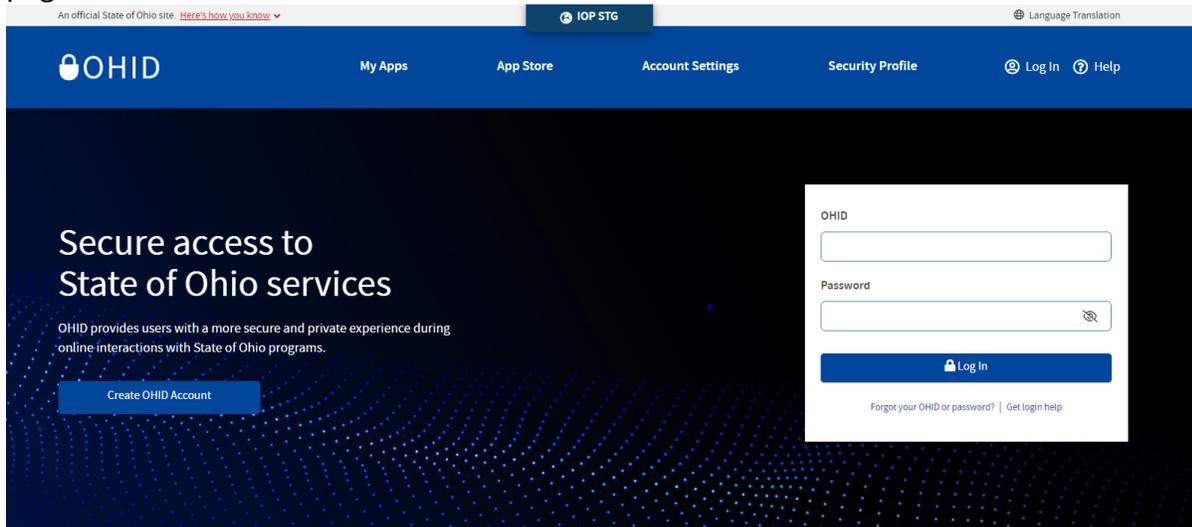
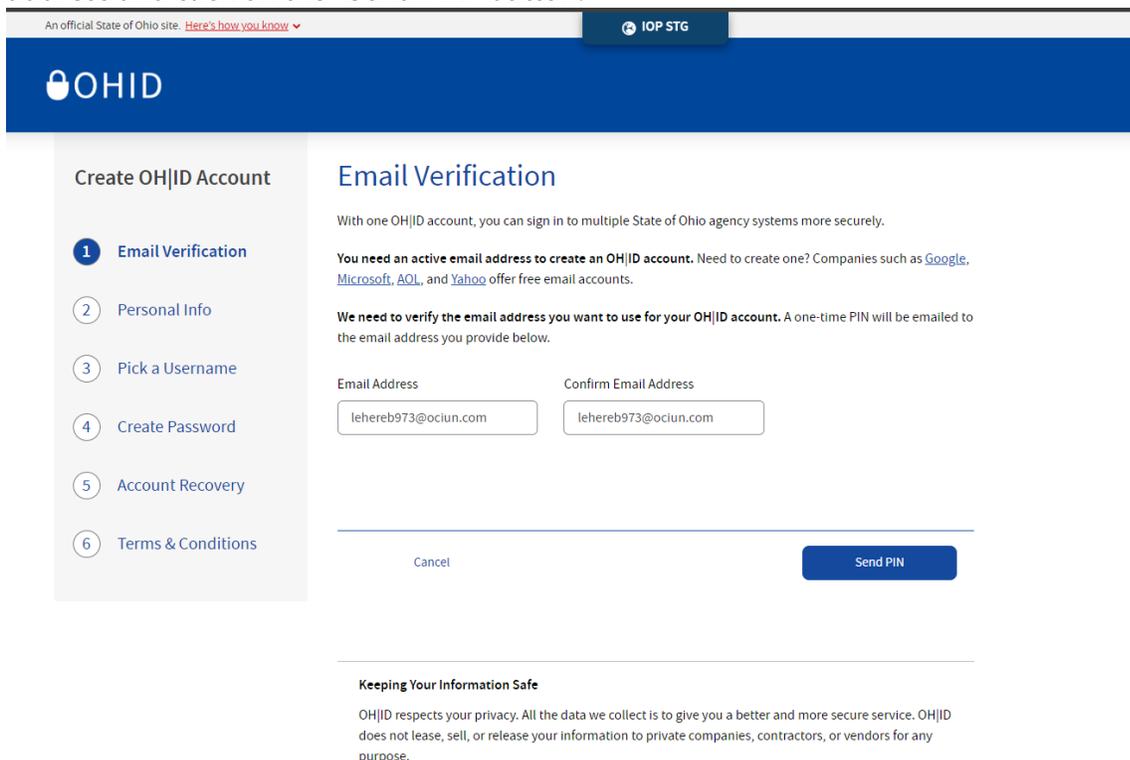


