How to Create a New OHID account and Department of Education Profile
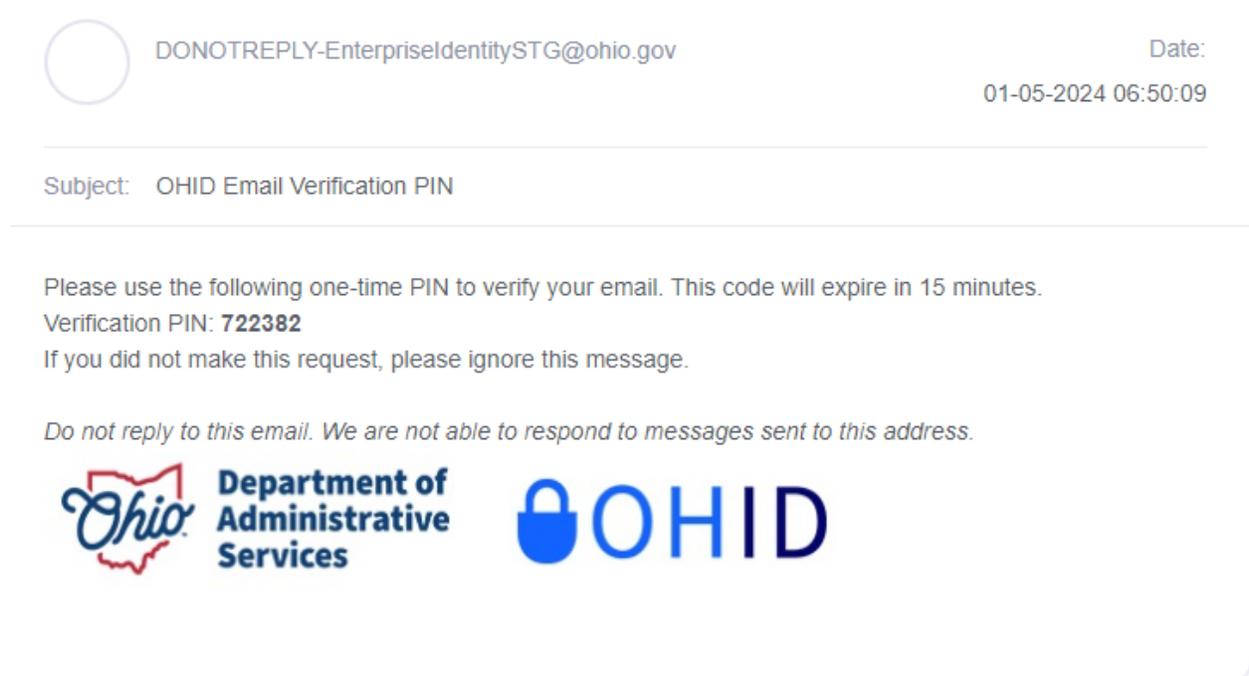
**Step 1**: Navigate to https://ohid.ohio.gov and click on "Create OHID Account" from the landing page.
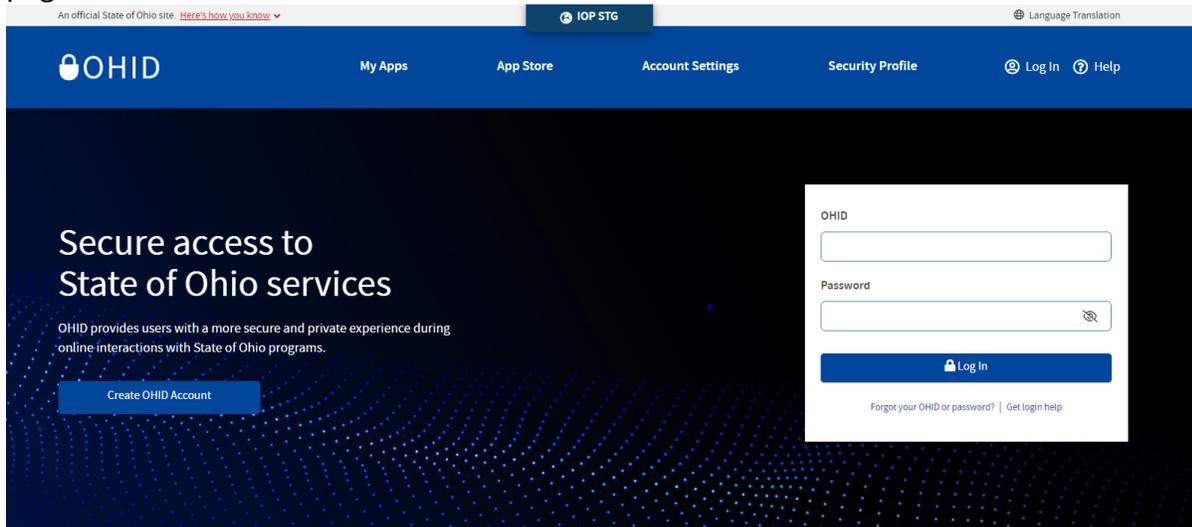
