Ohio Learn Citizen Portal

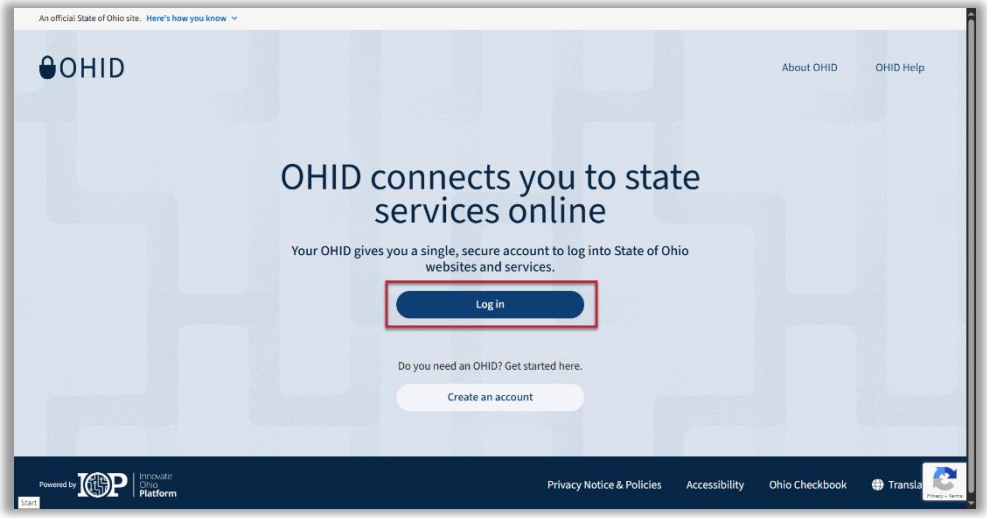
This document guides Ohio Learn citizen users through the processes of:

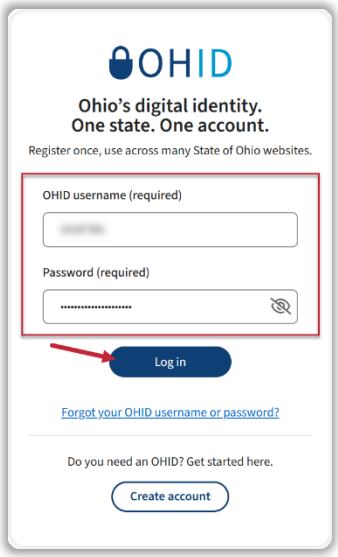
- Accessing Ohio Learn using an existing OHID account
- Navigating to Ohio Department of Education and Workforce online content
- Viewing your transcript and certificate

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.

