contact: Receives communication via email from scholarship program staff. This role may be assigned to one or more individuals.
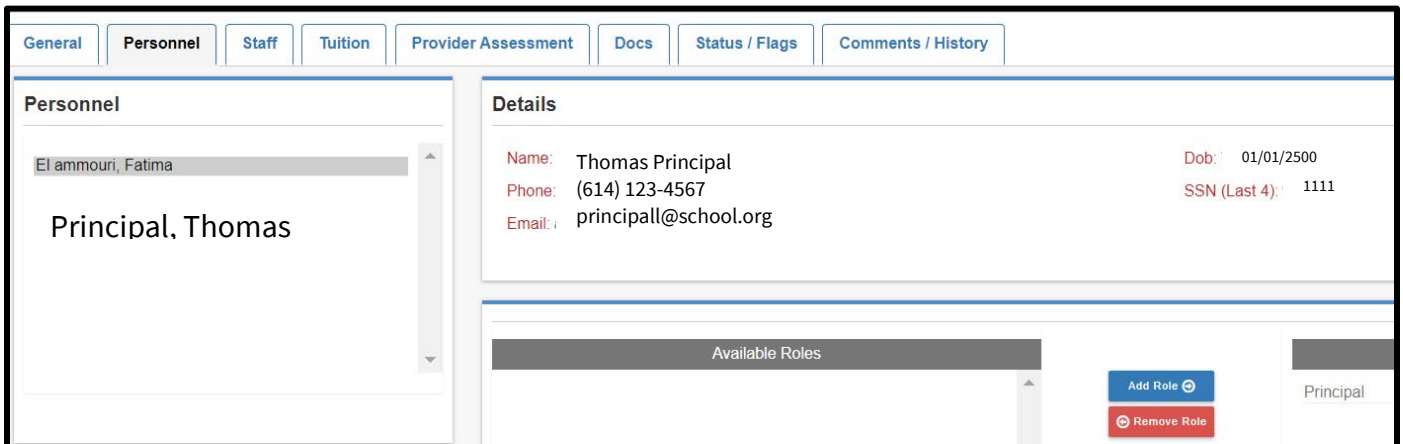
Staff Tab

(Required for Jon Peterson and Autism Scholarship Providers)
Completion of this tab is not required for Cleveland and EdChoice provider application.

Tuition Tab

This section contains the school year start and end dates, annual tuition at each grade level and specifies any discounts offered by the provider.

Provider Assessment Tab

This section contains assessment information for providers serving students in grades 9-12. The provider selects their chosen graduation pathway by selecting **one** appropriate assessment type (*you should <u>select only one</u> pathway as that is required for graduation for your students*):

- If you chose to administer the alternative assessments, you would select either IOWA or Terra Nova depending on which assessment your school has chosen to use and select None in the ACT/SAT section.
- If you chose to administer the end of course exams (state assessments) and ACT/SAT, you would select that option and select None in the alternative assessment pathway section.
- If you chose to administer the ACT/SAT only, you would select that option and select None in the alternative assessment pathway section.
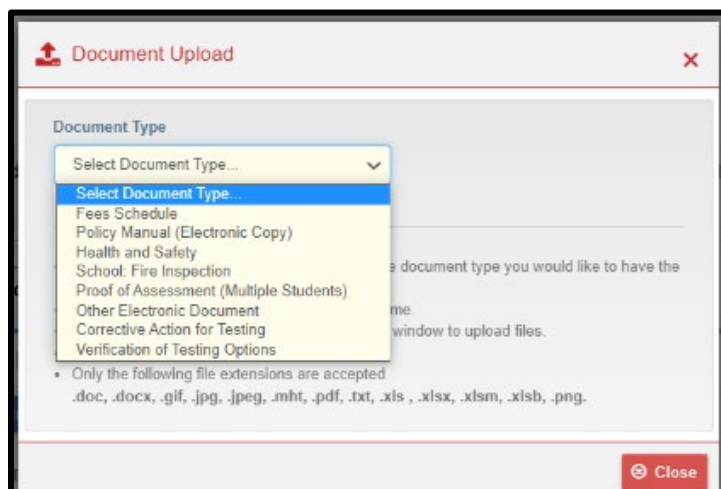
Docs Tab

Providers upload required documents in this section. Items with an asterisk are required items for registration and must be uploaded before submitting the application.

Uploading a Document

Maximum upload size is 10MB. Documents exceeding this size will need to be uploaded as separate documents.

