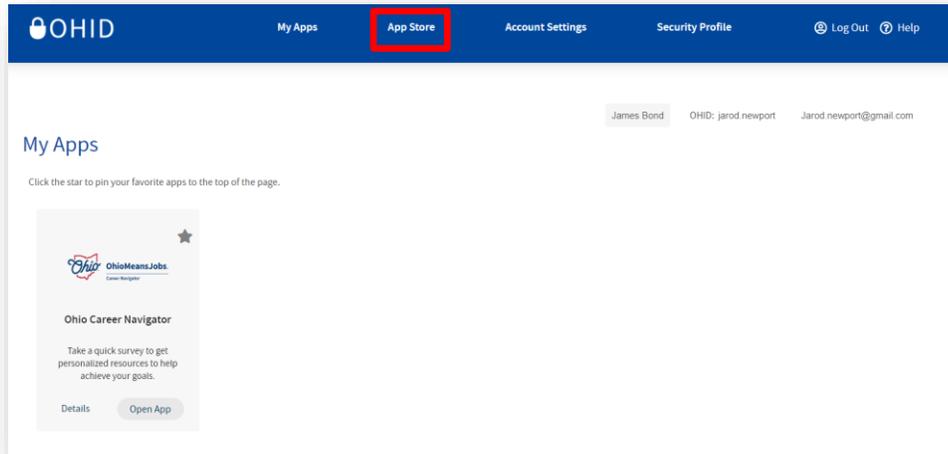
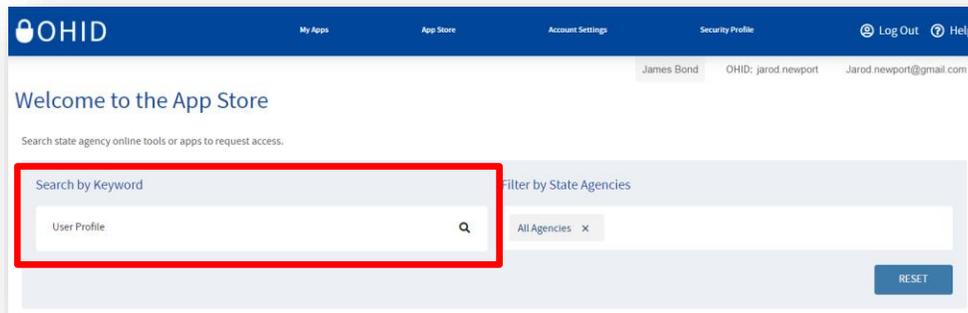


Creating an OHID and User Profile with the Ohio Department of Education and Workforce

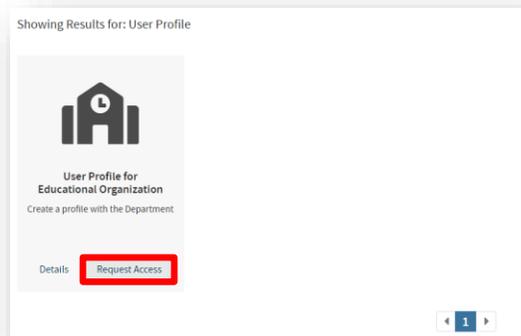
- 1.) To create an OHID, click the link to OHID and then follow the steps in the document linked below. This document also shows users how to find their 8-digit OHID number on page 9.
 - a. Link to OHID: <https://ohid.ohio.gov>
 - b. [Microsoft Word - OHID Account Creation User Guide v3.docx \(ohio.gov\)](#)
- 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.