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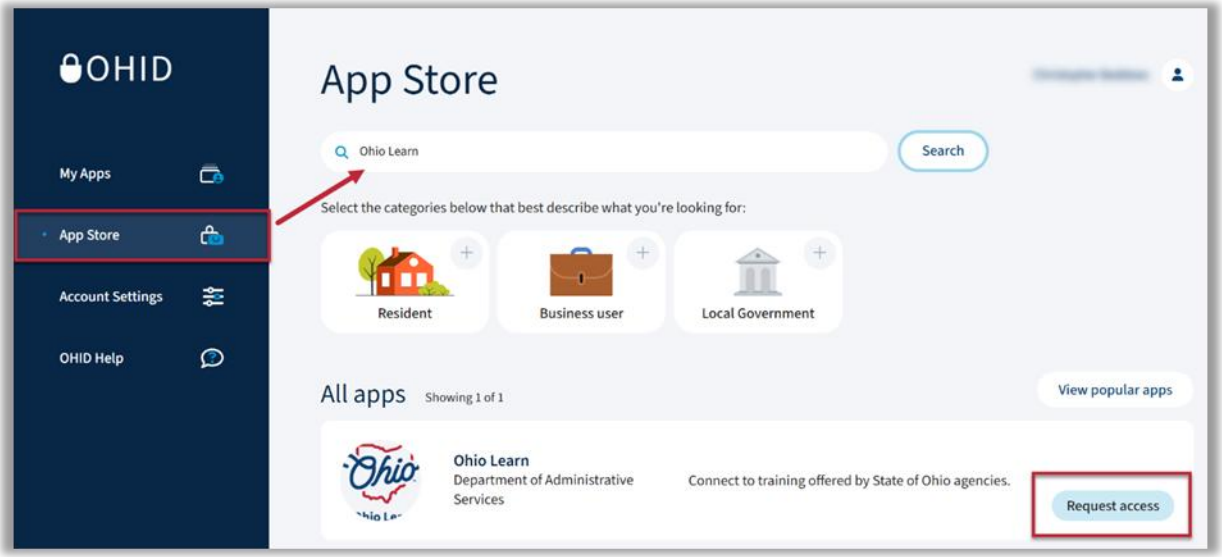
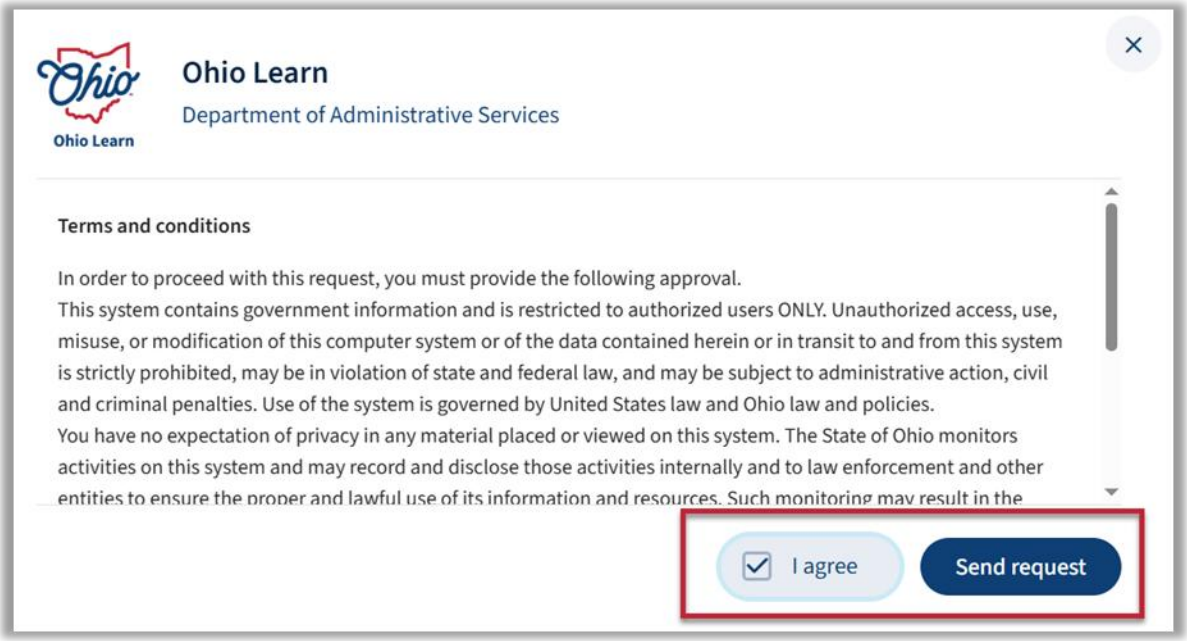
4. Scroll down to find the Ohio Learn tile and click **Request Access**.

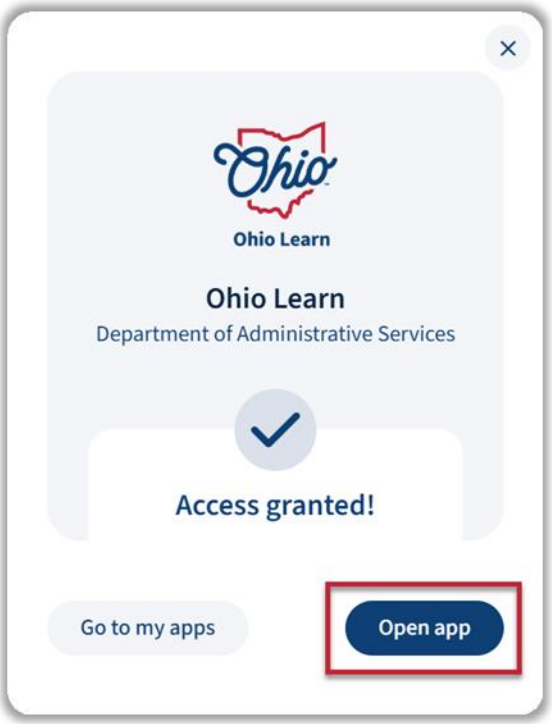


5. Click the **Request Access** button on the pop-up window.

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



7. Click the **Open app** button.



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After completing this step, open the Ohio Learn app. When searching for courses or accessing the User Profile form, it will show a "Restricted" screen initially.

