

OHID - Ohio Learn - Distracted Driving Safety Course

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

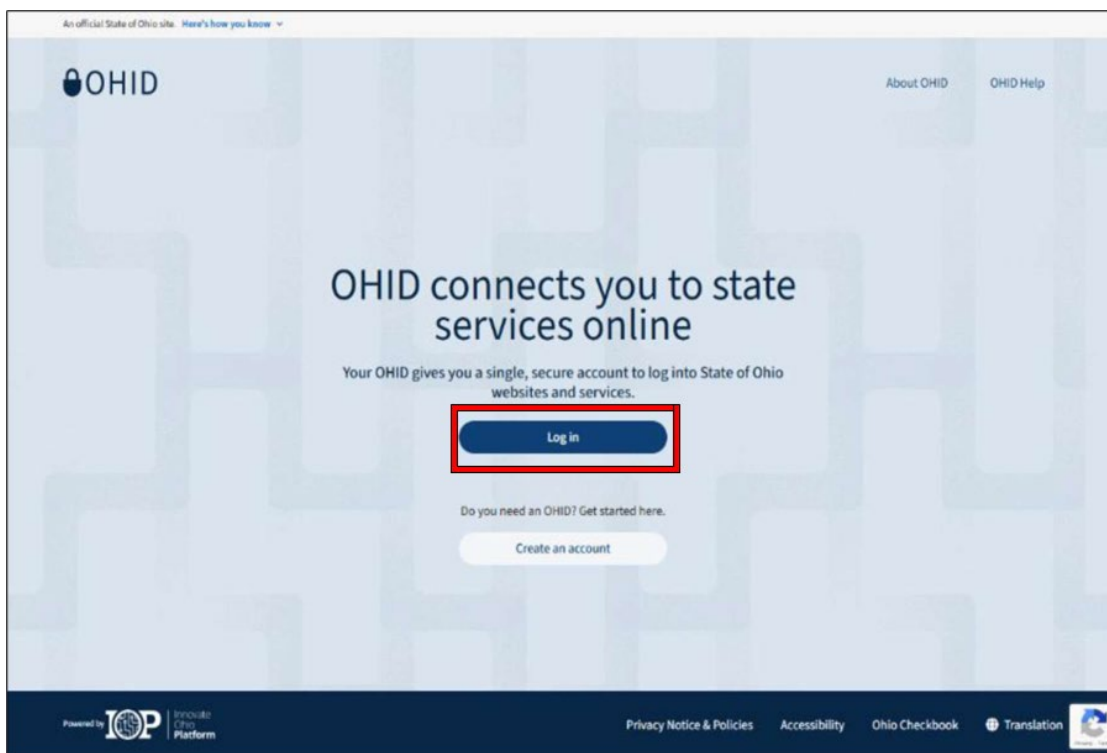
- New to OHID? Create an Account
- Accessing OHID using an existing OHID account
- Adding the Ohio Learn App to your OHID dashboard
- Navigating Ohio Learn
- Accessing the Distracted Driving Course and Download the Certificate

New to OHID? Create an Account

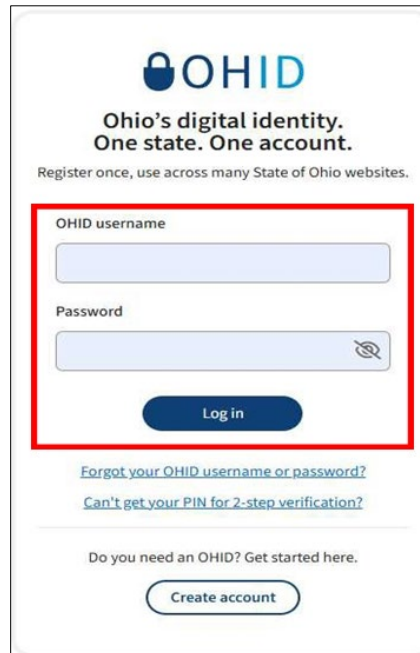
To create an OHID account go to [OHID | Secure access to State of Ohio services](https://ohid.ohio.gov) (<https://ohid.ohio.gov>) - refer to the OHID Help Center for instructions on creating an OHID account. <https://ohid.ohio.gov/help-center>