Step 2: On the "Email Verification" screen, enter your email address and confirm email address and click on the "Send PIN" button.
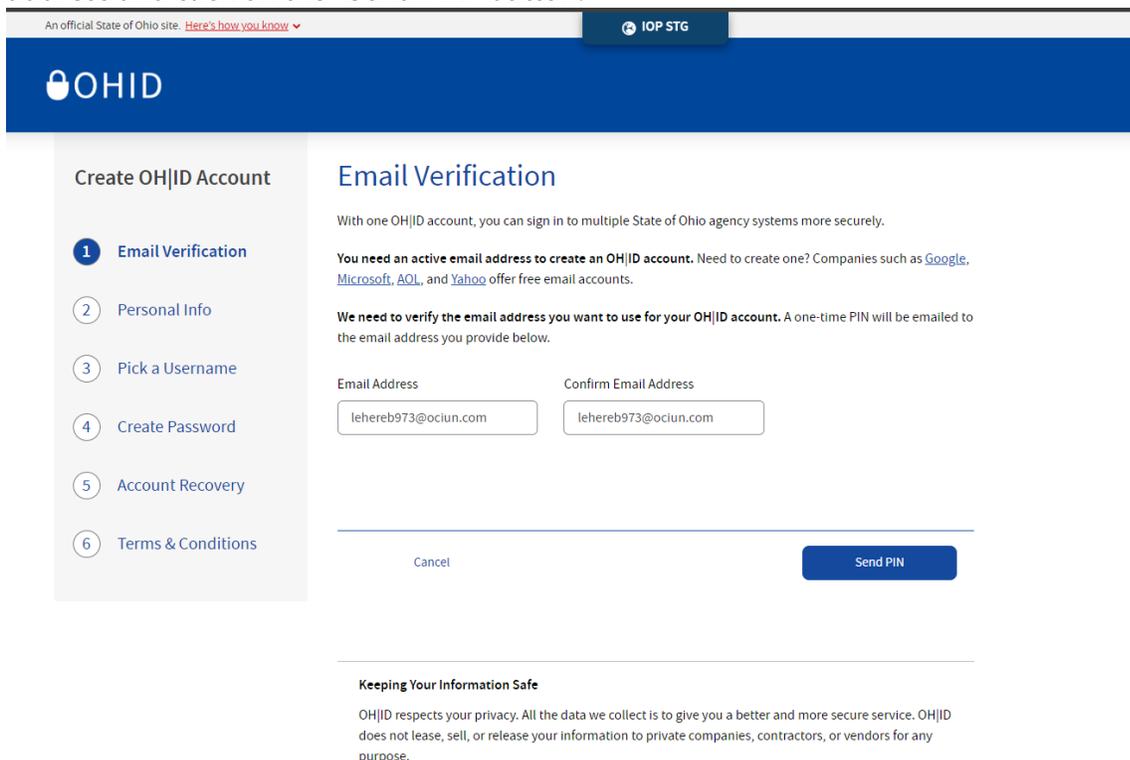
Step 3: You will receive an email with a one-time PIN to your email shown in the example below.