When using Ohio Learn for the first time, all content will not be available. Please allow up to 15 minutes after first accessing Ohio Learn for the "Restricted" screen to disappear and for all content to become available (it may be necessary to log out and log back in after 15 minutes).

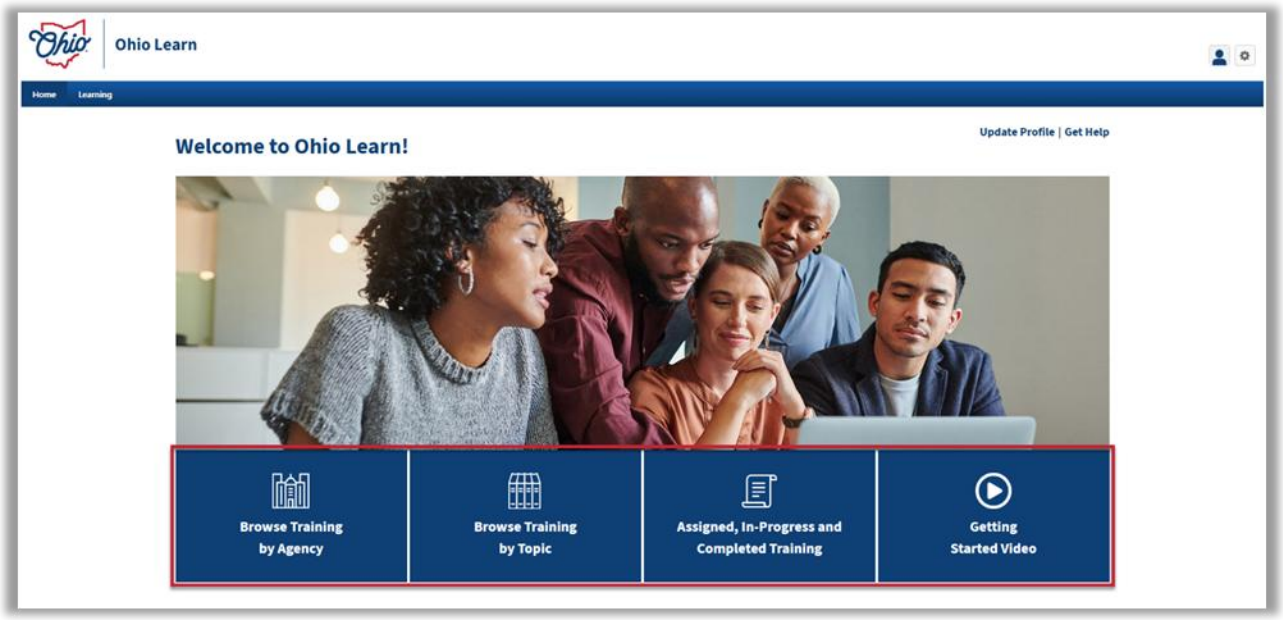
Complete the User Profile to gain access to the applicable course(s).

Proceed to the next page for instructions on Navigating Ohio Learn.

After Waiting 15 Minutes from First Access to Ohio Learn:

Navigating to Department of Education and Workforce Online Content

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.

