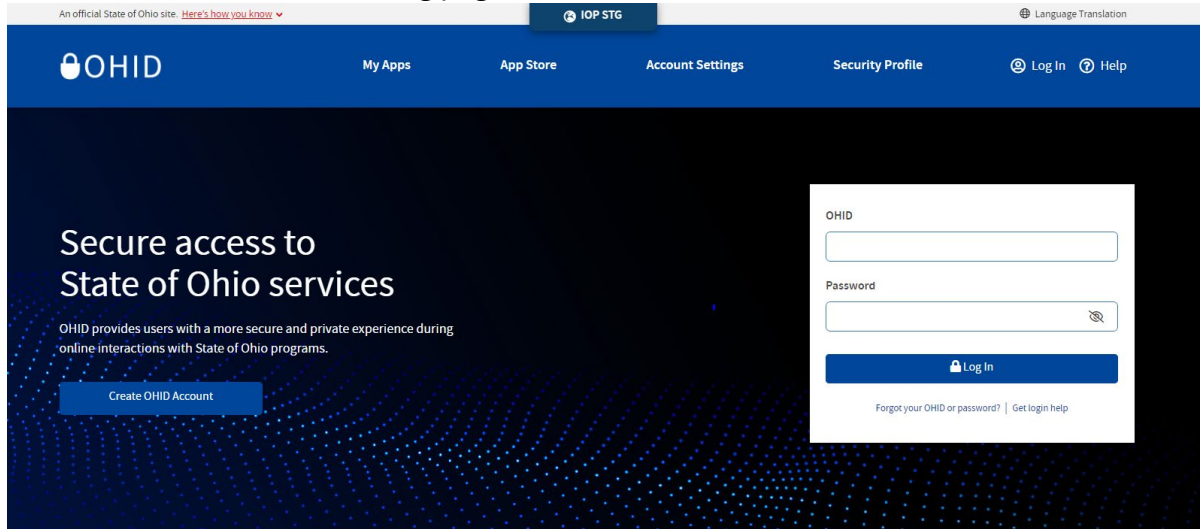
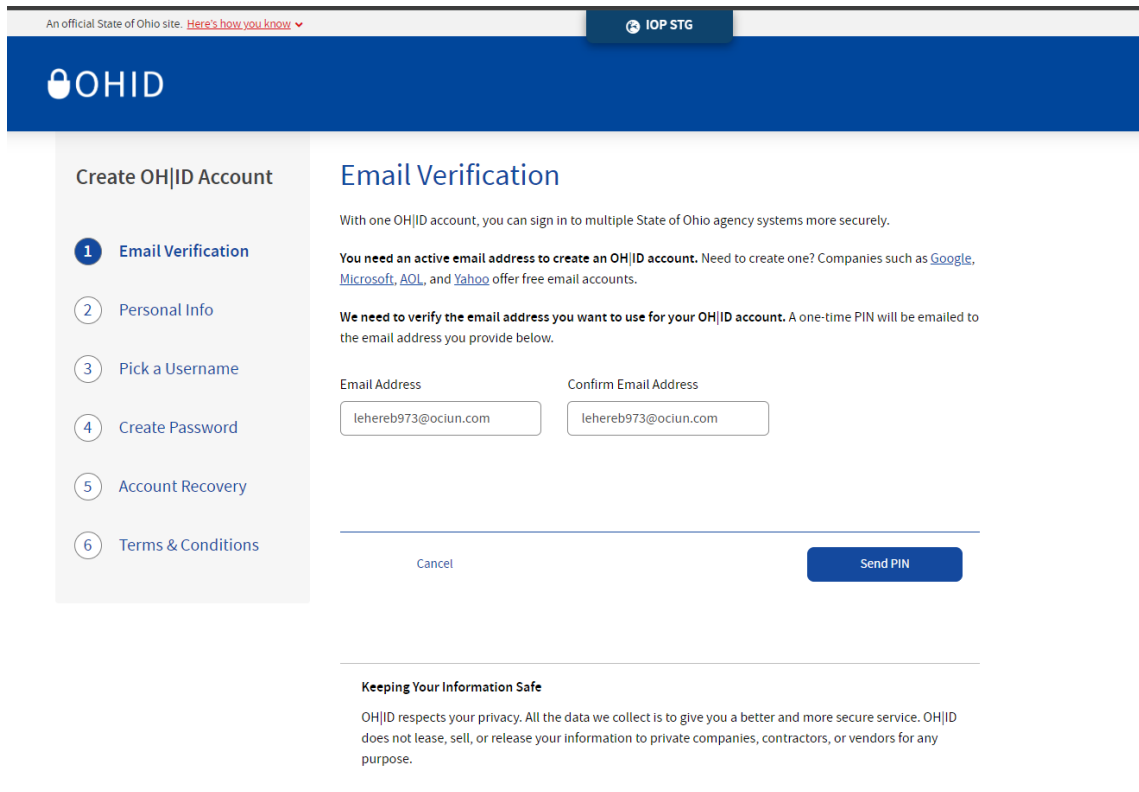


