

22+ Adult High School Diploma Program Student Manual



June 2025



**Department of
Education &
Workforce**

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22+ Adult High School Diploma Program

Program Overview

The 22+ Adult High School Diploma Program provides job training and a new pathway for adults, ages 22 and older, to earn a high school diploma.

Counselors work with the adult learners to develop individual plans to identify the courses and assessments needed to graduate and earn a diploma. Providers try their best to schedule instructional dates and times to meet the needs of adult learners.

Eligibility

Adults must meet the following criteria to participate in the 22+ Program:

- Be at least 22 years of age
- Have not received a valid high school diploma or high school equivalency (HSE); and
- Be a resident of Ohio.

In order to prove that a participant is eligible, the following must be provided:

- Birth Certificate or ID
- High school transcript
- Proof of residence in Ohio

Guidance

- Providers shall develop an individual Credit Recovery Plan with each adult learner.
- Adult learners are required to successfully complete a Credit Recovery Plan to earn a high school diploma

The guidance information included in this manual provides a step-by-step process for creating an OH|ID account and other participant responsibilities associated with the 22+ program.

IMPORTANT INFORMATION

1. The adult student **MUST** have an OH|ID account* **BEFORE** providers can begin a student application**.

*This means the adult student must create **AND** confirm the OH|ID account via email.

**It is the provider’s responsibility to complete and submit the student application.

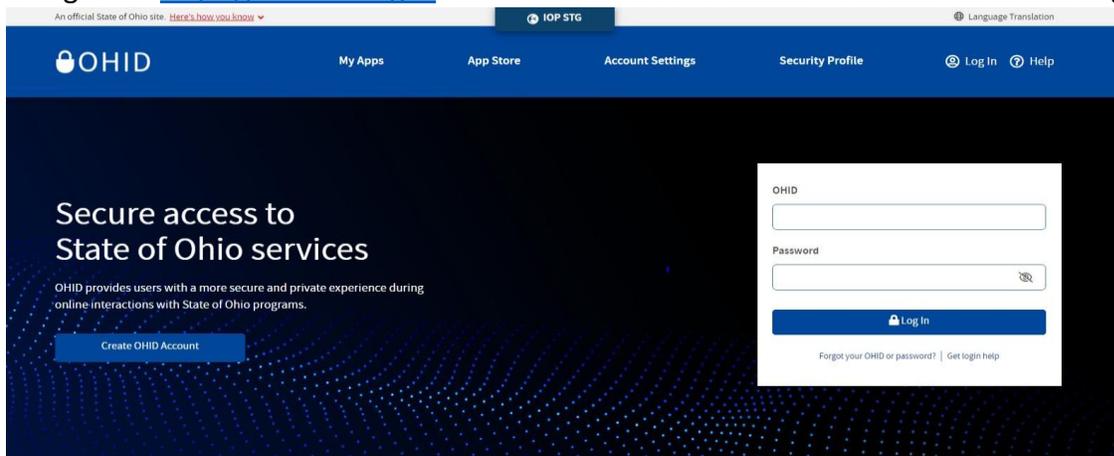
2. It is important that **ALL** information for the student application is entered accurately before submitting, including the student’s career training program.

To ensure accurate reimbursements to providers, student program changes should take place **BEFORE** invoicing begins. Career counseling at the very beginning is extremely important.

