

Accessing the Chartered Nonpublic Tile

Setting up an OH|ID Account

To access and use the chartering application system, the user must have an account set up on the OH|ID web portal and request access to the Chartered Nonpublic app.

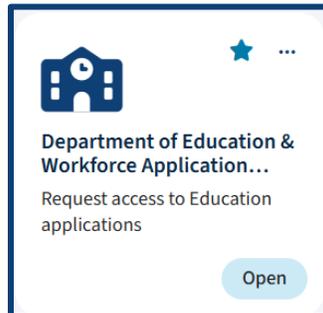
To obtain an OH|ID account, please click the link: [OH|ID Account](#).

For more instructions or troubleshooting, click here: [OH|ID Guides & Job Aid Repository | OH|ID | Ohio's State Digital Identity Standard](#)

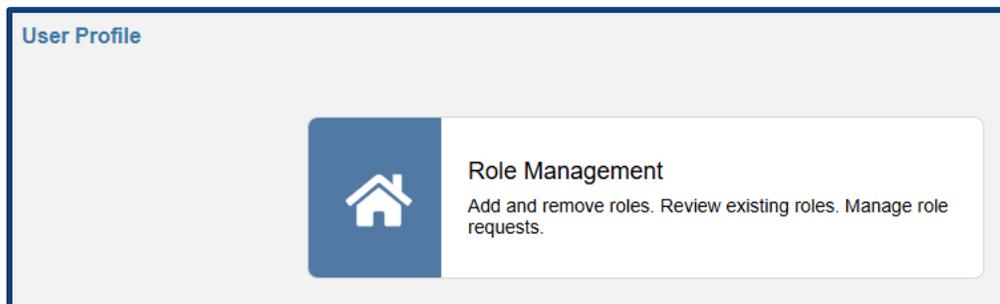
Accessing the Chartered Nonpublic Application

To access the Chartered Nonpublic app, a new applicant must first be granted access. Please follow these steps to obtain access to the Chartering Application:

1. Sign into your OH|ID account
2. Select the **App Store** and find the “Department of Education & Workforce Application Request” tile



3. This will take you to the User Profile page.



4. Selecting “Role Management” tile will take you to your Personal Role Management page.

5. Click on the “Request New Role” tile (see arrow above). Below is the next screen you will see.

Please choose the following items under each category:

Select Role Groups: “Roles not related to any specific organization”

Request New Role: Choose “Select Role Directly” and “Nonpublic Charter Applicant” from the dropdown menu

Reason for requesting the role: Enter a comment in the box indicating interest in chartering a nonpublic school.

6. Once the information has been entered, click the “Add Role(s) to Cart” button (see arrow above).

7. The role request has been added to the cart. Click on the “Submit Role Request” button to complete the request.

NOTE: Each role request must be manually approved by our office. Please allow 1-2 business days for the request to be approved.

Please choose the role group for which you are requesting a role.

*Select Role Groups
Roles not related to any specific organization

Request New Role

*Select Role By System *Select Role Directly

*Select Role

Roles Added to Request Cart: 1

Nonpublic Charter Applicant

Back Submit Role Request

NOTE: The person who requests access to this application for a particular school is the **ONLY** person that will be able to make changes, submit documentation, and otherwise communicate through the charter system until the chartering process is complete. In the event this person leaves the organization, please contact the chartering team.