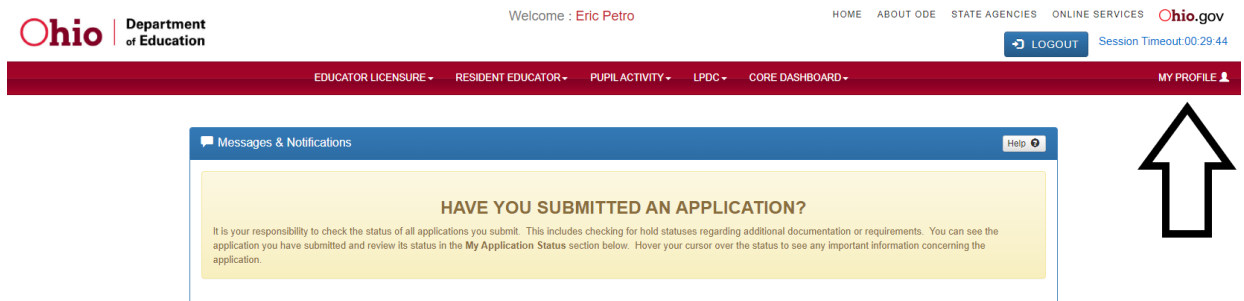


Log into the OH|ID portal at <https://ohid.ohio.gov> and select the Educator Licensure and Records (CORE) tile which will take you to the CORE Dashboard.

My Profile

The **My Profile** section of the Dashboard houses your demographic information. To access your information in **My Profile**:

1. Click **My Profile** in the red ribbon at the top right of the screen on the CORE Dashboard



The screenshot shows the Ohio Department of Education CORE Dashboard. At the top left is the Ohio Department of Education logo. The top right shows the user name 'Welcome : Eric Petro', navigation links for 'HOME', 'ABOUT ODE', 'STATE AGENCIES', 'ONLINE SERVICES', and 'Ohio.gov', a 'LOGOUT' button, and a 'Session Timeout 00:29:44' indicator. A red navigation bar contains links for 'EDUCATOR LICENSURE', 'RESIDENT EDUCATOR', 'PUPIL ACTIVITY', 'LPDC', 'CORE DASHBOARD', and 'MY PROFILE'. Below the navigation bar is a 'Messages & Notifications' box with a 'Help' icon. The message reads: 'HAVE YOU SUBMITTED AN APPLICATION? It is your responsibility to check the status of all applications you submit. This includes checking for hold statuses regarding additional documentation or requirements. You can see the application you have submitted and review its status in the My Application Status section below. Hover your cursor over the status to see any important information concerning the application.' A large black arrow points upwards from the right side of the message box.

2. Update your information (address, phone, or email):
 - o Click the *Edit* icon in the section that needs updated and make the necessary changes in the pop-up.
 - o Click *Save*.
 - o Click *Return to Page* when you are finished updating.