Creating an OH|ID Account

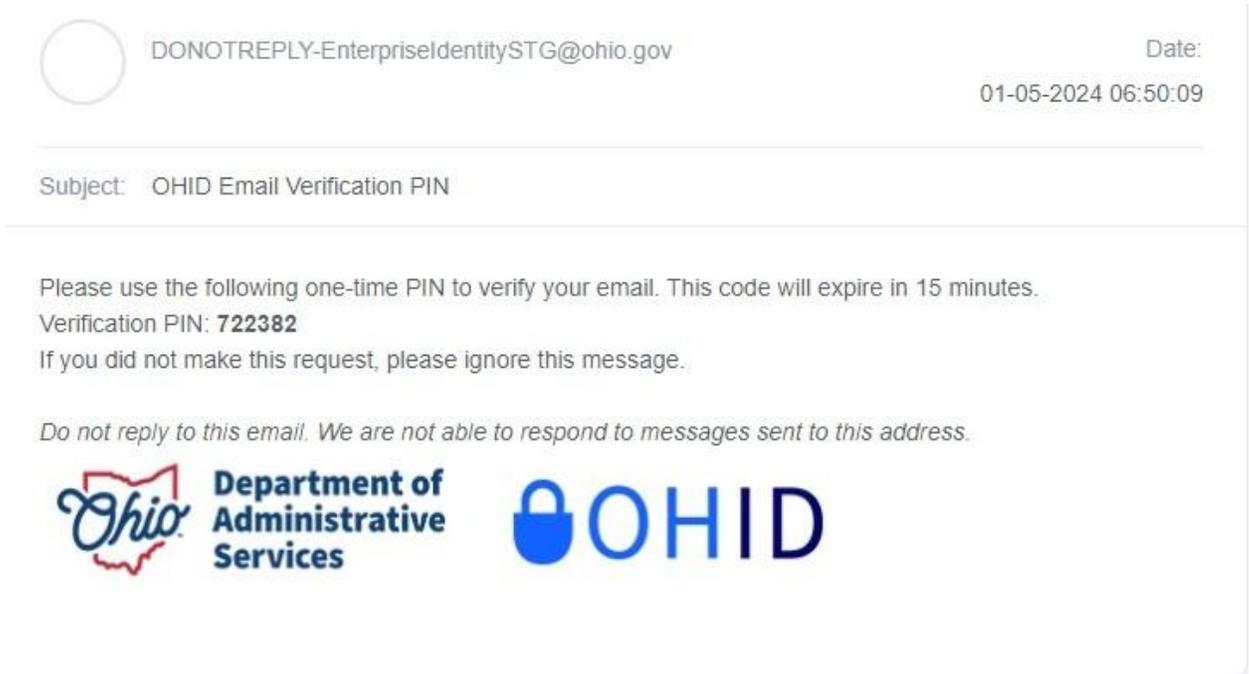
This section explains the OH|ID account creation process for students. This section also shows how to successfully login to an OH|ID account and access the Ohio Department of Education application.

Step 1: Navigate to <https://ohid.ohio.gov> and click on “Create OHID Account” from the landing page.



Step 2: On the “Email Verification” screen, enter your email address and confirm email address and click on the “Send PIN” button.

Step 3: You will receive an email with a one-time PIN to your email shown in the example below.



Step 4: Enter the PIN on the “Email Verification” screen and click “Verify.” Once the PIN is verified, click the “Next” button.

An official state of Ohio site. [Here's how you know](#) TOP STG

OHID

Create OH|ID Account

- 1 **Email Verification**
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

Email Verification

An email with a one-time PIN was sent to lehereb973@ociun.com.

Enter PIN

 ✓ VERIFIED

Having Trouble?

- Search your junk mail and spam folder for an email from: **DONOTREPLY-EnterpriseIdentity@ohio.gov**.
- Wait 10 minutes and refresh your email inbox.

Still Having Trouble?

Your email provider is likely marking this email as spam, which is blocking or delaying it.

- Add **DONOTREPLY-EnterpriseIdentity@Ohio.gov** to your contacts.
- Ask your IT administrator to add this email to the safe-sender list.

[Send me a new PIN](#)

Cancel Next

Step 5: On the “Personal Info” screen, enter the First Name, Last Name, Date of Birth, and Last 4-digits of SSN, and click the “Next” button.

OHID

Create OH|ID Account

- ✓ Email Verification
- 2 **Personal Info**
- 3 Pick a Username
- 4 Create Password
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- 6 Terms & Conditions

Personal Info

Legal First Name

Legal Last Name

Date of Birth

Last 4 digits of SSN (optional)

Be sure to use your real date of birth, you may need it for account recovery later.

Cancel Next

Step 6: On the “Pick a Username” screen, enter a unique username and click on the “Next” button.

The screenshot shows the 'Pick a Username' screen. At the top left is the OHID logo. On the left side, there is a vertical list of steps: 'Email Verification' (checked), 'Personal Info' (checked), 'Pick a Username' (highlighted with a blue circle and the number 3), 'Create Password' (4), 'Account Recovery' (5), and 'Terms & Conditions' (6). The main content area is titled 'Pick a Username' and includes 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . _ - or @ No other special characters'. Below the requirements is a text input field labeled 'Username'. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 7: On the “Create Password” screen, enter a password that matches the listed requirements and re-enter the same password and click on the “Next” button.

