

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.

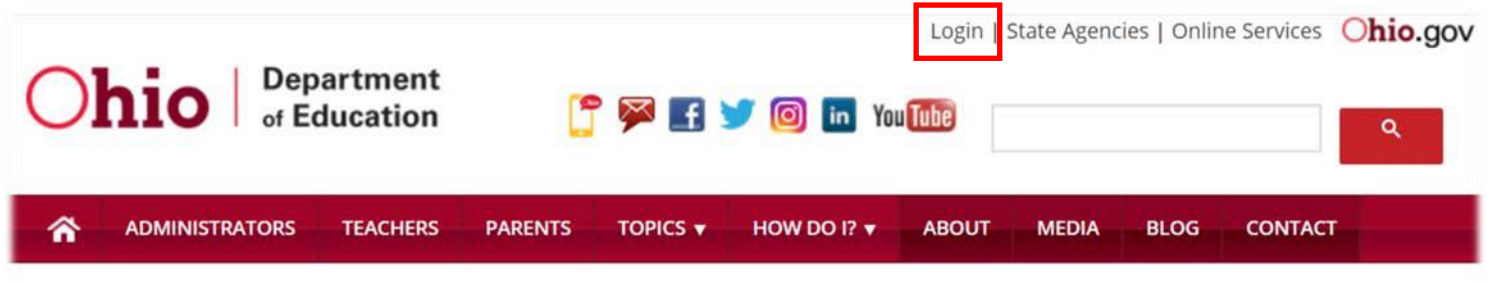
To ensure accurate reimbursements to providers, student program changes should take place **BEFORE** invoicing begins. Career counseling at the very beginning is extremely important.

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/>



Step 2. Click *First Time User?*



Log in to your OH|ID account to access multiple state applications.

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

Log In

[LOGIN HELP](#) [FIRST TIME USER?](#)

By logging in to and using this website, I agree to the Terms of Use and Legal Terms and Conditions of this website and to any other terms and conditions that may be set forth on the individual pages of this website. State of Ohio computer systems may be accessed and used only for official state business by authorized personnel.

Step 3. Fill out the **Create OH|ID Account**

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

[Learn more about OH|ID.](#)

Create OH|ID Account

Already have an OH|ID?

[Log in](#)

Personal Information

All fields are required unless labeled (optional).

First Name

Middle Initial (optional)

Last Name

Suffix (optional)

Work Phone Number (optional)

Mobile Number (optional)

Date of Birth

Last 4 digits of SSN (optional)

Step 4. Type your email address into the *Email Verification* field and wait for a temporary pin to be sent.

Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email	Please re-type your email
test@education.ohio.gov	test@education.ohio.gov

**Email Validation**
We will email you a temporary PIN.

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



Department of
Administrative Services

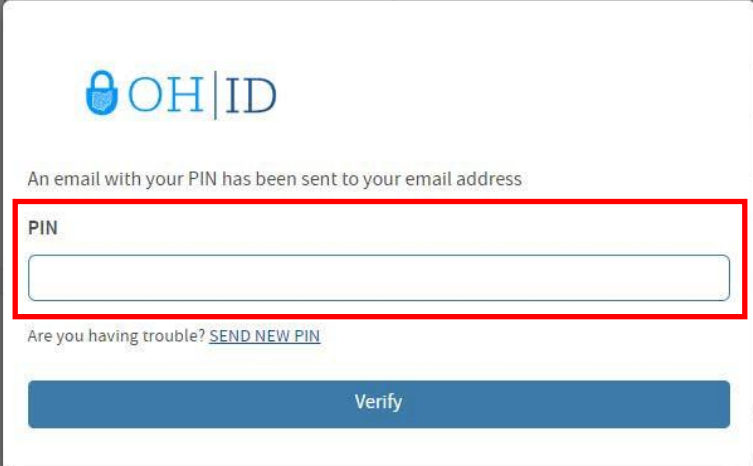


Innovate
Ohio
Platform



Department of
Education &
Workforce

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OH|ID

An email with your PIN has been sent to your email address

PIN

Are you having trouble? [SEND NEW PIN](#)

Verify

test@education.ohio.gov

test@education.ohio.gov

 **Email Validation**
We will email you a temporary PIN.

You must validate Email

Step 6. Enter account details in the *Profile Information* form and agree to terms and conditions. Click *Create Account* once completed.

Password

Confirm Password

Terms and 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 to refuse service, terminate accounts, remove or edit content, or cancel transactions.

☐ I agree to the terms and conditions

Verification Question

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

Cancel Create Account

Step 7. The account has now been successfully created. Click *Continue* to go to the login page.