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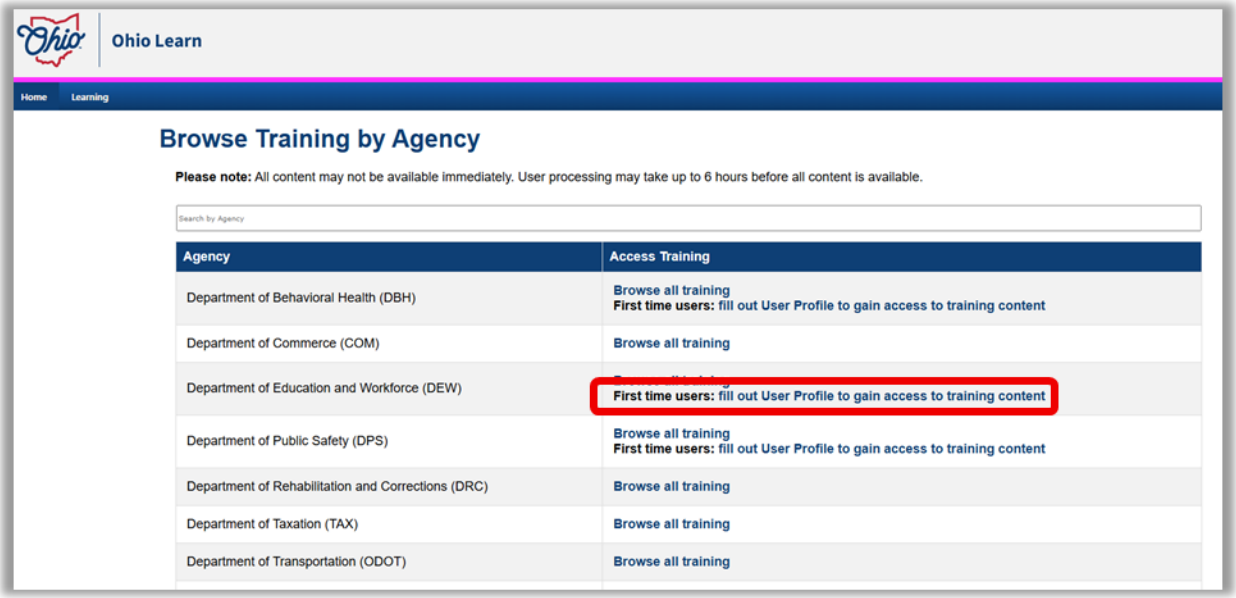
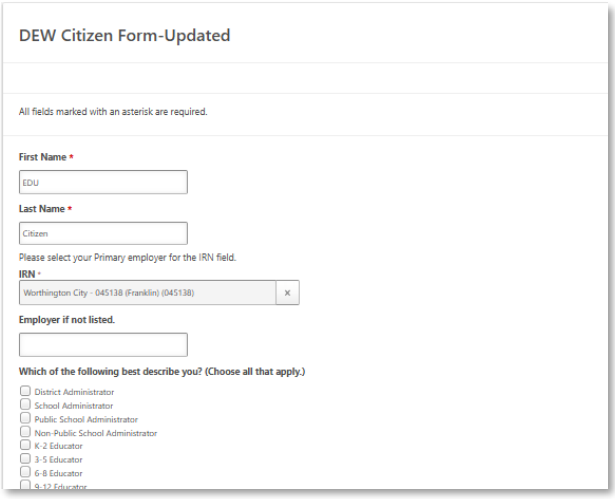
3. The Browse Training by Agency page lists all of the state agencies (listed in alphabetical order) that have content available in the system. Locate the Department of Education and Workforce (DEW). If this is your first time in Ohio Learn, click the **Fill out User Profile to gain access to training 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.



4. 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.