1. Select **Upload Document(s)**
2. A pop-up window will display
3. Select **Document Type** from the drop down menu
4. Select **Browse**
5. Browse to and select the document file to upload
6. Use pre-existing name of file or enter a new name for the file
7. Select **Upload**

Users may also import documents from another scholarship program by selecting the **Import from other programs** button.

Note: To display all files that have been uploaded during a session, the user will need to select the **Refresh** button under **Documents Uploaded**.

Status/Flags Tab

This tab allows the application to be placed in the appropriate status and review flags placed on the application by DEW staff.

Submitting an Application

If all the required information has been entered, click the **Submitted** button to submit your registration application to DEW for review (see arrow).
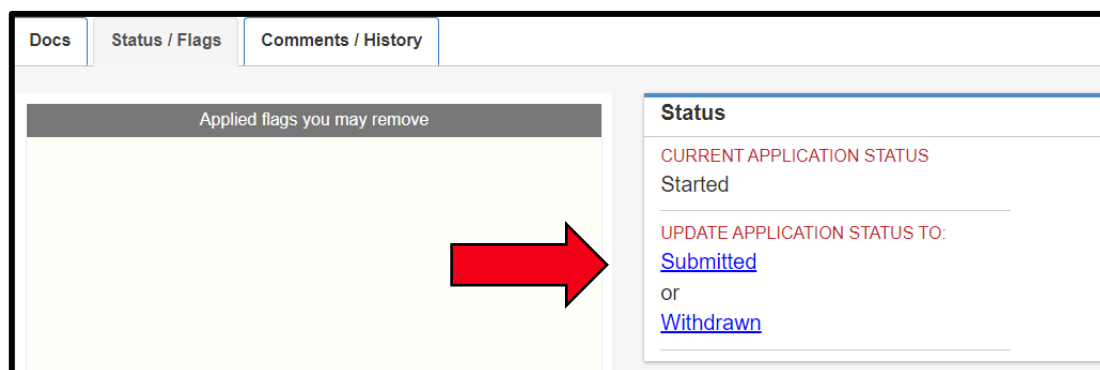
Correction Needed

If the department finds that an application needs correction, the application will be placed in **Correction Needed** status. The provider may then view the **Applied Flags** section to determine the correction needed. Users may also check the **Comments/History** tab for additional information from DEW staff. Once all needed changes have been made, the provider may update the status by selecting the **Resubmitted** button (see arrow).

Note: Please refer to the Application Status Codes which defines other possible application statuses.

Comments/History Tab

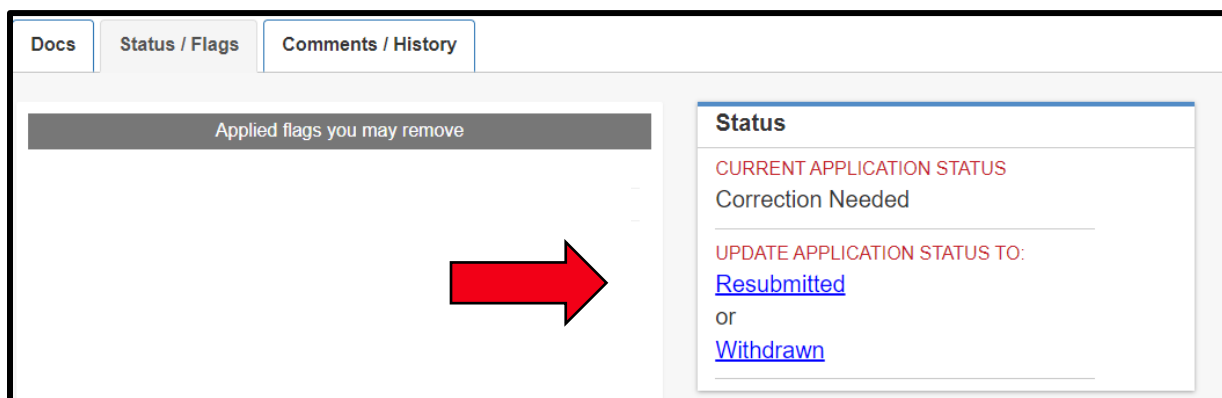This tab allows the user to include any information regarding the application. Notes are not required for application submission but can be entered by the user and DEW staff. If there is any information regarding the application that DEW should be aware of, please include this in the **Comments/History** field. **Note: Comments entered on this tab are for information only. Recipients are not notified when a comment is entered.**