The screenshot shows the 'Create Password' screen. At the top left is the OHID logo. On the left side, there is a vertical list of steps: 'Email Verification' (checked), 'Personal Info' (checked), 'Pick a Username' (checked), 'Create Password' (highlighted with a blue circle and the number 4), 'Account Recovery' (5), and 'Terms & Conditions' (6). The main content area is titled 'Create Password' and includes 'Password Requirements' with a bulleted list: 'Must have at least 12 and no more than 30 characters in length', 'Must contain 1 character from each of the following categories: Upper case letters (A-Z), Lower case letter (a-z), Numbers (0-9), and Special characters (!\$#,%@-^&* _-+=<(){}[]%";:~\/?)', and 'Cannot include your first name, last name, username, or OH|ID'. An example note states: 'Example: If your name or username is John Smith, your password cannot contain “John” or “Smith”'. Below the requirements are two text input fields: 'Password' and 'Confirm Password', both containing masked characters. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 8: On the “Account Recovery” screen, enter your mobile number and click on the “Send PIN” button.

The screenshot shows the OHID Account Recovery interface. On the left, a vertical sidebar titled 'Create OH|ID Account' lists six steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery (highlighted with a blue circle and the number 5), and Terms & Conditions (numbered 6). The main content area is titled 'Account Recovery' and contains the following text: 'Your email (lehereb973@ociun.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.' Below this is the heading 'Set up mobile/text message account recovery' followed by 'You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)' A form field labeled 'Mobile Number' contains the text '486-785-7687'. To the right of this field is a blue button labeled 'Send PIN'. Below the form, there is a link: 'If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)' At the bottom of the screen, there are two buttons: 'Cancel' and 'Next'.

Step 9: Enter the PIN received via your mobile number on the “Account Recovery” screen and click “Verify.” Once the PIN is verified, click the “Next” button.

This screenshot shows the OHID Account Recovery interface at a later stage. The sidebar on the left remains the same, but 'Account Recovery' is now highlighted with a blue circle and the number 5, while 'Terms & Conditions' is numbered 6. The main content area is titled 'Account Recovery' and contains the text: 'Your email (lehereb973@ociun.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.' Below this is the heading 'Set up mobile/text message account recovery' followed by the message: 'A message with your PIN has been sent to ***-***-8567'. A form field labeled 'Enter PIN' is empty. To the right of this field is a grey button labeled 'Verify'. Below the form, there is a link: 'Having Trouble? [Send me a new PIN](#)'. At the bottom of the screen, there are two buttons: 'Cancel' and 'Next'.

Step 10: On the “Terms and Conditions” screen, check the “I Agree” checkbox. At the bottom of the page, enter the answer for the question and click “Verify.”

OHID

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions**

Terms & Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on Ohid.ohio.gov, or cancel transactions related to your OH|ID account.

Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

I Agree

Confirm you are not a robot

Bee, chin, ankle, leg and dog: how many body parts in the list?

Step 11: Once it is verified, click on the “Create Account” button.

OHID

- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions**

password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on Ohid.ohio.gov, or cancel transactions related to your OH|ID account.

