



# Department of Developmental Disabilities

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Information Technology Services

## Getting Started with DODD Applications

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### End User Guide (External)

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## Getting Started with DODD Applications

The instructions in this guide apply to DODD Applications powered by Salesforce and DODD legacy applications delivered through other platforms, and cover the initial steps outlined below. You can access all via the OHID site using one login.

1. OHID
<ul style="list-style-type: none"> <li>• <a href="#">Creating an OHID</a></li> <li>• <a href="#">Logging into the OHID Site</a></li> </ul>

### 2. Request Access to DODD Applications (<https://registerassociate.prodapps.dodd.ohio.gov/> )

3A. DODD Applications powered by Salesforce	3B. DODD Legacy Applications
<ul style="list-style-type: none"> <li>• <a href="#">Adding DODD Applications (powered by Salesforce to your OHID My Apps Page</a></li> <li>• <a href="#">Opening DODD Applications powered by Salesforce</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Accessing Legacy Applications through the OHID Apps Store and My Apps Pages</a></li> <li>• <a href="#">Requesting Legacy Applications</a></li> <li>• <a href="#">Multi-Request Access to Legacy DODD Applications</a></li> <li>• <a href="#">Opening My DODD Legacy Applications</a></li> </ul>

#### Additional Information

- **See DODD Applications site** (<https://dodd.ohio.gov/about-us/dodd-apps/>) for detailed application-specific help.
- **Helpful Tips and Basic Instructions** (<https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/resources/helpful-tips-for-apps>) for working with DODD Applications.
- Providers can use **Manage Contract Association** ([https://profile.prodapps.dodd.ohio.gov/UCA\\_Process/RequestManager.asp](https://profile.prodapps.dodd.ohio.gov/UCA_Process/RequestManager.asp)) or **Request Contract Association** ([https://profile.prodapps.dodd.ohio.gov/UCA\\_Process/SecondaryAccessRequests.aspx](https://profile.prodapps.dodd.ohio.gov/UCA_Process/SecondaryAccessRequests.aspx)).

## 1. OHID

### Creating an OHID

An OHID account enables you to work with and access resources from State of Ohio agencies, including DODD. OHID accounts have a user number of eight digits and access the domain ohio.id.gov (e.g. 12345678@ohio.id.gov).

- **I have an OHID:** Log in to the OHID Portal ([ohid.ohio.gov](https://ohid.ohio.gov)) and proceed to the instructions for either DODD Applications (powered by Salesforce) or DODD Legacy Applications.
- **I don't have an OHID:** You'll need to create an account.
  - Instructions: <https://ohid.ohio.gov/help-center/get-started-with-ohid>.
  - Account creation form: <https://ohid.ohio.gov/create-account>  
- OR - on the OHID Portal home page, click Create Account.
  - You will receive a confirmation email after your account is created for you.
- **I don't remember my username or password:** If you've forgotten your login credentials, contact the Department of Administrative Services (DAS) support line at (614) 644-6860.

**Duo Authentication App** – While you're waiting for your OHID account, download and install the Duo Authentication mobile app to your mobile phone. You'll need this later to log in to the DODD portal.



The DODD digital environment requires two-part authentication (2FA) for access. This means that in addition to 1) providing your username and password, you'll need to 2) confirm your access with the DUO authentication app.



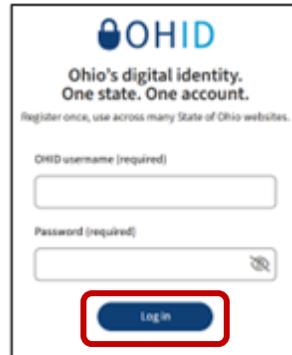
**Duo app first, then login.** Unlock your phone and open your Duo app before you log in to OHID. This allows more time to approve the login before the Duo Push times out.

### Logging in to the OHID Site

1. Go to the OHID portal at [ohid.ohio.gov](https://ohid.ohio.gov) and click **Log In**.



2. Enter your OHID ID username and password, then click **Log In**.



The image shows the OHID login page. At the top, it says "OHID Ohio's digital identity. One state. One account." Below that, it says "Register once, use across many State of Ohio websites." There are two input fields: "OHID username (required)" and "Password (required)". A red box highlights the "Login" button at the bottom.

