ADP Student Manual

June 2025

Department of Education & Workforce

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Ohio Department of Education & Workforce

Adult Diploma Program

Program Overview

The Adult Diploma Program provides job training and a new pathway for adults, ages 18 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 18 years of age;
- Have not received a valid high school diploma or a general educational development (GED) certificate;
- Have withdrawn from High School; and
- Be a resident of 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 required WorkKeys scores are a minimum of "4" on each of the three assessments: Applied Math, Graphic Literacy, and Workplace Documents.

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.

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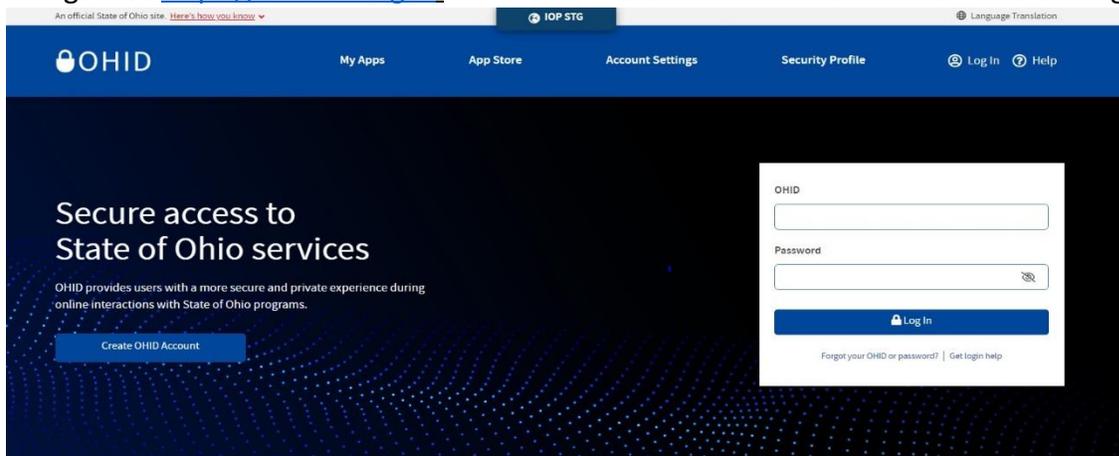
Step 2: On the "Email Verification" screen, enter your email address and confirm email address and click on the "Send PIN" button.

Step 3: You will receive an email with a one-time PIN to your email shown in the example below.
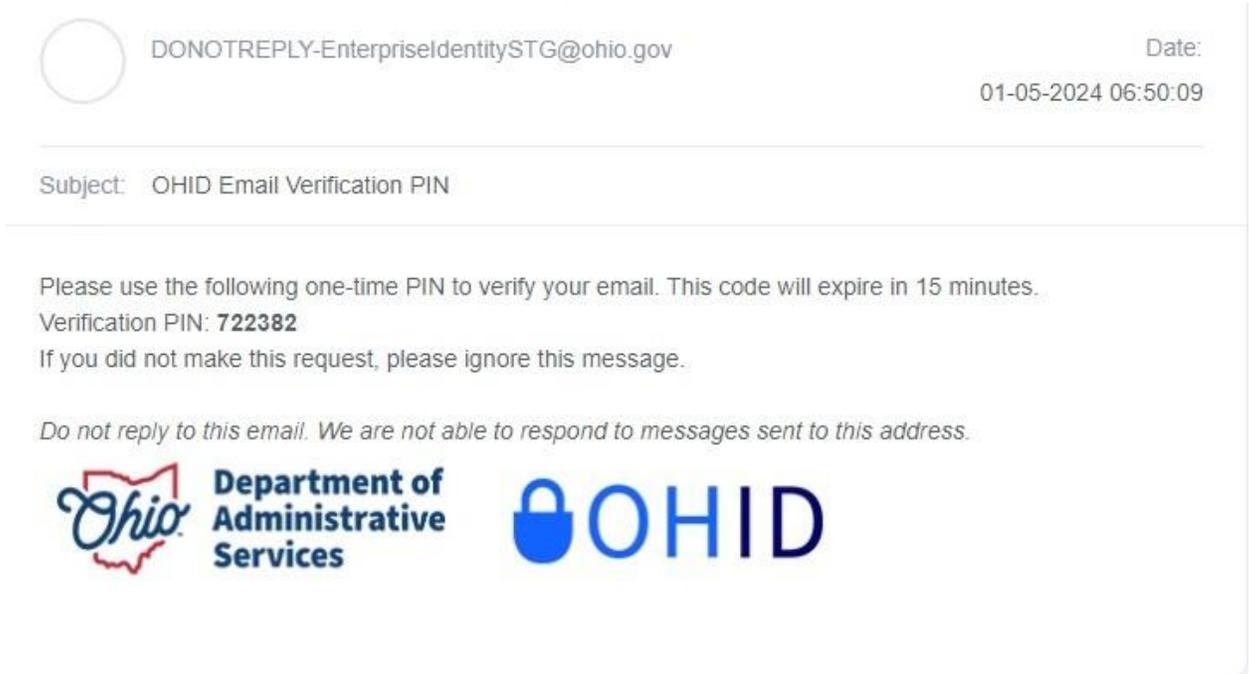
Step 4: Enter the PIN on the "Email Verification" screen and click "Verify." Once the PIN is verified, click the "Next" button.