# How to Create a New OHID account and Department of Education Profile

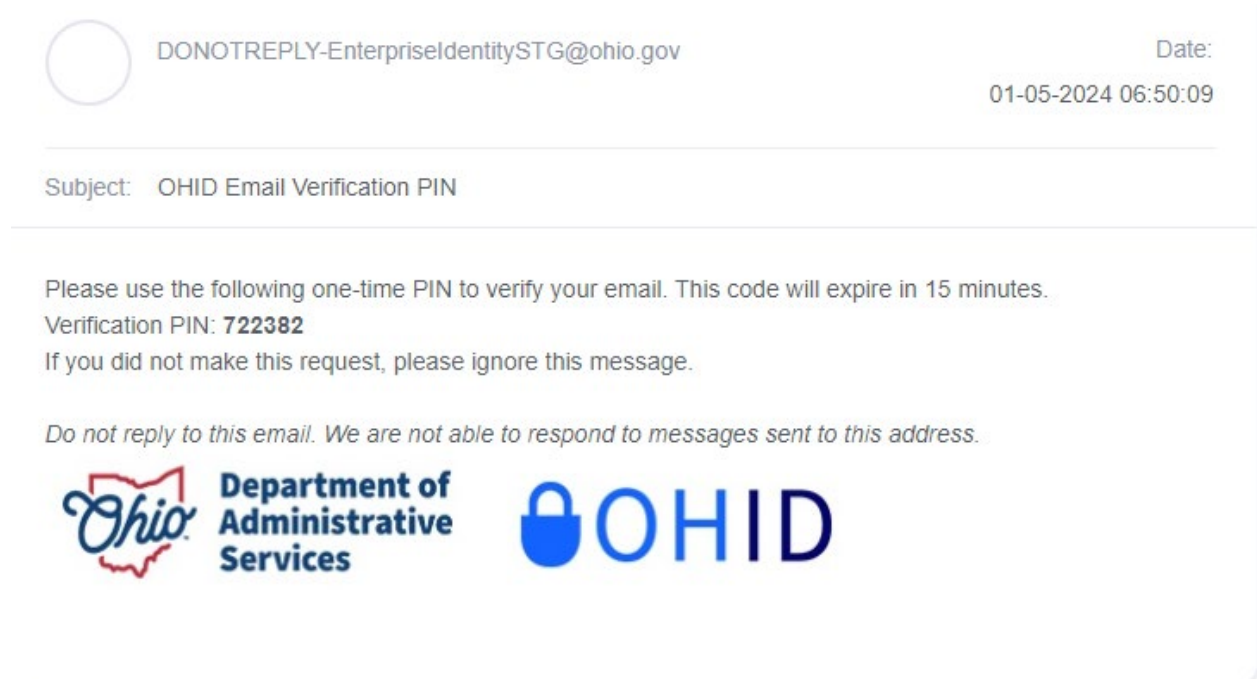
**Step 1:** Navigate to <https://ohid.ohio.gov/wps/portal/gov/ohid/home> and click on “Create OHID Account” from the landing page.



