

Ohio Learn Citizen Portal

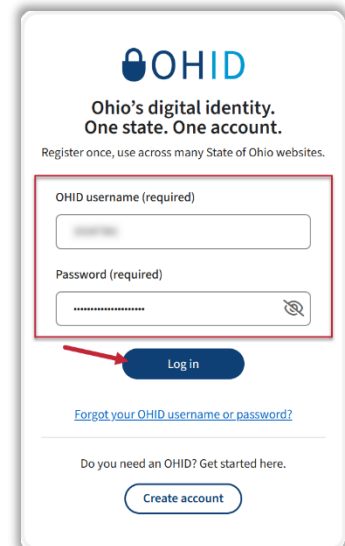
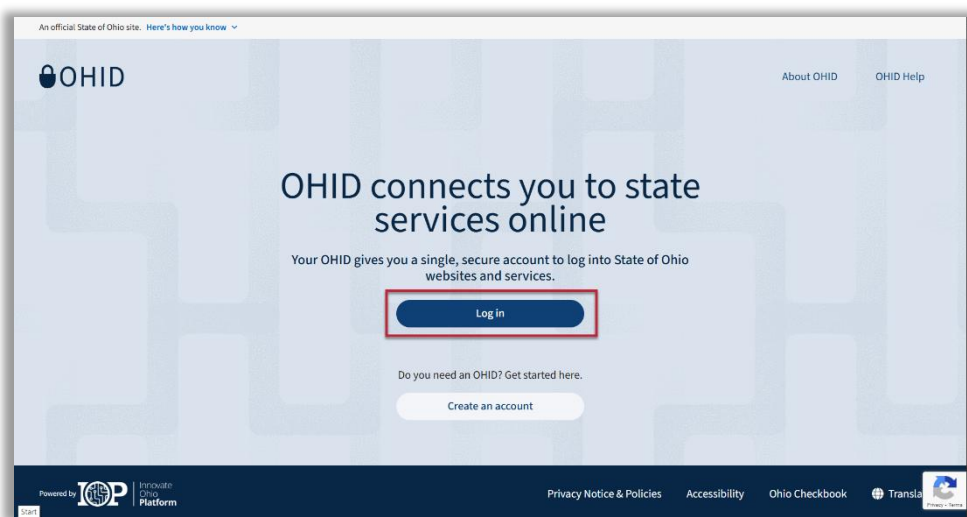
This document guides Ohio Learn citizen users through the processes of:

- Accessing Ohio Learn using an existing OHID account
- Navigating to Ohio Department of Education and Workforce online content
- Viewing your transcript and certificate

NOTE: If you are new to OHID or need to create an account, access the [OHID Help Center](#) for more information.

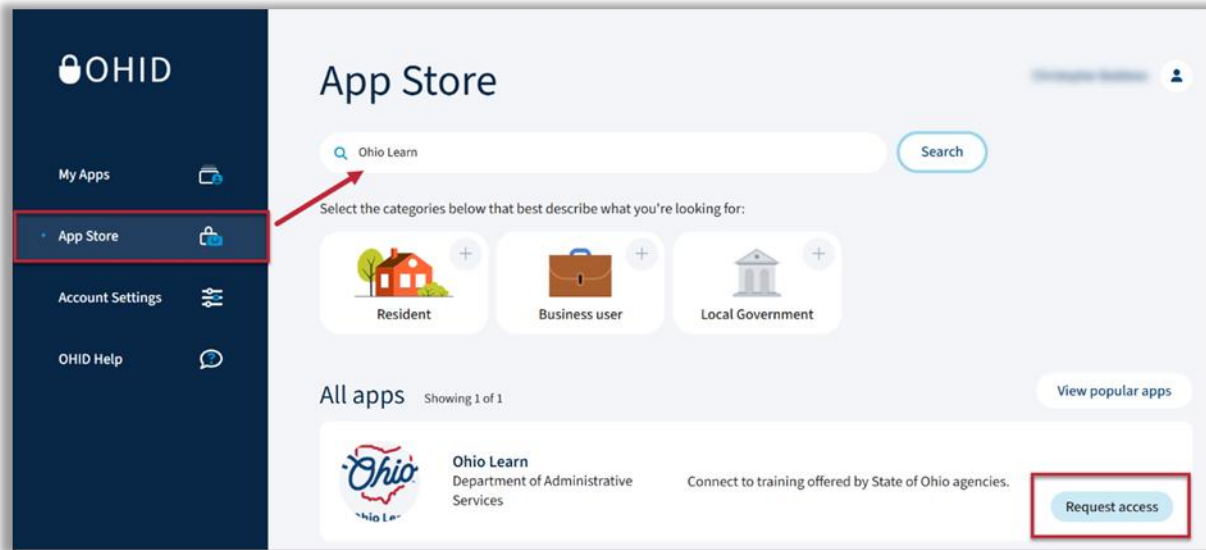
Accessing Ohio Learn Using an Existing OHID Account