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.

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

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.

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

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.

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."

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

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. Users can search for an application and mark their favorites to appear on the dashboard
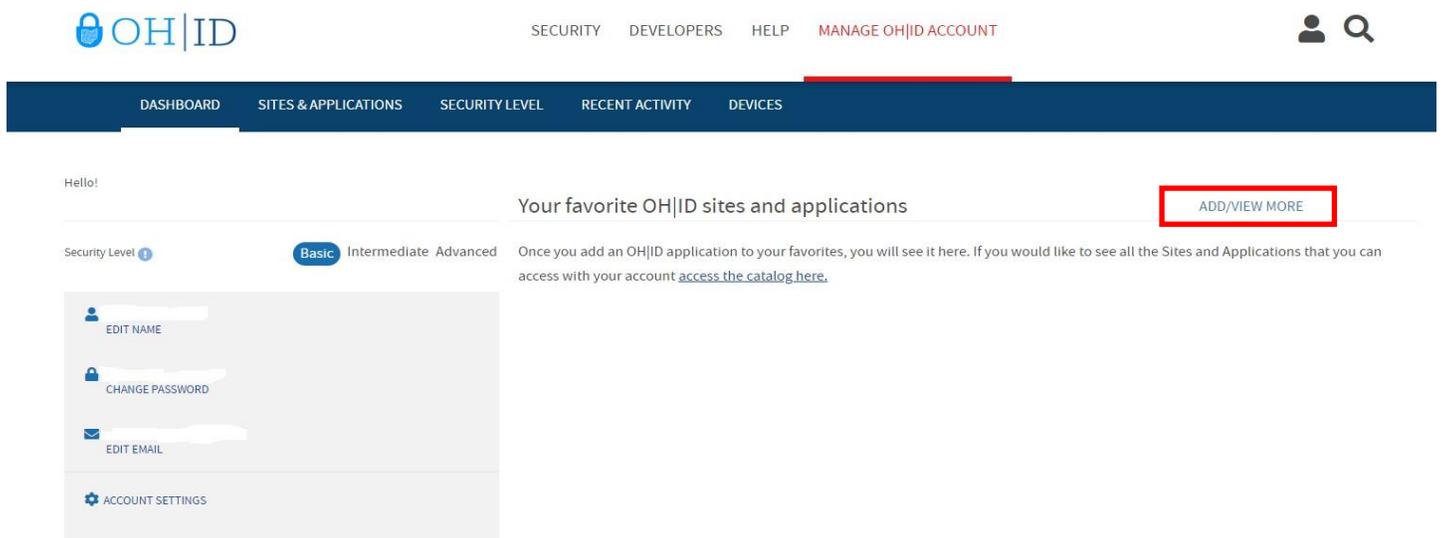
Step 3. Search for the *Department of Education Profile Setup* and click on it.

Step 4. Click on *Request Access to Group*.