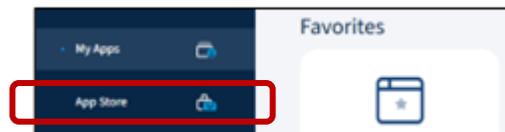
## 2. Request Access to DODD Applications

After your OHID is activated, **Request Access to DODD Applications** (<https://registerassociate.prodapps.dodd.ohio.gov/>).

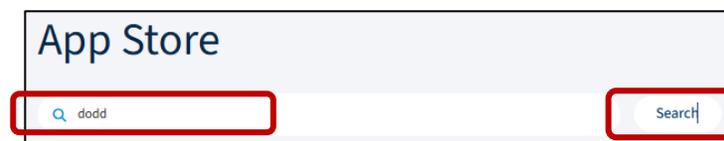
### 3A. DODD Applications Powered by Salesforce

Adding DODD Applications to your OHID My Apps Page

1. In the left menu panel of the My Apps page, click **App Store**.



2. In the search term field, type "**dodd**" and click **Search**. A list of DODD applications will appear.



The image shows the "App Store" search interface. The search term "dodd" is entered in the search field, and the "Search" button is highlighted with a red box.

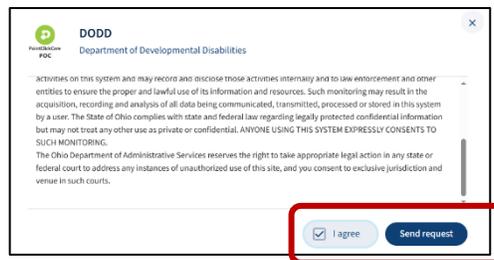
3. After you locate the application you wish to access, click **Request Access**.



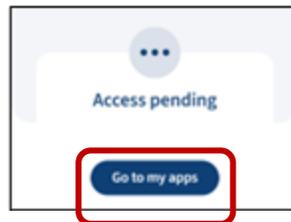
4. A popup will appear with the app title. Click **Request Access**.



5. Review the Terms and Conditions. Check **I Agree**, then click **Send Request**.



6. A popup will appear stating your request is pending. Click **Go to My Apps**.



Your request will be submitted for approval. The apps should appear on your My Apps page shortly.

### Opening DODD Applications powered by Salesforce

1. In your OHID account, go to the My Apps page.
2. Locate the app you wish to launch.



**Application Groups:** You may need to first select an application group (e.g., PROD, shown below), then access the specific application under the group. The application-specific instructions should indicate if this is required.



3. In the app line item, click Open to launch the app.



**Add app to Favorites.** Click the **star** (left of the Open button) to add any app to your My Apps favorites. Favorites appear at the top of the MyApps page after you log in to OHID.

## 3B. DODD Legacy Applications

Legacy applications are now accessed via the OHID site instead of the legacy app portal page. This allows access to all DODD applications in one central location with fewer logins.

### Accessing Legacy Applications through the OHID Apps Store and My Apps Pages

1. You will access legacy applications via the My DODD app in your OHID account. Add the My DODD app by following the instructions above for [Adding DODD Applications to your OHID My Apps Page](#).
2. After the My DODD app is made available in My Apps, in the application line item, click **Open**.



Information verifying your right to access (agency, affiliation, and job function) will be collected in the next steps.

3. Choose from the profile options and click **Next**.



**Please choose your profile:**

- Go To My Learning
- I want to be a DODD Provider
- I want to be a Billing Agent
- I want to be a County Board Worker
- I work for the Ohio Department of Developmental Disabilities (DODD)
- I work for an Ohio Council of Governments (COG)
- I work for the Ohio Department of Health
- I work for Ohio Developmental Centers (DCs)
- I need Secretary access to the Medication Administration Information System (MAIS)
- I want to be a certified RN Trainer and will need access to Medication Administration Information System (MAIS)