1. Navigate to <https://ohid.ohio.gov/> and log in using your **OHID username** and **password**.

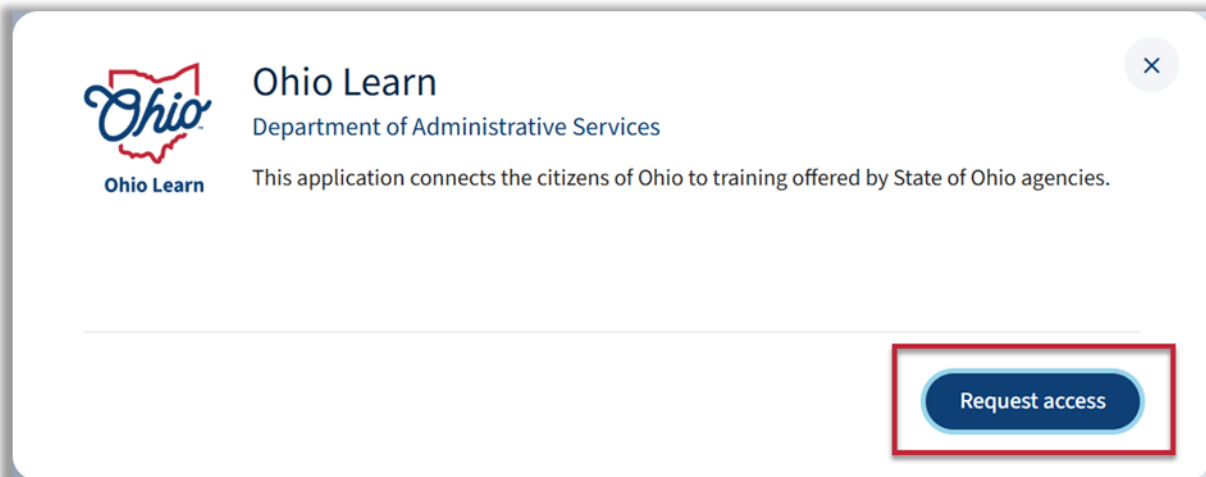


2. If you don't have an account, click on Create an account.
3. Click on the App Store button and search for the Ohio Learn tile in the All Apps area. If you do not see the Ohio Learn tile, type Ohio Learn in the search bar and click Search.