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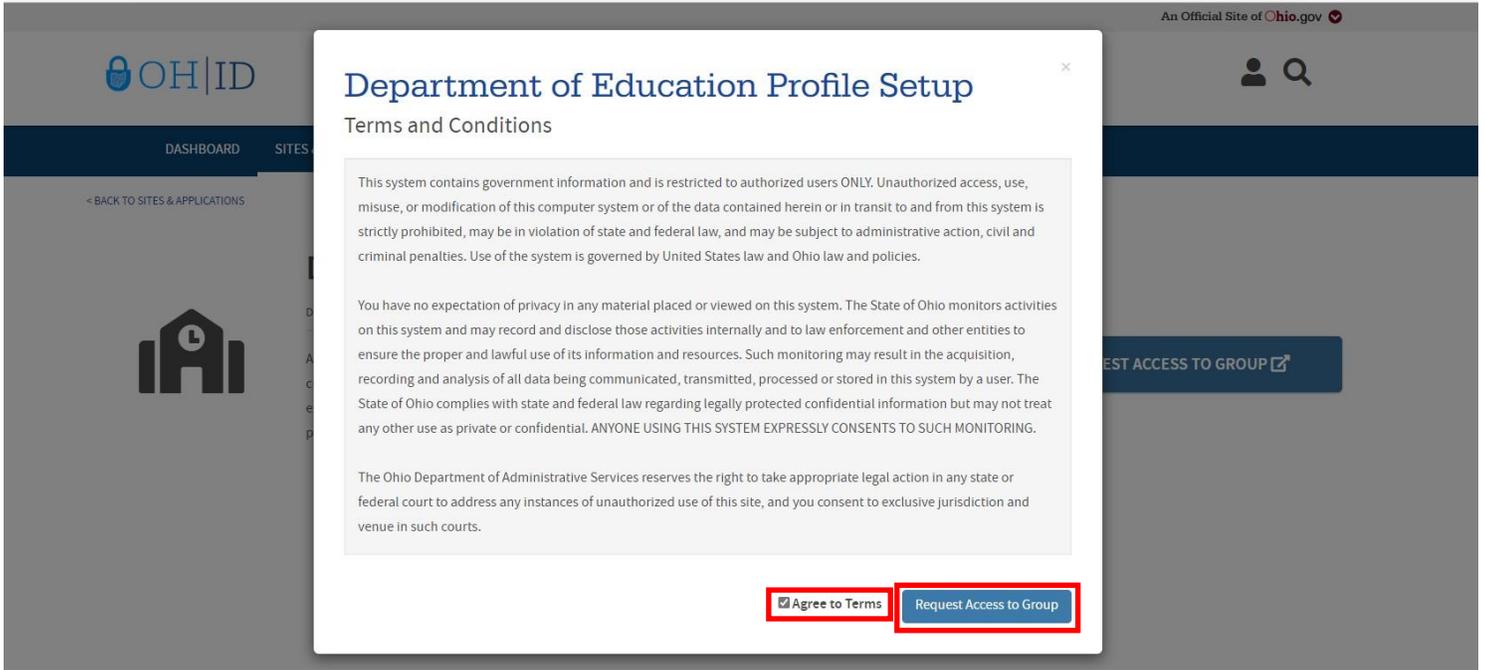
Step 6. Click *Launch*.

Step 7. Click *Create Profile*.
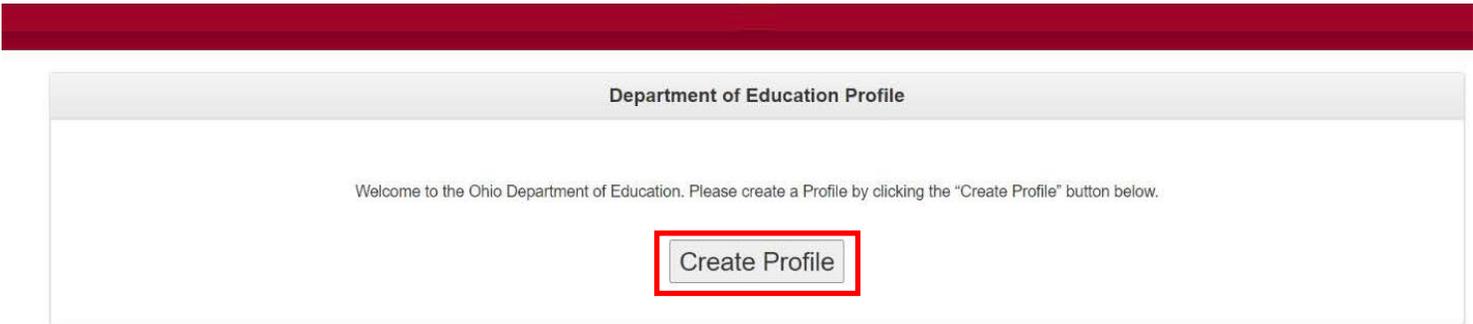
Department of Education Profile

