



Department of Developmental Disabilities

Information Technology Services

OH|ID

Account Creation User Guide

October 2, 2023

Department of Developmental Disabilities
Division of Information Technology Services

30 East Broad Street, 13th Floor
Columbus, Ohio 43215



Table of Contents

What is OH|ID?..... 1

Create an OH|ID Account..... 1

 OH|ID Primary Account..... 1

What is OH|ID?

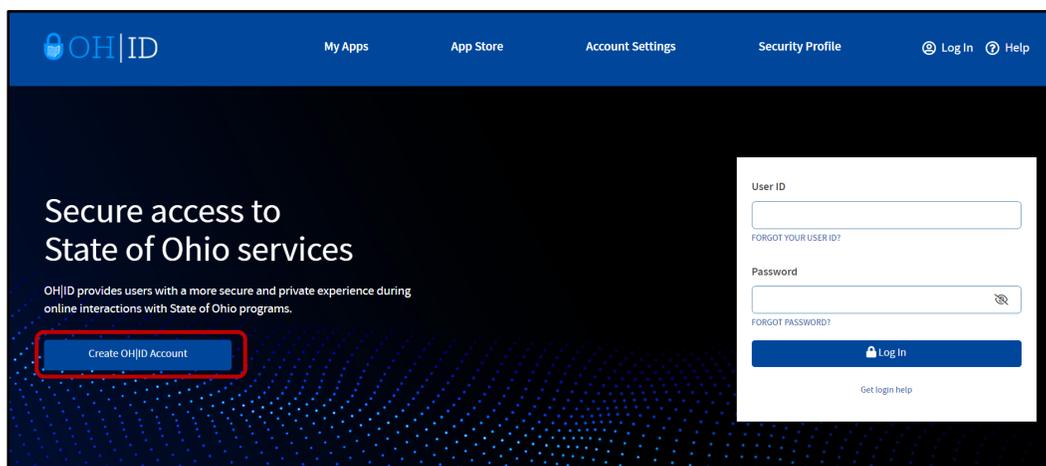
In 2019, all State of Ohio agencies were required to utilize one single login service. Such a move takes time, but eventually all services offered by the state will be accessed through the OH|ID website. As such, it is important for those receiving any state services to create an OH|ID account.

Create an OH|ID Account

OH|ID Primary Account

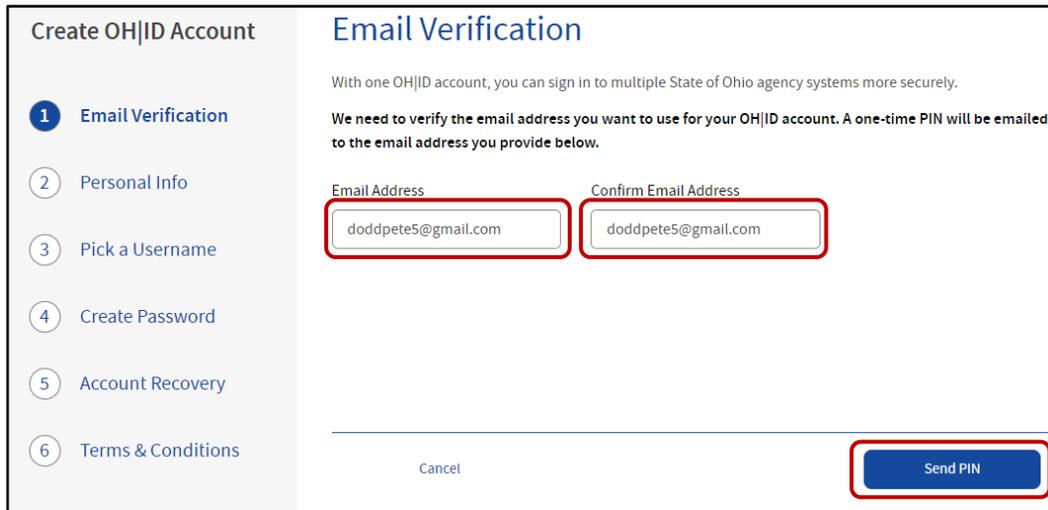
This section covers creating access to OH|ID accounts and DODD applications in the OH|ID system.