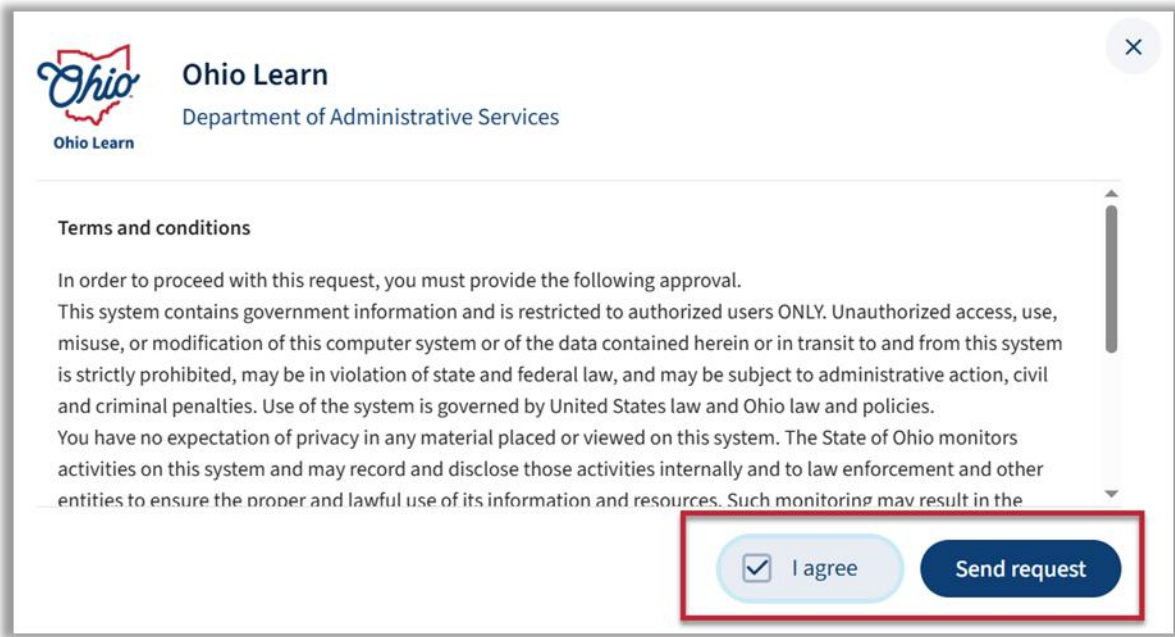
4. Scroll down to find the Ohio Learn tile and click **Request Access**.



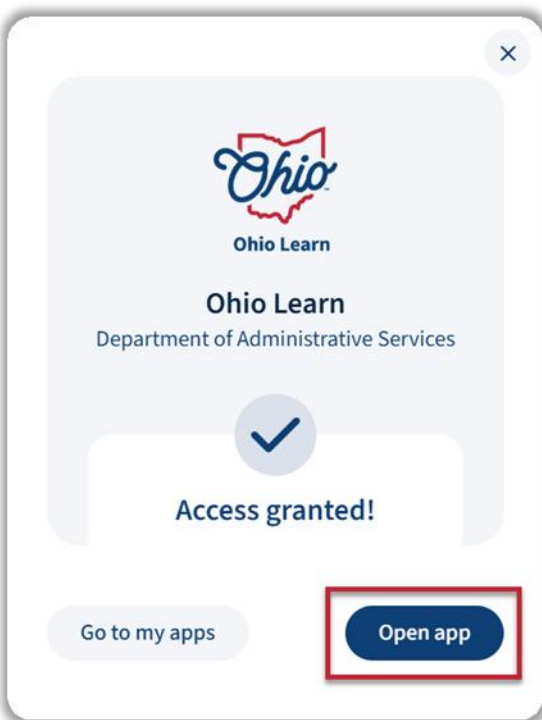
5. Click the **Request Access** button on the pop-up window.



- Review the terms and conditions, click the box next to **I Agree**, then click the **Send request** button to proceed.



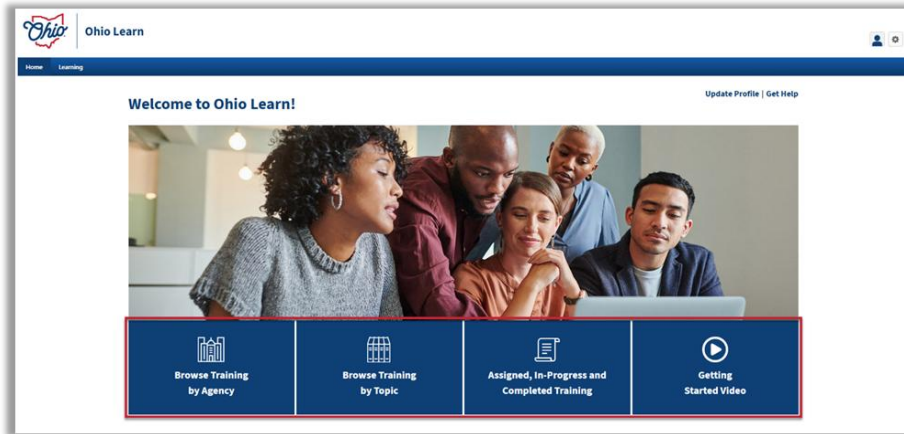
- Click the **Open app** button.