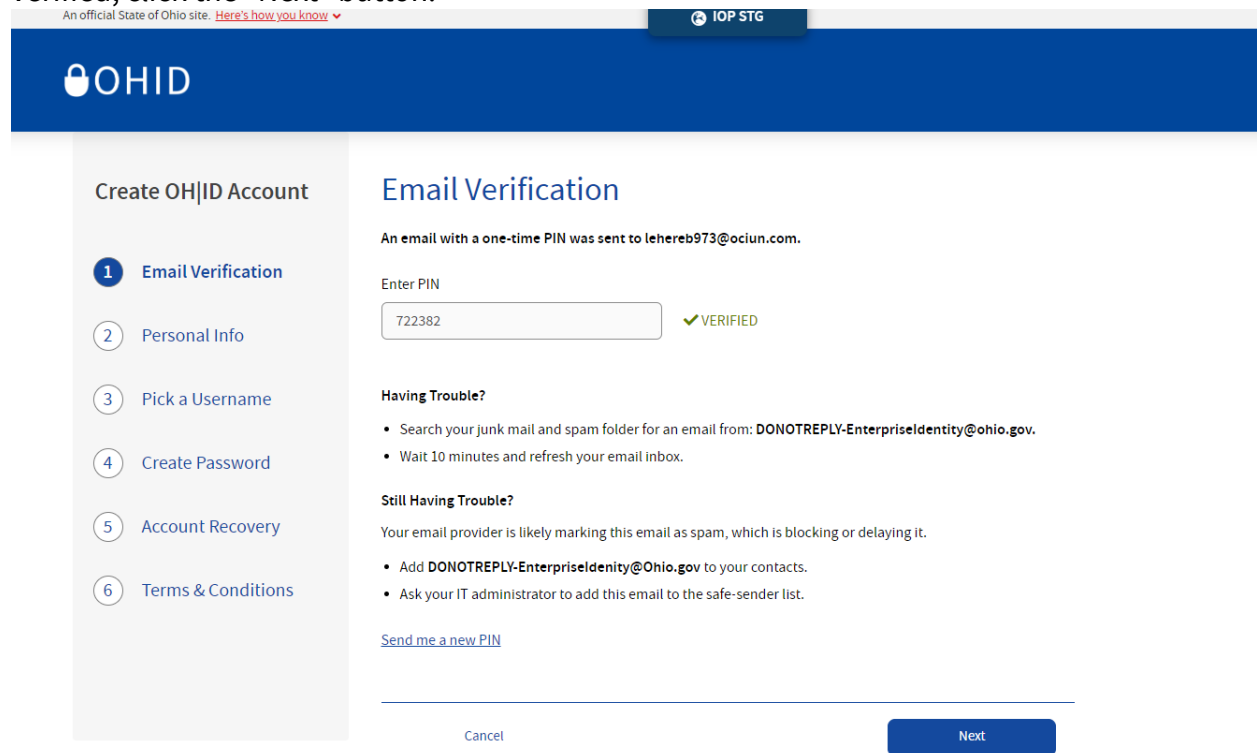
**Step 2:** On the “Email Verification” screen, enter your email address and confirm email address and click on the “Send PIN” button.



**Step 3:** You will receive an email with a one-time PIN to your email shown in the example below.



**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 (highlighted), 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 same 'Create OH|ID Account' sidebar is shown, but step 3, 'Pick a Username', is now highlighted. The main content area is titled 'Pick a Username' and includes a section for 'Username Requirements' with the following list: '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.

