

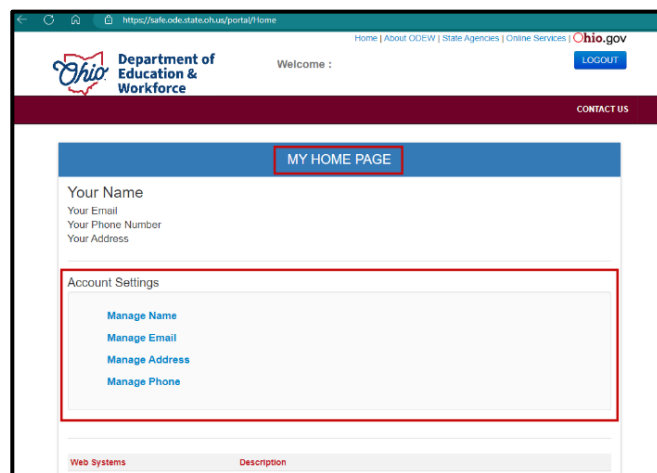
Updating Personal Information in OH|ID

Using screenshots, this guide provides a step-by-step process for changing information such as email addresses, names, addresses, and phone numbers for programs under the Office of Nonpublic Educational Options.

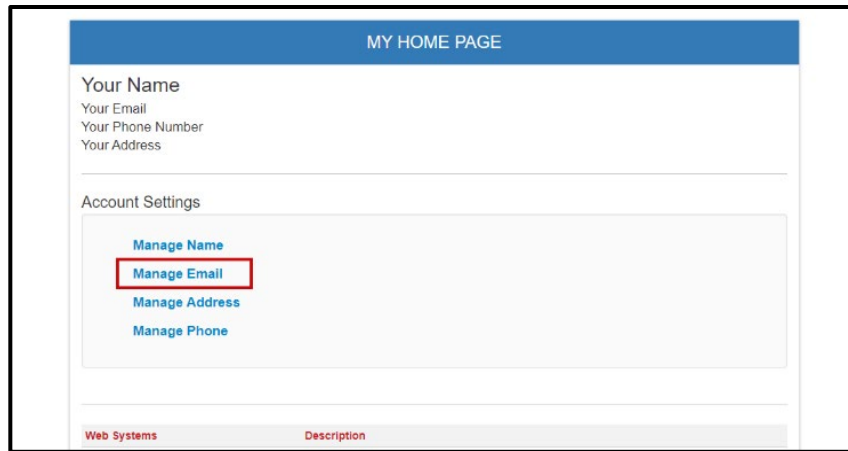
Changing your personal information in the state's OH|ID system does not update information in the scholarship, income verification, or ACE systems. All program participants must use their SAFE account to update program information. Your SAFE account can be accessed through the SAFE Portal as seen below. Once information is updated through the SAFE portal, program information should update automatically.

Changing information in the SAFE portal:

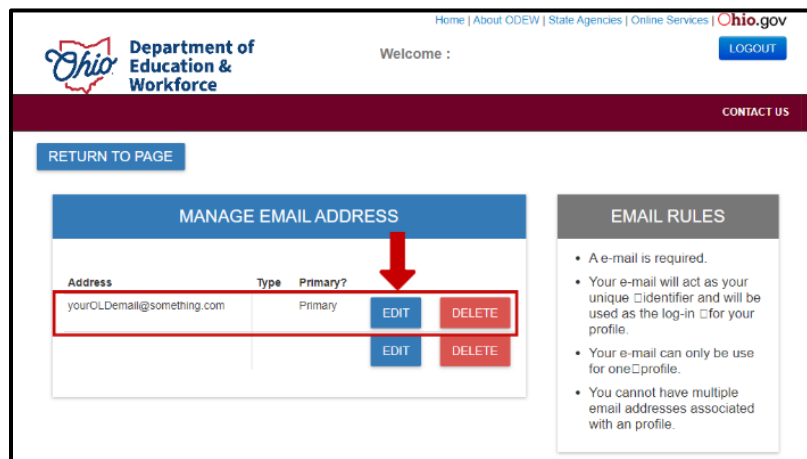
1. Click on [Department of Education and Workforce OHID Portal Help](#).
2. You should then see “My Home Page.” You can change your name, email, address, and phone number under “Account Settings.”



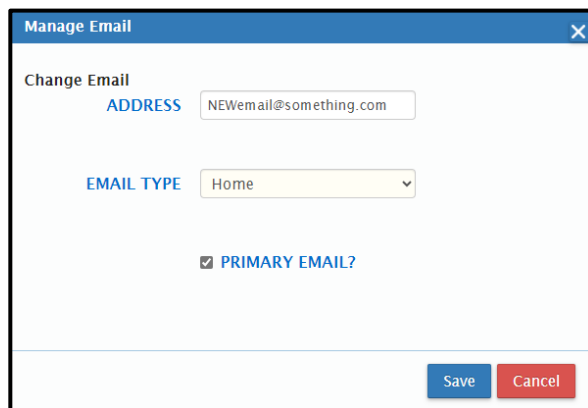
3. For example, if you wish to change your email address, please click “Manage Email.”



4. Select “Edit” on the email address that needs updated:



5. Enter the new email address, select “Email Type” as “Home,” check as primary email, then save.



6. Repeat these steps as needed to update your email, name, phone number, and/or address.