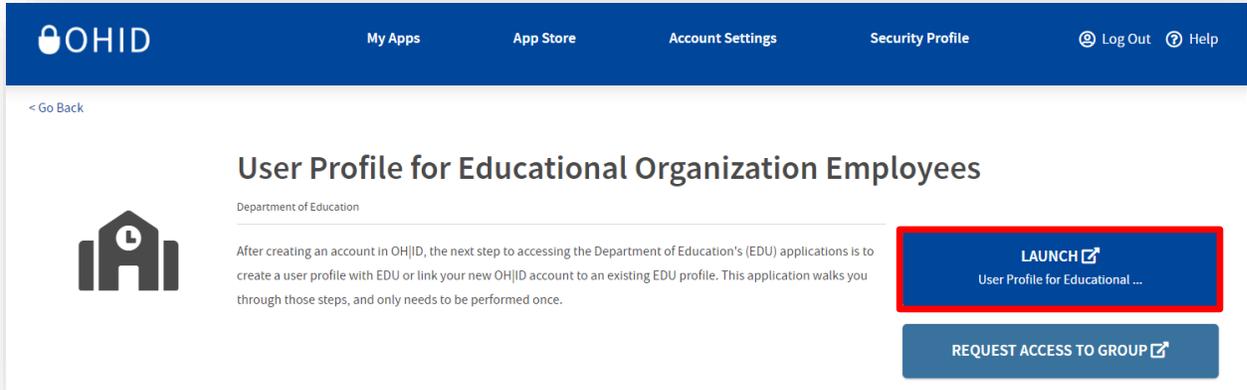
- 3.) Within the App Store, Search by Keyword for “User Profile”



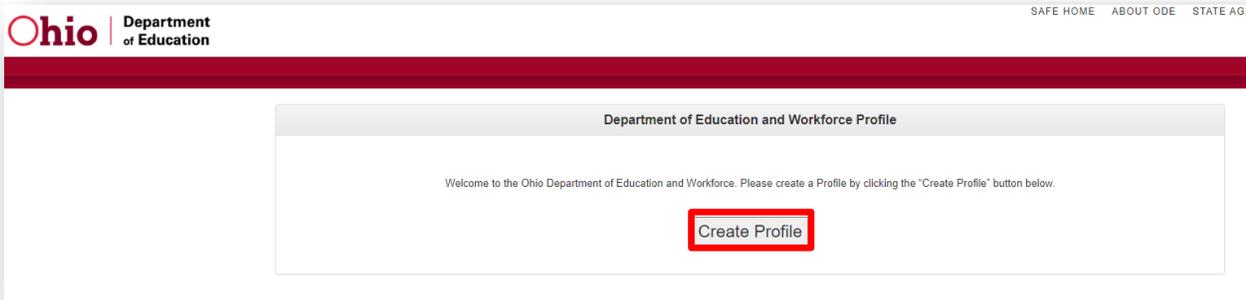
- 4.) Click “Request Access” on the User Profile for Educational Organization tile



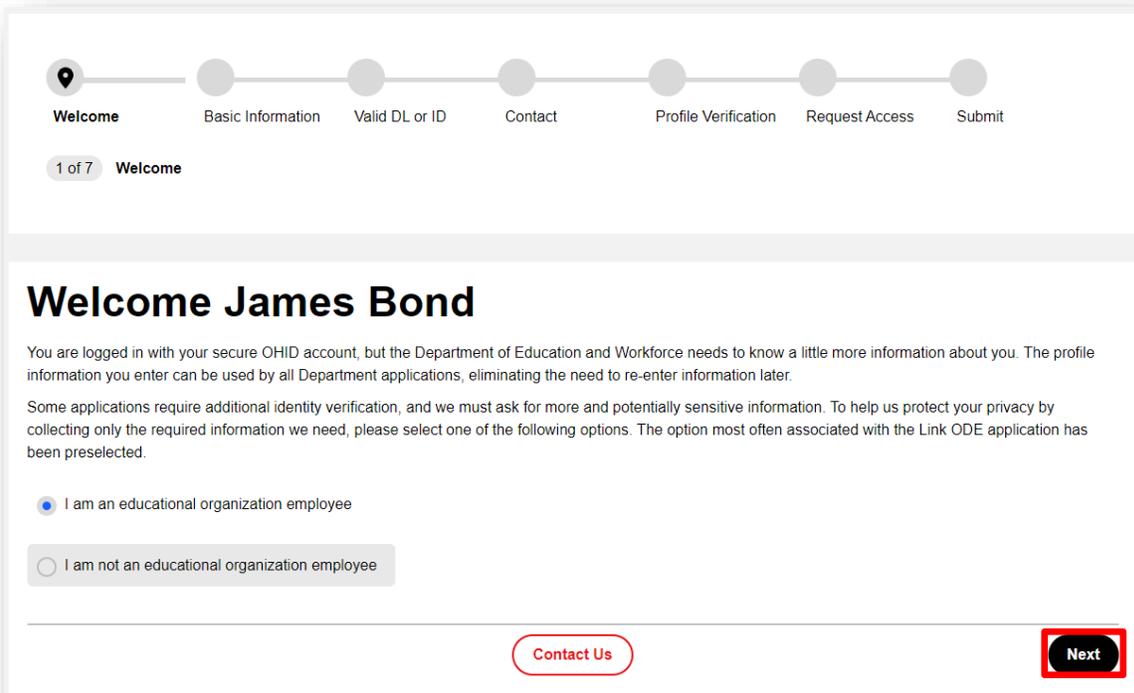
5.) Click “Launch User Profile for Educational...”