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I Agree

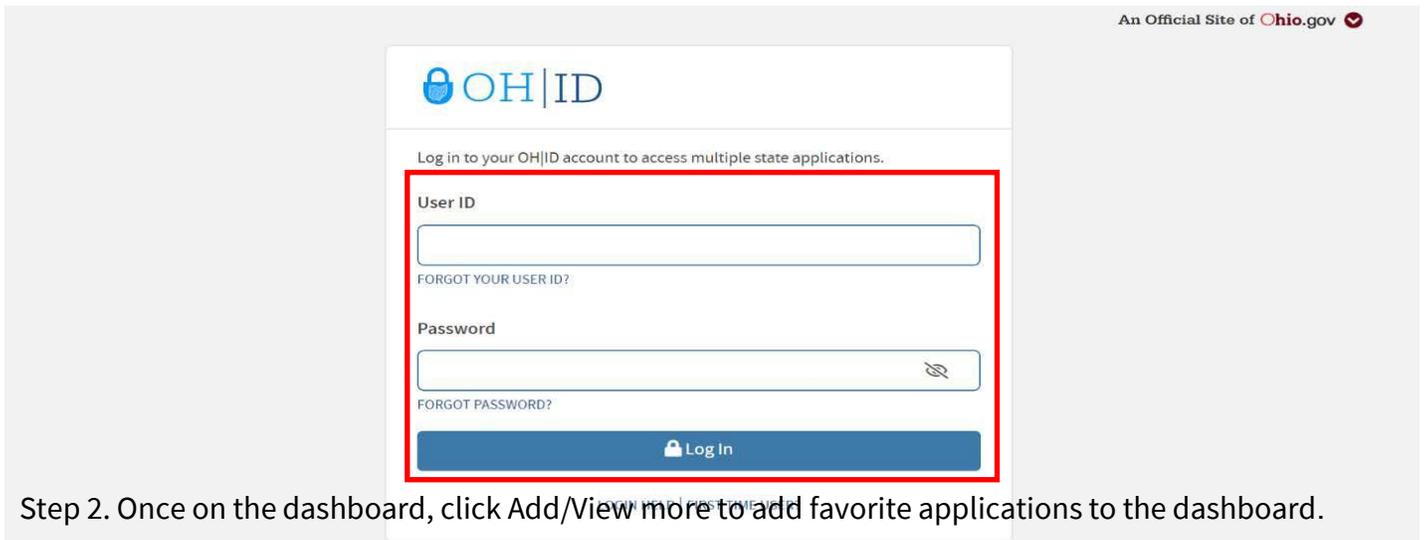
Confirm you are not a robot

Bee, chin, ankle, leg and dog: how many body parts in the list?

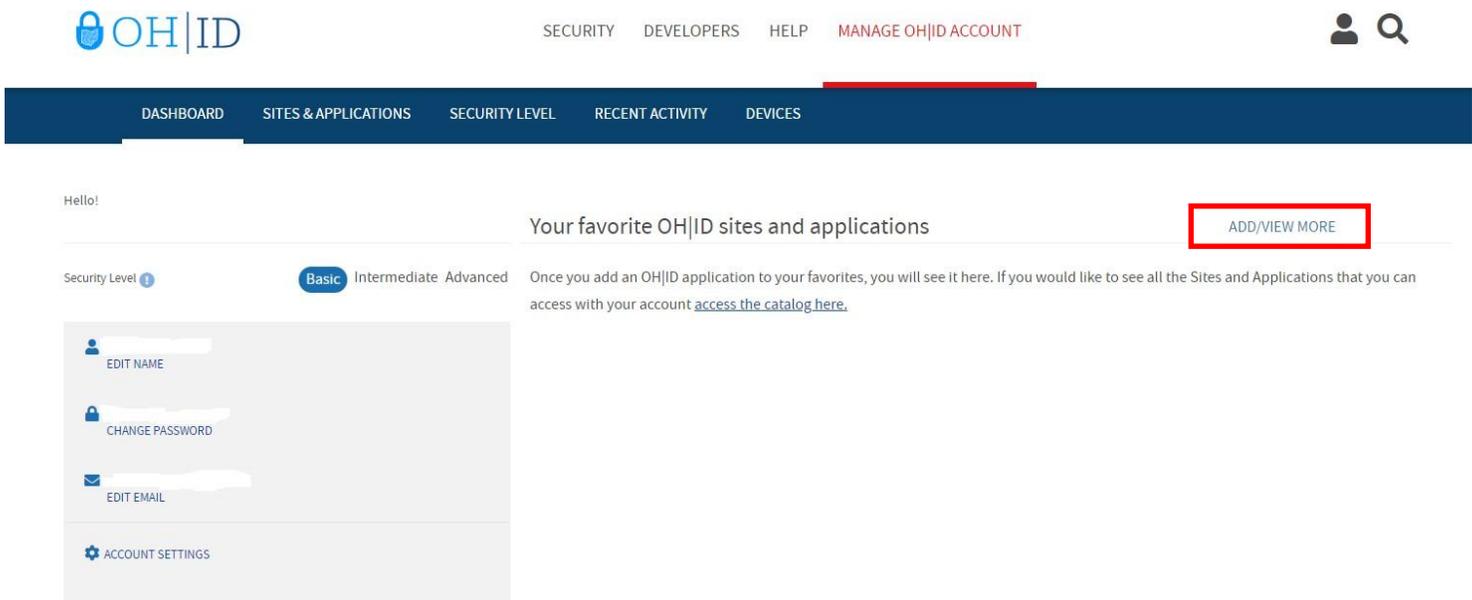
✓ VERIFIED

Accessing Department of Education Profile Setup via OH|ID

Step 1. Log in to your account with your login information.



