How to Create a New OHID account and Department of Education Profile
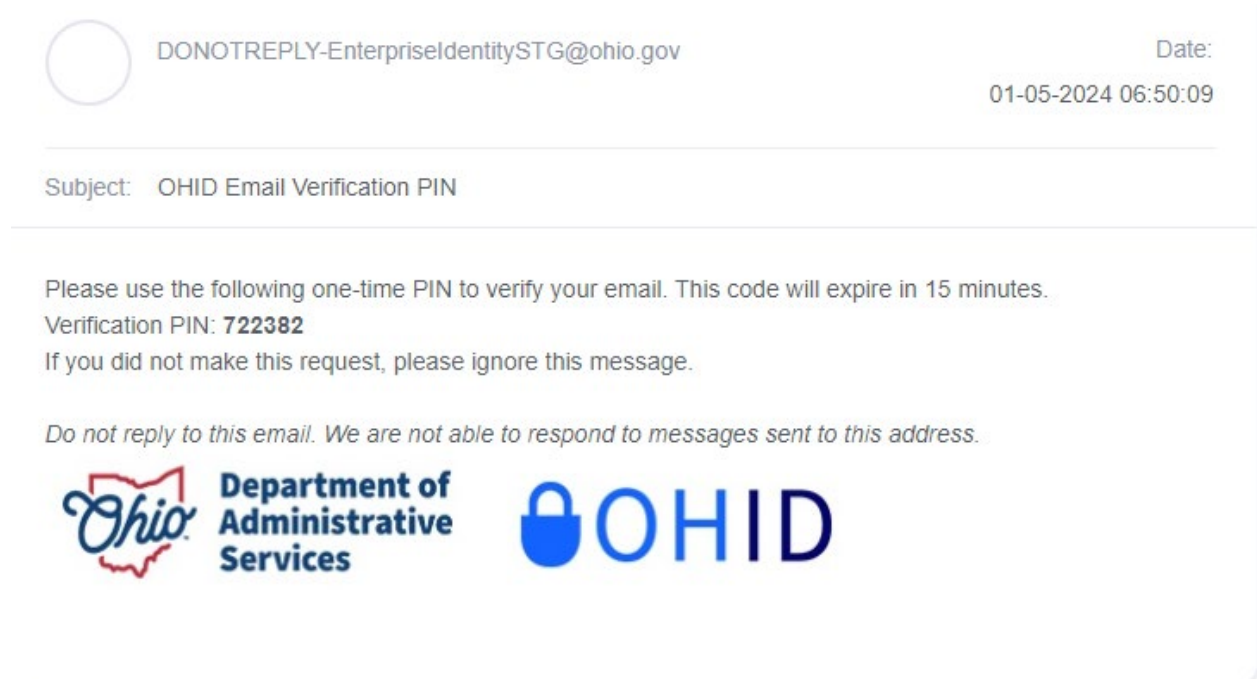
Step 1: Navigate to https://ohid.ohio.gov/wps/portal/gov/ohid/home and click on "Create OHID Account" from the landing page.
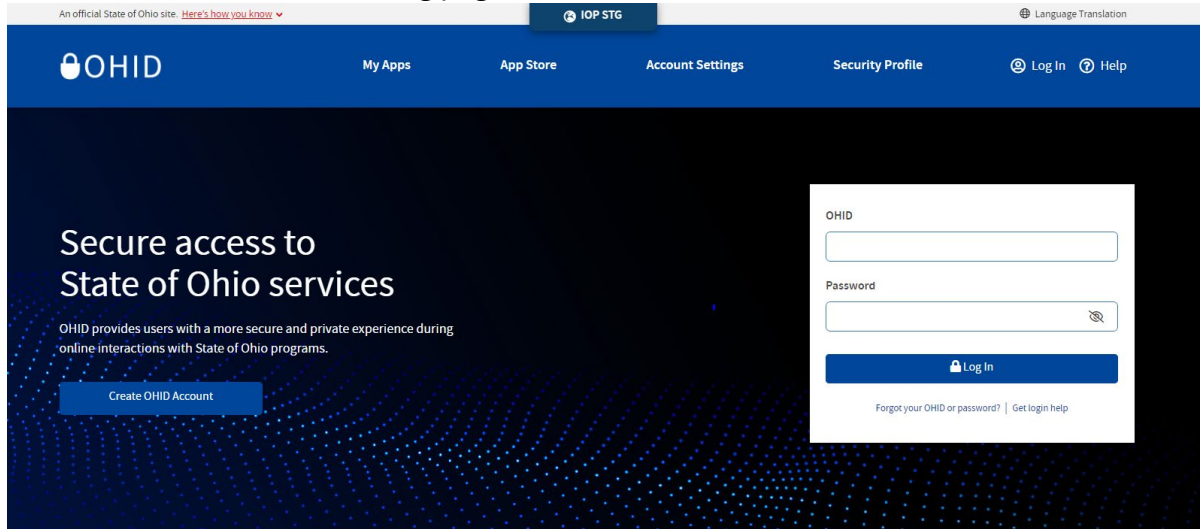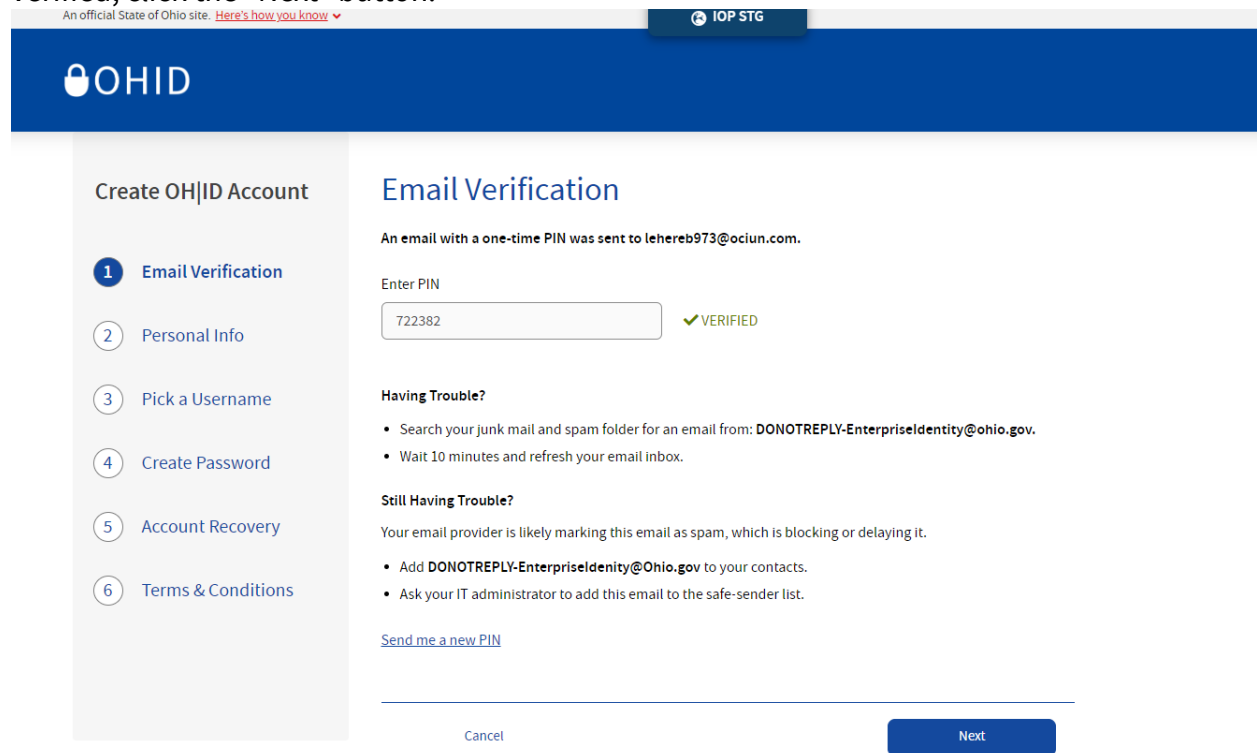