**NEXT**

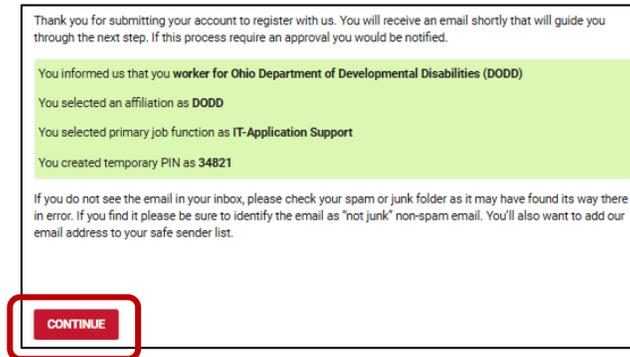
4. Select your **primary job function** (job function options may vary based on profile option selected in previous step) and click **Next**.



**Need multiple role/level access?** If you require different role/level access for different applications, you'll be able to define this later when working in the legacy DODD Applications portal. See [Multi Request Access to Legacy DODD Applications](#).

5. Create a **temporary PIN** (Personal Identification Number). After reviewing the **DODD Data Security and Confidentiality Agreement**, click the box that you acknowledge and accept the agreement. Click **Submit**.

- Your submission will be confirmed. Check your email for further instructions. You will be notified in a separate communication if the process requires approval. Click **Continue**.



While your access is pending approval, you'll be directed to your My Learning page on the OHID site. You may continue with any work you need to complete in My Learning, or you can exit and return to the My Apps screen.

- The verification email will include:

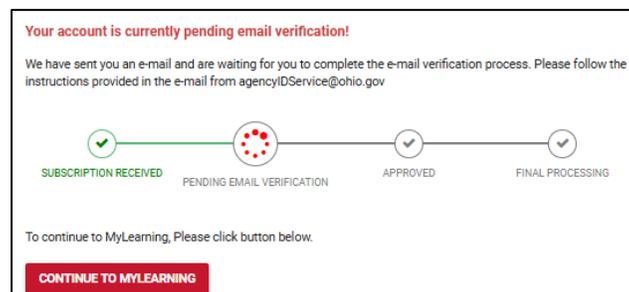
- Sender: agencyIDService (agencyIDService@dodd.ohio.gov)
- Subject: Your request is pending approval (LastName)

- Click the link provided in the email. You will be asked to verify the email using the temporary PIN that you created in step 4.

If the number you enter matches the PIN that you created, a screen will appear confirming your successful email verification.



If you attempt to open My DODD Apps before your access is verified, a pending verification message will appear.



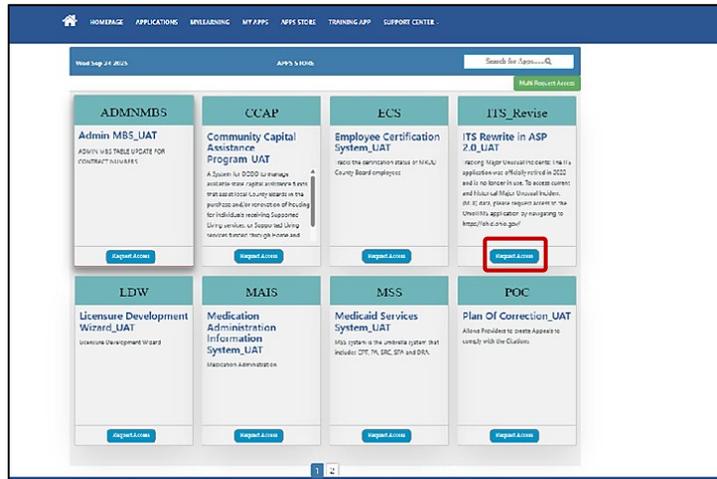
### Requesting Legacy Applications

After you have entered the My DODD portal, you will need to request access to each of the apps you will use. Users who need to request specific roles for apps should use the [Multi Request Access function](#).

1. In the My DODD portal's top navigation bar, select **Apps Store**.



2. You will see a list of all the apps currently available for your role. Click **Request Access** at the bottom of the tile of the app you wish to add.



The app you request may require further information to approve your account. For example, Space Utilization System (shown in screenshot below) requires Role Name and Reason for Access.