An Official Site of **Ohio.gov** ✓

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

[Learn more about OH|ID](#)



Success!

✓ You have successfully created your OH|ID account.

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.

Continue

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.



SECURITYDEVELOPERSHELPMANAGE OH|ID ACCOUNT



DASHBOARD

SITES & APPLICATIONS

SECURITY LEVEL

RECENT ACTIVITY

DEVICES

Hello!

Your favorite OH|ID sites and applications

ADD/VIEW MORE

Security Level 

Basic

Intermediate

Advanced

Once you add an OH|ID application to your favorites, you will see it here. If you would like to see all the Sites and Applications that you can access with your account [access the catalog here.](#)

EDIT NAME

CHANGE PASSWORD

EDIT EMAIL

ACCOUNT SETTINGS

Log In

LOGIN HELP | FIRST TIME USER?

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

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

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

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

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*.

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

DASHBOARD
SITES & APPLICATIONS
SECURITY LEVEL
RECENT ACTIVITY
DEVICES

< BACK TO SITES & APPLICATIONS

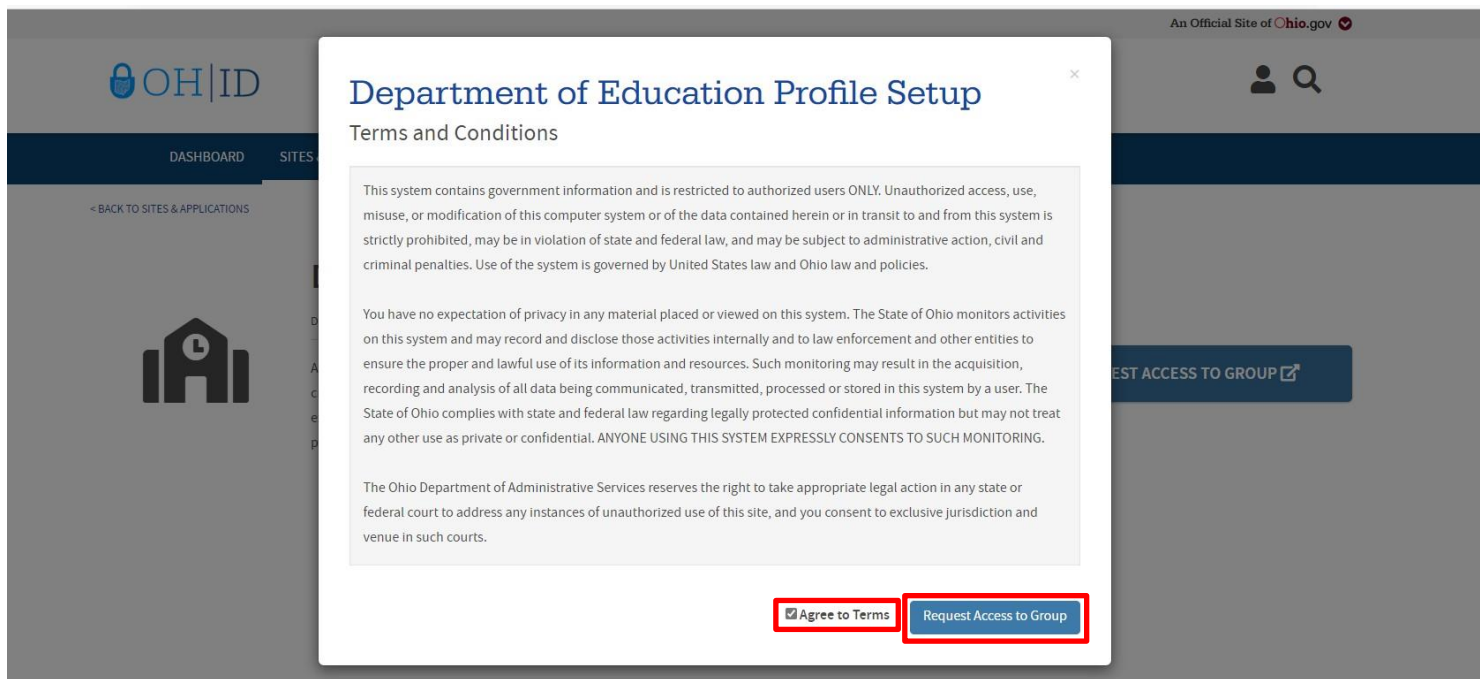
Department of Education Profile Setup

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.

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?](#)

BIRTH DATE:

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

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

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 x



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://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*.

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

Mike DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact ODE     

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

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](#).

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

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](#)

4.0 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.

5.0 Participant Graduation

After the final invoice is accepted, the Student application will move 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 student status changes to *Requirements Passed*.

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