Navigating to Department of Education and Workforce Online Content

PLEASE NOTE: While using Ohio Learn, be aware that the system will time out after periods of inactivity at two different levels – online courses (30 minutes) and Ohio Learn website (90 minutes). If you do not respond to both of the timeout warnings in time, you will be logged out, and your progress will not be saved. Please note, the warning may be behind the course window.

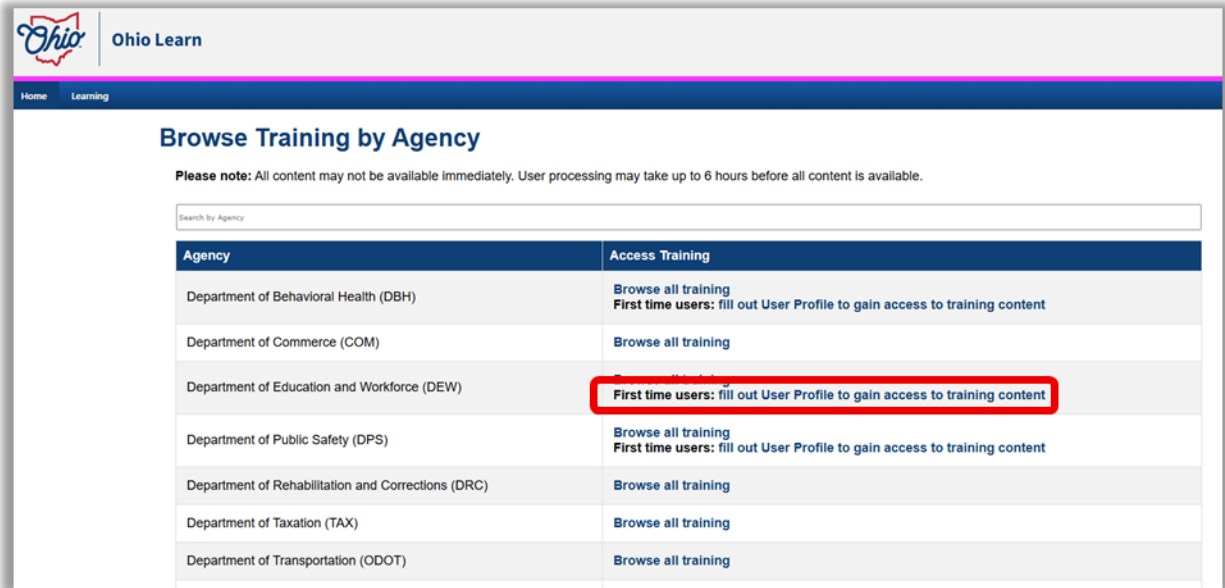
1. On the Ohio Learn Citizen Portal site, choose from **Browse Training by Agency**, **Browse Training by Topic**, **Assigned, In-Progress and Completed Training**, or learn more about the site and accessing training by watching the **Getting Started Overview** video.



2. To access Ohio Department of Education and Workforce training select the **Browse Training by Agency** tile.



- The Browse Training by Agency page lists all of the state agencies (listed in alphabetical order) that have content available in the system. Locate the Department of Education and Workforce (DEW). If this is your first time in Ohio Learn, click the **Fill out User Profile to gain access to training content** link. This will take you to the **DEW Citizen Form**. You will use this link any time you need to make updates to the User Profile for DEW courses.



- The **DEW Citizen Form** collects basic demographic information about you that provides the Department with insight into who is accessing the training we provide as well as allowing the Department to accurately report on training courses that are required to be taken. Please be sure to update your form if your employer changes.

Complete all areas of the form and click on the **Submit** button at the bottom of the page.

DEW Citizen Form-Updated

All fields marked with an asterisk are required.

First Name *

Last Name *

Please select your Primary employer for the IRN field.

IRN *

Employer if not listed.

Which of the following best describe you? (Choose all that apply)

District Administrator
 School Administrator
 Public School Administrator
 Non-Public School Administrator
 K-2 Educator
 3-5 Educator
 6-8 Educator
 9-12 Educator

5. From the Browse Training by Agency page, click the **Browse all training** link to access all DEW content. You will land on the Learning Search page.