Step 4: Enter the PIN on the "Email Verification" screen and click "Verify." Once the PIN is verified, click the "Next" button.
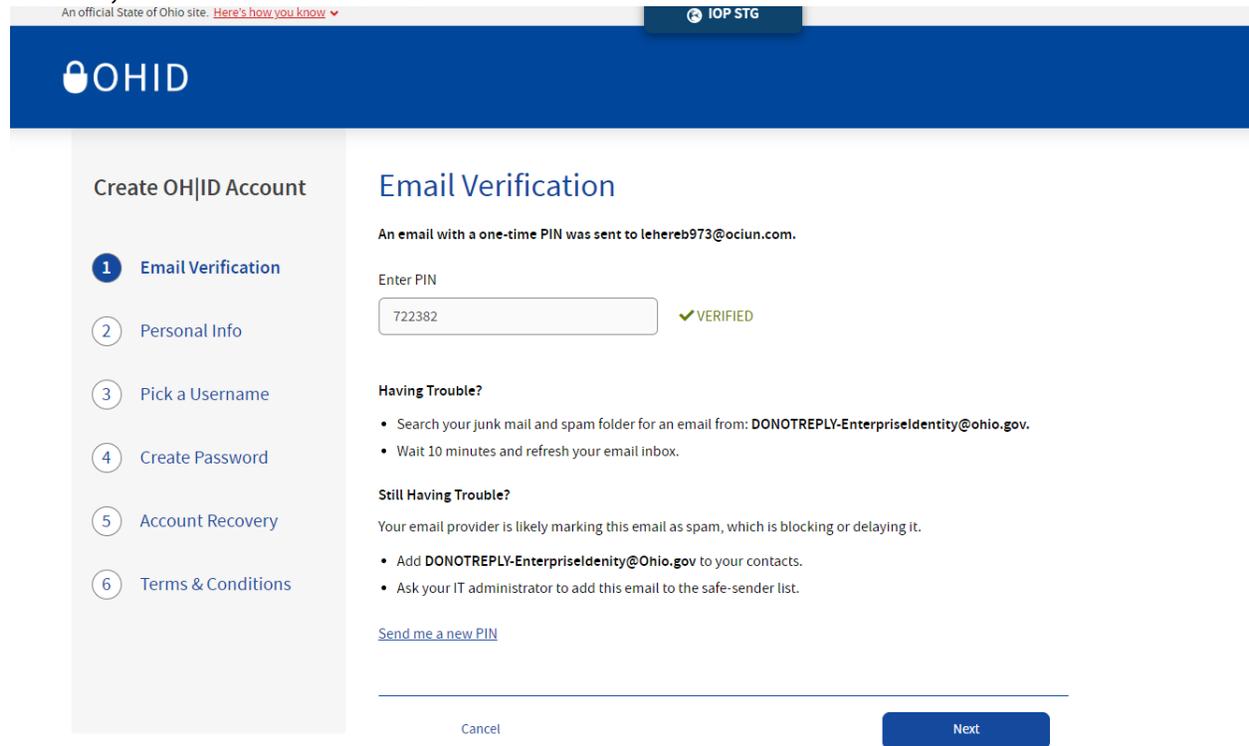
Step 5: On the "Personal Info" screen, enter the First Name, Last Name, Date of Birth, and Last 4-digits of SSN, and click the "Next" button.