Accessing OHID using an existing account

1. Open [OHID | Secure access to State of Ohio services](https://ohid.ohio.gov) and select the **Log in** button.



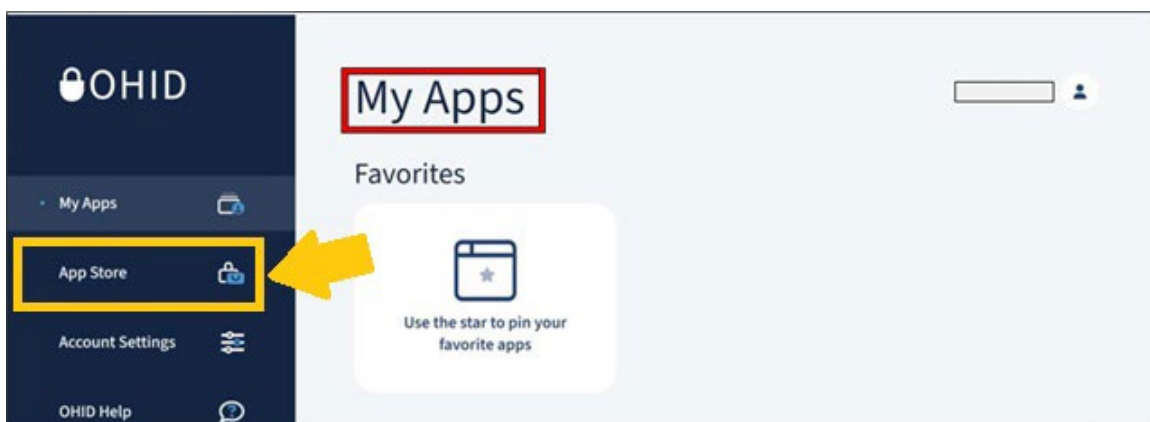
2. Enter your **OHID username** and **Password** and select the **Log in** button.



The screenshot shows the OHID login page. At the top, it says "OHID" with a padlock icon, followed by "Ohio's digital identity. One state. One account." and "Register once, use across many State of Ohio websites." Below this is a red-bordered box containing the login form. The form has two input fields: "OHID username" and "Password" (with an eye icon for visibility). Below the fields is a blue "Log in" button. Underneath the login form are two links: "Forgot your OHID username or password?" and "Can't get your PIN for 2-step verification?". At the bottom of the page, there is a link "Do you need an OHID? Get started here." and a "Create account" button.

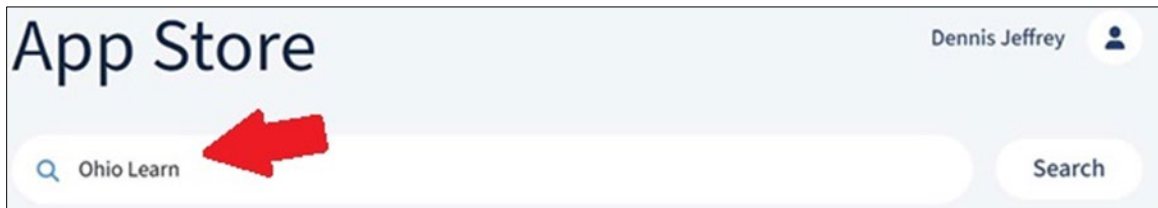
Adding the Ohio Learn App to your OHID Dashboard

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



4. On the menu (left side of the screen), there is a button for the App Store. This is where you can request access to applications that are available to you but that you have not yet requested.