Step 2. Once on the dashboard, click Add/View more to add favorite applications to the dashboard.



Step 3. Search for the Department of Education Profile Setup and click on it.

There are currently no applications which you have accessed...

Other Sites & Applications under OH|ID

A list of all the other sites and applications available that require an OH|ID account to sign in

Search by Site or Application Name

Filter by Categories

ALL CATEGORIES x

Filter by State Agencies

DEPARTMENT OF EDUCATION x

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Grid view icons

RESET

Your filter is showing 1 results



Department of Education Profile Setup
Create a profile with the Department

Step 4. Click on Request Access to Group.

< BACK TO SITES & APPLICATIONS

Department of Education Profile Setup



Department of Education

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

REQUEST ACCESS TO GROUP

Step 5. Read and agree to the terms and conditions. Click *Request Access to Group*.

An Official Site of [Ohio.gov](https://ohio.gov)

OH|ID

DASHBOARD SITES

< BACK TO SITES & APPLICATIONS

Department of Education Profile Setup

Terms and Conditions

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

Agree to Terms [Request Access to Group](#)

Request Access to Group

Step 6. Click Launch.

OH|ID

SECURITY DEVELOPERS HELP **MANAGE OH|ID ACCOUNT**

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

< BACK TO SITES & APPLICATIONS

Department of Education Profile Setup

Department of Education

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

LAUNCH
<https://ohid-stg.ohio.gov/fed...>

UNSUBSCRIBE FROM APPLICATION GROUP

Step 7. Click Create Profile.

Department of Education Profile

Welcome to the Ohio Department of Education. Please create a Profile by clicking the "Create Profile" button below.

Create Profile

Step 8. Fill out the Basic Information section. Then click Next.

Which role best applies to you?

(Multiple roles can be selected)

- I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- I am a parent, signing up for College Credit Plus program
- I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- I am a parent, signing up for Scholarship program
- Other reasons such as Scholarship Provider

Basic Information

Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:

MIDDLE NAME:

CURRENT LAST NAME:

PREVIOUS LAST NAME:

SSN4:

[Why does ODE ask for this?](#)

[What if I don't have a SSN?](#)

Required

BIRTH DATE:

06/16/1990

NEXT

Step 9. Fill out the Contact Information, upload any verification documents, then click Next.

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Contact Information

<p>Home - Physical Address</p> <p>ADDRESS LINE 1: <input type="text" value="Required"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text" value="Required"/></p> <p>STATE: <input type="text" value="[Required]"/></p> <p>ZIP: <input type="text" value="Required"/></p> <p>ZIP4: <input type="text"/></p> <p>PHONE NUMBER: <input type="text" value="3454645757"/></p>	<p>Home - Mailing Address</p> <p><input type="checkbox"/> IS MAILING SAME AS PHYSICAL?</p> <p>ADDRESS LINE 1: <input type="text"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text"/></p> <p>STATE: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>ZIP4: <input type="text"/></p>
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Identity Verification Information

<p>OFFICE EMAIL ADDRESS</p> <input type="text" value="Optional"/>	<p>CONFIRM OFFICE EMAIL ADDRESS</p> <input type="text" value="Optional"/>
<p>HOME EMAIL ADDRESS</p> <input type="text"/>	<p>CONFIRM HOME EMAIL ADDRESS</p> <input type="text"/>
<p>OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER: <input type="text"/> or</p> <p>UPLOAD VERIFICATION DOCUMENT</p>	

[Click here for a list of acceptable verification documents.](#)

Account Information

I agree to Ohio Department of Education Terms of Service and Privacy Policy

NEXT **GO BACK**

Step 10. Once user clicks on next, wait for email confirmation.

