Opening the

OH|IDPortal /SAFE Account

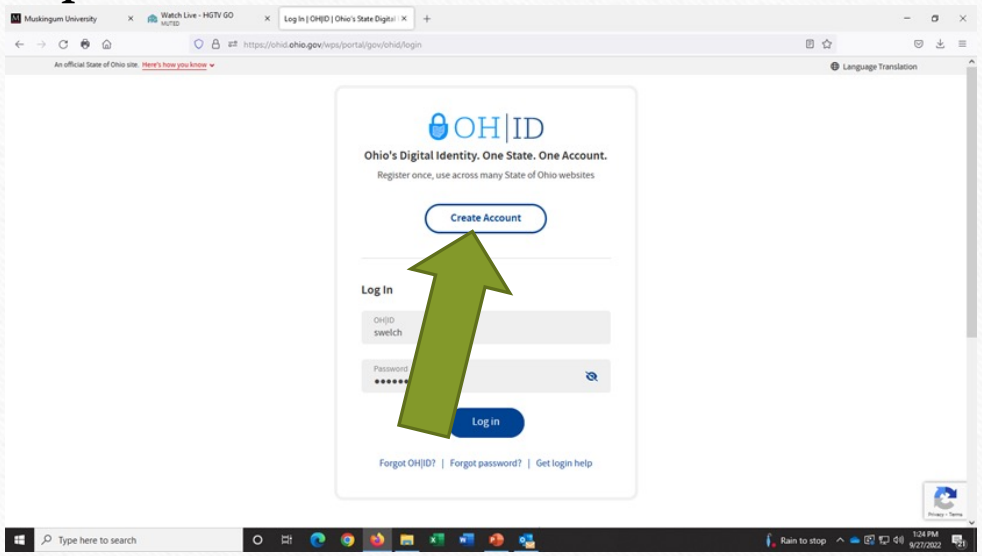
Created by: Stacy Welch

MUSKINGUM UNIVERSITY

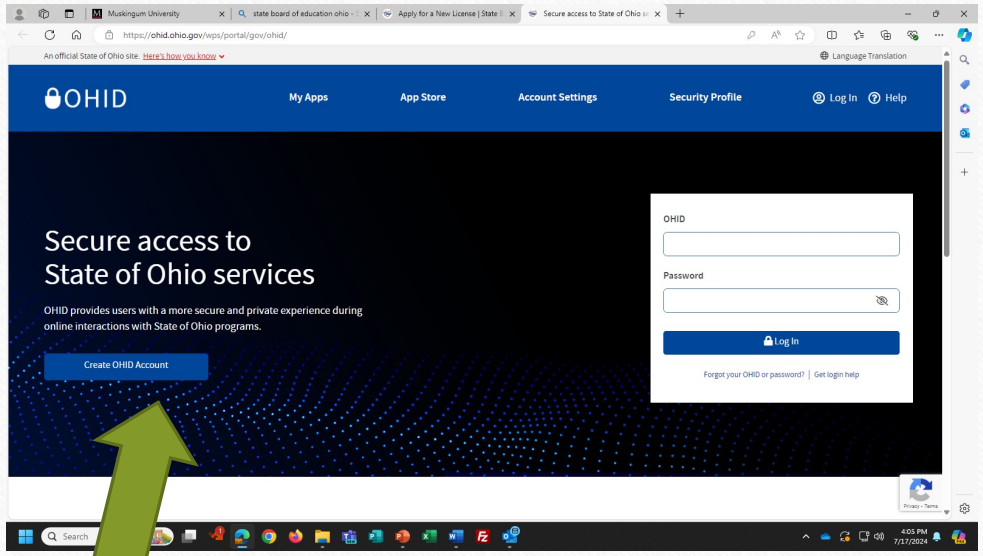
Applying for Licensure

- **Create a OH|ID Portal Account** (if you do not have one)
  - Click on LOGIN at the top of the ODE webpage: http://education.ohio.gov/
  - Or use this link: Secure access to State of Ohio services | OHID | Ohio's State Digital Identity Standard
  - Takes you to the log in page and sign up link (below)