# How to Create a New OHID account and Department of Education Profile

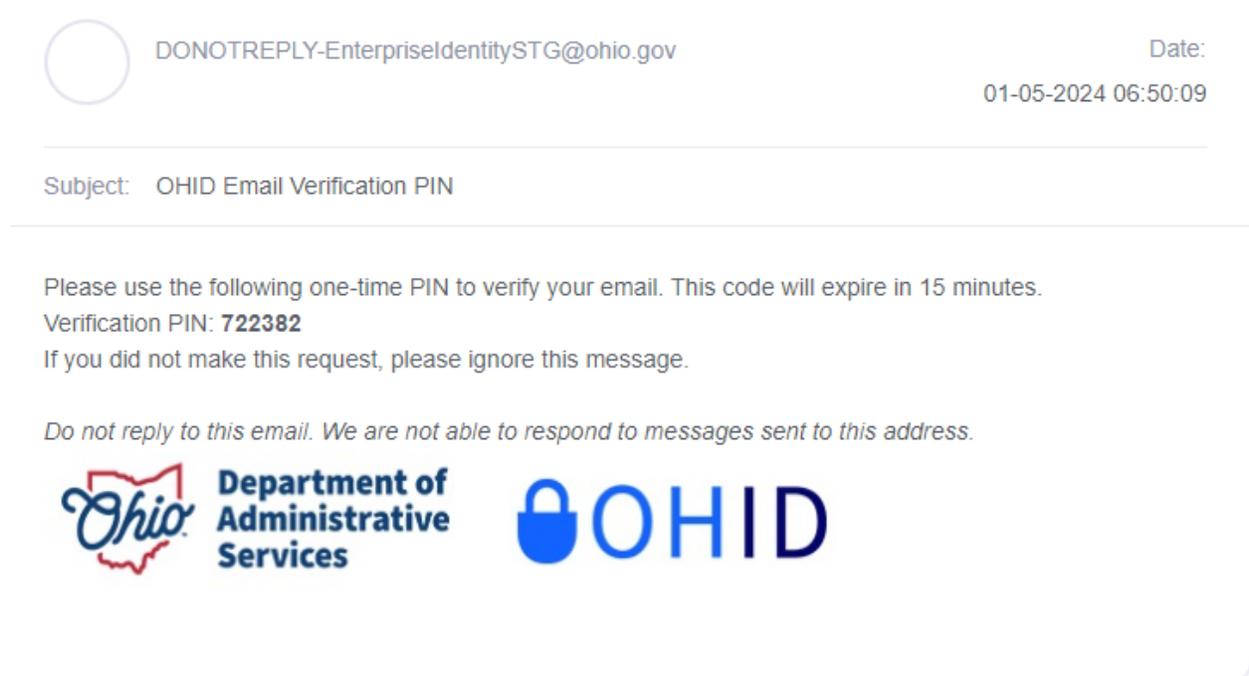
**Step 1:** Navigate to <https://ohid.ohio.gov> and click on “Create OHID Account” from the landing page.