Ohio Learn

Home Learning

Browse Training by Agency

Please note: All content may not be available immediately. User processing may take up to 6 hours before all content is available.

Search by Agency

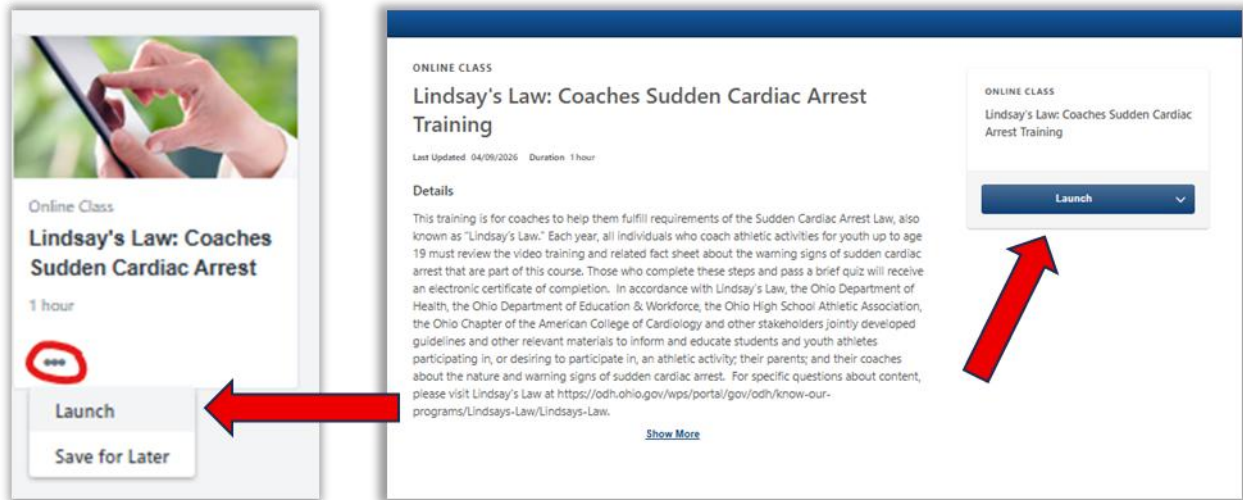
Agency	Access Training
Department of Behavioral Health (DBH)	Browse all training First time users: fill out User Profile to gain access to training content
Department of Commerce (COM)	Browse all training
Department of Education and Workforce (DEW)	Browse all training First time users: fill out User Profile to gain access to training content
Department of Public Safety (DPS)	Browse all training First time users: fill out User Profile to gain access to training content
Department of Rehabilitation and Corrections (DRC)	Browse all training
Department of Taxation (TAX)	Browse all training
Department of Transportation (ODOT)	Browse all training

The content will automatically be filtered to display the online courses provided by the Ohio Department of Education and Workforce and the State Board of Education. You can view another state agency's public courses using the **Provider** option on the **Filters** panel on the left side of the page.

Filters [Reset](#)