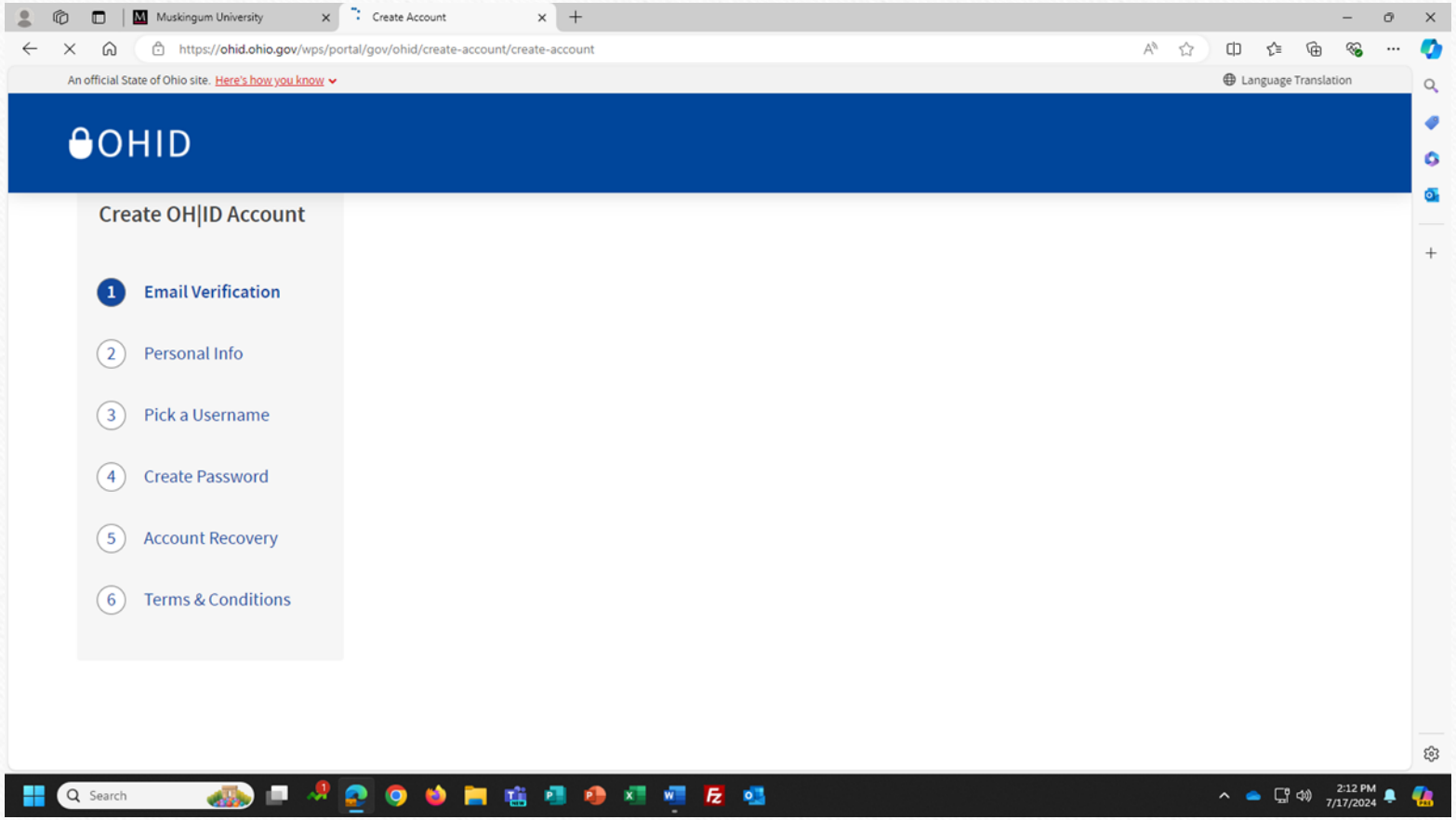
Option #1 (looks like)



Option #2 (looks like)