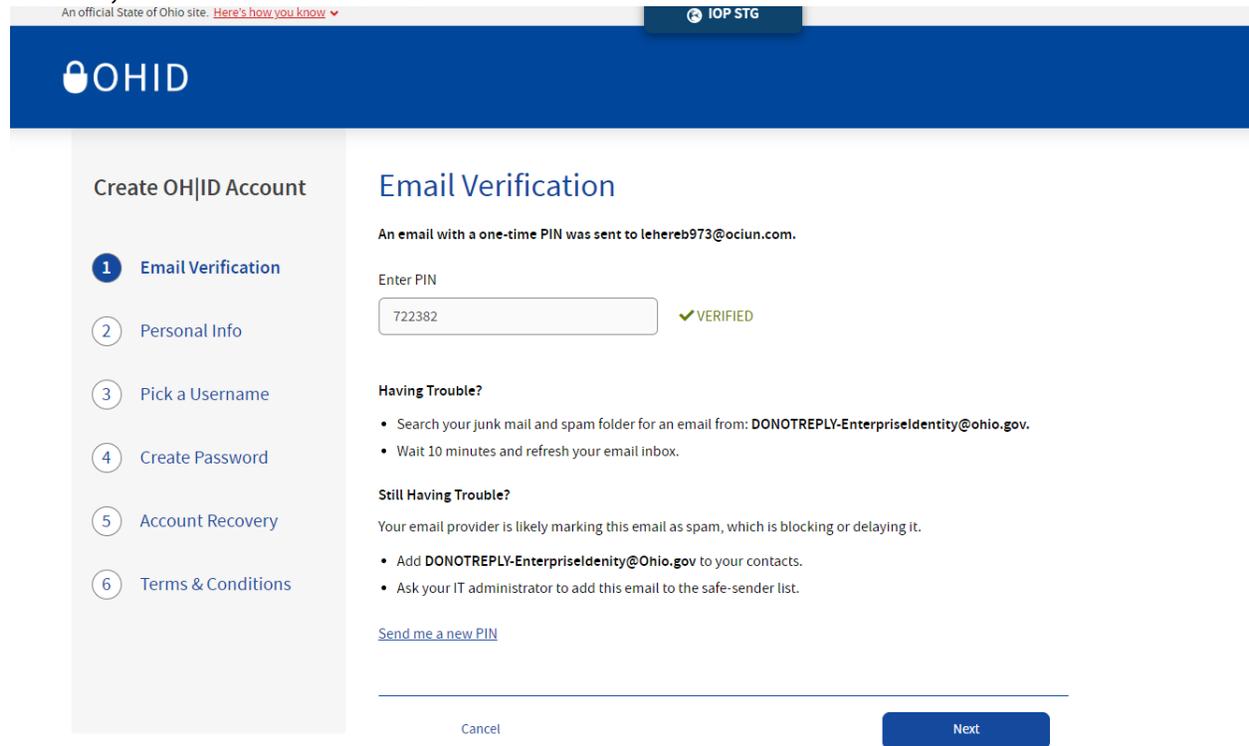
**Step 2:** On the “Email Verification” screen, enter your email address and confirm email address and click on the “Send PIN” button.



**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.

The screenshot shows the 'Personal Info' step of the OHID account creation process. On the left, a vertical sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (active), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. Below the fields is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

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

The screenshot shows the 'Pick a Username' step of the OHID account creation process. On the left, the 'Create OH|ID Account' sidebar shows the first two steps, 'Email Verification' and 'Personal Info', as completed (checked), and 'Pick a Username' as the active step. The main content area is titled 'Pick a Username' and includes a section for 'Username Requirements' with four bullet points: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . \_ or @ No other special characters'. Below the requirements is a single 'Username' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

**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.

**OHID**

Create OH|ID Account

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

### Create Password

**Password Requirements**

- Must have at least 12 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@~^&\*\_-+><(){}[]%";:|/?)
- Cannot include your first name, last name, username, or OH|ID
  - Example: If your name or username is John Smith, your password cannot contain “John” or “Smith”

Password

Confirm Password

[Cancel](#) [Next](#)

**Step 8:** On the “Account Recovery” screen, enter your mobile number and click on the “Send PIN” 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

You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)

Mobile Number

[Send PIN](#)

If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)

[Cancel](#) [Next](#)

**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

Having Trouble?