Step 2: On the "Email Verification" screen, enter your email address and confirm email address and click on the "Send PIN" button.
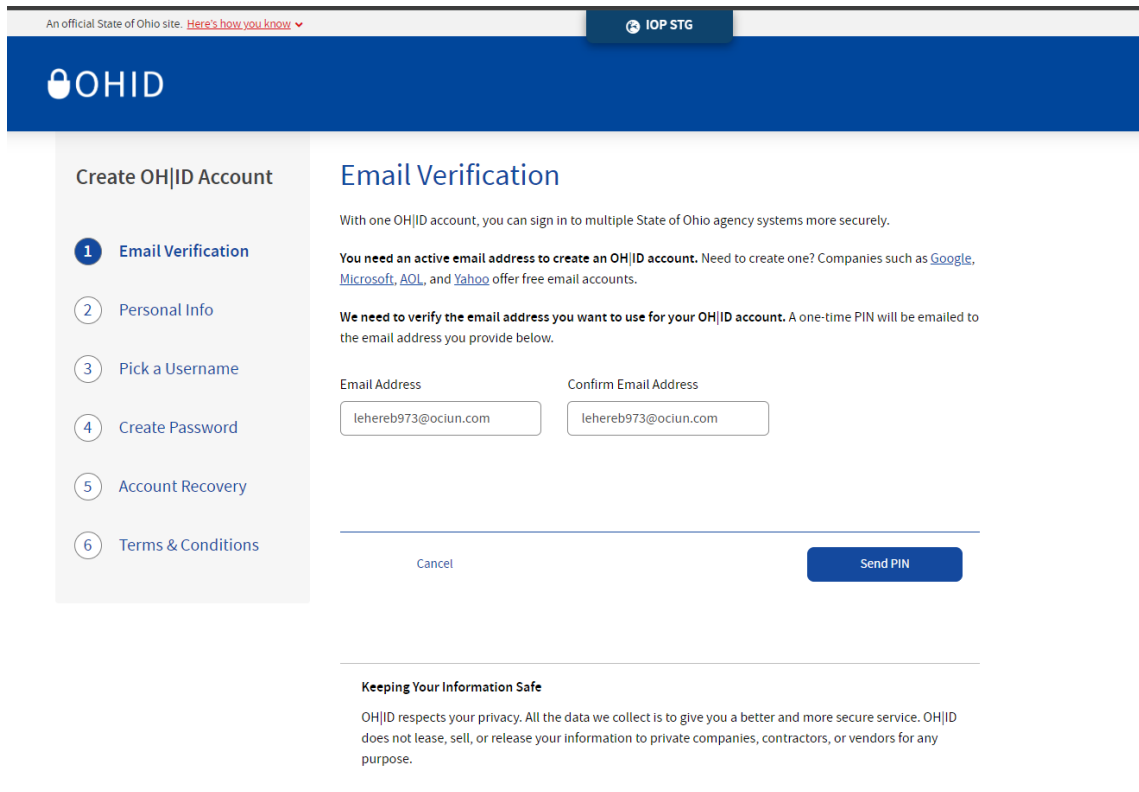
Step 3: You will receive an email with a one-time PIN to your email shown in the example below.

