OH|ID

How to Set Up/Launch Applications via OH|ID

The InnovateOhio Platform

Accessing Applications in OH|ID

Overview
This job aid is intended to provide an overview for setting up and launching applications via OH|ID.

Step-by-Step Guide

Step 1 – Log Into the Department of Education

Navigate to http://education.ohio.gov, click the "**Login**" link at the top of the education.ohio.gov
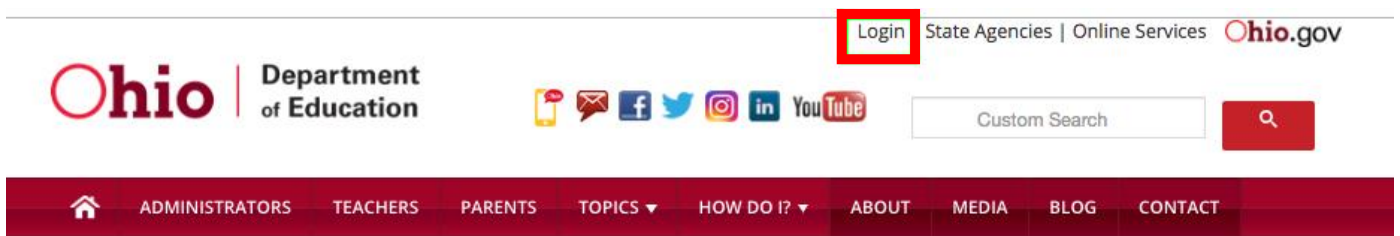
Figure 1 Department of Education Homepage

Step 2 – Choose All Other User Option
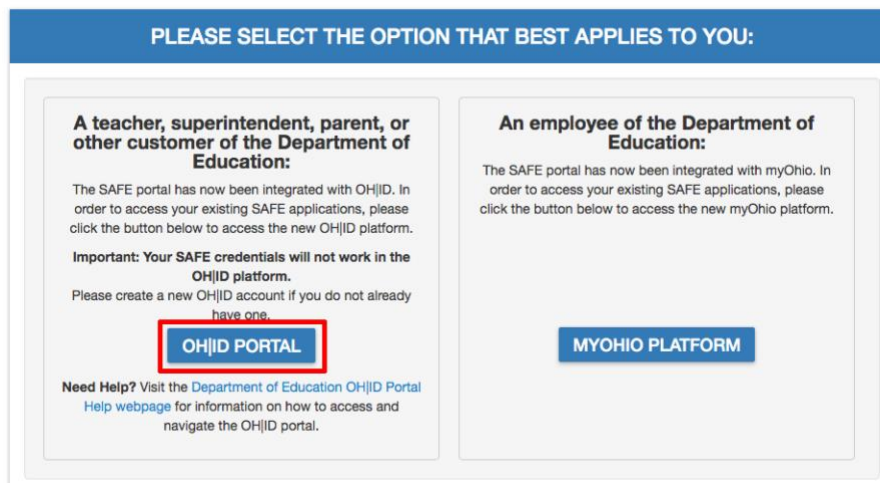
Choose "OH|ID Portal"

Figure 2 Login Option Dialog Box

Step 3 – Log Into OH|ID

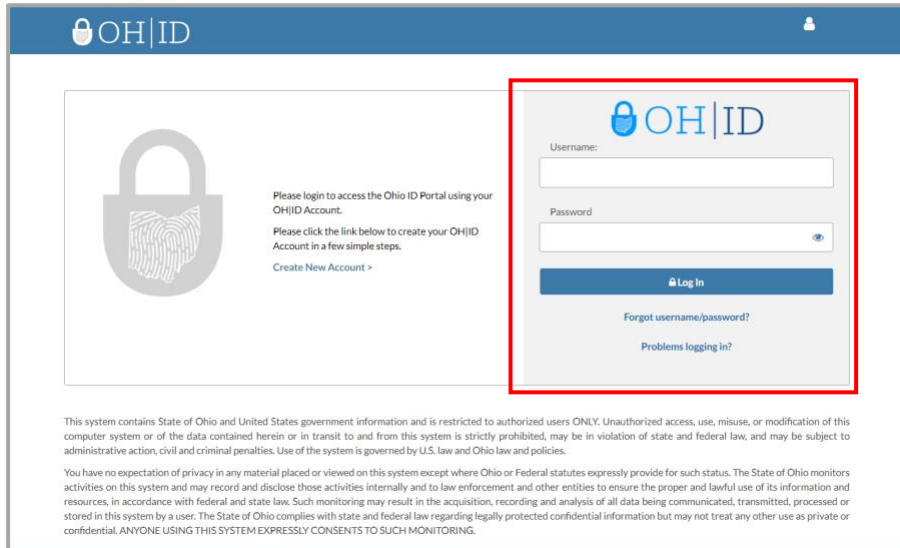Log in using your OH|ID username and password.