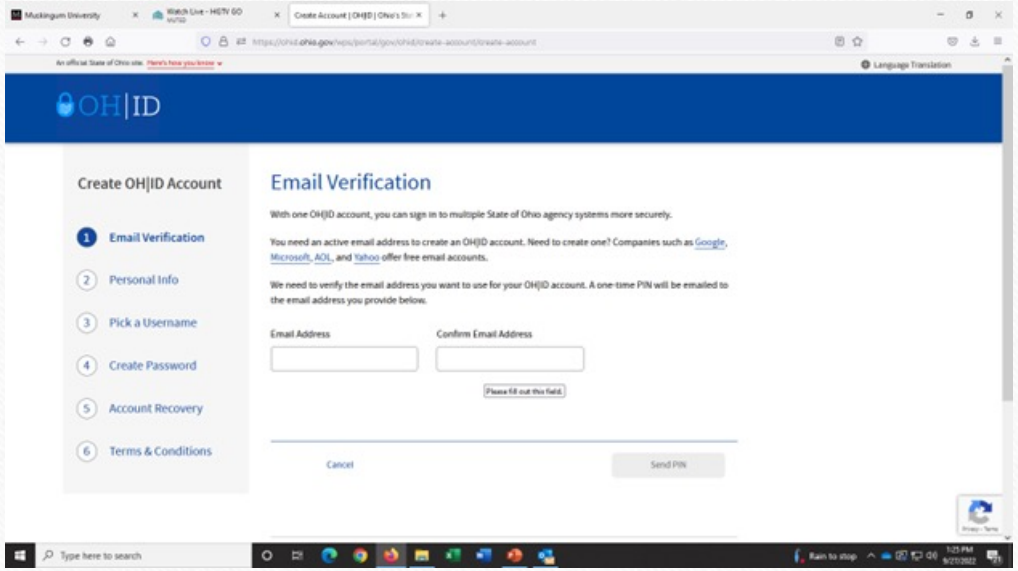


These are the (6) items you will be completing to set up your account.



Complete the email you want to associate with your account – click on send pin.

You will then go to the email verification page. Check the email account you listed, you will see an email from ODE with a pin #. Enter the pin and click on verify. You will see a **verify.** Scroll down and click on the next.



From: DONOTREPLY-EnterpriseIdentity@ohio.gov <DONOTREPLY-EnterpriseIdentity@ohio.gov>
Sent: Tuesday, September 27, 2022 1:26:57 PM
To: Mackenzie E. Snarr <msnarr1@muskingum.edu>
Subject: OH|ID Email Verification PIN

Hello,

Please enter the following one-time PIN to verify your email. This code will expire in 15 minutes.

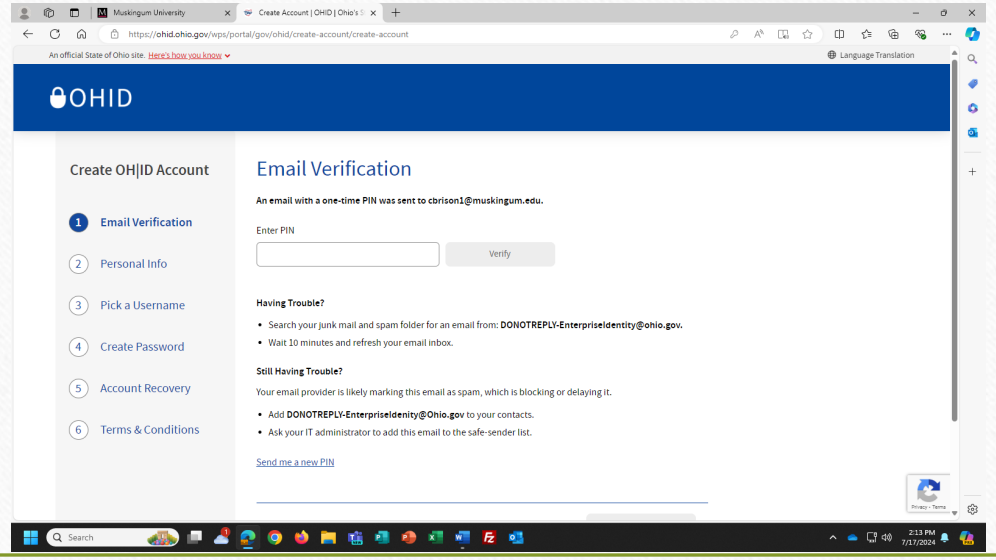
Verification PIN: **061503**

If you did not initiate this request, or feel you have received this message in error, please disregard and delete it.