5. Type "Ohio Learn" into the Search bar and then select Search.

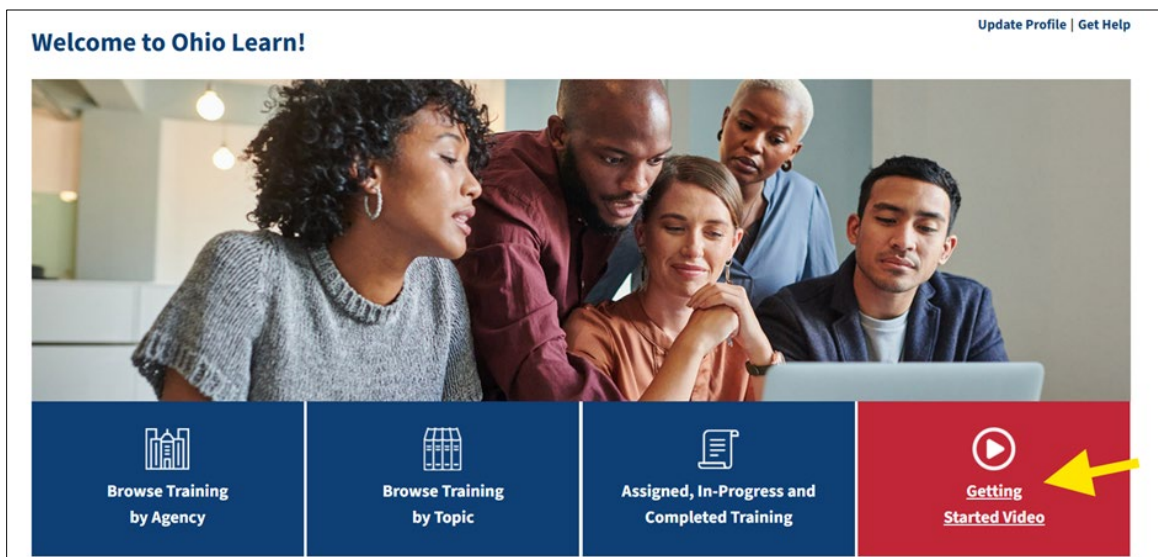


6. The Ohio Learn tile will appear under All apps. Select the **Request access** button to add it to your apps.

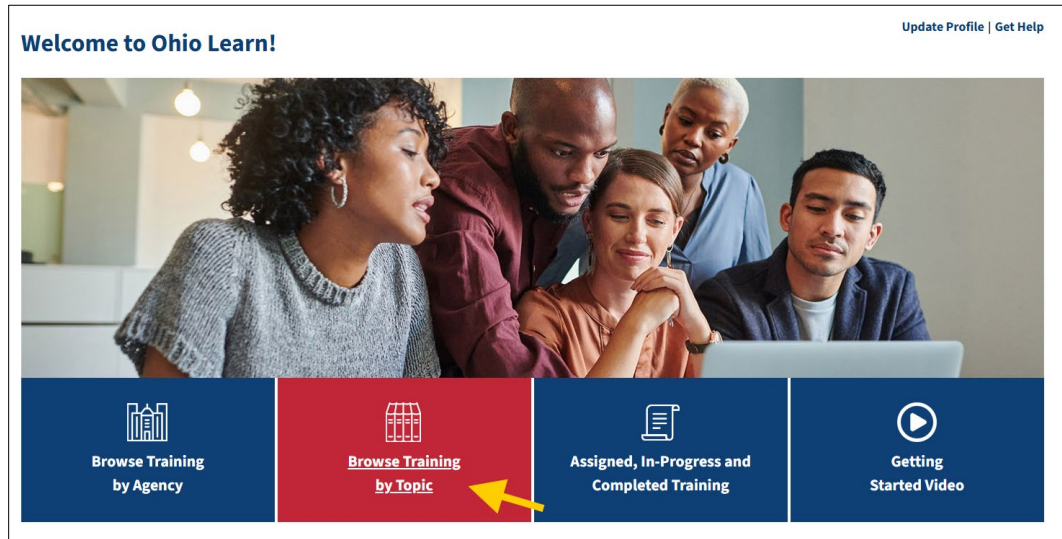


Navigating in Ohio Learn

7. After you've launched the Ohio Learn app, you will be taken to your Ohio Learn Dashboard.
NOTICE: The system may take up to 15 minutes to learn your new account.
To learn more about the site and access to training, you may watch the **Getting Started video**.