CONTACT US

SIGN UP STATUS

Email confirmation is required to complete Department of Education Profile sign up.
This request will expire after 30 days.

An email has been sent to you. Please check your email and follow the instructions to confirm your email.

Please check your junk folder if email is not in your inbox.

Waiting for Email Confirmation

Step 11. Users will receive an email similar to the one below. Click the link to verify the profile.

Please confirm your Ohio Department of Education Profile

Inbox x



Ohio Department of Education <Profile.Help.QA@education.ohio.gov>
to me ▾

10:50 AM (42 minutes ago)



Thank you for creating your profile. Please verify your information to ensure secure access to your profile. Please click the link below and enter the last four digits of your Social Security number, along with the email confirmation key provided below to authenticate your profile.

Link: <https://safeqa.ode.state.oh.us/ODE.Profile/signup/confirmemail?key=HU-3247378>

Email confirmation key: HU-3247378

Email tips:

If you have questions regarding your profile setup, please contact the Ohio Department of Education at 877-644-6338 or Profile.Help@education.ohio.gov. Thanks for signing up!< br>

Reply

Forward

Step 12. Enter the email verification code along with the last 4 digits of your SSN. Click continue.

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation
SSN4:
1234

Last 4 digits of social security number
PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:
HU-3247378

CONTINUE

Step 13. A screen should appear that is similar to the one below. Your account is now pending approval by the Department. Once approved, you will have access to the Department application.

SIGN UP STATUS

Your account is pending approval. You will receive an email as soon as your account is approved.

Waiting for Approval

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 | Sign-up for Alerts 
contact.center@education.ohio.gov

State Board of Education of Ohio
Laura Kohler, President

Accepting the Student Application

Completing the Student Application is the Provider’s responsibility. Providers may enroll Participants into the system once the application window is open and the Department approves the provider to award the Adult Diploma Program. The Participant **MUST** create and confirm their OH|ID account **BEFORE** providers can begin this process.

Step 1. Log in to your safe account and locate the Adult Learner link at the bottom of the **Accountpage**.

Account Settings

- [Manage Name](#)
- [Manage Email](#)
- [Manage Address](#)
- [Manage Phone](#)

Web Systems	Description
Adult Learner	Adult Learner
Application Request	Application Request
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System

Step 2. On the **Adult Dashboard**, locate the Task List. Click the Proceed button

Select Program
Adult Student Dashboard

Student Details

SHOW 5 ENTRIES SEARCH:

YEAR	STUDENT NAME	PROGRAM	AWARDED AMOUNT	STATUS	SCHOOL	
19-20	crowne, beth Ezra Raymond	Adult Diploma Program	\$0.00	Awarded	Miami Valley Career Tech	VIEW

1

Task List

SHOW 5 ENTRIES SEARCH:

TASK TITLE	START DATE	STATUS	
Accept Or Decline Application 669041, Student Name: beth Ezra Raymond crowne	05/15/2020	Open	PROCEED

1

Step 3. The Application will open. Locate the Status/Flags tab and click Accepted.

Student
Application
Graduation Requirements
Student Success Plan
Assessment
Docs
Status / Flags
Comments / History

Applied Flags

Status

CURRENT APPLICATION STATUS:
Awarded

UPDATE APPLICATION STATUS TO:
[Accepted](#)

Submission Process

After the provider submits the Student application, the Department office will review the application. After the review is complete, the Department office will move the application to Awarded. The Department office will contact the provider via email or phone in the event something in the application is missing or needs corrected.

The Participant must log in and Accept. Once the Participant accepts, the Finance Details button appears. See the Invoicing Manual for detailed invoicing instructions.

Participant Graduation

Once a student has completed the requirements of the 22+ High School Diploma Program through an approved provider, the student's district of residence is responsible for issuing a high school diploma and final transcript within 60 days of receiving a certificate of completion from an approved 22+ High School Diploma Program provider. EMIS or other similar programs should not be used to create the final transcript.

The Department's [Notice of Non-Discrimination](#) applies to all programs and activities.

Contact Information

For questions regarding the 22+ Program, please contact:

Ashley Kerr

Education Program Specialist
Office of Career-Technical Education

614-387-2199

ashley.kerr@education.ohio.gov