3. After providing any additional information, click **Submit**.

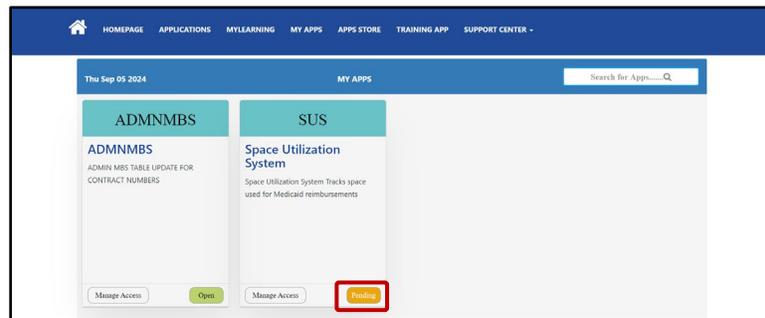


After you click **Submit**, you will receive an email notifying you of the successful submission.

- Click on the **MY APPS** tab of the blue navigation bar at the top of the screen.

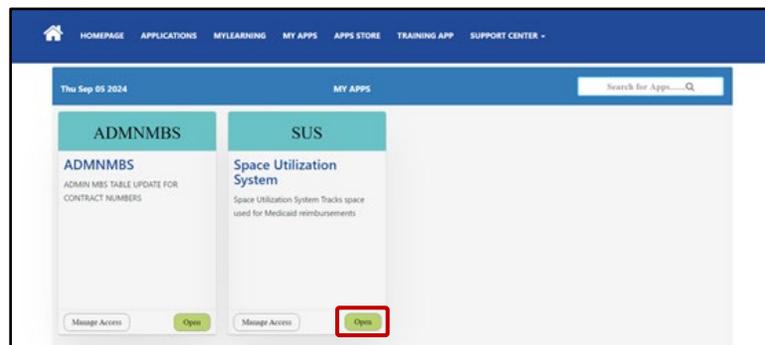


- Any apps you have requested access to will now show as "Pending" (yellow) status under the **MY APPS** tab.



After your request has been granted, you will receive an email at the email address you used to log in to OHID.

- Log back in to OHID and return to the legacy My Apps portal. The apps to which you now have access (green) will appear under **MY APPS** with a **Open** button. Click **Open** to launch the app.



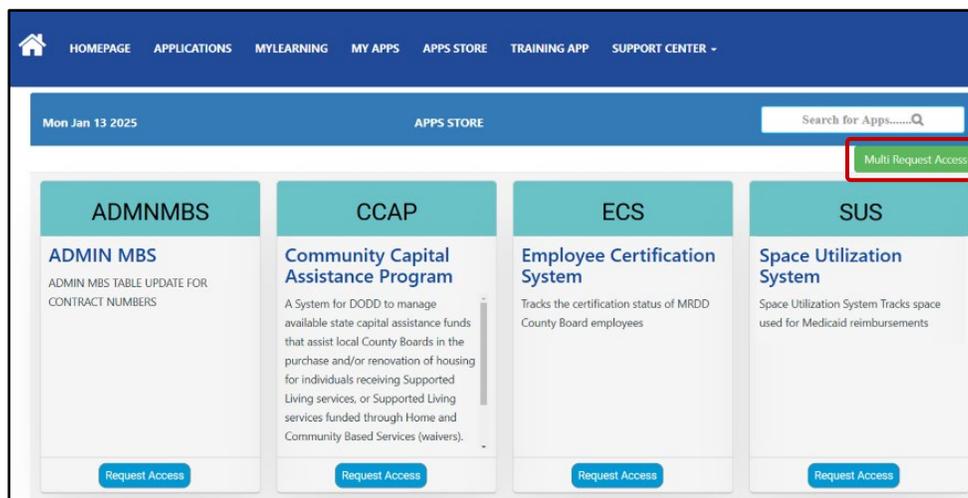
### Multi Request Access to Legacy DODD Applications

Users who need to request varying roles for legacy DODD apps should use the Multi Request Access function.