[Send me a new PIN](#)

[Cancel](#)

**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?

**Step 11:** Once it is verified, click on the “Create Account” button.

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 ✓ VERIFIED

Cancel Create Account

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

log in to OH|ID.'"/>

Create OH|ID Account

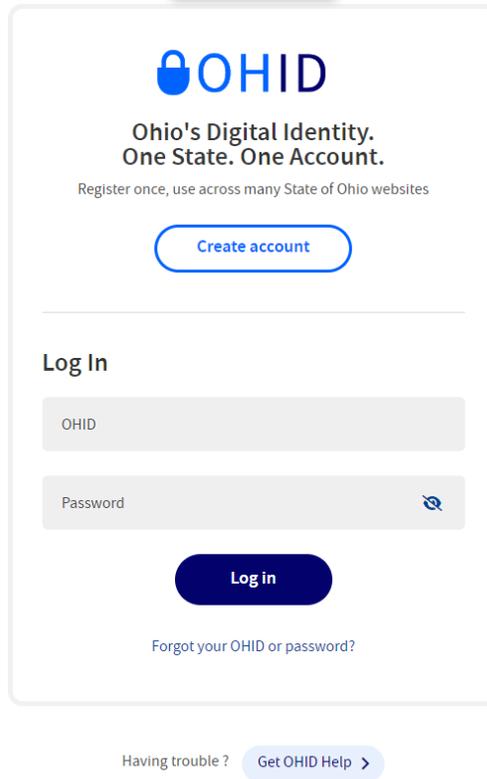
Check your Email

We are working to create your new OH|ID account. This may take a few seconds or a few minutes.

OH|ID: leherebociun  
Email: lehereb973@ociun.com

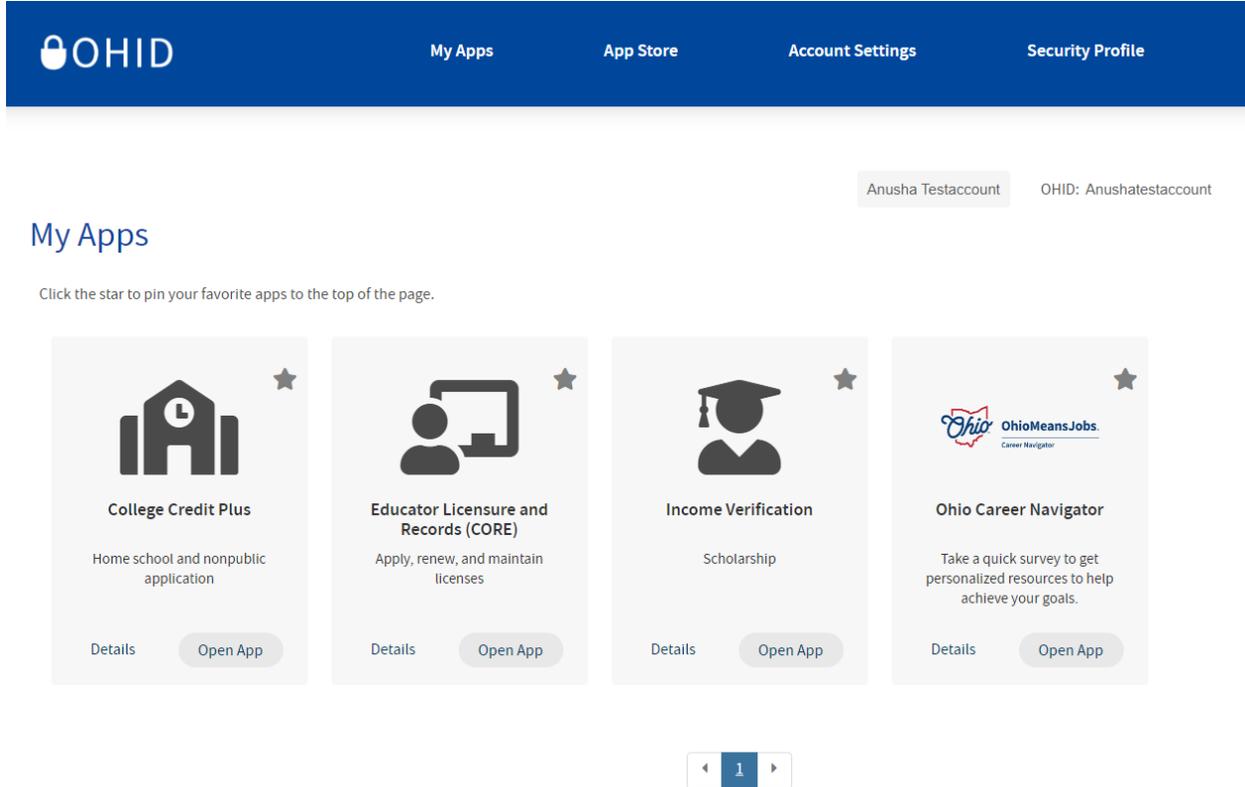
Once you receive a confirmation email, return here to [log in to OH|ID](#).