1. Go to <https://ohid.ohio.gov/>.
2. Click **Create OH|ID Account**.



Depending on your browser history, the screen you see may be different. Either way, click on the **Create OH|ID Account** button to continue.

3. Enter your OHID in the **Confirm Email Address** fields and click **Send PIN**. You must enter a valid email address.



Create OH|ID Account

- 1 Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

Email Verification

With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely.

We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.

Email Address:

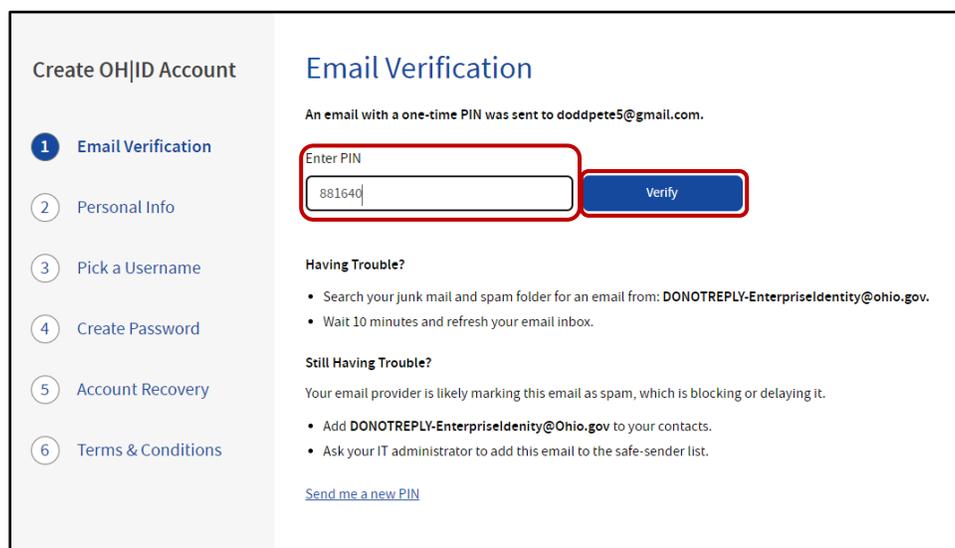
Confirm Email Address:

[Cancel](#) [Send PIN](#)



Internal (DODD) users must use either their OAKS email (OAKS#@id.ohio.gov) or their registered work email (First.Last@dodd.ohio.gov).

4. You will receive an email with a temporary PIN to verify your email address. Copy/paste or type this number in the **Enter PIN** field and click **Verify**.



Create OH|ID Account

- 1 Email Verification
- 2 Personal Info
- 3 Pick a Username
- 4 Create Password
- 5 Account Recovery
- 6 Terms & Conditions

Email Verification

An email with a one-time PIN was sent to doddpete5@gmail.com.

Enter PIN: [Verify](#)

Having Trouble?

- Search your junk mail and spam folder for an email from: DONOTREPLY-Enterpriseldentity@ohio.gov.
- Wait 10 minutes and refresh your email inbox.

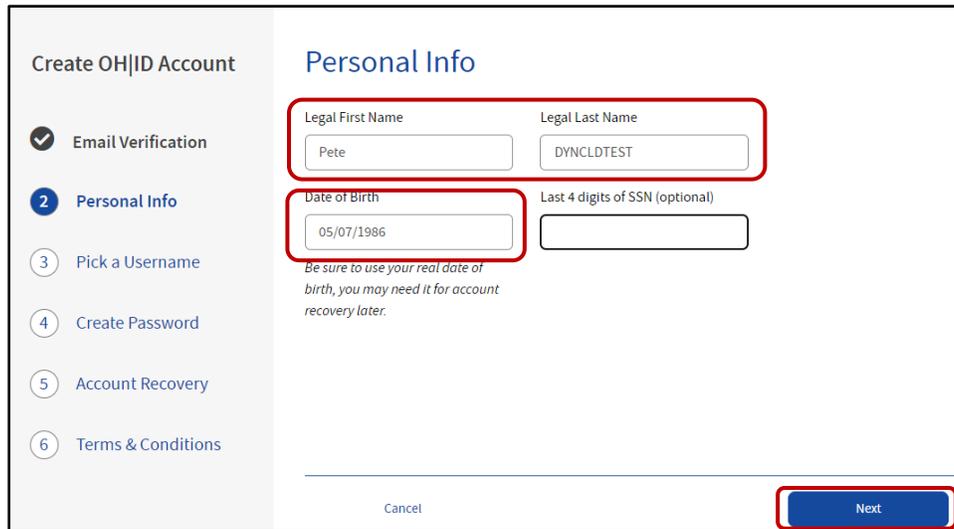
Still Having Trouble?