Create OH|ID Account

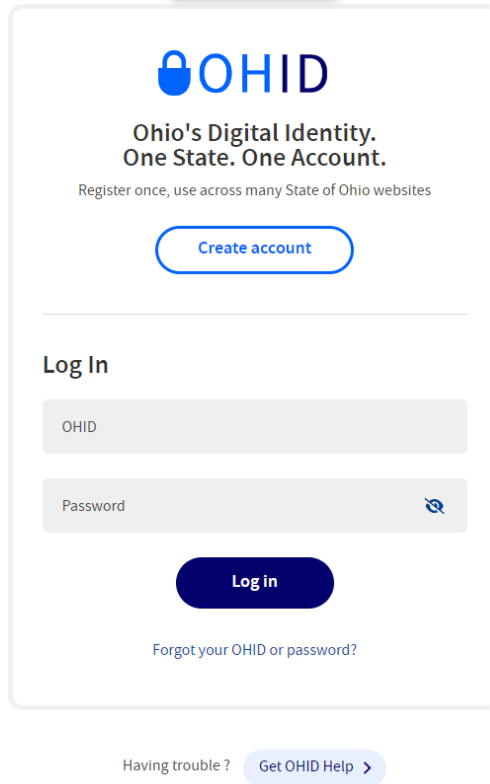
Check your Email

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

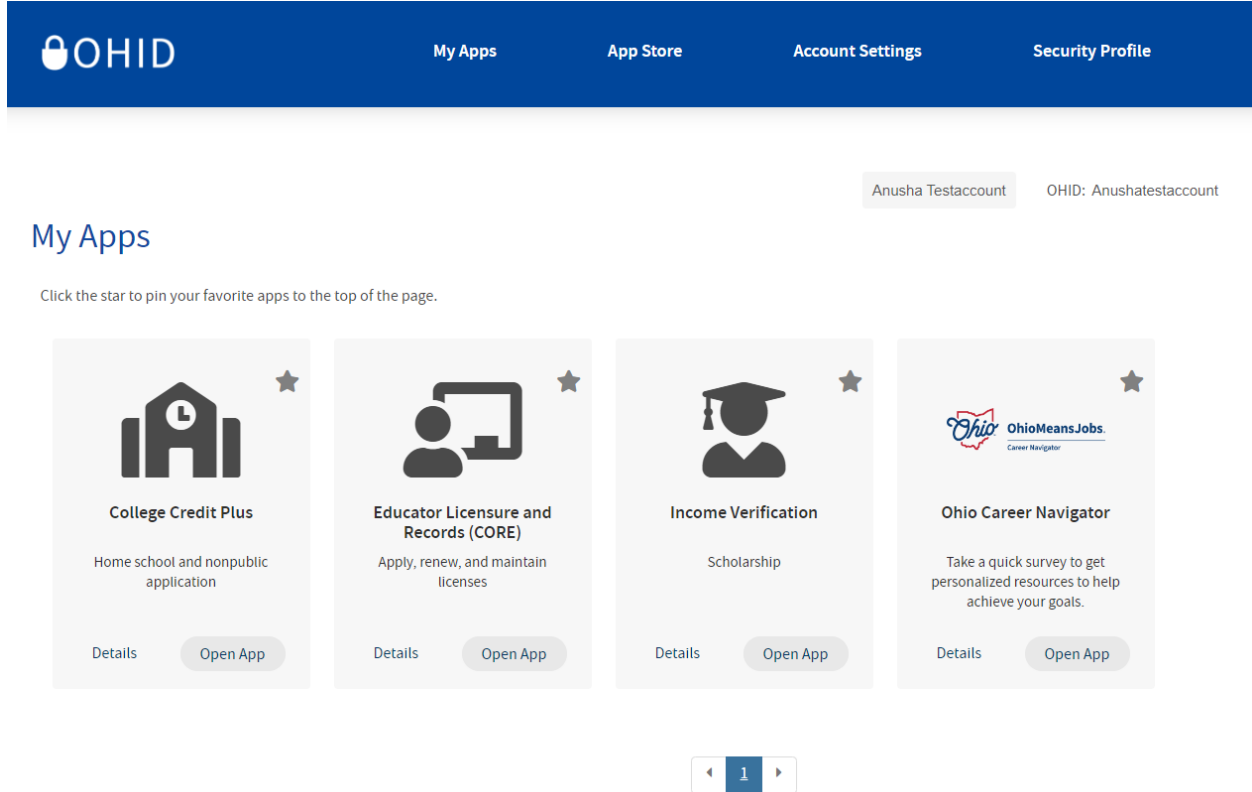
Once you receive a confirmation email, return here to [log in to OH|ID](#).

**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 page, 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” in the search box.

The screenshot shows the OHID App Store interface. At the top, there is a navigation bar with the OHID logo and links for My Apps, App Store, Account Settings, Security Profile, Log Out, and Help. Below the navigation bar, the user is logged in as Anusha Testaccount. The main heading is "Welcome to the App Store" with a subtext "Search state agency online tools or apps to request access." A search bar contains the text "user profile" and a search icon. To the right of the search bar, there is a filter section for "Filter by State Agencies" with a dropdown menu set to "All Agencies" and a "RESET" button. Below the search bar, it says "Your filter is showing 49 results". Five app tiles are displayed in a row, each with a logo, a title, a description, and "Details" and "Request Access" buttons. The tiles are: 1. Conservation Club Competitive Partnership (Division of Wildlife), 2. Department of Taxation OH TAX eServices, 3. Manage Unemployment Benefits (Ohio Unemployment), 4. Ohio BMV Online Service, and 5. Bureau of Workers' Compensation (Ohio BWC Services).