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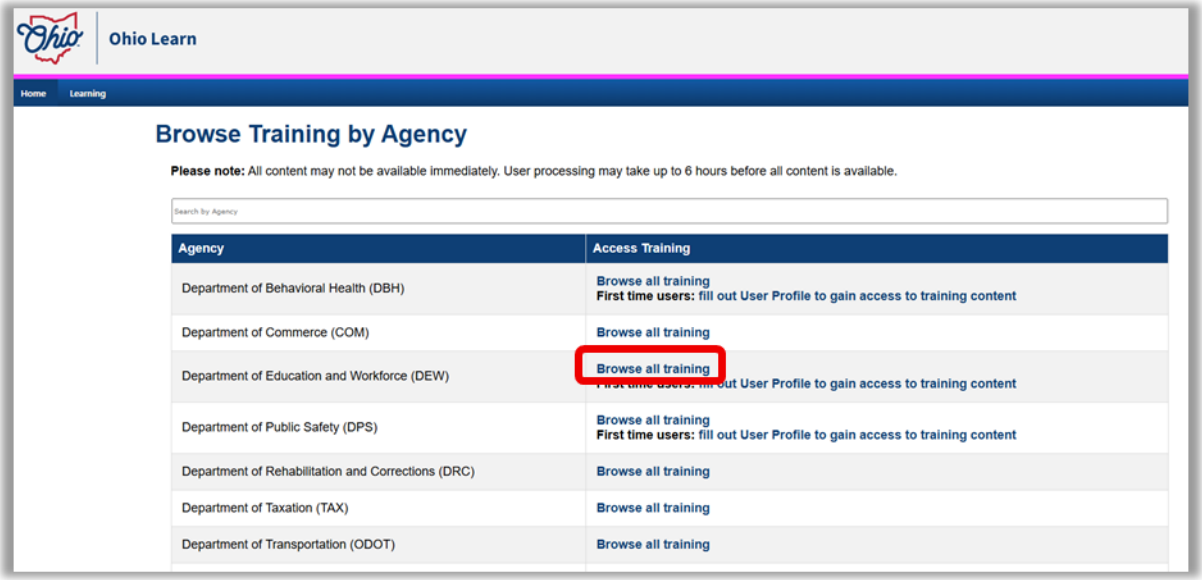
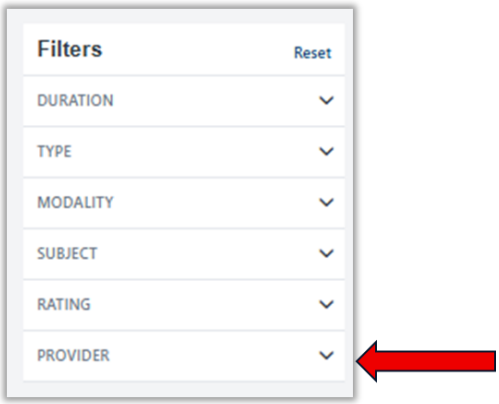
5. From the Browse Training by Agency page, click the **Browse all training** link to access all DEW content. You will land on the Learning Search page.



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.