DONOTREPLY-EnterpriseIdentitySTG@ohio.gov

Date:
01-05-2024 06:50:09

Subject: OHID Email Verification PIN

Please use the following one-time PIN to verify your email. This code will expire in 15 minutes.
Verification PIN: **722382**
If you did not make this request, please ignore this message.

Do not reply to this email. We are not able to respond to messages sent to this address.

Department of Administrative Services   **OHID**

Step 4: Enter the PIN on the "Email Verification" screen and click "Verify." Once the PIN is verified, click the "Next" button.

An official State of Ohio site. Here's how you know ⌄

🔵 IOP STG

🔒OHID

Create OH|ID Account

① **Email Verification**

② Personal Info

③ Pick a Username

④ Create Password

⑤ Account Recovery

⑥ Terms & Conditions

Email Verification

An email with a one-time PIN was sent to lehereb973@ociun.com.

Enter PIN

| 722382 | ✔ VERIFIED |

Having Trouble?
- Search your junk mail and spam folder for an email from: **DONOTREPLY-EnterpriseIdentity@ohio.gov.**
- Wait 10 minutes and refresh your email inbox.

Still Having Trouble?
Your email provider is likely marking this email as spam, which is blocking or delaying it.
- Add **DONOTREPLY-EnterpriseIdenity@Ohio.gov** to your contacts.
- Ask your IT administrator to add this email to the safe-sender list.