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

Legal Last Name

Date of Birth

mm/dd/yyyy

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

Last 4 digits of SSN (optional)

Cancel   Next

Step 6: On the "Pick a Username" screen, enter a unique username and click on the "Next" button.

Create OH|ID Account

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

Pick a Username

Username Requirements

- Must be between 6-64 characters
- Cannot start or end in a special character
- Cannot contain only numbers
- Only . _ - or @ No other special characters

Username

Cancel   Next

Ohio Department of Education & Workforce

Step 7: On the "Create Password" screen, enter a password that matches the listed requirements and re-enter the same password and click on the "Next" button.

Step 8: On the "Account Recovery" screen, enter your mobile number and click on the "Send PIN" button.

Step 9: Enter the PIN received via your mobile number on the "Account Recovery" screen and click "Verify." Once the PIN is verified, click the "Next" button.

🔒 **OHID**

Create OH|ID Account

✓ Email Verification

✓ Personal Info

✓ Pick a Username

✓ Create Password

5 Account Recovery

6 Terms & Conditions

Account Recovery

Your email (lehereb973@ociun.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.

Set up mobile/text message account recovery

A message with your PIN has been sent to *-***-8567**

Enter PIN

[   ]   [Verify]

Having Trouble?

Send me a new PIN

Cancel   [Next]

Step 10: On the "Terms and Conditions" screen, check the "I Agree" checkbox. At the bottom of the page, enter the answer for the question and click "Verify."

🔒 **OHID**

Create OH|ID Account

✓ Email Verification

✓ Personal Info

✓ Pick a Username

✓ Create Password

✓ Account Recovery

6 Terms & Conditions

Terms & Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile 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 Ohid.ohio.gov, or cancel transactions related to your OH|ID account.

Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

☑ I Agree

Confirm you are not a robot

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

[3]   [Verify]

Department of Education & Workforce

Step 11: Once it is verified, click on the "Create Account" button.

Step 12: Now that an OH|ID account has been created, click on the "Log in to OH|ID" link.

Step 13: Enter your username and password and click on "Log In."

Step 14: You will be navigated to the "My Apps" landing page.

Step 15: Click on the "App Store" button in the blue banner and search for "User Profile for Educational Organization." Once you find the tile, click on the "Request Access" button on the tile.
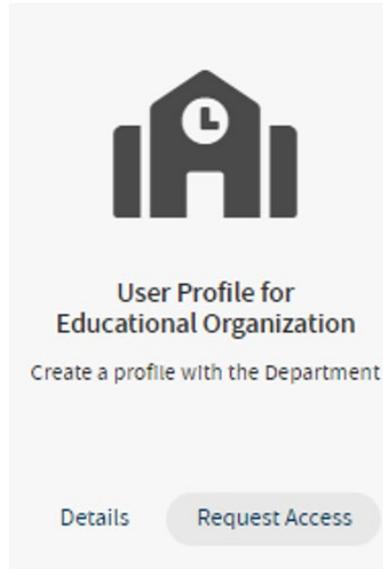
Step 16: On the "User Profile for Educational Organization Employees" screen, click the "Launch" button.
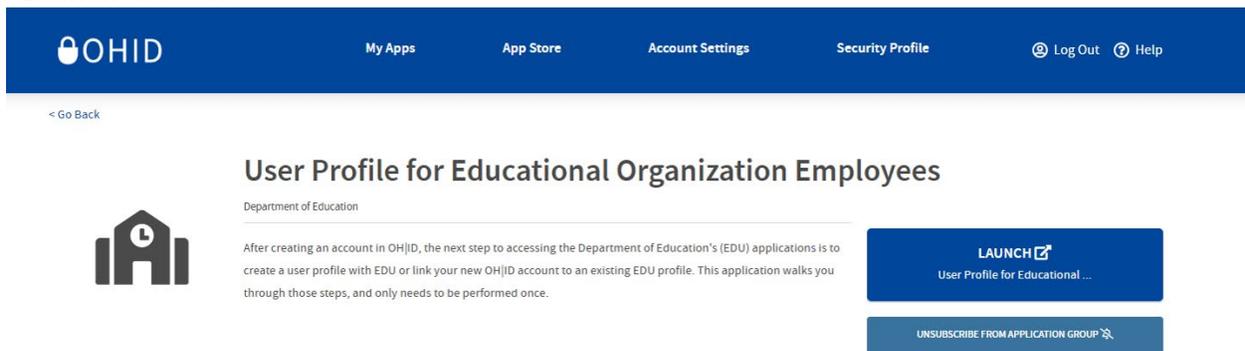
Step 17: If your profile is not already created, you will land on the Department of Education and Workforce Profile page. Click on the "Create Profile" button.
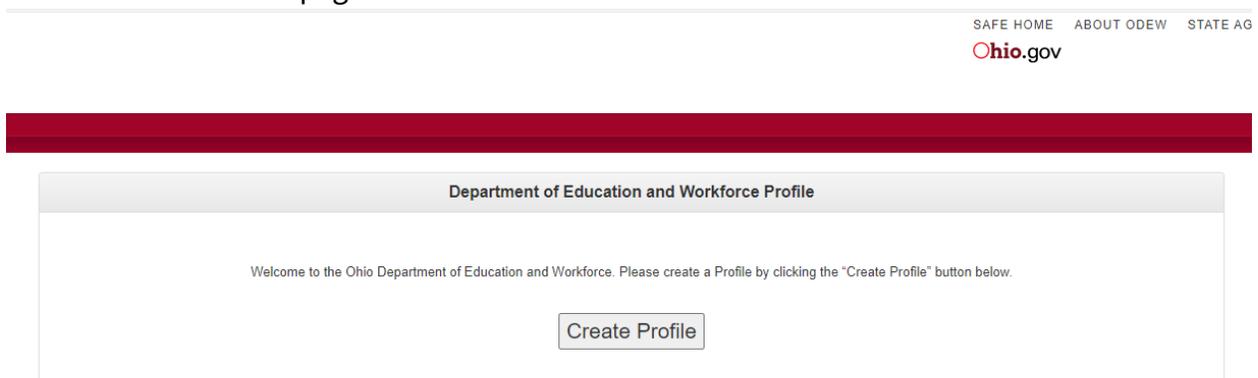
Step 18: On the "Welcome" screen, select the "I am an educational organization employee" and click the "Next" button.

