

Ohio Learn Citizen Portal Job Aid

For Citizen Learners

This job aid guides new Ohio Learn citizen users through the following processes:

- Registering for an OH|ID Account
- Accessing the Ohio Learn Application via OH|ID
- Launching Ohio Learn

Registering for an OH|ID Account

1. To access Ohio Learn from the OH|ID Citizen Portal, navigate to <https://ohid.ohio.gov/>
2. If you do not have an OH|ID account, choose the **“Create New Account”** button to register.

If you have previously created an account, skip to step #10.

The screenshot shows the OH|ID Citizen Portal interface. At the top left, there is a blue header with the OH|ID logo. Below the header, on the left side, is a large grey padlock icon with a fingerprint overlay. To the right of this icon, there is text: "Please login to access the Ohio ID Portal using your OH|ID Account." and "Please click the link below to create your OH|ID Account in a few simple steps." Below this text is a button labeled "Create New Account >" which is highlighted with a red rectangular box. At the bottom left of the main content area, there is an "Attention" note: "Attention: As of May 13, 2019, the Department of Education has been integrated with OH|ID. Please create an OH|ID account to access applications formerly accessed through the SAFE portal. Thank you!". On the right side of the page, there is a login form with the OH|ID logo at the top. It includes a "Username:" label and an input field, a "Password" label and an input field with an eye icon for toggling visibility, a blue "Log In" button, and two links: "Forgot username/password?" and "Need Help?".

3. Once on the Create Your OH|ID Account setup under Profile Information, populate the necessary fields:
 - Required contact and demographic information.
 - Answer the verification question.
 - Read and accept the OH|ID terms and conditions by checking the box next to “I Agree.”

Create Your OH|ID Account

Profile Information Security Setup Confirmation

OH|ID Profile Information
Enter the information below to begin creating your OH|ID profile.

First Name * Middle Initial Last Name * Suffix

Email * Email Confirmation *

Work Phone Number * Mobile Number

Date of Birth * Last 4 of SSN

Verification Question: ? *
What is forty six thousand and fifty eight as a number?

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

Cancel Reset Next

4. Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue to Security Setup.
5. On the next Create Your OH|ID Account page, choose a **Username** and **Password** in accordance with the guidelines listed.

6. Click on the corresponding tile under the “Security Options” header to **choose your preferred option**. It is important to note that multiple options can be selected. The options are:
 - A temporary PIN that is sent to your email address
 - A temporary PIN that is sent via text message
 - Answering pre-selected security questions

7. Once you have entered all the required information, click the “**Create Account**” button to continue.

Create Your OH|ID Account

Profile Information Security Setup Confirmation

Create OH|ID Username and Password
Provide username and password information to complete your profile.

Username

Password

Confirm New Password

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Password Guidelines:

- Must have at least 8 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 (!\$#.%@~^&* _+=><0[]{}%":;~\/?)
- Password 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"

Choose Password Recovery Methods
You can select more than one method.

Email
You will receive a temporary PIN on your email address to reset the forgotten password.

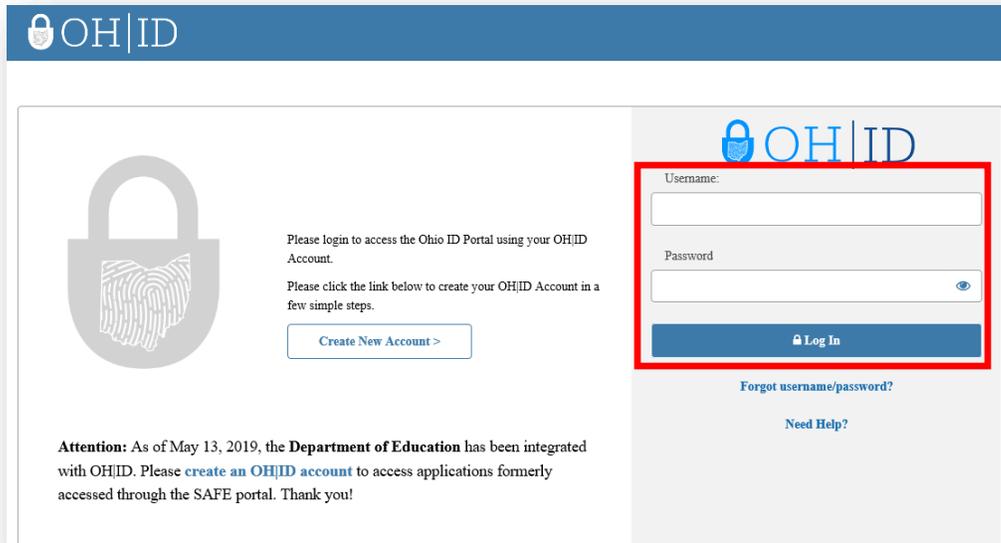
Mobile Number
You will receive a temporary PIN on your mobile number to reset the forgotten password.

Security Questions
Security Questions can be used to reset the forgotten password.