**Step 13:** Enter your username and password and click on “Log In.”



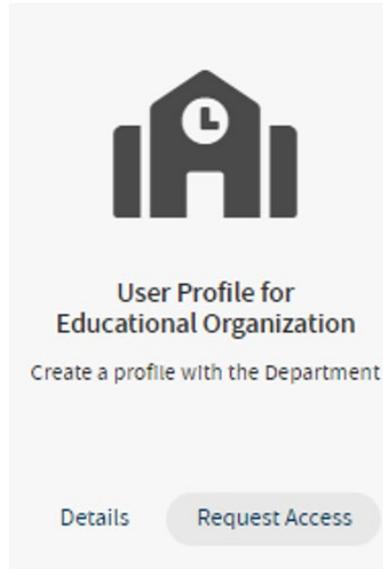
The image shows the OHID login and registration interface. At the top, there is the OHID logo (a blue padlock icon followed by the text 'OHID') and the tagline 'Ohio's Digital Identity. One State. One Account.' Below this, it says 'Register once, use across many State of Ohio websites'. There is a blue button labeled 'Create account'. A horizontal line separates this from the 'Log In' section. Under 'Log In', there are two input fields: one for 'OHID' and one for 'Password' with a toggle for visibility. Below the fields is a dark blue button labeled 'Log in'. At the bottom of the form, there is a link that says 'Forgot your OHID or password?'. Below the form, there is a link that says 'Having trouble? Get OHID Help >'.