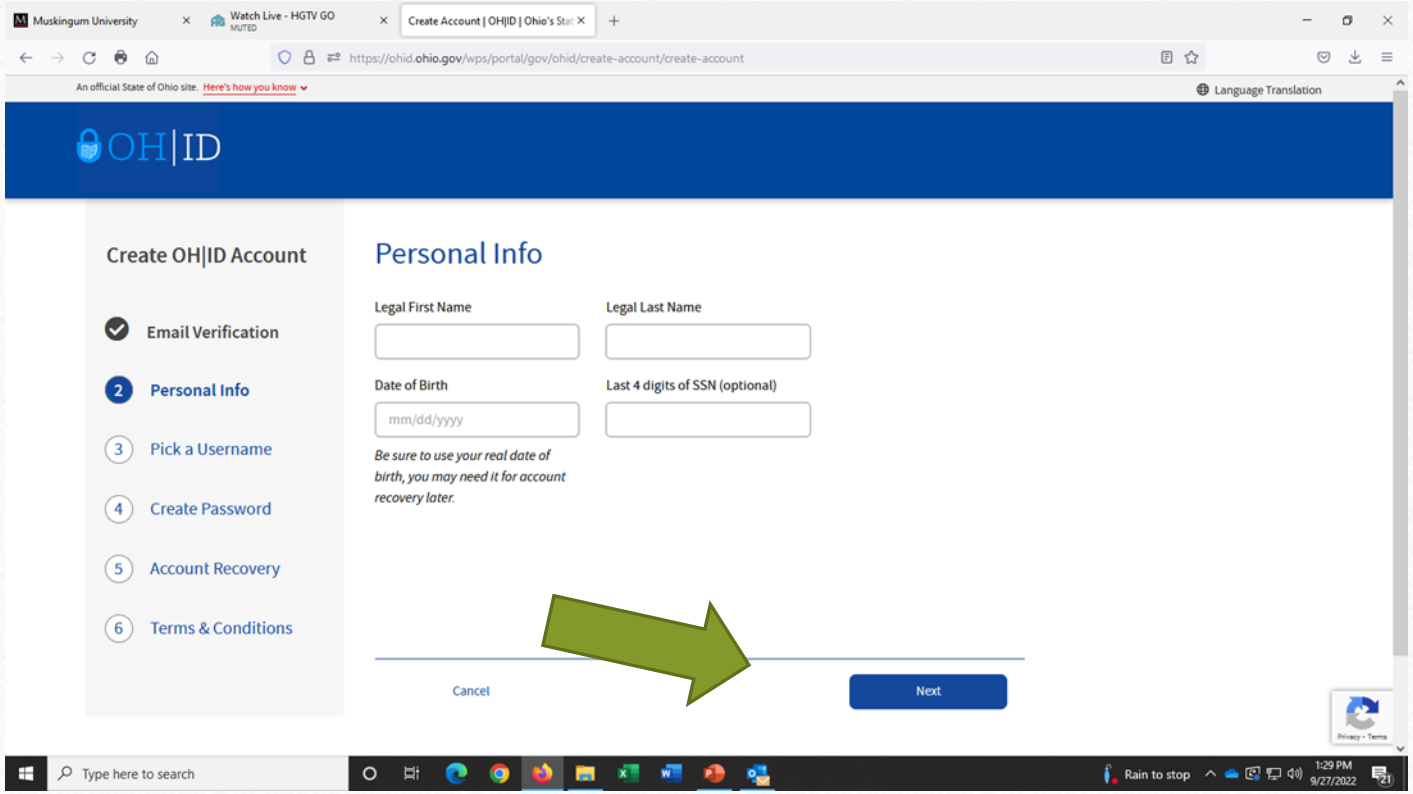
Sincerely,

The OH|ID account team

Ohio | Department of Administrative Services OH|ID



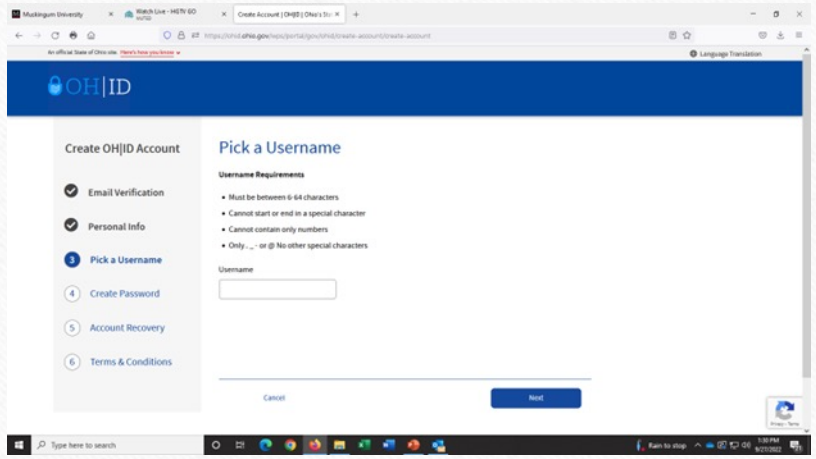
Complete the information and select next.

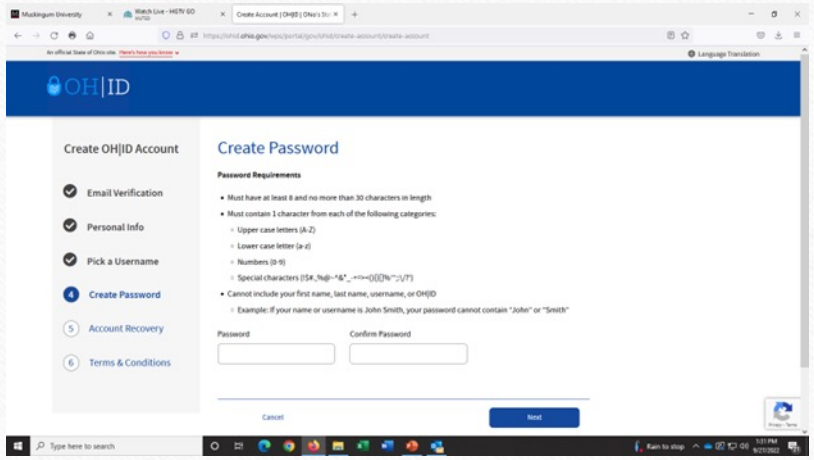


Pick a "username" meeting the guidelines and click on next.

You will then create a password meeting the guidelines and click on next.

Lastly, you will enter your mobile # to set up account recovery and click next. You will then receive a text message with a pin, enter the pin select verify. Once verified, click on next.