6.) Click “Create Profile”



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”



8.) Update all information on the Add Basic Information screen and click “Next”

The screenshot shows a five-step progress bar at the top: Welcome (checked), Basic Information (active), Valid DL or ID, Contact, and Submit. Below the progress bar, it says '2 of 5 Basic Information'. The main heading is 'Add Basic Information' with a sub-heading: 'First, we need some basic information about you. Fields marked with an asterisk are required. To help avoid creating a duplicate profile:'. There are two bullet points: '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.' and '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.' The form fields include: '*Legal First Name' (James), 'Middle Name', '*Current Legal Last Name' (Bond), 'Previous Last Name', 'Suffix (e.g. Jr., I, II, III)', '*Date of Birth' (mm/dd/yyyy) with a calendar icon and a red error message 'Please Enter Valid Date.', '*Last four digits of SSN or ITIN' with a red error message 'Enter *Last four digits of SSN or ITIN' and a checkbox 'I do not have an SSN or ITIN'. At the bottom, there are 'Back', 'Contact Us', and 'Next' buttons. The 'Next' button is highlighted with a red box.

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”

The screenshot shows a five-step progress bar at the top: Welcome (checked), Basic Information (checked), Valid DL or ID (active), Contact, and Submit. Below the progress bar, it says '3 of 5 Valid DL or ID'. The main heading is 'Identity Verification' with a sub-heading: '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.' There are two input fields: 'Ohio Driver's Number or ID' and 'Re-enter Ohio Driver's Number or ID'. A 'Verify my identification' button is located to the right of the second field. Below the fields, there are two checkboxes: 'Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification.' and 'I agree to the Department's data privacy policy - Privacy | Ohio Department of Education and Workforce.'. At the bottom, there are 'Back', 'Contact Us', and 'Next' buttons. The 'Next' button is highlighted with a red box.

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

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
123-456-7892

*Personal Email
Test@test.com

Click the Verify Email button to send a code to (email address).

Verify

*Office Phone
321-654-9877

*Office Email
Test@test.com

Home Physical Address

*Address
123 Main Street

2nd Address

*City
Columbus

*State
Ohio

*Zip
43229

Mailing Address is Different

[Back](#) [Contact Us](#) **Next**

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”

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
Other

Please explain the access request. This information will be sent to the person in your organization who grants application permissions. Examples might include the application(s) you will use, or the job functions you perform for your organization. When you are ready to send your request, click Next.

*Please explain the access request
CACFP User

[Back](#) [Contact Us](#) **Next**

12.) Verify all information is correct on the Summary screen and click “Submit”

Progress bar: Welcome (✓), Basic Information (✓), Valid DL or ID (✓), Contact (✓), Request Access (✓), Submit (📍)

6 of 6 **Submit**

Review and Submit

Please review the information you provided and make any final changes. When everything looks correct, click the Submit button.

Role(s) best applies to you

- Roles** ✓
 - I am an educational organization employee

- Basic Information** ✓
 - Name: James Bond
 - Previous Last Name: |
 - SSN 4: |
 - Birth Date: |

- Upload Verification Document** ✓

- Contact** ✓
 - Home Phone: 345-345-3453 | Home Email: |
 - Office Phone: 234-234-2342 | Office Email: |
 - Home Physical Address: 123 Main St Seneca, Wisconsin 54654

- Admin Info** ✓
 - Reason for access request: Other
 - Please explain the access request: CACFP User

Buttons: Back, Contact Us, **Submit**

(end)