

ADP Student Manual



June 2025



**Department of
Education &
Workforce**

Table of Contents

Adult Diploma Program3

Eligibility 3

IMPORTANT INFORMATION4

Creating an OH|ID Account4

Accessing Department of Education Profile Setup via OH|ID 10

Accepting the Student Application 17

Submission Process..... 18

Student Graduation..... 18

Contact Information 19

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- Have withdrawn from High School; and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.

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.

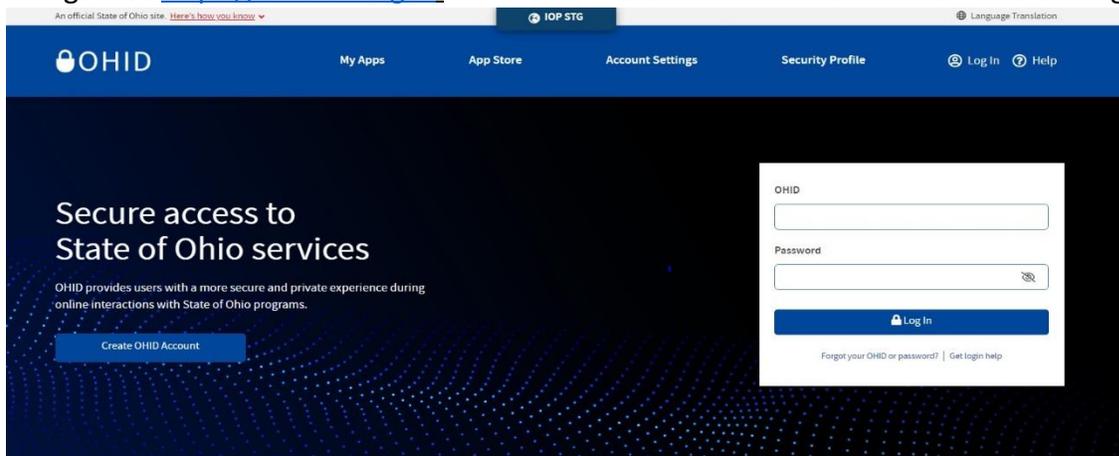
2. It is important that **ALL** information for the student application is entered accurately before submitting, including the student's career training program.

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

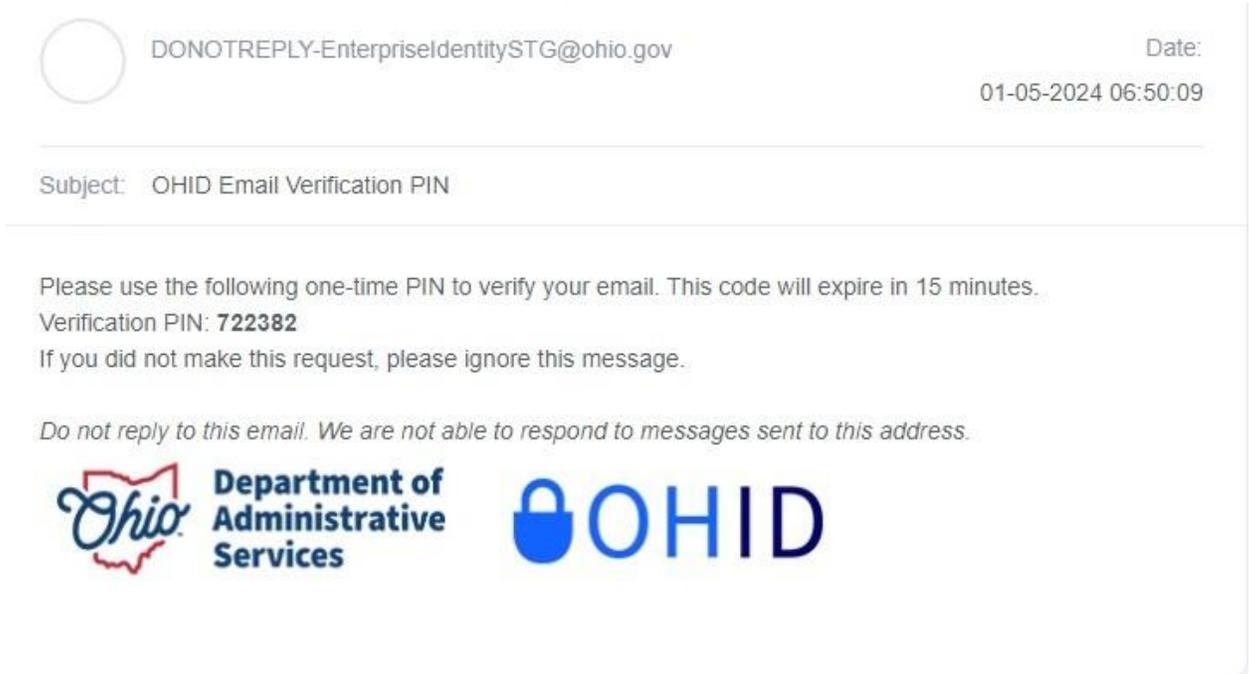
This section explains the OH|ID account creation process for students. This section also shows how to successfully login to an OH|ID account and access the Ohio Department of Education application.