Your email provider is likely marking this email as spam, which is blocking or delaying it.

- Add DONOTREPLY-Enterpriseldentity@ohio.gov to your contacts.
- Ask your IT administrator to add this email to the safe-sender list.

[Send me a new PIN](#)

5. Enter your information. Your **Legal First Name**, **Legal Last Name**, and **Date of Birth** are required. Click **Next** to continue.



Create OH|ID Account

Personal Info

Legal First Name: Pete

Legal Last Name: DYNCLDTEST

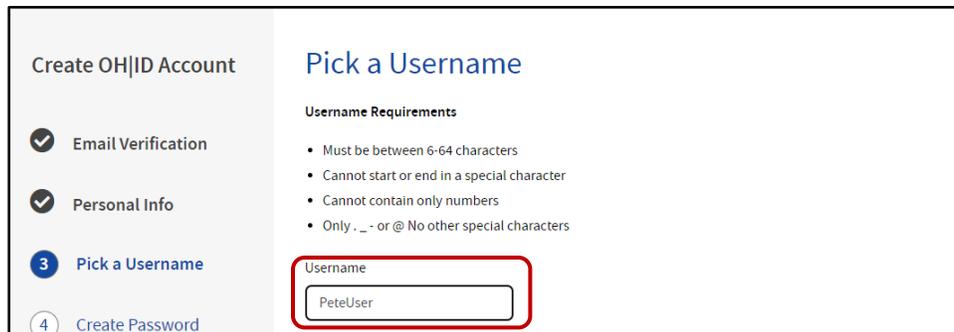
Date of Birth: 05/07/1986

Last 4 digits of SSN (optional):

Be sure to use your real date of birth, you may need it for account recovery later.

Cancel Next

6. Enter a **Username** that meets the username requirements. Click **Next**.



Create OH|ID Account

Pick a Username

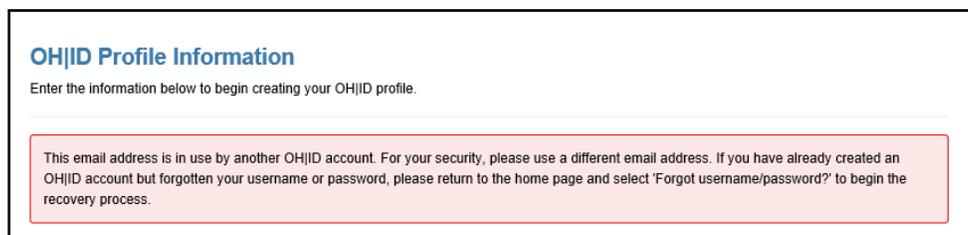
Username Requirements

- Must be between 6-64 characters
- Cannot start or end in a special character
- Cannot contain only numbers
- Only . _ - or @ No other special characters

Username: PeteUser



If you already have a registered OH|ID account linked to the email address you have provided, you will receive the message below.