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*.
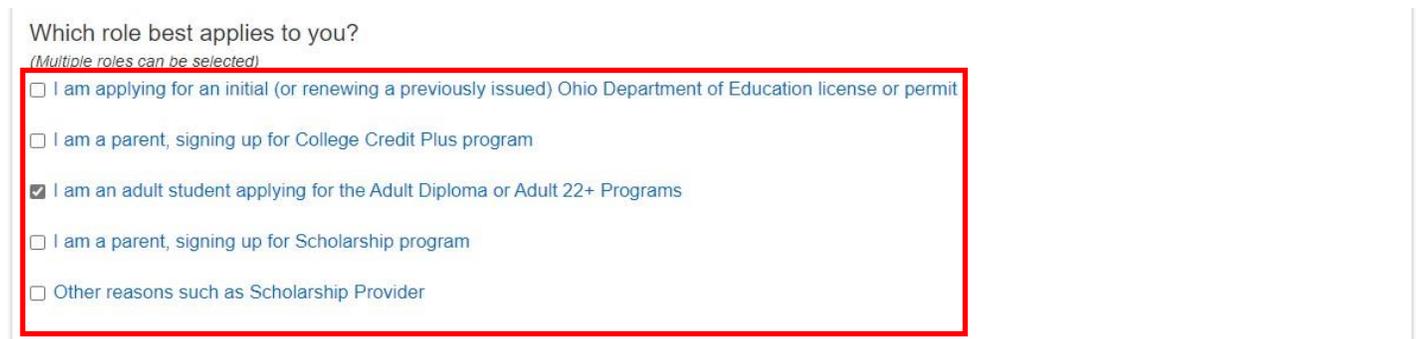
Which role best applies to you?
(Multiple roles can be selected)

☐ 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

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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

ADDRESS LINE 1:

`Required`

ADDRESS LINE 2:

CITY:

`Required`

STATE:

[Required] ▾

ZIP:

`Required`

ZIP4:

PHONE NUMBER:

`3454645757`

Home - Mailing Address

☐ IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

▾

ZIP:

ZIP4:

Identity Verification Information

OFFICE EMAIL ADDRESS

`Optional`

CONFIRM OFFICE EMAIL ADDRESS

`Optional`

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**

Ohio **Department of Education & Workforce**

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

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 ✕

Ohio Department of Education <Profile.Help.QA@education.ohio.gov>   10:50 AM (42 minutes ago)
to me ▾

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.*

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.

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**.

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	crown, 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 crown	05/15/2020	Open	⊘PROCEED

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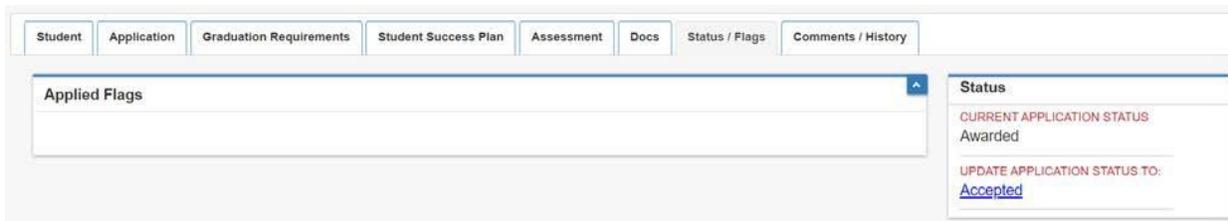
1.0 Submission Process

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.

2.0 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*.

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

Contact Information

For questions regarding the Adult Diploma Program, please contact:

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Education Program Specialist
Office of Career-Technical Education
614-387-2254
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