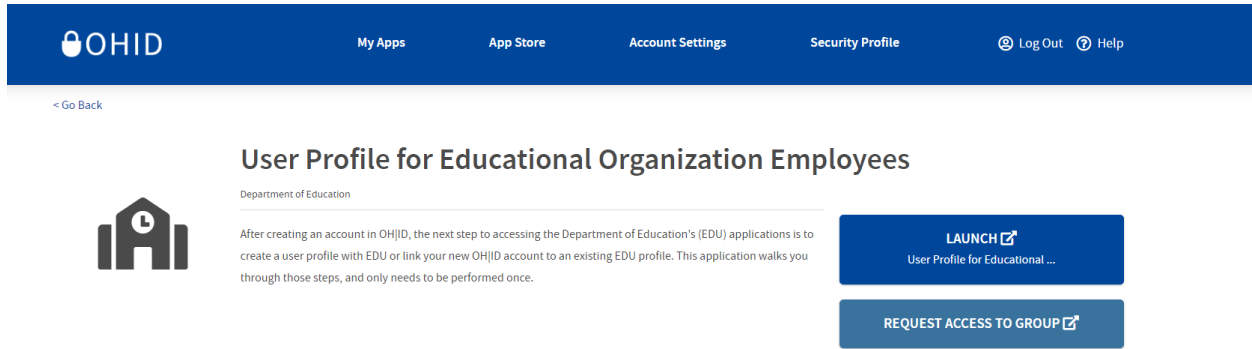
**Step 16:** Once you find User Profile for Educational Organization, click on the “Request Access” button on the tile.

Showing Results for: user profile

The screenshot shows a single app tile for "User Profile for Educational Organization". The tile features a large icon of a building with a clock inside. Below the icon, the text reads "User Profile for Educational Organization" and "Create a profile with the Department". At the bottom of the tile, there are two buttons: "Details" and "Request Access".

