Adult Diploma Program
Student Manual

October 2021
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Adult Diploma Program

Program Overview
The Adult Diploma Program provides job training and a new pathway for adults, ages 20 or older, to earn a high school diploma AND industry credentials aligned to one of Ohio's in-demand jobs.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time or credits earned, the focus is on a competency-based approach that provides a self-paced option. Once competencies have been learned, adults then demonstrate mastery of skill. Each eligible adult works with the provider to create a customized Student success plan.

Eligibility
Adults must meet the following criteria to participate in the Adult Diploma Program:

• Be at least 20 years of age;
• Have not received a valid high school diploma or a general educational development (GED) certificate; 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 Student Success Plan with each adult learner.
• Adult learners are required to successfully complete a Student Success Plan to earn a high school diploma
• Providers are required to give career counseling to adult learners.
• A high school diploma is awarded to an adult learner who satisfies the required WorkKeys scores, satisfactorily passes the career training program and earns the in-demand industry credential(s) for the program.

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 ADP 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.
1.0 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.

*If a student already has an OH|ID account please move to Step 8 which outlines the OH|ID log in process.

Step 1. Navigate to [https://ohid.ohio.gov/](https://ohid.ohio.gov/). (change image to reflect new OHID format)

Step 2. Click *First Time User?*
Step 3. Fill out the Create OH|ID Account page.

Step 4. Type your email address into the Email Verification field and wait for a temporary pin to be sent.
Step 5. Once receiving an email containing a temporary pin, enter it into the pop-up field.

**OH|ID account verification code**

DONOTREPLY-EnterpriseIdentitySTG@ohio.gov

To: Kandru, Mallika

Hello,

Please enter the following verification code when prompted. The code will expire in 15 minutes.

Verification code: **508075**

If you did not initiate this request, or feel you have received this message in error, please disregard and delete it.

Sincerely,

The OH|ID account team
Step 6. Enter account details in the *Profile Information* form and agree to terms and conditions. Click *Create Account* once completed.
Step 7. The account has now been successfully created. Click *Continue* to go to the login page.

You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications.

Click ‘Continue’ to go to the login screen and enter your new credentials. Once you log in, update your Security Information in order to liberate your OH|ID account.
2.0 Accessing Department of Education Profile Setup via OH|ID

*If a Participant already has access to all desired applications, please move to 4.0 Completing the Student Application

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.

Step 4. Click on *Request Access to Group*.
Step 5. Read and agree to the terms and conditions. Click *Request Access to Group*. 
Step 6. Click *Launch*.

Step 7. Click *Create Profile*.
Step 8. Fill out the *Basic Information* section. Then click *Next*.

Which role best applies to you?

- [ ] 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
- [x] 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:**
- **SSN:**
  - [ ] Required
  - Why does ODE ask for this?
  - What if I don’t have a SSN?
- **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

**Home - Physical Address**

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<tr>
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<th></th>
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<table>
<thead>
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#### Home - Mailing Address

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#### Identity Verification Information

**OFFICE EMAIL ADDRESS**

| Optional |  |

**CONFIRM OFFICE EMAIL ADDRESS**

**HOME EMAIL ADDRESS**

|                          |  |

**CONFIRM HOME EMAIL ADDRESS**

**OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:**

| Or                          |  |

**UPLOAD VERIFICATION DOCUMENT**

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.

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**

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/confirme-mail?key=HU-3247378](https://safeqa.ode.state.oh.us/ODE_Profile/signup/confirme-mail?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 877-844-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov). Thanks for signing up!
Step 12. Enter the email verification code along with the last 4 digits of your SSN. Click 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.
3.0 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 Account page.

<table>
<thead>
<tr>
<th>Web Systems</th>
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<tbody>
<tr>
<td>Adult Learner</td>
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<tr>
<td>Application Request</td>
<td>Application Request</td>
</tr>
<tr>
<td>ODE.CORE</td>
<td>Online Licensure System</td>
</tr>
<tr>
<td>OEDS</td>
<td>OEDS Application</td>
</tr>
<tr>
<td>STARS V2.0</td>
<td>STARS Professional Development and Technical Assistance System</td>
</tr>
</tbody>
</table>
Step 2. On the Adult Dashboard, locate the Task List. Click the Proceed button.

Step 3. The Application will open. Locate the Status/Flags tab and click Accepted.
4.0 Submission Process
After the provider submits the Student application, the Department will review the application. After the review is complete, the Department will move the application to Awarded. The Department 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.

5.0 Student Graduation
After the final invoice is accepted, the Department will move the Student application to Requirements Passed. The print function for the high school diploma is now active. The provider accesses the Diploma from the Graduation Requirements Tab in the Student’s application.

The Participant’s graduation date is the date that the Department changes the status to Requirements Passed.

Contact Information
For questions regarding the Adult Diploma Program, please contact:

Dean Scheiderer
Education Program Specialist
Office of Career-Technical Education
614-387-2254
Dean.scheiderer@education.ohio.gov