Adding a New Comment

1. Select **Add New Subject** button (see arrow).
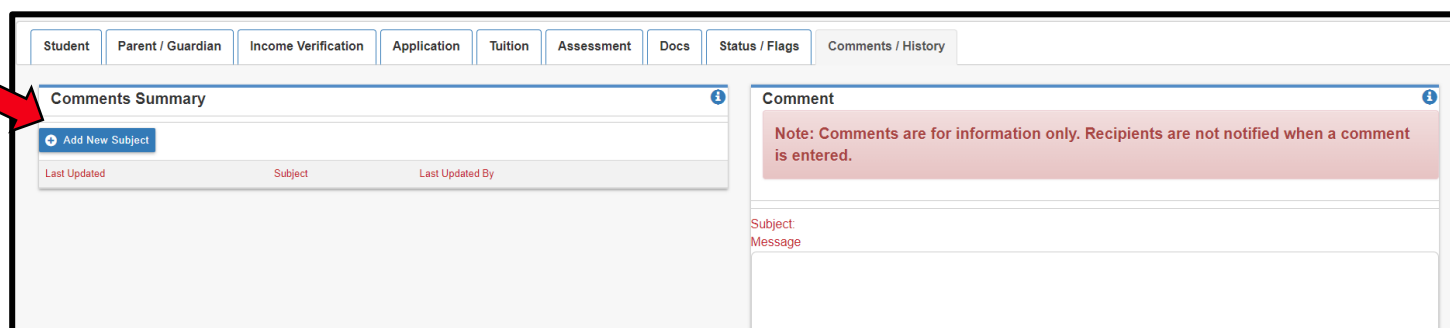
2. Type the subject title and comment in the boxes provided.

3. Select **Add**, to add the comment to the application (see arrow below).

Users may also reply to an existing comment. Comments are grouped by subject title allowing a user to respond to a specific topic. The most recent comment thread will display at the top of the **Comments Summary.**

Replying to an Existing Comment

1. Highlight the subject title in the **Comments Summary** box (see arrow). The comments related to the selected topic will now display in the **Comments** box.

2. Select **Reply** to respond to the comment (see arrow above).

3. Next, the comment box will display with the subject topic pre-populated. Type the response in the provided box and select the **Add** button (see arrow below).

4. The reply comment will now display in the **Comments** box.

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Summary of Application Tabs

General	Contains provider information such as phone number, address, email, grade level served and program status.
Personnel	Contains personnel information for the provider's principal and nominator(s).
Staff	Not required for application.
Tuition	Contains information related to annual tuition at each grade level, school year start and end dates and specifies any discounts offered by the provider.
Provider Assessment	Contains information related to the type of assessments administered by the provider including the graduation pathway selected by the provider.
Docs	Contains required documents related to the application including school policy/handbook, fee schedule and annual inspection reports.
Status/Flags	Contains information related to the status of the application.
Comments/History	Contains comments from the provider and/or DEW staff that pertain to the application.

Application Status Codes

Started	Provider has initiated an application in the online system.
Submitted	Application and all required documentation have been submitted. Application is awaiting review by the Ohio Department of Education and Workforce.
Under Review	Application is currently being reviewed by the Ohio Department of Education and Workforce for accuracy and data verification.
Correction Needed	Application has been flagged as having conflicting or incorrect data. Check the Flags Applied field and Comments/History tab for details. Resubmit the application after all errors have been corrected.
Resubmitted	Application errors identified have been corrected. Application is now awaiting review by the Ohio Department of Education and Workforce.
Approved	Application has been reviewed with no errors. School ID now approved as a participating Cleveland or EdChoice Provider.
Terminated	Provider has not fulfilled participation requirements.
Denied	Application has been reviewed and the provider does not meet registration requirements.
Withdrawn	Application not submitted for program consideration.

Questions

Users who experience any difficulties in entering or reviewing applications, or who have questions about other aspects of the Cleveland or EdChoice Scholarship Program, should contact their assigned scholarship consultant or email their questions to the appropriate program: Cleveland Scholarship (cleveland.scholarship@education.ohio.gov) or EdChoice Scholarship (edchoice@education.ohio.gov).

If you do not know your assigned consultant, contact the Office of Nonpublic Educational Options at 614-728-2743.

Appendix A: Setting up an OH|ID Account

Please follow the steps below to set up an OH|ID Account.