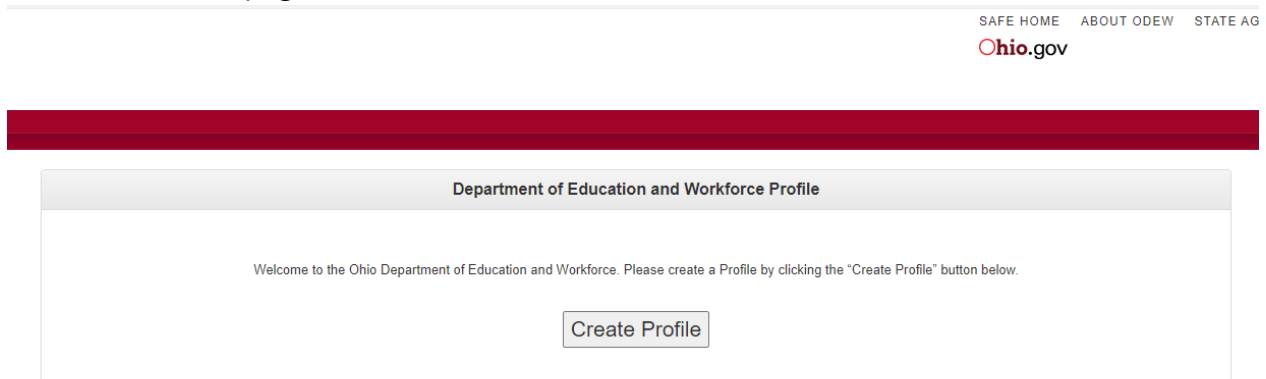


**Step 17:** On the “User Profile for Educational Organization Employees” screen, click the “Launch” button.



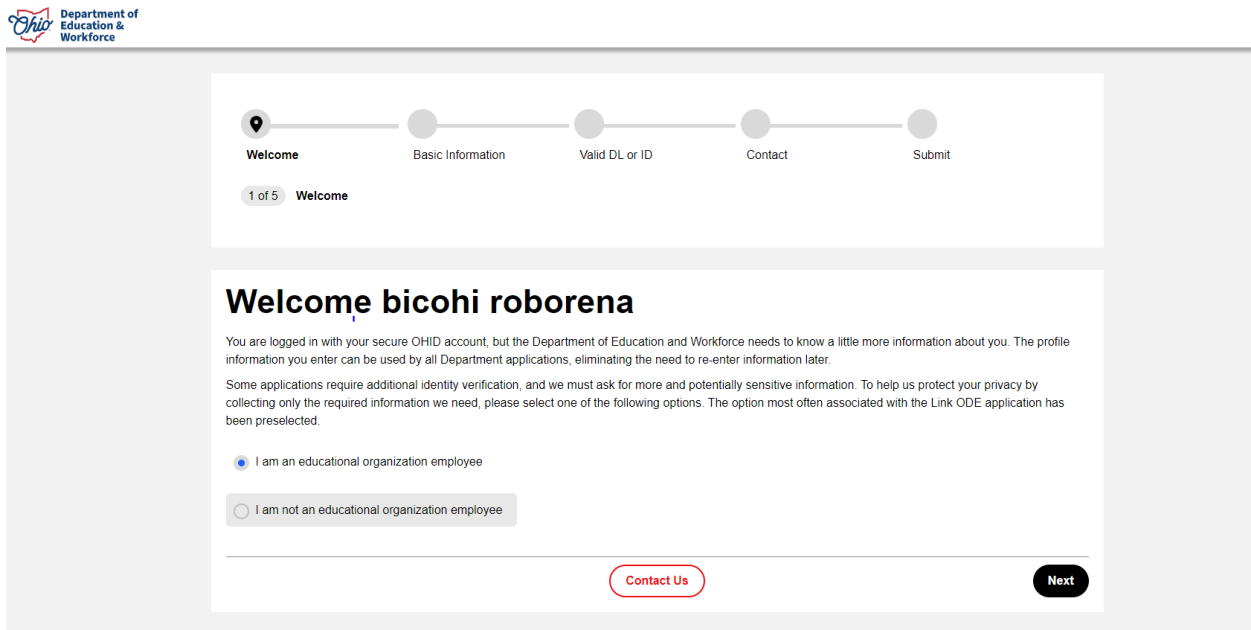
The screenshot shows the OHID user interface. At the top is a dark blue navigation bar with the OHID logo on the left and links for My Apps, App Store, Account Settings, Security Profile, Log Out, and Help on the right. Below the navigation bar is a header section with a back arrow and the text "User Profile for Educational Organization Employees". To the left of the main content is a house icon with a clock. The main content area includes the text "Department of Education" and a paragraph explaining the next steps for creating a user profile. On the right side, there are two prominent buttons: a dark blue "LAUNCH" button with an external link icon and the text "User Profile for Educational ...", and a lighter blue "REQUEST ACCESS TO GROUP" button with an external link icon.