**Step 14:** You will be navigated to the “My Apps” landing page.

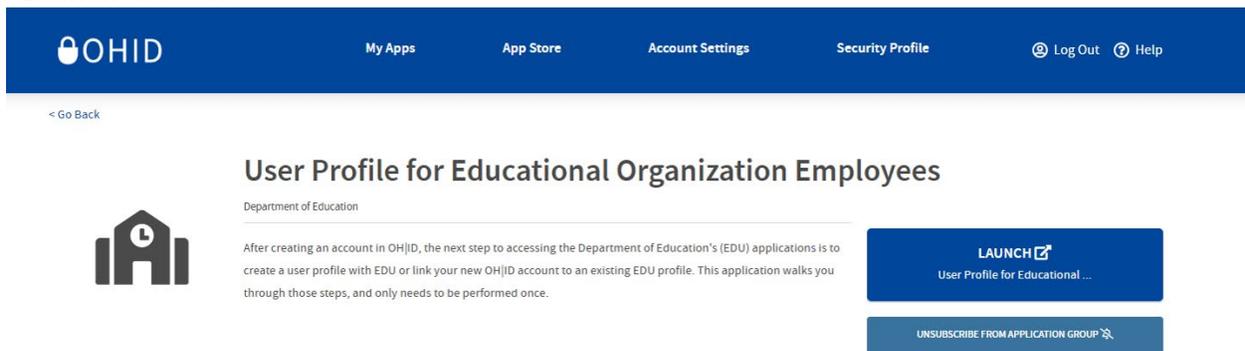


The image shows the 'My Apps' landing page in the OHID system. At the top, there is a dark blue navigation bar with the OHID logo on the left and four menu items: 'My Apps', 'App Store', 'Account Settings', and 'Security Profile'. Below the navigation bar, there is a user profile section showing 'Anusha Testaccount' and 'OHID: Anushatestaccount'. The main heading is 'My Apps'. Below the heading, there is a sub-heading that says 'Click the star to pin your favorite apps to the top of the page.' There are four app cards displayed in a row, each with a star icon in the top right corner. The first card is 'College Credit Plus' with a house icon and the description 'Home school and nonpublic application'. The second card is 'Educator Licensure and Records (CORE)' with a person and screen icon and the description 'Apply, renew, and maintain licenses'. The third card is 'Income Verification' with a graduation cap icon and the description 'Scholarship'. The fourth card is 'Ohio Career Navigator' with the Ohio logo and the description 'Take a quick survey to get personalized resources to help achieve your goals.' Each card has a 'Details' link and an 'Open App' button. At the bottom of the app cards, there is a pagination control showing '1' in a box with left and right arrows.

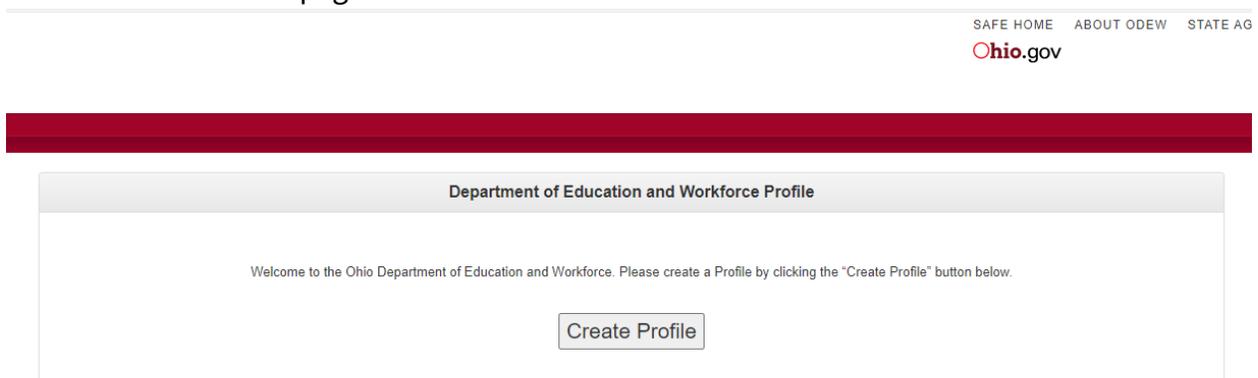
**Step 15:** Click on the “App Store” button in the blue banner and search for “User Profile for Educational Organization.” Once you find the tile, click on the “Request Access” button on the tile.



**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.

The screenshot shows the 'Welcome' screen of the profile setup process. At the top, there is a progress bar with five steps: Welcome, Basic Information, Valid DL or ID, Contact, and Submit. The 'Welcome' step is currently active. Below the progress bar, the text reads: 'Welcome bicohi roborena'. A message explains that the user is logged in with a secure OHID account but more information is needed. It offers two options: 'I am an educational organization employee' (selected) and 'I am not an educational organization employee'. At the bottom, there are 'Contact Us' and 'Next' buttons.

*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.*

This screenshot shows the same 'Welcome' screen as above, but with a modal dialog box overlaid. The dialog box is titled 'Comment (\*Required)' and contains the text: 'Your selection requires a comment, please add your comment below and click the submit button.' There is a text input field for the comment, and 'Cancel' and 'Submit' buttons at the bottom of the dialog. The 'Next' button on the main screen is now disabled.

**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)

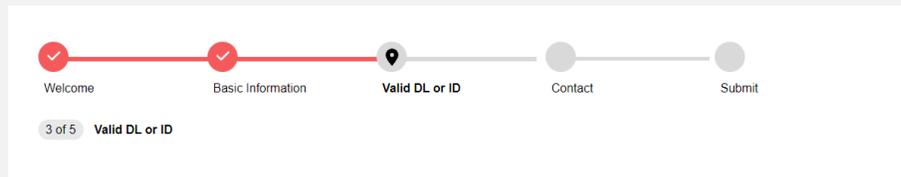
*Legal First Name Sunita	Middle Name
*Current Legal Last Name Singh	Previous Last Name ⓘ
Suffix (e.g. Jr., I, II, III)	*Date of Birth 03/14/1958 ⓘ
*Last four digits of SSN or ITIN XXX-XX-7878 ⓘ	<input type="checkbox"/> I do not have an SSN or ITIN

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.



