

How to Set Up/Launch Applications via OH|ID

The InnovateOhio Platform





Accessing Applications in OH|ID

Overview

This job aid is intended to provide an overview for setting up and launching applications via OH|ID.

Step-by-Step Guide

Step 1 – Log Into the Department	t of Education	
Navigate to http://education.ohic	b.gov, click the "Login" link at the to	op of the education.ohio.gov
Obio Department	Login	State Agencies Online Services Ohio.gov
Chio Department of Education	🌔 🏁 💽 🏏 🙆 in You 🌆	Custom Search
	PARENTS TOPICS - HOW DO I? - ABOUT	T MEDIA BLOG CONTACT
212 C	Figure 1 Department of Education Homep	age

Step 2	2 – Choose All Other User Option
Choose	e the "All Other User Option"
	PLEASE CHOOSE A LOGIN OPTION
	If you are an Ohio Department of Education employee, please click the "Ohio Department of Education Employees" button.
	If you are a superintendent, principal, teacher, school administrator, parent or other user, please click the "All Other Users" button.
	Figure 2 Login Option Dialog Box





Step 3 – Log Into OH|ID

Log in using your OH|ID username and password.

	⊖OH ID
Please login to access the Ohio ID Portal using your OH[ID Account. Please click the link below to create your OH[ID Account in a few aimple steps. Create New Account >	Username: Password Elog In Forgot username/password? Problems logging in?
This system contains State of Ohio and United States government information and is restricted to aut computer system or of the data contained herein or in transit to and from this system is strictly pro- administrative action, civil and crimial genatities. Use of the system is governed by U.S. law and Ohio law You have no espectation of privacy in any material placed or viewed on this system scept where Ohio on activities on this system and may record and disclose those activities internally and to law enforcemen resources. In accordance with feedmal and state law, such monitoring may result in the acquisition, rea stored in this system by user. The State of Ohio complies with state and federal law regarding legal pu confidential.AVTONE USING THIS SYSTEM EXPERSIVE CONSENTS TO SUCH MONTORING.	shibited, may be in violation of state and federal law, and may be subject to and policies. Federal statutes expressly provide for such status. The State of Ohio monitors tand other entities to ensure the proper and lawful use of its information and ording and analysis of all data being communicated, transmitted, processed or

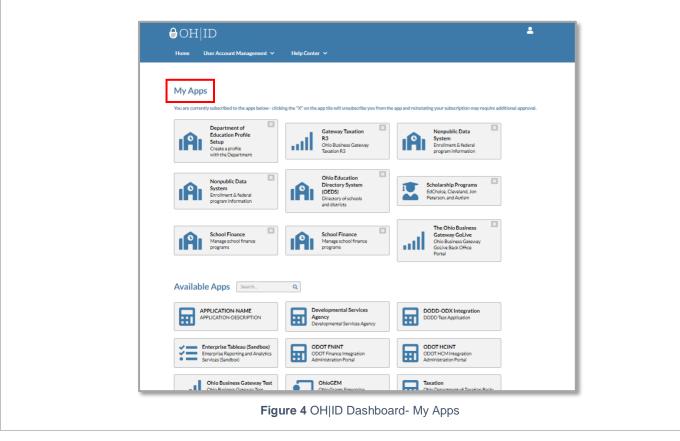


Step 4 – Locate the My Apps section if you *have* accessed the application tile before

The first section of the OH|ID homepage is the *My Apps* section. This section houses tiles for applications that you have previously accessed. If you have already gone through the setup process for the tile you wish to access, click on the appropriate tile from within the *My Apps* section to launch the application.

If you have not previously accessed the application, move to <u>Step 3</u> to learn how to set up a new application.

*Please note that this screenshot shows a representative example of an OH\ID dashboard. The tiles on each dashboard may vary.





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Step 5 – Locate the Available Apps section if you *have not* accessed the application tile before

The next section of the OH|ID homepage is the *Available Apps* section. This section houses tiles for applications that you are able to access to but have not yet configured. To request access to an application, click on the tile for the application you wish to access.

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

*Please note that the following steps show the application set up for a representative example application and may not reflect the title or exact process of the application you wish to access.

Home	User Account Management 🐱	Help Center 🗸	
My Ap		ing the "X" on the app tile will unsubscribe you from th	e app and reinstating your subscription may require additional approval.
ıA	Department of Education Profile Setup Create a profile with the Department	Gateway Taxation R3 Chic Business Gateway Taxation R3	Nonpublic Data System Profilment & federal program information
ıA	Nonpublic Data System Enrollment & federal program information	Ohio Education Directory System (OEDS) Directory of schools and districts	Scholarship Programs EdCholoc, Cleveland, Jon Peterson, and Autism
ıA	School Finance Manage school finance programs	School Finance Managa school finance programs	The Ohio Business Gateway GoLive Ohio Business Gateway GoLive Back Office Portal
Availa	ble Apps Search_	٩	
	APPLICATION-NAME APPLICATION-DESCRIPTION	Developmental Services Agency Developmental Services Agency	DODD-ODX Integration DODD Test Application
žΞ		ODOT FNINT ODOT Finance Integration Administration Portal	ODOT HCINT ODOT ICM Insegration Administration Portal
.1	Ohio Business Gateway Test Ohio Business Gateway Test	OhioGEM Ohio Grants Entermise	Taxation Ohio Denartment of Tavation Back-



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Step 6 – Review and accept the Terms and Conditions

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.

After accepting the terms and conditions, click the "Request Access" button to request access to the application.

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Home Us	Department of Education Profile Setup		
	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.		
My Apps			
You are currently You do not have	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.	dition	ditional approval.
	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.	1	



Step 7 – Return to the Applications menu

After submitting your access request, you will receive a confirmation email that your access request has been received and needs to be approved by the administrator.

Once approved, click the "Return to Applications" button to access the Applications menu.

For more information on how to launch an application that is already set up from that page, please visit <u>Step 2</u>.

⊖OH ID	۵
Home User Account Management 🗸 Help Center 🗸	
Request Application Access	
Your request for My DODD has been submitted. You will receive a confirmation email.	
	Return to Applications
Terms of Use Privacy Hodice	ehiogav 🗆
Figure 7 Approval	
Figure / Approvar	



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