Send me a new PIN

Cancel   **Next**

Department of Education & Workforce

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

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]

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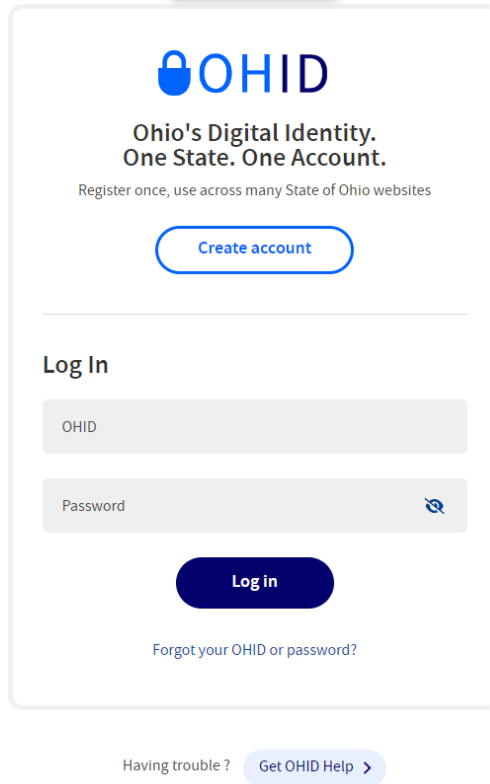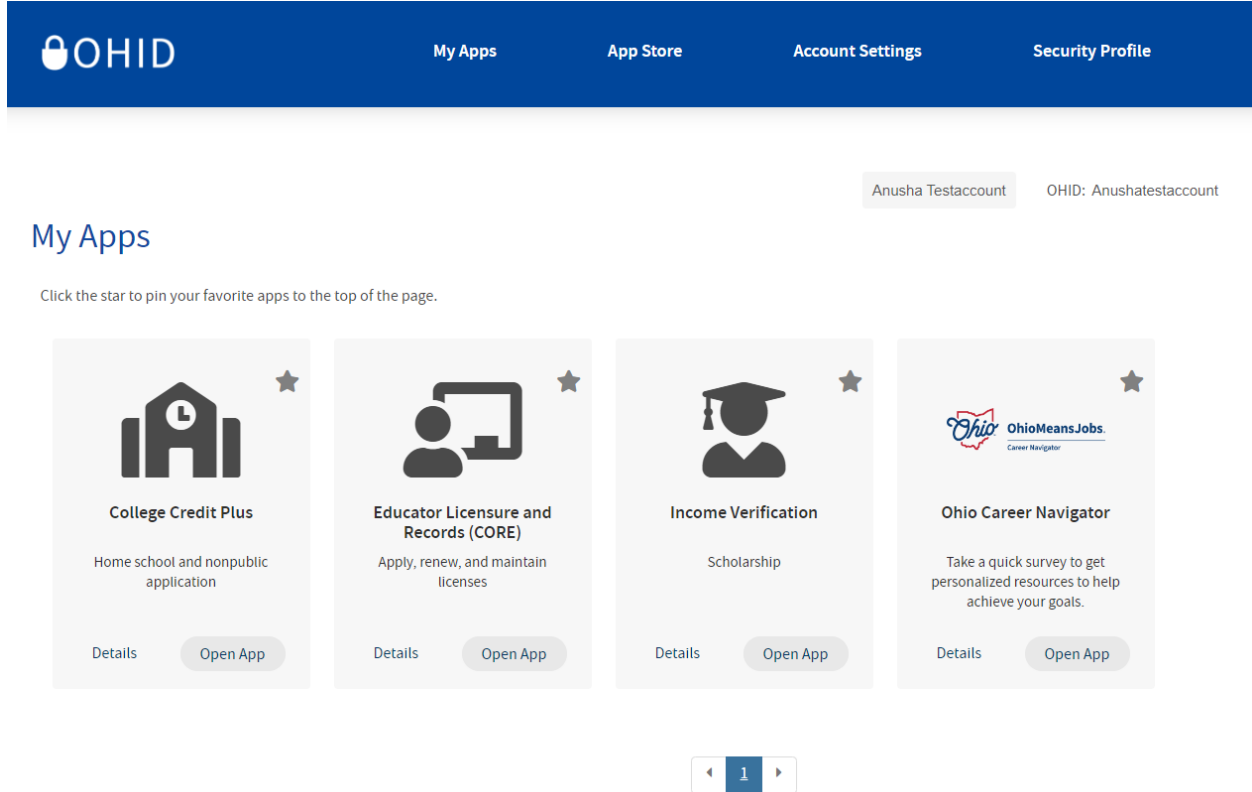
Step 13: Enter your username and password and click on "Log In."