**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.

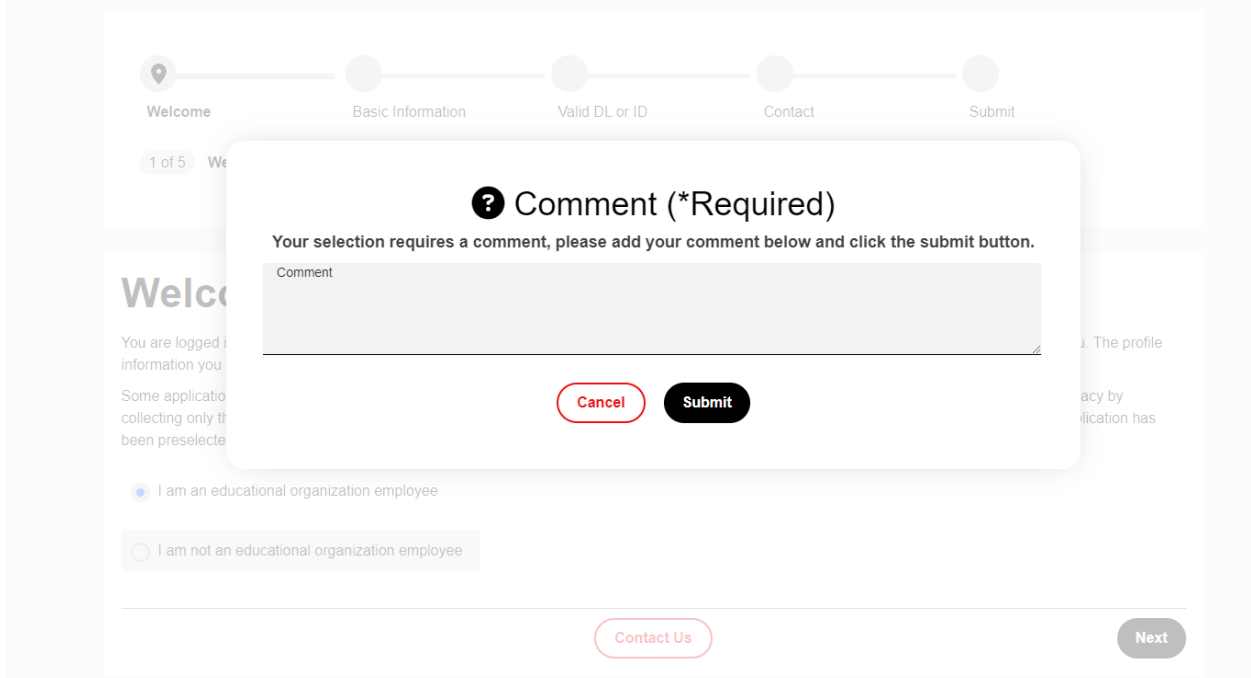


The screenshot shows the "Department of Education and Workforce Profile" page. At the top right, there are links for "SAFE HOME", "ABOUT ODEW", and "STATE AG", along with the "Ohio.gov" logo. Below this is a dark red horizontal bar. The main content area has a light gray header with the text "Department of Education and Workforce Profile". Below the header, there is a white box containing the text "Welcome to the Ohio Department of Education and Workforce. Please create a Profile by clicking the 'Create Profile' button below." and a "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.



### 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 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.



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
--------------------------------	-------------------------------------

[Back](#) [Contact Us](#) [Verify my identification](#) [Next](#)

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](#).

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).



### 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

**Success**  
Driver License Information Verified

Ohio Driver's Number or ID zz123409	Re-enter Ohio Driver's Number or ID zz123409
--	---

**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**

**Ohio Department Of Education and Workforce**  
Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215  
1-877-644-6338 | Sign-up for Alerts | contact.center@education.ohio.gov

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

You can upload alternate documentation if you do not have an Ohio driver's license or state ID. Common alternatives are non-Ohio driver's licenses or passports. The full list of acceptable documents can be found [here](#). Note that this option can take several business days to complete.

**Upload Verification Document** 📎

Attached Files: ApproveOptionsforuser.PNG ×

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

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

**Ohio Department Of Education and Workforce**

**Step 23:** On the “Contact Information” screen, enter the user’s phone number, email address and home address and click the “Next” button.

**Department of Education & Workforce**

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

4 of 5 **Contact**

**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

**Home Physical Address**

\*Address  
409 S Front St

2nd Address

**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.

**Department of Education & Workforce**

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

5 of 6 **Request Access**

**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
- Scholarship Provider
- Grant Scorer
- Other
- High School Diploma Provider
- Early Learning Education Provider

Back Contact Us Next

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



The screenshot shows the 'Request Access' step (5 of 6) in the account creation process. A progress bar at the top indicates that 'Request Access' is the current step, with 'Welcome', 'Basic Information', 'Valid DL or ID', and 'Contact' completed. Below the progress bar, the 'Request Access' section contains a dropdown menu for 'Reason for access request' set to 'School District'. A text area below it is for explaining the request. To the right, a dropdown menu for 'Requesting access for which school or district' is open, showing three options: '000000 - Dublin City Police Department - Franklin', '008481 - Dublin City Schools LPDC - Franklin', and '010427 - Club Z In-Home Tutoring - Dublin - Franklin'. The 'Next' button is visible at the bottom right.

**Step 25:** Review the information provided and click the “Submit” button.



The screenshot shows the 'Review and Submit' step (6 of 6) in the account creation process. A progress bar at the top indicates that 'Submit' is the current step, with all previous steps completed. Below the progress bar, the 'Review and Submit' section contains a text area for reviewing the information. Below this, there are three sections with green checkmarks indicating they are correct: 'Roles' (I am an educational organization employee), 'Basic Information' (Name: bicohi roborena, Previous Last Name, SSN 4: 6099, Birth Date: 09-18-1990), and 'Valid Ohio Driver's Number or ID' (zz123409).

**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 26:** 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.

[Navigate to OH|ID](#)

**Ohio Department Of Education and Workforce**

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215  
1-877-644-6338 | [Sign-up for Alerts](#) | [contact.center@education.ohio.gov](mailto:contact.center@education.ohio.gov)

[Michael DeWine, Governor](#) | [Privacy](#) | [Jobs](#) | [Employees](#) | [Site Map](#) | [Contact DEW](#)

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