8. You will receive an auto-generated email confirming your OH|ID account creation.

Accessing the Ohio Learn Application via OH|ID

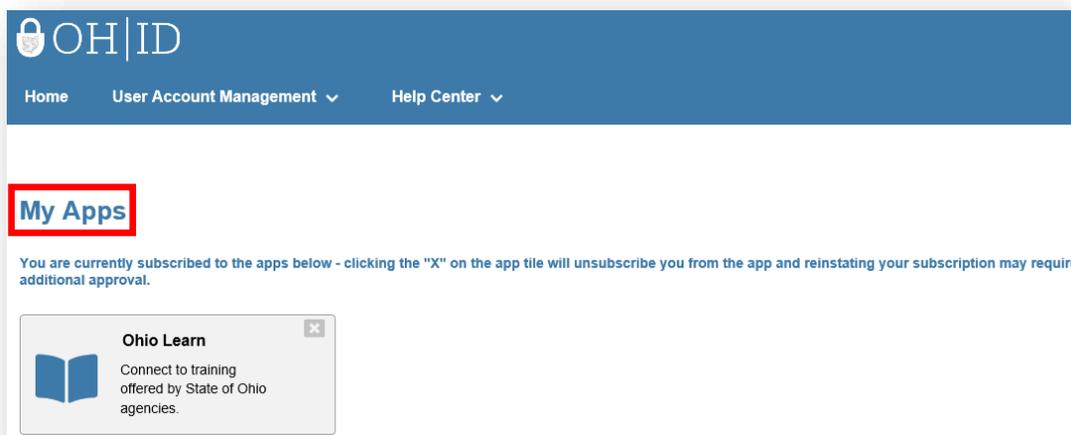
- Navigate to <https://ohid.ohio.gov> and log in using your OH|ID username and password.



- The first section of the OH|ID homepage is the My Apps section. This section displays tiles for applications that you have previously accessed. Note that dashboards may vary from screenshot shown.

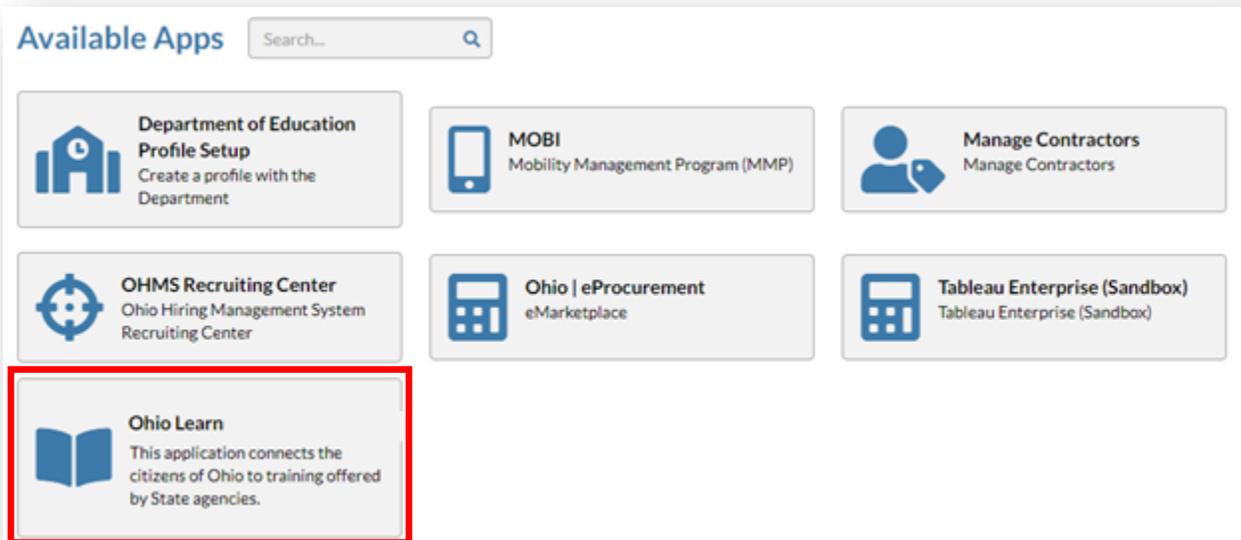
If you have already subscribed to Ohio Learn, click on the Ohio Learn tile from within the My Apps section to launch the application, then skip to step #17.

If you have not previously accessed the application, move to Step #12 to learn how to subscribe to Ohio Learn.



11. The next section of the OH|ID homepage is the Available Apps section. This section displays tiles for applications that you are able to access but have not yet configured.

Additionally, you can utilize the Search bar to filter the tiles in the Available Apps section.



12. To request access to Ohio Learn, **click on the Ohio Learn tile.**

13. After you click on the tile, the terms and conditions for the application will pop up.

Once you have scrolled to the bottom of the pop up, click the box next to **“I Agree.”** A checkmark will appear indicating you have accepted the terms and conditions.

14. After accepting the terms and conditions, click the **“Request Access”** button to request access to the application.