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 SIG

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

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
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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.

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

OHID

Create OH|ID Account

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

Pick a Username

Username Requirements

- Must be between 6-64 characters
- Cannot start or end in a special character
- Cannot contain only numbers
- Only . _ - or @ No other special characters

Username

Cancel Next

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.

OHID

Create OH|ID Account

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

Create Password

Password Requirements

- 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)
 - Special characters (!\$#,%@-^&* _-+><(){}[]%";:|/?)
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain “John” or “Smith”

Password Confirm Password

Cancel Next

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 sidebar lists the account creation 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 includes 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 section 'Set up mobile/text message account recovery' with the text: 'You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)' A form field for 'Mobile Number' contains the text '486-785-7687', and a blue button labeled 'Send PIN' is positioned to its right. At the bottom of the form, there is a 'Cancel' link and a blue 'Next' button. A note at the bottom of the main content area states: 'If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)'

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.

The screenshot shows the OHID Account Recovery interface at the verification stage. The sidebar on the left remains the same, with 'Account Recovery' highlighted. The main content area is titled 'Account Recovery' and includes 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 section 'Set up mobile/text message account recovery' with the text: 'A message with your PIN has been sent to ***-***-8567'. A form field for 'Enter PIN' is empty, and a grey button labeled 'Verify' is positioned to its right. At the bottom of the form, there is a 'Cancel' link and a blue 'Next' button. A section titled 'Having Trouble?' contains a link: '[Send me a new PIN](#)'.

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.

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?