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" in the search box.

Step 16: Once you find User Profile for Educational Organization, click on the "Request Access" button on the tile.
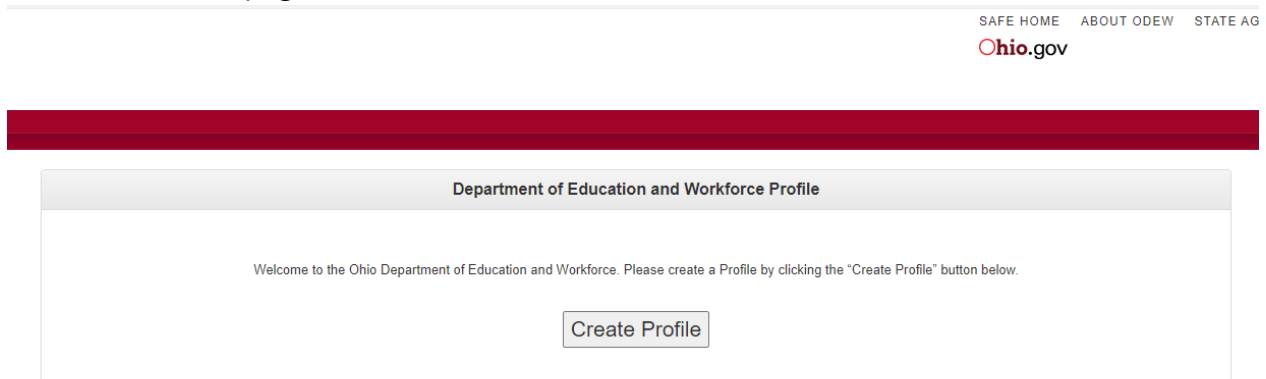
Step 17: On the "User Profile for Educational Organization Employees" screen, click the "Launch" button.

Step 18: If your profile is not created, you will land on the Department of Education and Workforce Profile page. Click on the "Create Profile" button.