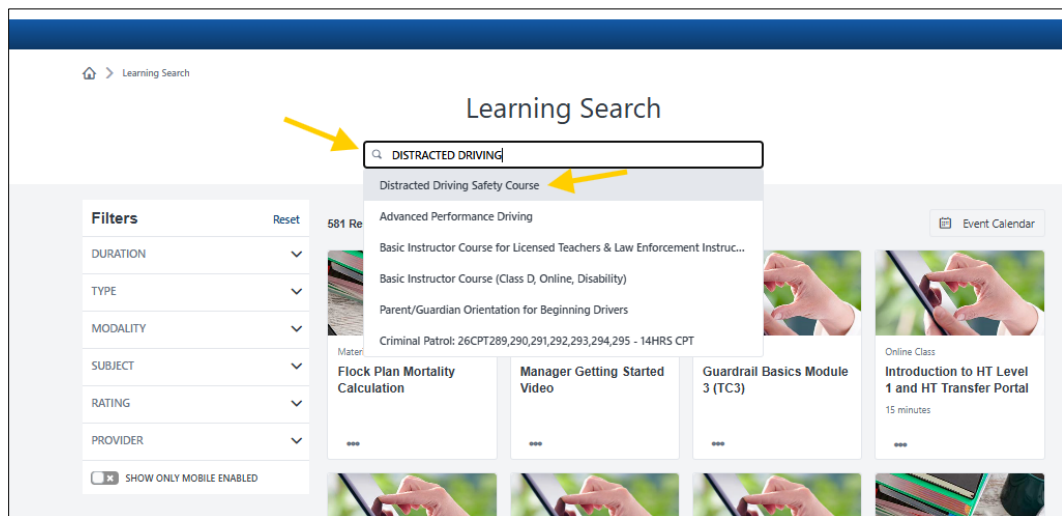


8. Select **Browse Training by Topic** to for your course.

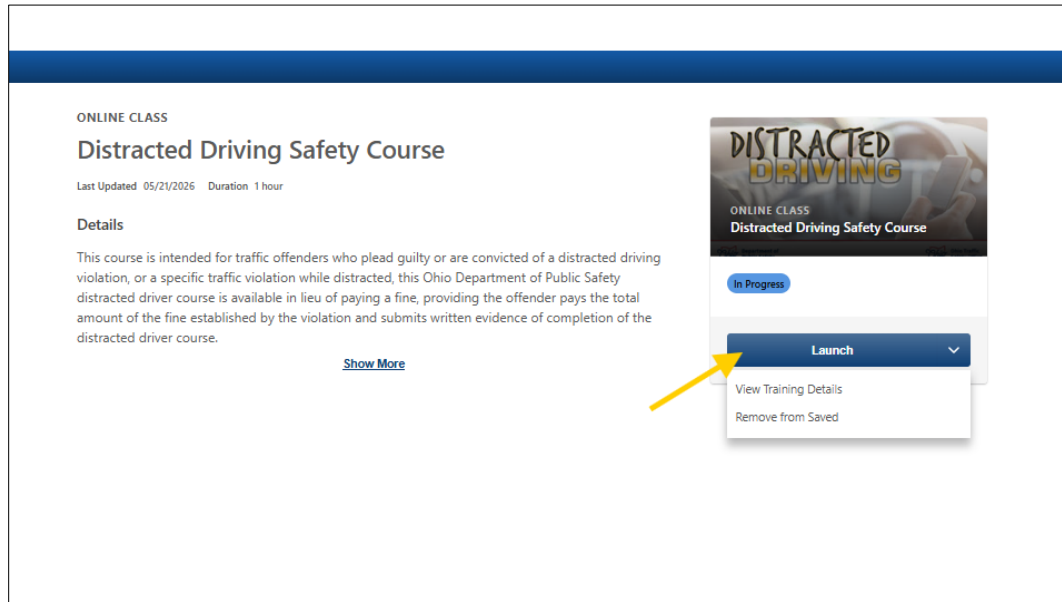


Access the Distracted Driving Course and Download the Certificate

9. On the **Learning Search** page enter “Distracted Driving Course” in the search bar and select the course. **If the course does not show, wait 15 minutes and try again.**



10. Select the Launch option to start the course.



11. After completing the course, from the **Learning** drop down menu select **View Your Transcript** to download the PDF certificate to submit to the court.
- Filter by Training Status** – select **Completed** from the drop-down menu
 - Select **View Certificate**
 - Download the certificate.pdf (sometimes it will automatically download, so check your Downloads File for the *certificate.pdf* document).