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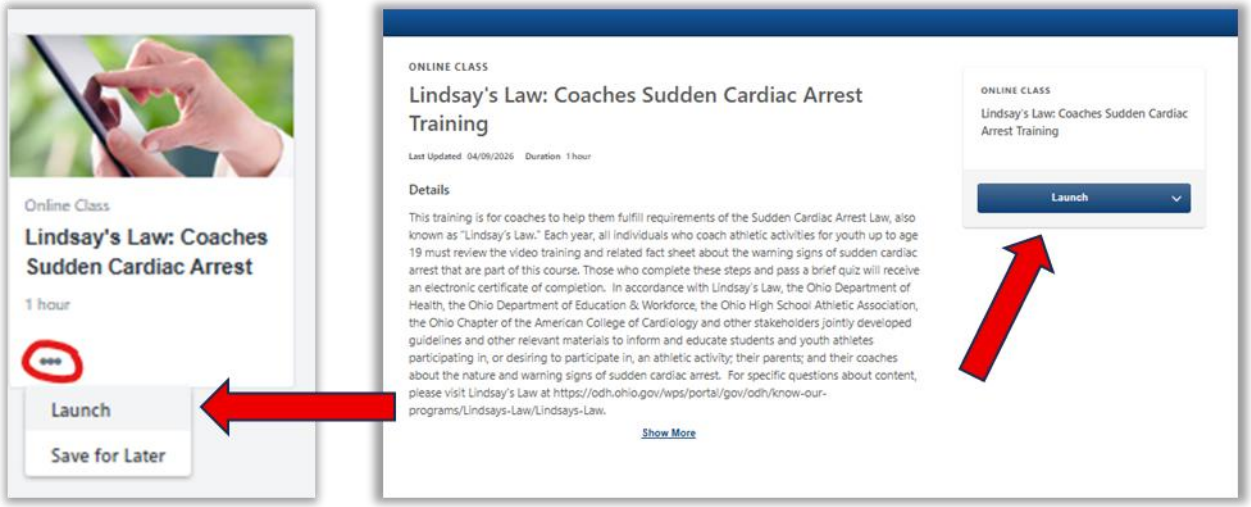
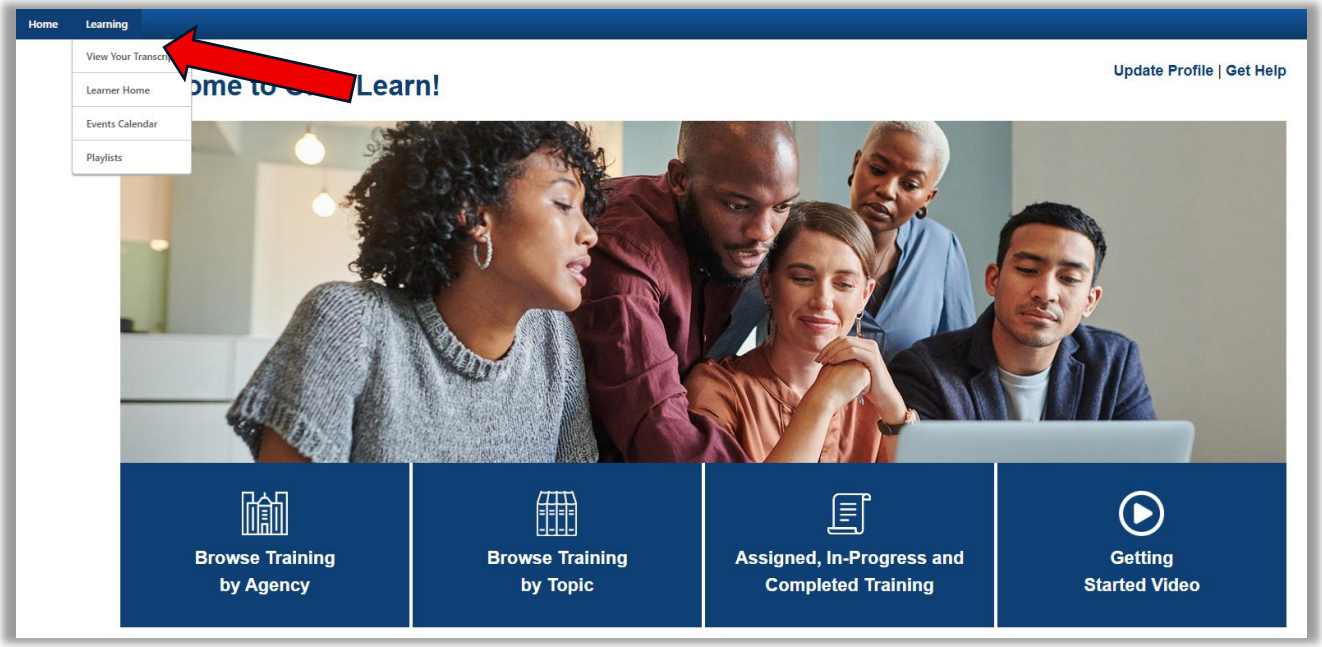
6. Use the **ellipse** on the selected content tile to access the Launch menu item OR click on the title to access details of the course and then **Launch** the course from the resulting page.



Viewing Your Transcript

1. 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.