Ohio Learn

This application connects the citizens of Ohio to training offered by State of Ohio agencies. Participating agencies currently include the Department of Administrative Services (DAS) and Department of Rehabilitation and Correction (DRC).

In order to proceed with this request, you must provide the following approval.

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.

I Agree

Request Access

15. Next, you'll receive automatic approval and Ohio Learn will show under the My Apps section.

OH|ID

Home User Account Management Help Center

Request Application Access

Your request for has been submitted. You will receive a confirmation email.

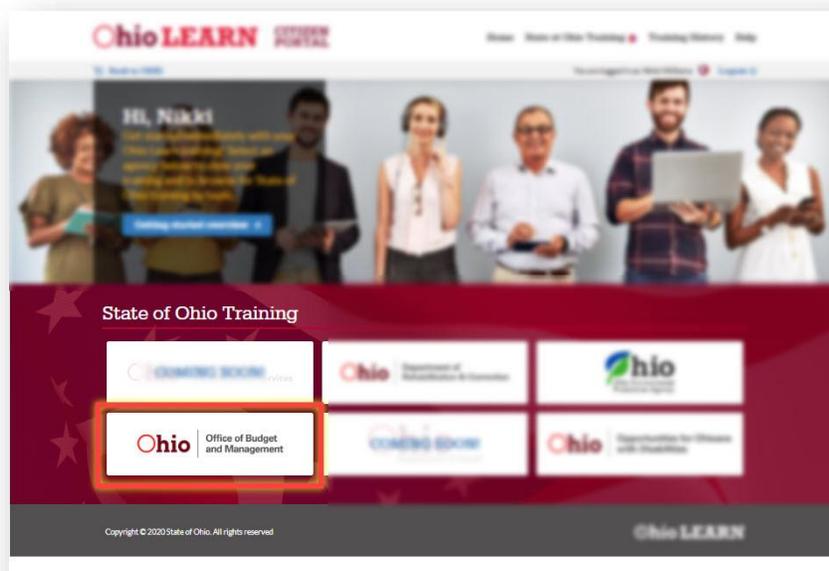
Return to Applications

Launching Ohio Learn

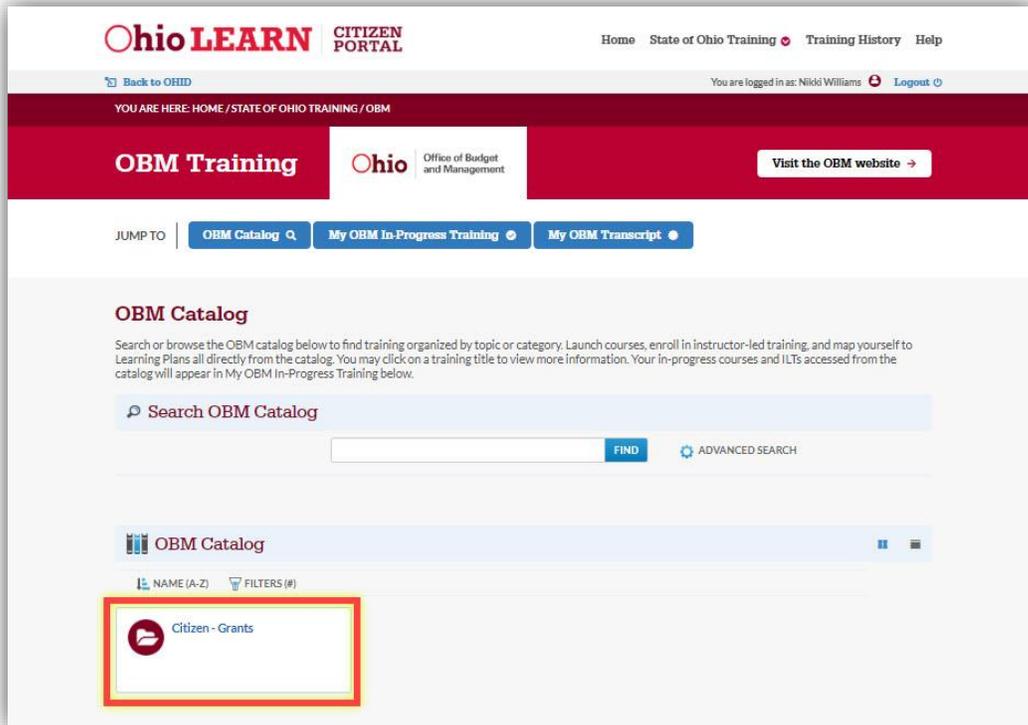
16. After you've selected the Ohio Learn tile, you will be taken to the Ohio Learn Citizen Portal site.
17. To learn more about the site and accessing training, watch the **Getting Started Overview** video highlighted below.



18. Click on the **Office of Budget and Management** Logo.



19. Within the **OBM Catalog** section, click the **Citizen – Grants** folder.



20. This will load the available training courses in the Citizen portal.

21. To open the web-based training, click **Launch Course**.