Figure 3 OH|ID Homepage

Step 4 – Locate the **My Apps** section if you *have* accessed the application tile before

The first section of the OH|ID homepage is the *My Apps* section. This section houses tiles for applications that you have previously accessed. If you have already gone through the setup process for the tile you wish to access, click on the appropriate tile from within the *My Apps* section to launch the application.

If you have not previously accessed the application, move to Step 3 to learn how to set up a new application.

*Please note that this screenshot shows a representative example of an OH|ID dashboard. The tiles on each dashboard may vary.
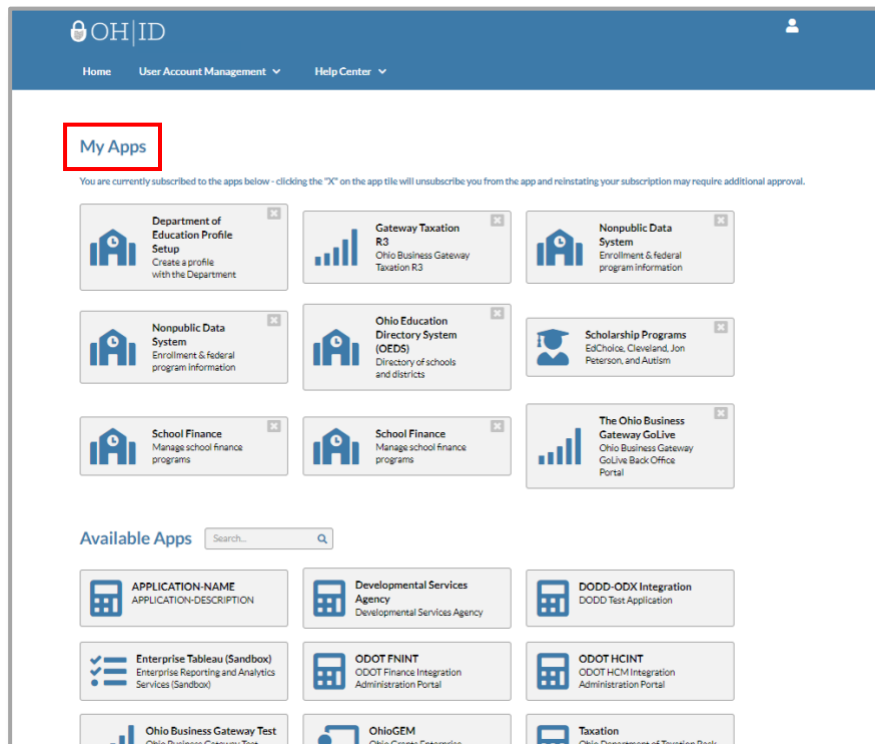

Figure 4 OH|ID Dashboard- My Apps

Step 5 – Locate the **Available Apps** section if you *have not* accessed the application tile before

The next section of the OH|ID homepage is the *Available Apps* section. This section houses tiles for applications that you are able to access to but have not yet configured. To request access to an application, click on the tile for the application you wish to access.

Additionally, you can utilize the Search bar to filter the tiles in the *Available Apps* section.

*Please note that the following steps show the application set up for a representative example application and may not reflect the title or exact process of the application you wish to access.
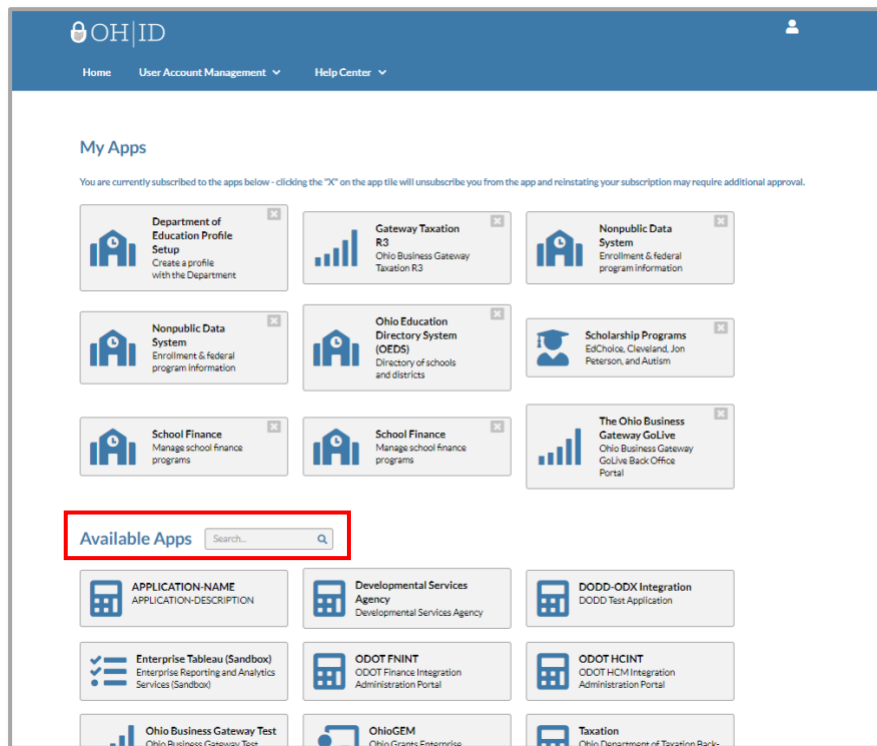

Figure 5 OH|ID Dashboard - Available Apps

Step 6 – Review and accept the **Terms and Conditions**

After you click on the tile, the terms and conditions for the application will pop up.