✓ VERIFIED

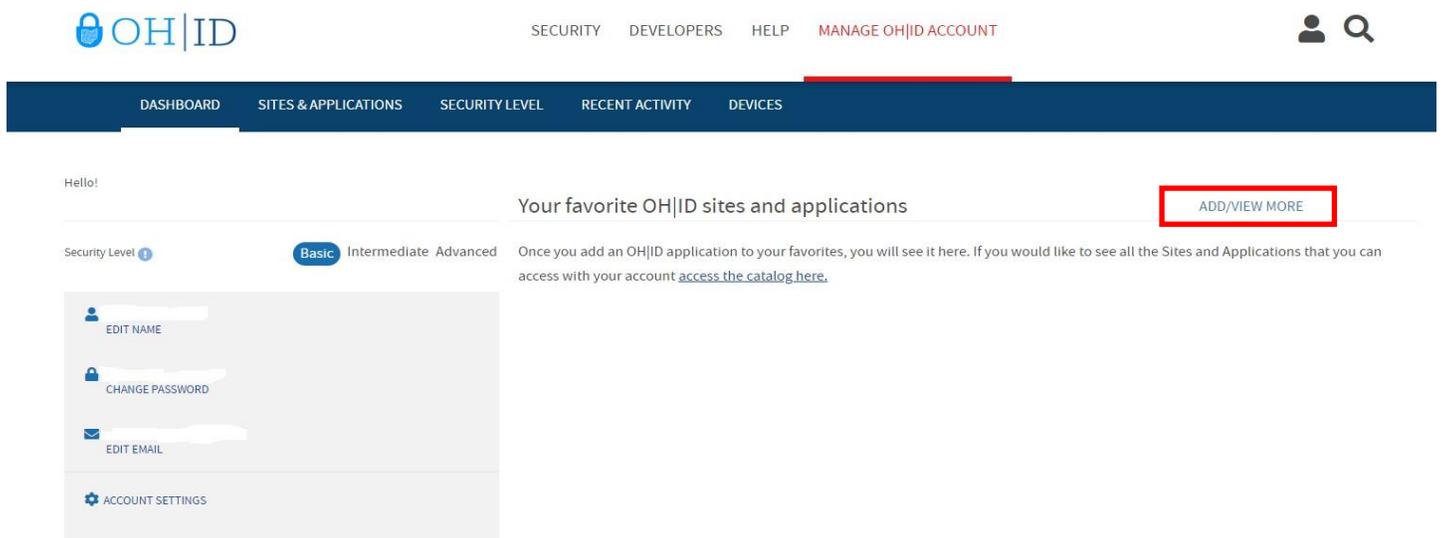
Accessing Department of Education Profile Setup via OH|ID

*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



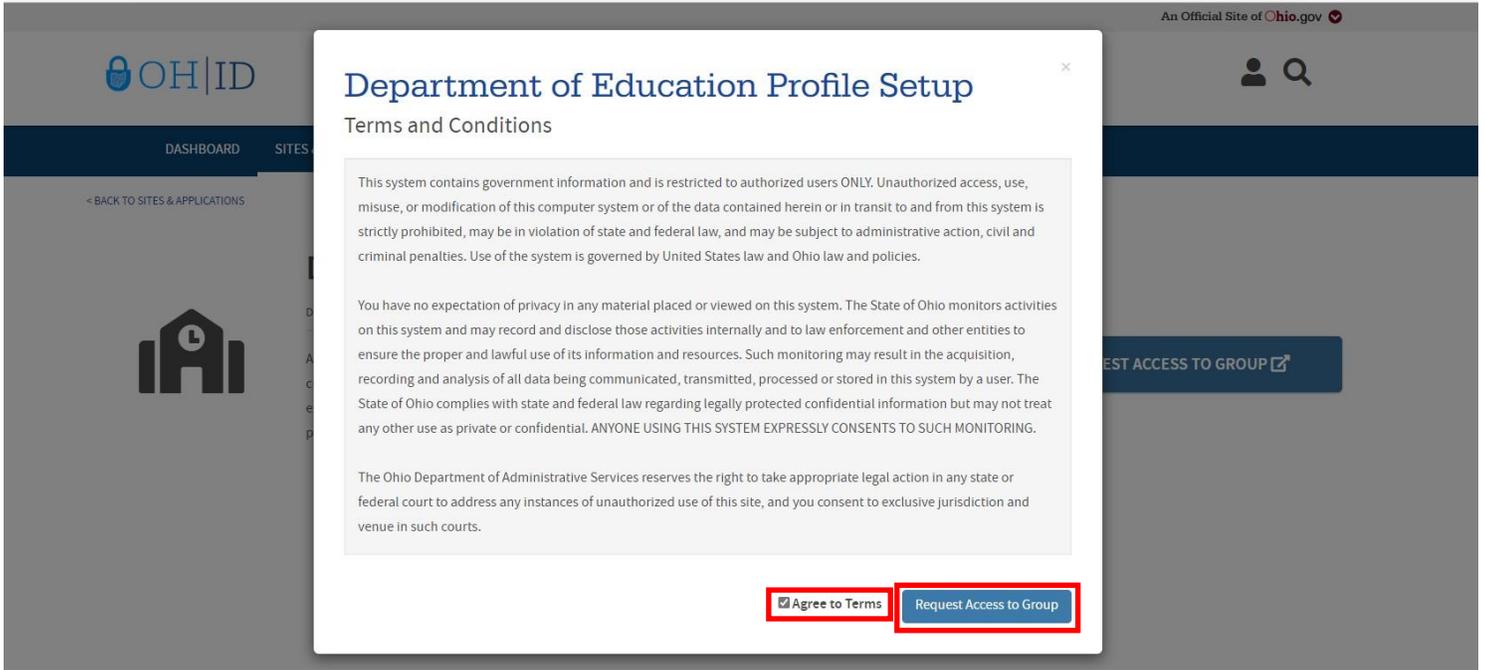
Step 3. Search for the *Department of Education Profile Setup* and click on it.