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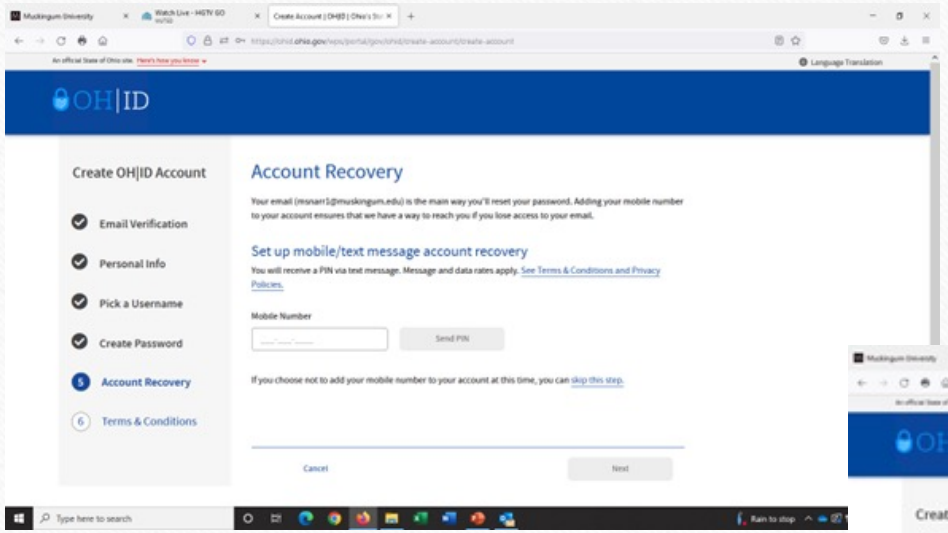
