## Creating an OHID and User Profile with the Ohio Department of Education and Workforce

- 1.) To create an OHID, click the link to OHID and then follow the steps in the document linked below. This document also shows users how to find their 8-digit OHID number on page 9.
  - a. Link to OHID: https://ohid.ohio.gov
  - b. Microsoft Word OHID Account Creation User Guide v3.docx (ohio.gov)
- 2.) Once the user creates their OHID, they need to create a profile with the Ohio Department of Education and Workforce. Once logged in to OHID, start this process by clicking "App Store" in the top navigation.

●OHID	My Apps	App Store	Account Settings	Security Profile	🕲 Log Out 🕜 Help
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My Apps				orno, province	en oans nyet (@ginus.com
Click the star to pin your favorite apps to the to	p of the page.				
ChioMeansJobs.					
Ohio Career Navigator					
Take a quick survey to get personalized resources to help achieve your goals.					
Details Open App					

3.) Within the App Store, Search by Keyword for "User Profile"

James Bond     OHID: jarod newport     Jarod newport@gmail.com       Welcome to the App Store     Search state agency online tools or apps to request access.     Filter by State Agencies       Search by Keyword     Filter by State Agencies     All Agencies ×	OHID	My Apps	App Store	Account Settings	Sec	urity Profile	🕲 Log Out 🕜 Help
Search by Keyword     Filter by State Agencies       User Profile     Q       All Agencies ×	Welcome to the App Store Search state agency online tools or apps to request access	5.			James Bond	OHID: jarod.newport	Jarod.newport@gmail.com
User Profile Q All Agencies ×	Search by Keyword			Filter by State Agencies			
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4.) Click "Request Access" on the User Profile for Educational Organization tile



5.) Click "Launch User Profile for Educational..."



6.) Click "Create Profile"

<b>hio</b> Department of Education	SAFE HOME ABOUT C	DE STATE AG
	Department of Education and Workforce Profile	
	Welcome to the Ohio Department of Education and Workforce. Please create a Profile by clicking the "Create Profile" button below.	
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7.) The page should default to "I am an education organization employee." If not, click the radio button next to that option and then click "Next"

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Welcome	Basic Information	Valid DL or ID	Contact	Profile Verification	Request Access	Submit
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8.) Update all information on the Add Basic Information screen and click "Next"

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2 of 5 Basic Infor	mation				
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st, we need some basic in	nformation about you. Fields marke	ed with an asterisk are requi	red. To help avoid creating a c	tuplicate profile:	
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Please enter your legal	name where indicated, even if that	is not what you normally us	e. For example, Robert instea	id of Bob or Elizabeth instead of	Beth.
Providing the last four d	igits of your social security number	r (SSN) or Individual Taxpay	er Identification Number (ITIN	) significantly decreases duplica	te profiles. If you
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9.) The user must verify their identity either by entering their Ohio driver's license number or checking that they do not have an Ohio driver's license. If the user does not have an Ohio driver's license, they will have to upload a document as their identity verification. Once complete, the user must Agree to the Department's data privacy policy and click "Next"

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Welcome	Basic Information	Valid DL or ID	Contact	Submit	
3 of 5 Valid DL or I	D				
dentity Verification					
o create your profile, please	enter your Ohio driver's license o	r Ohio ID issued by Ohio Bure	au of Motor Vehicles (BMV).		
lick on Verify my identificat	tion button once you entered you	r DL/ID.			
					*Required
Ohio Driver's Number or ID		Re-	enter Ohio Driver's Number or ID		
Click here if you either d	lo not have an Ohio driver's licens	se or you are getting an error v	vhen verifying your identificat	Verify my ide	ntification
I agree to the Departm	ent's data privacy policy - Priva	cy   Ohio Department of Ed	ucation and Workforce.		
Back		Contact Us	)		Next

10.) Verify/update all information on the Contact page is accurate and click "Next"

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Welcome	Basic Information	Valid DL or ID	Contact	Submit	
4 of 5 Contact					
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lease update your contact	information. It is especially important	for new profiles that require	e identity verification so we ca	n contact you if there are proble	ems. *Required
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	Click the Ve	erify Email button to send a o	code to (email address).		Verify
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2nd Address					
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Back		Contact Us	)		Next
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11.) On the Request Access page, select "Other" as the reason for access request. Type "CACFP User" in the Please explain the access request text box. Click "Next"

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Welcome	Basic Information	Valid DL or ID	Contact	Request Access	Submit
5 of 6 Reques	t Access				
uest Access					
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12.) Verify all information is correct on the Summary screen and click "Submit"

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6 of 6 Submit						
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