Note: *If you experience any issues on any of the screens through the user profile process, you can click on the "Contact Us" button and enter your question and submit. Someone will get back to you to assist.*

Step 19: On the "Add Basic Information" screen, enter the user's First Name, Last Name, Date of Birth, and Last 4-digits of SSN, and click the "Next" button.

Add Basic Information

First, we need some basic information about you. Fields marked with an asterisk are required. To help avoid creating a duplicate profile:

- Please enter your legal name where indicated, even if that is not what you normally use. For example, Robert instead of Bob or Elizabeth instead of Beth.

- Providing the last four digits of your social security number (SSN) or Individual Taxpayer Identification Number (ITIN) significantly decreases duplicate profiles. If you do not have one of these numbers, please check the "I do not have an SSN or ITIN" box.
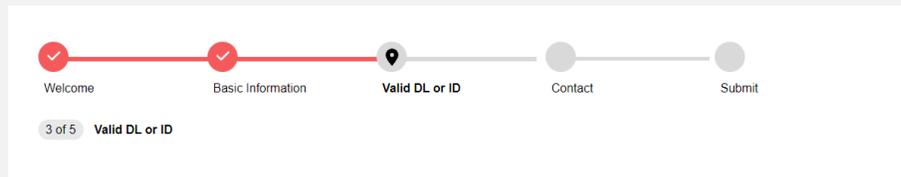
*(Required)

*Legal First Name	Middle Name
Sunita	

*Current Legal Last Name	Previous Last Name
Singh	

Suffix (e.g. Jr., I, II, III)	*Date of Birth
	03/14/1958

*Last four digits of SSN or ITIN
XXX-XX-7878   ☐ I do not have an SSN or ITIN

[Back]   [Contact Us]   [Next]

Step 20: on the "Identity Verification" screen, enter the Ohio Driver's License number in the two text boxes and click on "Verify my Identification" button.

Welcome ✓ —— Basic Information ✓ —— Valid DL or ID 📍 —— Contact ○ —— Submit ○

3 of 5   Valid DL or ID

Identity Verification

To create your profile, please enter your Ohio driver's license or Ohio ID issued by Ohio Bureau of Motor Vehicles (BMV).