1. After logging in to the My DODD portal, navigate to the **APPS STORE**.



2. Click **Multi Request Access**.

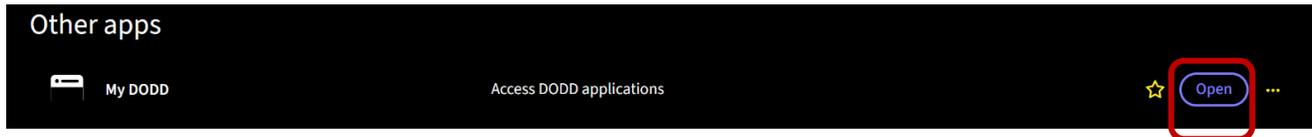


3. Click the **App Name** field to select from a list of applications. This selection will determine the options available in the Role Name field. Select the best option in the **Role Name** field. Type a reason into the **Reason for Access** field. Click **Add**.

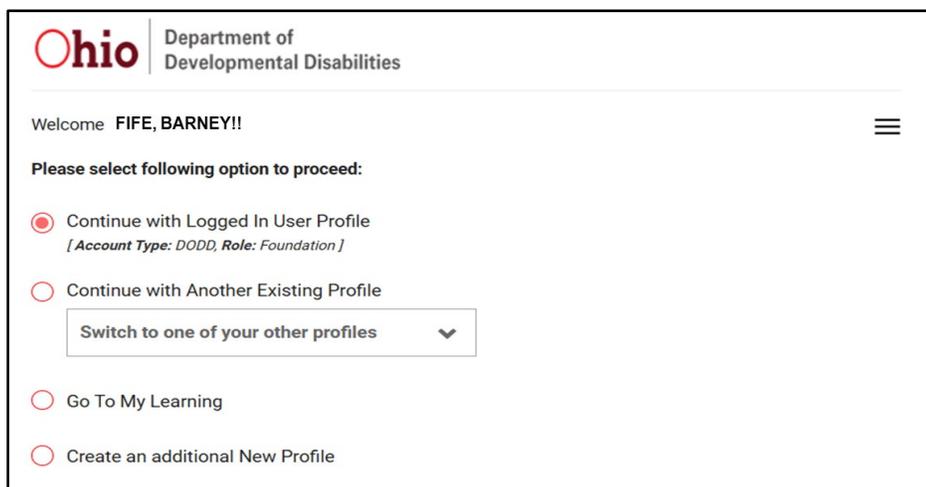
App Name	Role Name	Reason For Access

### Opening My DODD Legacy Applications

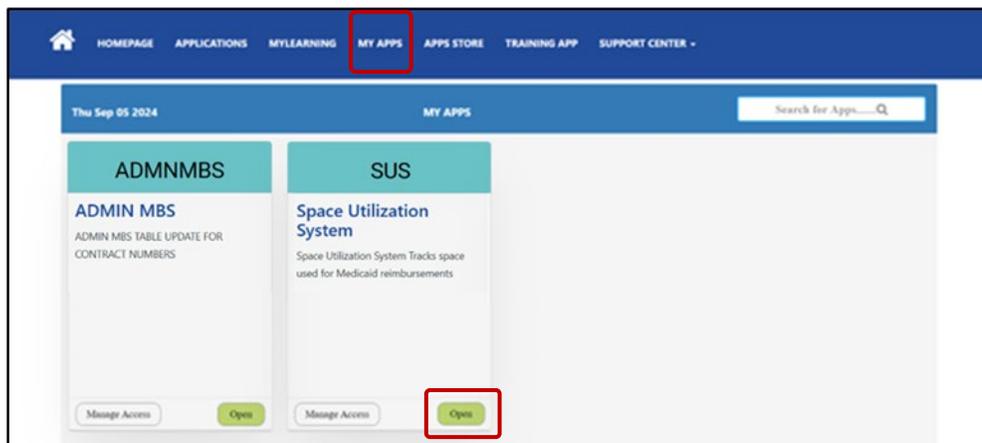
1. After logging in to the OHID portal, in the top navigation bar, click My Apps. Locate the My DODD application line. Click **Open** to access the legacy My Apps portal.