The screenshot shows the OH|ID interface. At the top, there is a navigation bar with the OH|ID logo, links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT, and a user profile icon. Below the navigation bar, a message states: "There are currently no applications which you have accessed...". The main section is titled "Other Sites & Applications under OH|ID" and includes a search bar labeled "Search by Site or Application Name". There are two filter sections: "Filter by Categories" with a dropdown menu showing "ALL CATEGORIES" and "Filter by State Agencies" with a dropdown menu showing "DEPARTMENT OF EDUCATION". Below the filters is an alphabetical index (A-Z) and a "RESET" button. The results section shows "Your filter is showing 1 results" and a single result card for "Department of Education Profile Setup" with a red box around it. The card includes the department's logo and the text: "Department of Education Profile Setup. Create a profile with the Department."

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

The screenshot shows the "Department of Education Profile Setup" page. The top navigation bar includes the OH|ID logo, links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT, and a user profile icon. A dark blue navigation bar below contains links for DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. A breadcrumb trail below the navigation bar reads "< BACK TO SITES & APPLICATIONS". The main content area has a title "Department of Education Profile Setup" and a sub-header "Department of Education". To the left is the department's logo. The main text describes the next steps: "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." A prominent blue button with a red border and the text "REQUEST ACCESS TO GROUP" with an external link icon is highlighted with a red box.

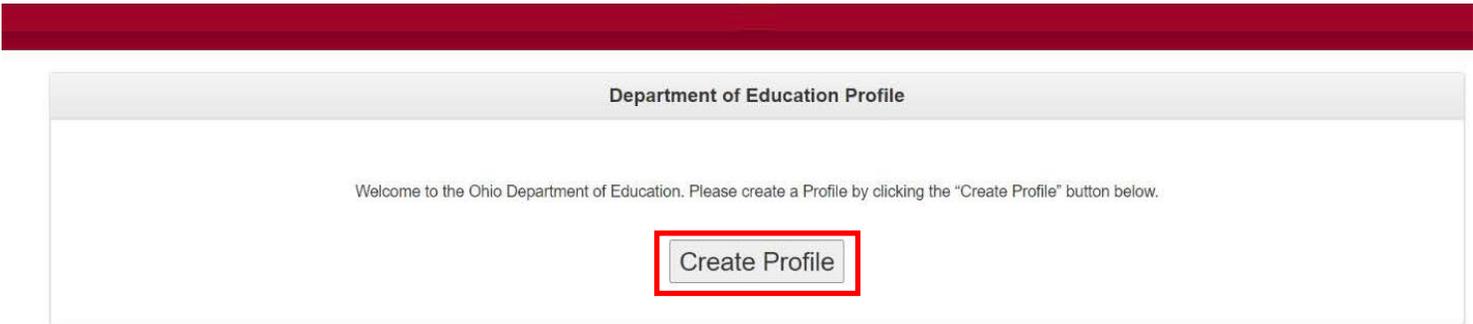
Step 5. Read and agree to the terms and conditions. Click *Request Access to Group*.