Click on **Verify my identification** button once you entered your DL/ID.

*Required

Ohio Driver's Number or ID	Re-enter Ohio Driver's Number or ID

[Verify my identification]

☐ Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification.

☐ I agree to the Department's data privacy policy - Privacy | Ohio Department of Education and Workforce.

[Back]   [Contact Us]   [Next]

Note: *In case the user driver's license verification is failed or the user does not have Ohio's Driver's License, then click on the "Click here if you either do not have an Ohio driver's license or*

you are getting an error when verifying your identification" checkbox; and upload Identity Verification document(s).

Step 21: Once successfully verified, click on the "I agree to the Department's data privacy policy" checkbox and click the "Next" button.

Step 22: On the "Contact Information" screen, enter the user's phone number, email address and home address and click the "Next" button.

Step 23: On the "Request Access" screen, select the reason for the access request from the drop down menu and also the explanation for access request.

Note: *If the "School District" reason for request is selected, please also enter the IRN for the school district and click the "Next" button.*

Welcome   Basic Information   Valid DL or ID   Contact   **Request Access**   Submit
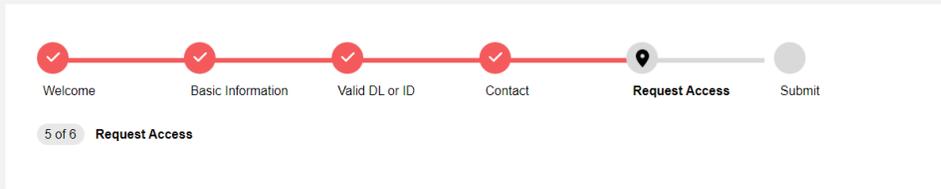
Request Access

Before you can use some applications, permissions must be granted to you by an organization (e.g., a school district). In this step, we will send an email to the person in your organization who can grant you that permission. Please select options from these lists.

*Required

*Reason for access request
School District

*Requesting access for which school or district
dublin

000000 - **Dublin** City Police Department - Franklin

008481 - **Dublin** City Schools LPDC - Franklin

010427 - Club Z In-Home Tutoring - **Dublin** - Franklin

Please explain the access request. This information will be sent to the person in your o application(s) you will use, or the job functions you perform for your organization. Whe

*Please explain the access request

Back   **Contact Us**   **Next**

Step 24: Review the information provided and click the "Submit" button.

Welcome   Basic Information   Valid DL or ID   Contact   Request Access   **Submit**
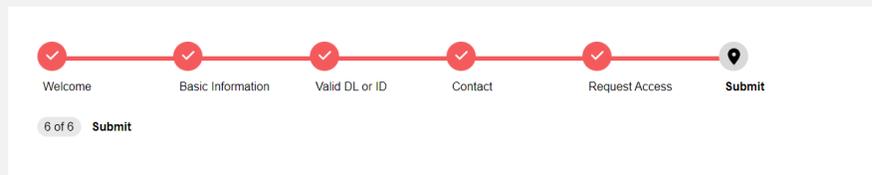
Review and Submit

Please review the information you provided and make any final changes. When everything looks correct, click the Submit button.

Role(s) best applies to you

Roles
- I am an educational organization employee

Basic Information

Name	Previous Last Name	SSN 4	Birth Date
bicohi roborena		6099	09-18-1990

Valid Ohio Driver's Number or ID
zz123409

Contact

Home Phone	Home Email
999-999-9999	bicohi8710@roborena.com

Office Phone	Office Email
895-869-7777	testoffice@officemail.com

Home Physical Address
409 S Front St Columbus ,Ohio 43215

Admin Info

Reason for access request
School District

Requesting access for which school or district
008481 - Dublin City Schools LPDC - Franklin

Please explain the access request
Testing

Back   Contact Us   Submit

Ohio Department Of Education and Workforce

Step 25: Once the submitted, the Success screen should display and the Deparment will review the request.

Success

Your Ohio Department of Education and Workforce Profile is Waiting For Administrative Review.