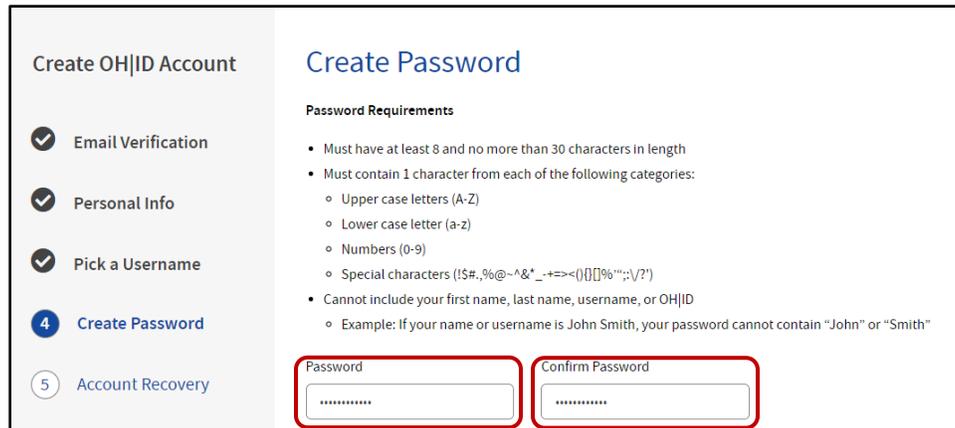


OH|ID Profile Information

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

This email address is in use by another OH|ID account. For your security, please use a different email address. If you have already created an OH|ID account but forgotten your username or password, please return to the home page and select 'Forgot username/password?' to begin the recovery process.

7. Create a password for your OH|ID. Review the password requirements and enter your chosen password into the **Password** and **Confirm Password** fields. Click **Next** to continue.

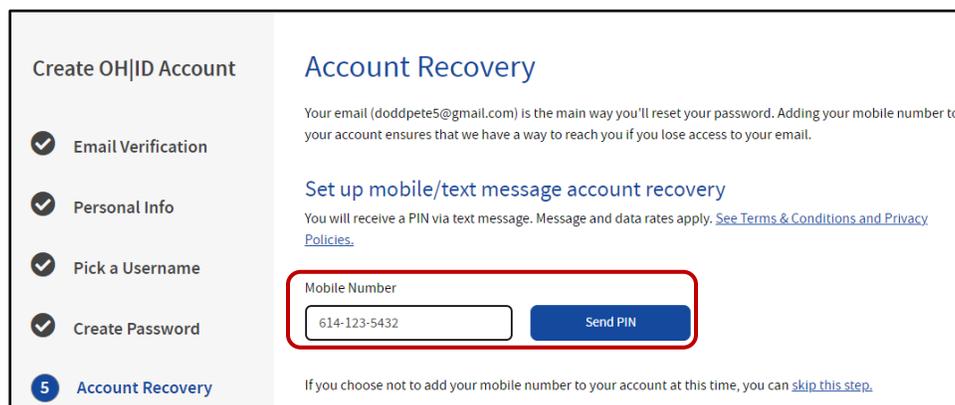


The screenshot shows the 'Create Password' step. On the left, a sidebar lists the steps: Email Verification, Personal Info, Pick a Username, **Create Password** (highlighted with a blue circle and number 4), and Account Recovery. The main content area is titled 'Create Password' and lists 'Password Requirements':

- 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 (!\$#,%@~^&* _+><(){}%":;|/?)
- 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"

At the bottom, there are two input fields: 'Password' and 'Confirm Password', both containing eight asterisks. Both fields are highlighted with a red border.

8. Add a **Mobile Number** to set up text message account recovery. Click **Send PIN**.

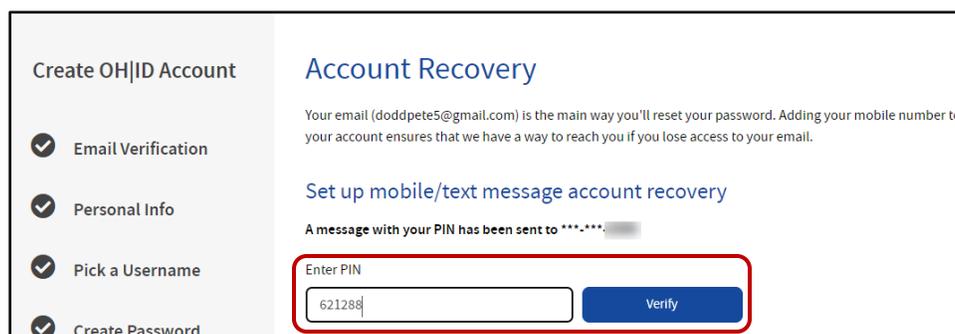


The screenshot shows the 'Account Recovery' step. The sidebar on the left highlights 'Create Password' with a blue circle and number 4, and 'Account Recovery' with a blue circle and number 5. The main content area is titled 'Account Recovery' and includes the text: 'Your email (doddpete5@gmail.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.'