Step 6. Click *Launch*.



Step 7. Click *Create Profile*.

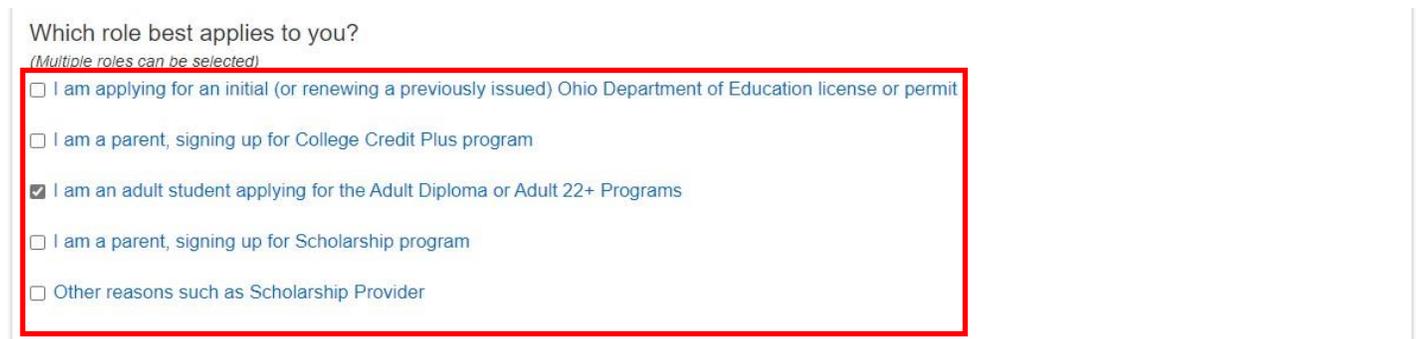


Department of Education Profile

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: 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

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

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://safega.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*.

[CONTACT US](#)

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation
SSN4:

Last 4 digits of social security number

PLEASE ENTER THE KEY THAT WAS SENT IN YOUR
CONFIRMATION EMAIL:

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.

[CONTACT US](#)

SIGN UP STATUS

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

Waiting for Approval

<p>Paolo DeMarino Superintendent of Public Instruction</p>	<p>Ohio Department of Education 877-644-6338 Sign-up for Alerts contact.center@education.ohio.gov</p>	<p>State Board of Education of Ohio Laura Kohler, President</p>
<p>Mike DeWine, Governor Privacy Jobs Employees Site Map Contact ODE </p>		

The Department of Education is an equal opportunity provider of ADA services.

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	crowm, beth Ezra Raymond	Adult Diploma Program	\$0.00	Awarded	Miami Valley Career Tech	VIEW

1

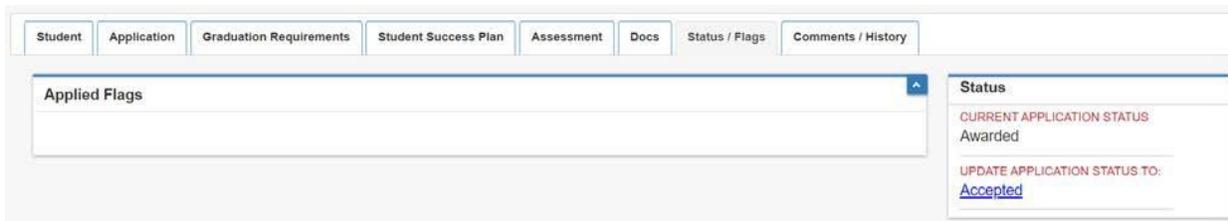
Task List

SHOW 5 ENTRIES SEARCH:

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

1

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:

Dean Scheiderer

Education Program Specialist

Office of Career-Technical Education

614-387-2254

dean.scheiderer@education.ohio.gov