### 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).

The screenshot shows the 'Identity Verification' section of a web form. At the top left is the Ohio Department of Education & Workforce logo. The main heading is 'Identity Verification'. Below it, instructions state: '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.' A green success message box reads: 'success Driver License Information Verified'. Below this are two input fields: 'Ohio Driver's Number or ID' with the value 'zz123409' and 'Re-enter Ohio Driver's Number or ID' with the value 'zz123409'. A 'Verify my identification' button is positioned to the right of the second field. Below the fields, there is a checkbox for 'Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification.' and a checked checkbox for 'I agree to the Department's data privacy policy - Privacy | Ohio Department of Education and Workforce.' At the bottom are 'Back', 'Contact Us', and 'Next' buttons. The footer contains the department name and contact information for Stephen D. Dackin, Director.

**Step 21:** Once successfully verified, click on the “I agree to the Department’s data privacy policy” checkbox and click the “Next” button.

This screenshot shows the 'Identity Verification' screen after a user has uploaded a document. The 'Verify my identification' button is now disabled. A new 'Upload Verification Document' button with a file icon is visible. Below it, the 'Attached Files' section shows 'ApproveOptionsforuser.PNG' with a close button. The 'I agree to the Department's data privacy policy' checkbox remains checked. The 'Next' button is now active. The rest of the page layout, including the header and footer, is identical to the previous screenshot.

**Step 22:** On the “Contact Information” screen, enter the user’s phone number, email address and home address and click the “Next” button.



### Contact Info

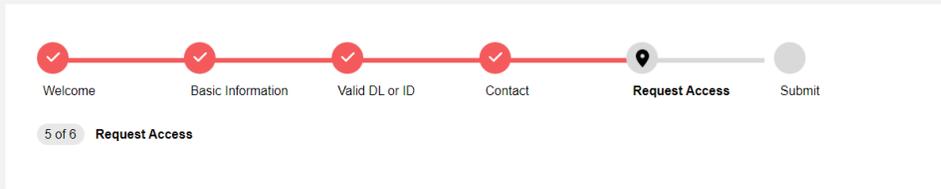
Please update your contact information. It is especially important for new profiles that require identity verification so we can contact you if there are problems.

**\*Required**

*Personal Phone 999-999-9999	*Personal Email bicohi8710@roborena.com
*Office Phone 895-869-7777	*Office Email testoffice@officemail.com
<b>Home Physical Address</b>	
*Address 409 S Front St	
2nd Address	

**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.*



### 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.

**\*Reason for access request**  
School District

**\*Reason for access request**  
Please explain the access request. This information will be sent to the person in your organization who can grant you that permission. When you click the Submit button, we will send an email to the person in your organization who can grant you that permission. Please select options from these lists.

**\*Please explain the access request**

**\*Requesting access for which school or district**  
dublin

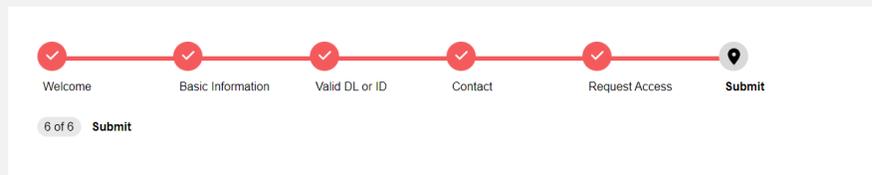
- 000000 - Dublin City Police Department - Franklin
- 008481 - Dublin City Schools LPDC - Franklin
- 010427 - Club Z In-Home Tutoring - Dublin - Franklin

Back

Contact Us

Next

## Step 24: Review the information provided and click the “Submit” button.



### 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

22-12-2019

**Contact** ✓

Home Phone 999-999-9999	Home Email bicohi8710@roborena.com
Office Phone 895-869-7777	Office Email 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 Department will review the request.



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