Below this is the heading 'Set up mobile/text message account recovery' and a link to 'See Terms & Conditions and Privacy Policies.' A 'Mobile Number' input field contains '614-123-5432' and is highlighted with a red border. To its right is a blue 'Send PIN' button.

At the bottom, there is a link: 'If you choose not to add your mobile number to your account at this time, you can [skip this step](#).'

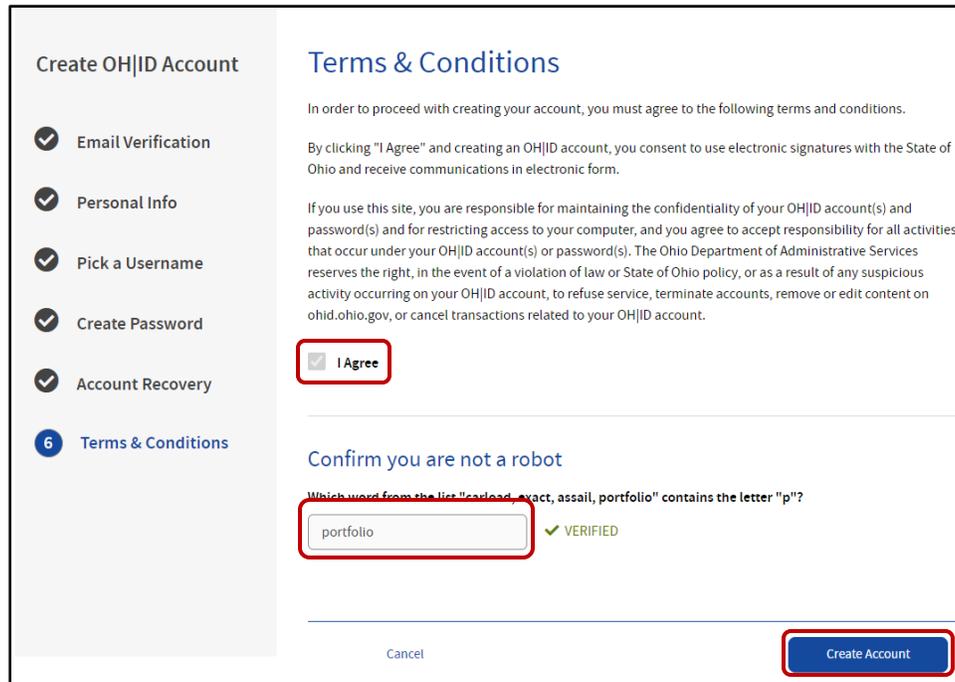
9. Once you receive your confirmation text message, enter the code into the **Enter PIN** field and click **Verify**. Click **Next** to continue.



The screenshot shows the 'Account Recovery' step. The sidebar on the left highlights 'Create Password' with a blue circle and number 4, and 'Account Recovery' with a blue circle and number 5. The main content area is titled 'Account Recovery' and includes the text: 'Your email (doddpete5@gmail.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.'

Below this is the heading 'Set up mobile/text message account recovery' and a message: 'A message with your PIN has been sent to ***-***-****'. An 'Enter PIN' input field contains '621288' and is highlighted with a red border. To its right is a blue 'Verify' button.

10. Check the **I Agree** box under Terms & Conditions. Answer the final confirmation question and click **Create Account**.



Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- ✓ Account Recovery
- 6 Terms & Conditions**

Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID account, 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, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on ohid.ohio.gov, or cancel transactions related to your OH|ID account.

I Agree

Confirm you are not a robot

Which word from the list "load, exact, assail, portfolio" contains the letter "p"?

portfolio ✓ VERIFIED

Cancel **Create Account**

Your OH|ID account has been successfully created! Check your email to see that setup is complete.