Step 19: On the "User Profile Welcome" screen, select the "I am an educational organization employee" and click the "Next" button.
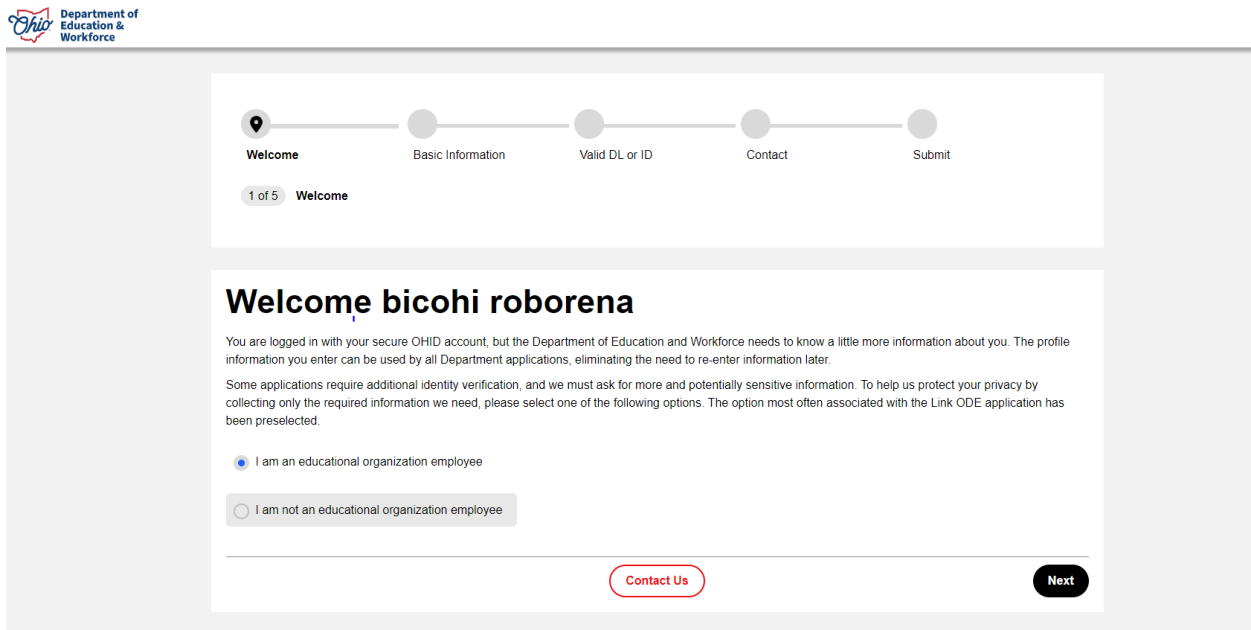
Note: *If you experience any issues on any of the screens through the user profile process, you can click on the "Contact Us" button and enter your question and submit. Someone will get back to you to assist.*
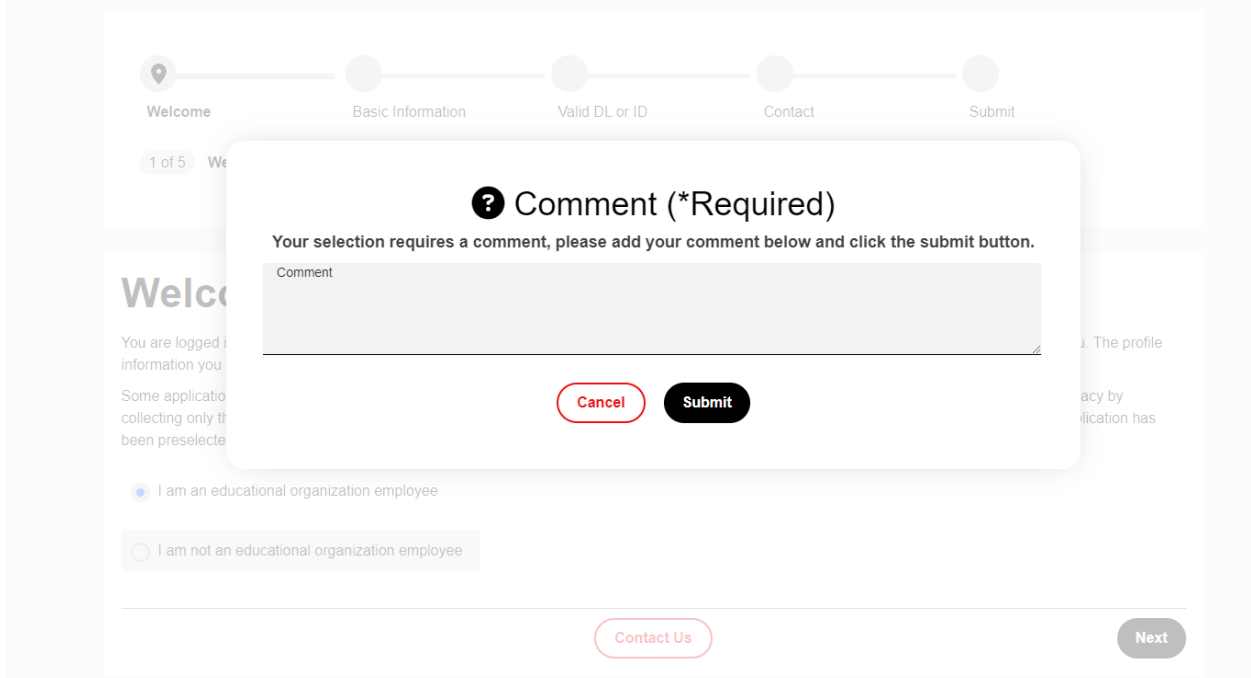
Step 20: On the "Add Basic Information" screen, enter the user's First Name, Last Name, Date of Birth, and Last 4-digits of SSN, and click the "Next" button.

Step 21: on the "Identity Verification" screen, enter the Ohio Driver's License number in the two text boxes and click on "Verify my Identification" button.

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

Step 23: On the "Contact Information" screen, enter the user's phone number, email address and home address and click the "Next" button.

Step 24: 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.*

Step 25: Review the information provided and click the "Submit" button.

Step 26: Once the submitted, the Success screen should display and the Deparment will review the request.