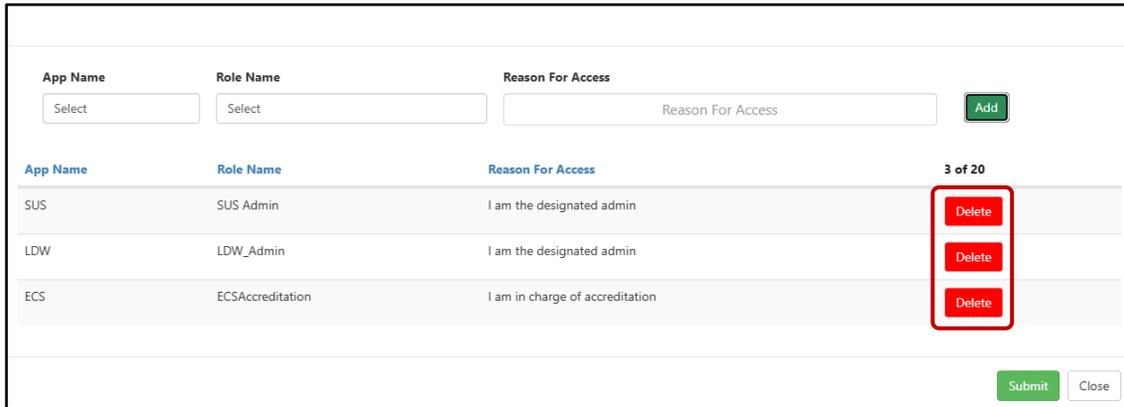
2. Select the user profile you wish to proceed with and click **CONTINUE**.



3. On the homepage, in the top navigation bar, click **MY APPS**. Locate the app you wish to open. Click the **Open** button at the bottom of the app tile to launch the app.

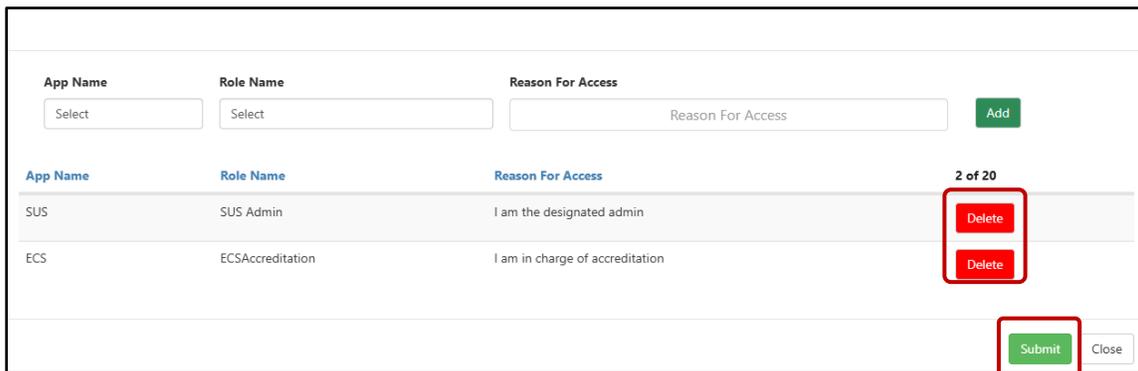


- Repeat Step 3 for each additional role and app.
- To remove any roles and apps added, click **Delete** as needed.



App Name	Role Name	Reason For Access	
Select	Select	Reason For Access	<input type="button" value="Add"/>
App Name	Role Name	Reason For Access	3 of 20
SUS	SUS Admin	I am the designated admin	<input type="button" value="Delete"/>
LDW	LDW_Admin	I am the designated admin	<input type="button" value="Delete"/>
ECS	ECSAccreditation	I am in charge of accreditation	<input type="button" value="Delete"/>

- After all the correct roles have been added to the list, click **Submit**.



App Name	Role Name	Reason For Access	
Select	Select	Reason For Access	<input type="button" value="Add"/>
App Name	Role Name	Reason For Access	2 of 20
SUS	SUS Admin	I am the designated admin	<input type="button" value="Delete"/>
ECS	ECSAccreditation	I am in charge of accreditation	<input type="button" value="Delete"/>



After you submit your app requests, you will receive an email notifying you of the successful submission. After your requests have been approved, you will also receive a confirmation email.