Once you have scrolled to the bottom of the pop up, click the box next to "I Agree." A checkmark will appear indicating you have accepted the terms and conditions.

After accepting the terms and conditions, click the "Request Access" button to request access to the application.
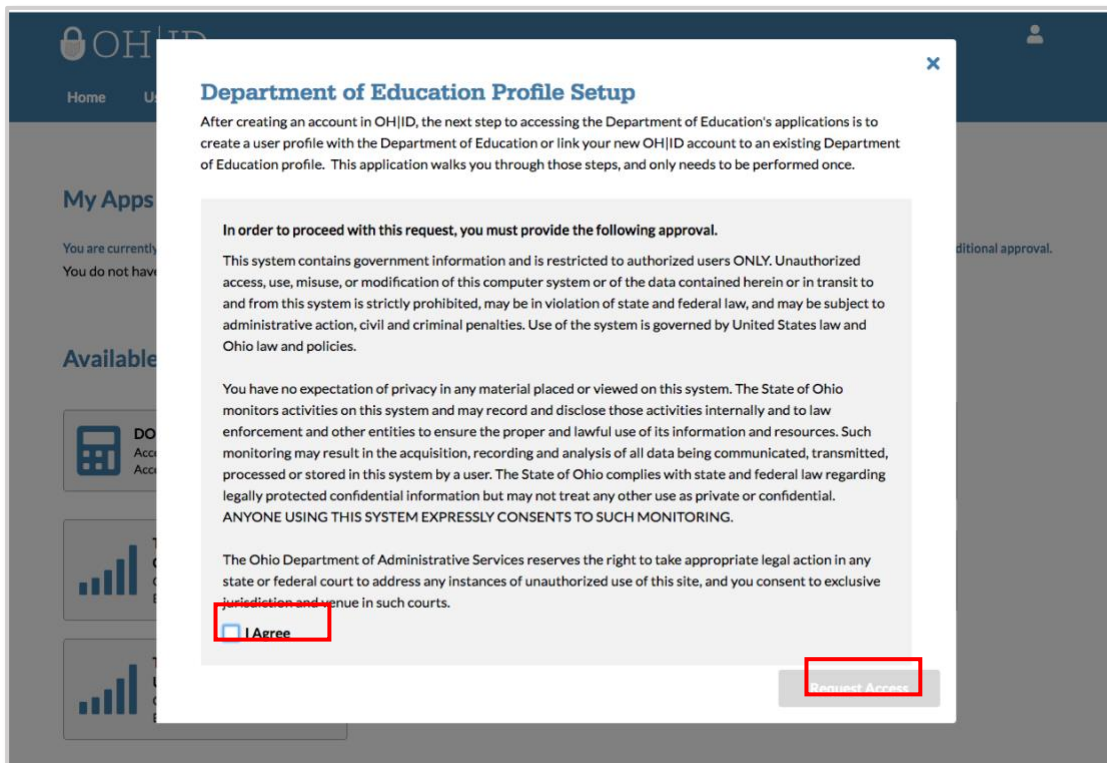

Figure 6 Terms and Conditions

Step 7 – Return to the *Applications* menu

After submitting your access request, you will receive a confirmation email that your access request has been received and needs to be approved by the administrator.

Once approved, click the "Return to Applications" button to access the Applications menu.

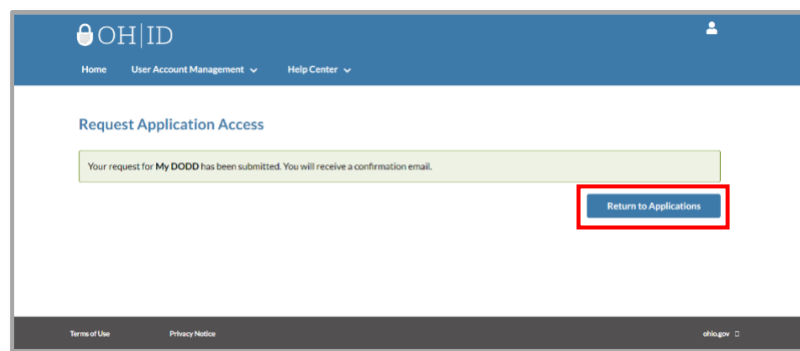For more information on how to launch an application that is already set up from that page, please visit Step 2.

Figure 7 Approval