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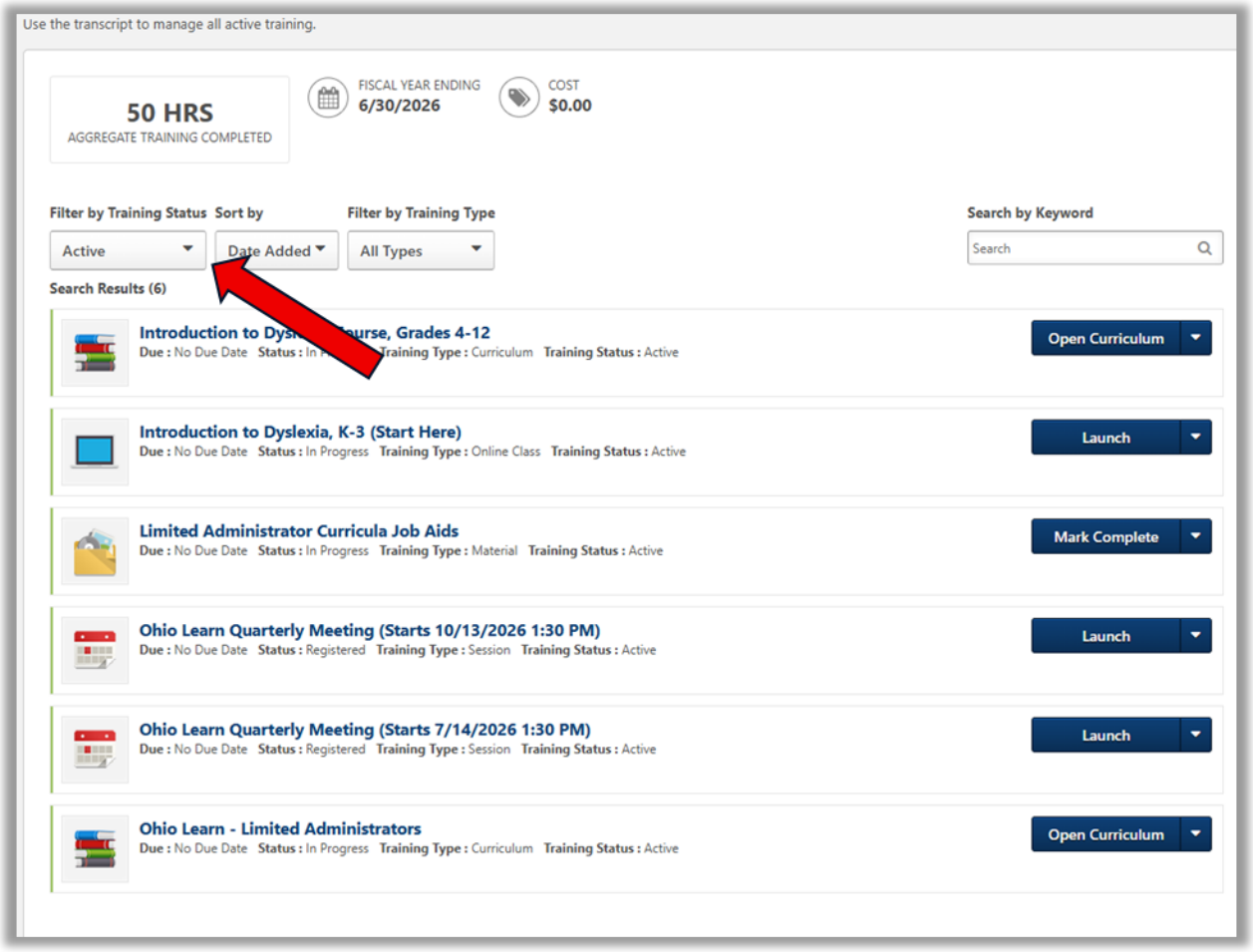
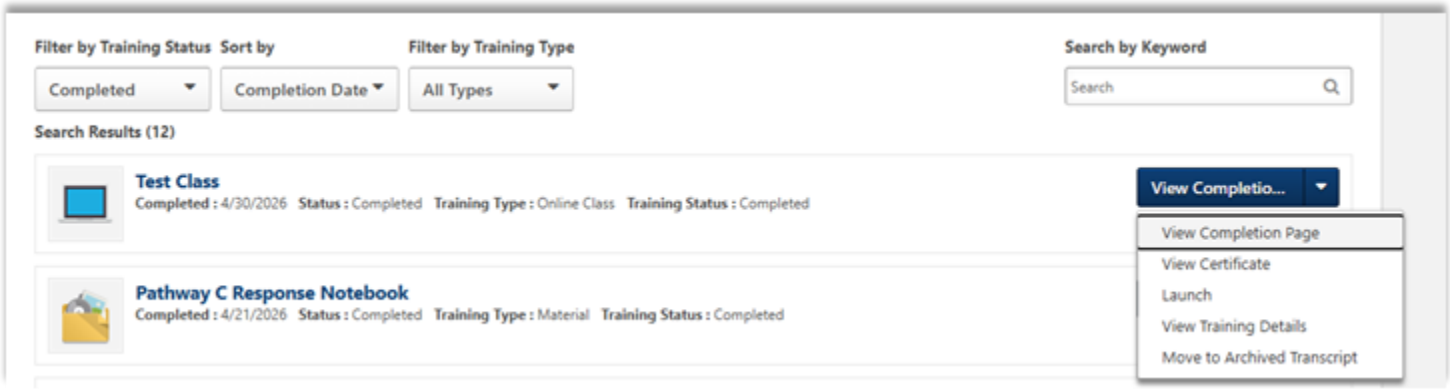
2. In the Transcript area you can view all, active, completed and archived courses. The system will default to Active which displays in progress training. If you want to view a course previously completed, select Completed.



3. 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)**.



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