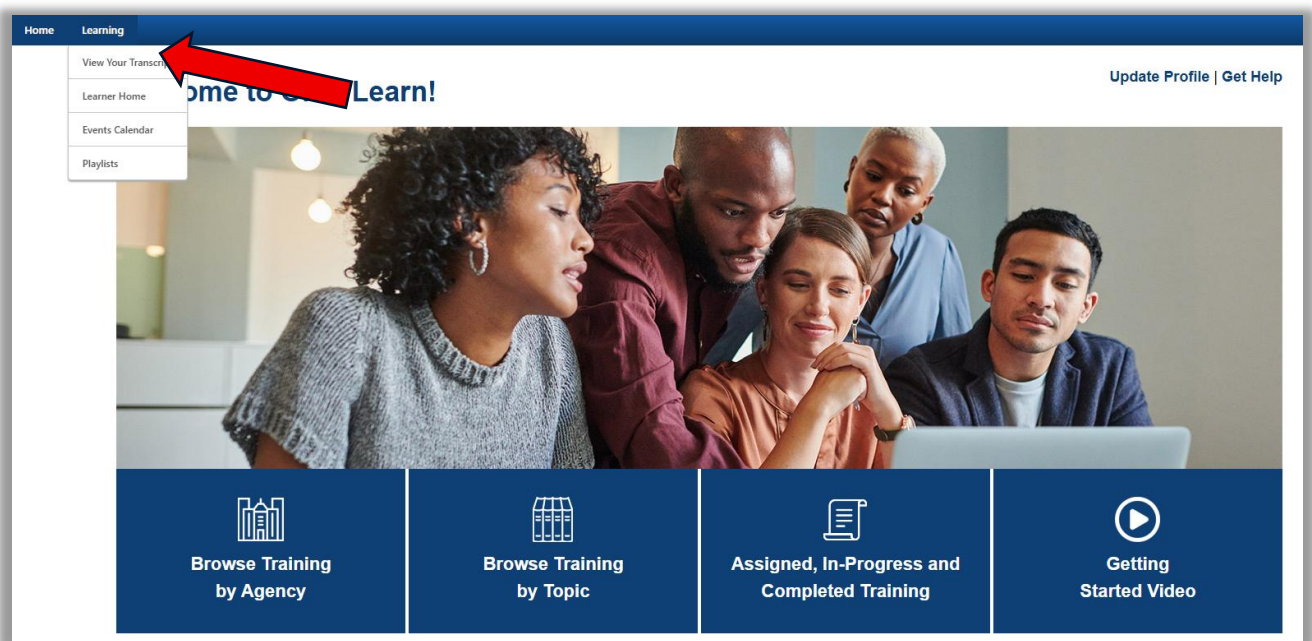
- DURATION
- TYPE
- MODALITY
- SUBJECT
- RATING
- PROVIDER

- Use the **ellipse** on the selected content tile to access the Launch menu item OR click on the title to access details of the course and then **Launch** the course from the resulting page.



Viewing Your Transcript

- On the Ohio Learn Citizen Portal site, hover over the Learning item on the top menu to activate the Learning menu. Click on View Your Transcript.



- In the Transcript area you can view all, active, completed and archived courses. The system will default to Active which displays in progress training. If you want to view a course previously completed, select Completed.

Use the transcript to manage all active training.

50 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING: 6/30/2026
COST: \$0.00

Filter by Training Status: Active
Sort by: Date Added
Filter by Training Type: All Types
Search by Keyword: Search

Search Results (6)

- Introduction to Dyslexia Course, Grades 4-12**
Due: No Due Date Status: In Progress Training Type: Curriculum Training Status: Active
Action: Open Curriculum
- Introduction to Dyslexia, K-3 (Start Here)**
Due: No Due Date Status: In Progress Training Type: Online Class Training Status: Active
Action: Launch
- Limited Administrator Curricula Job Aids**
Due: No Due Date Status: In Progress Training Type: Material Training Status: Active
Action: Mark Complete
- Ohio Learn Quarterly Meeting (Starts 10/13/2026 1:30 PM)**
Due: No Due Date Status: Registered Training Type: Session Training Status: Active
Action: Launch
- Ohio Learn Quarterly Meeting (Starts 7/14/2026 1:30 PM)**
Due: No Due Date Status: Registered Training Type: Session Training Status: Active
Action: Launch
- Ohio Learn - Limited Administrators**
Due: No Due Date Status: In Progress Training Type: Curriculum Training Status: Active
Action: Open Curriculum

- On the right side of the transcript, you can choose to view completion page, view certificate (if you completed the course), launch the course, view training details, move to archived transcript and others (this depends on if your course is completed, active, or archived).

Filter by Training Status: Completed
Sort by: Completion Date
Filter by Training Type: All Types
Search by Keyword: Search

Search Results (12)

- Test Class**
Completed: 4/30/2026 Status: Completed Training Type: Online Class Training Status: Completed
Action: View Completion Page
- Pathway C Response Notebook**
Completed: 4/21/2026 Status: Completed Training Type: Material Training Status: Completed

Dropdown menu options:
View Completion Page
View Certificate
Launch
View Training Details
Move to Archived Transcript