1. Go to the OH|ID Homepage.
2. Click the "Create Account" button on the OH|ID Homepage
3. Complete the Email Verification process

   Enter your email to verify the account during account creation. A one-time pin is sent to that email for verification. For that reason, be sure to use an email address that you have access to when creating your account. **Note:** All OH|ID accounts must be created with a unique email address (i.e. once an email address has been used to create an account, it cannot be used to create another one).
   Tip: If you do not receive the email, self-service troubleshooting steps are displayed below the "Enter Pin" field.

4. Follow the prompts provided by OH|ID to create your account. The sidebar navigation will document your progress, turning steps blue once completed.
5. Use the Account Confirmation email and log into OH|ID

   After creating an OH|ID account, you will be directed to an account creation confirmation page and prompted to log in with your newly created OH|ID credentials.
   Tip: You will receive an account creation email. As a reminder, you must wait until this email has been received and utilize it to complete the login process successfully.

6. Select Multi-Factor Authentication (MFA) Option(s)

   You will utilize whichever of the MFA options you configured to verify your identity and continue the login process.

7. Complete the ID Proofing Process

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Follow the steps to complete the Experian identity proofing process. This process is meant to provide you with additional levels of account security in an effort to prevent fraudulent activity on your account.

Appendix B: Accessing the Scholarship Application

To access the *Scholarship* Programs app, a new Principal or new Provider must first be granted access. Please follow the following steps to obtain access to the *Scholarship Application*:

1. Sign into your OH|ID Account

2. Select Department of Education Application Request from My Apps (see arrow).
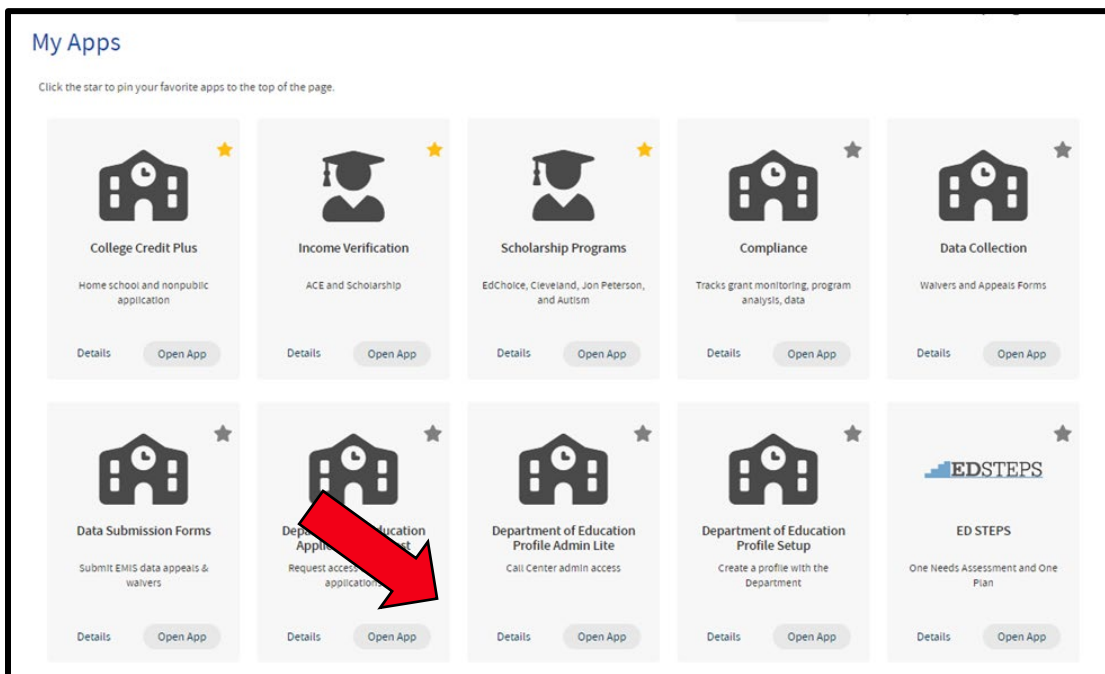
3. The *SAFE Application Request* page should now be displayed.

4. Enter email address.

5. Select *Scholarship* from the *Application* drop down list and *Scholarship Provider Applicant* from the *Membership Requested* drop down list.

6. Type a reason for requesting access in the *Reason* box. Reason indicated should include the name of the organization the user is associated with and his/her role within the organization.

7. Select *Submit* (see arrow below).

8. The request will be submitted to the scholarship administrator at the Ohio Department of Education and Workforce for approval.

9. Once the request is approved, the user will be able to access the Scholarship Programs App.