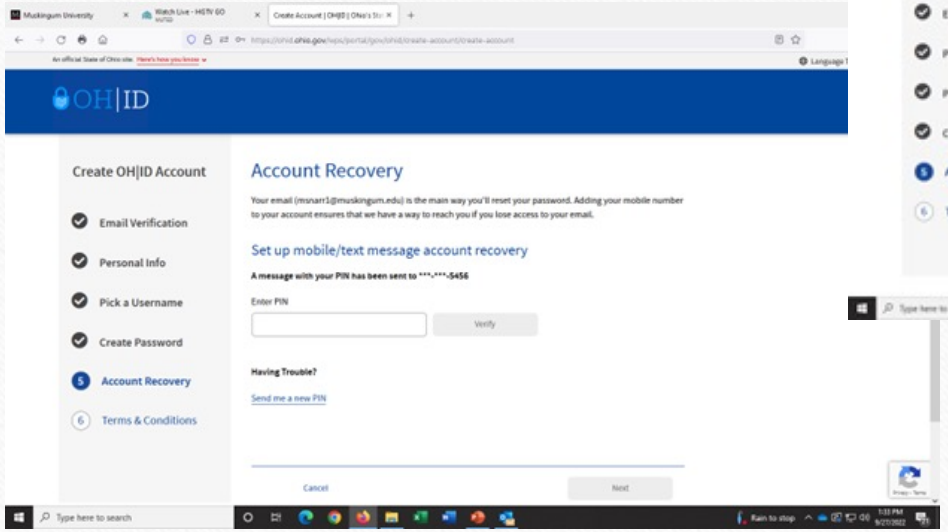
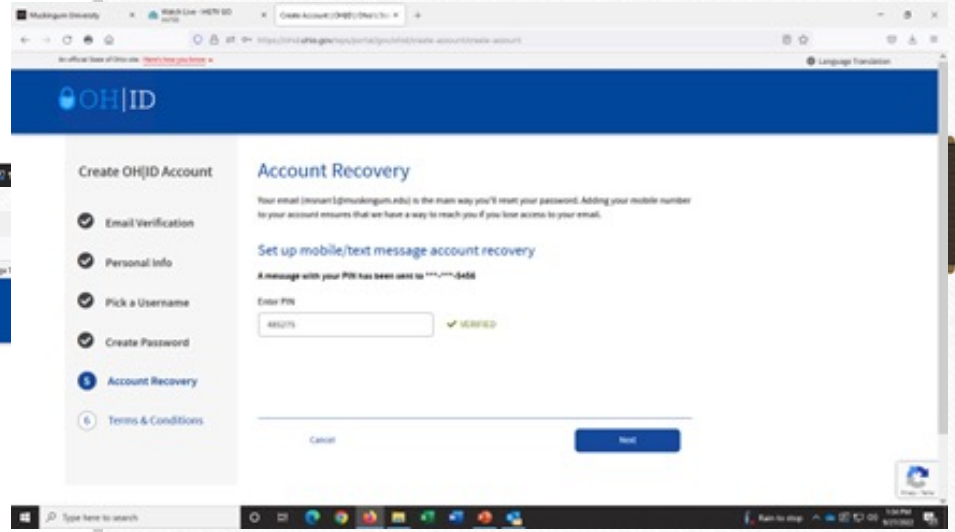
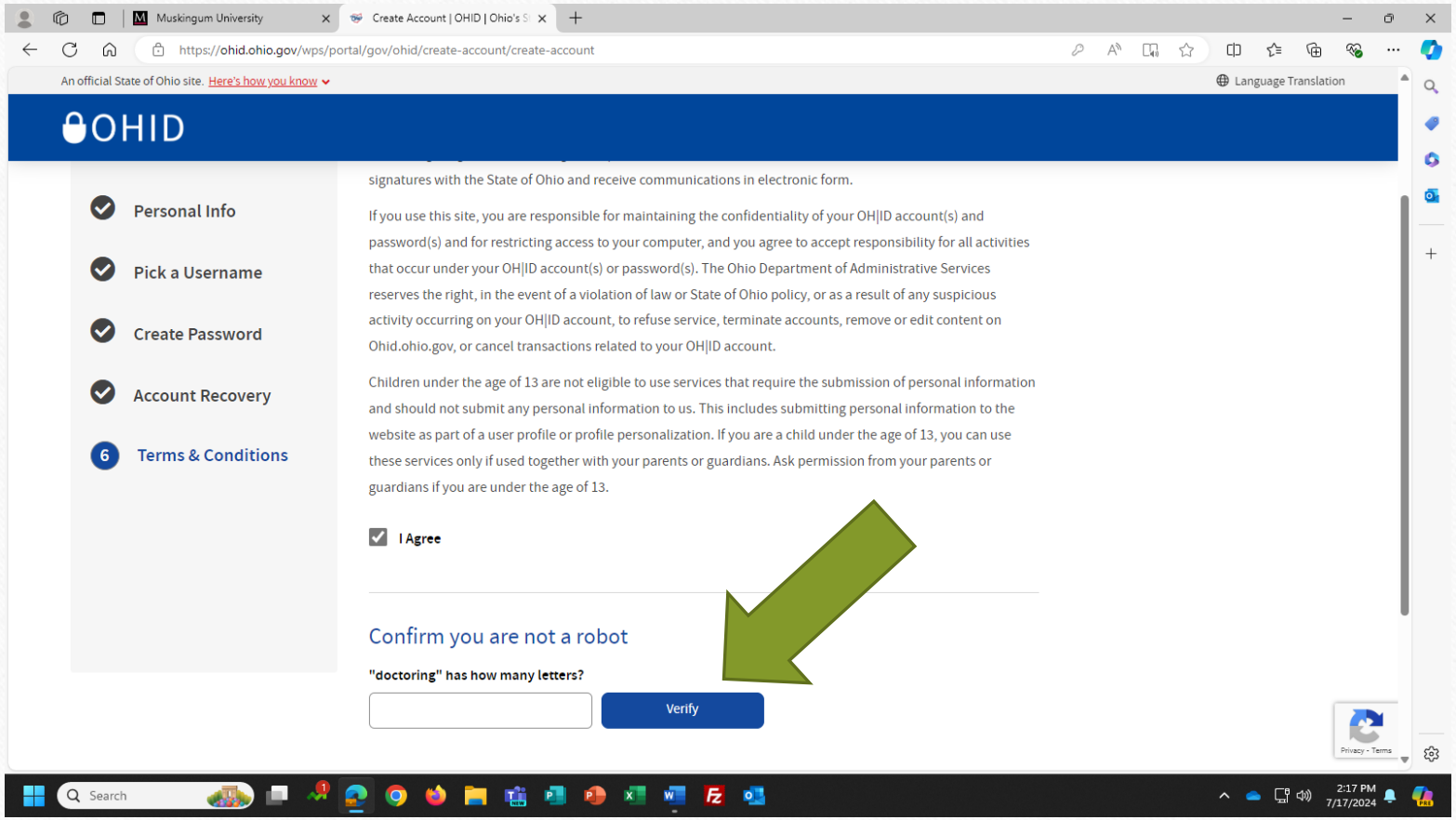
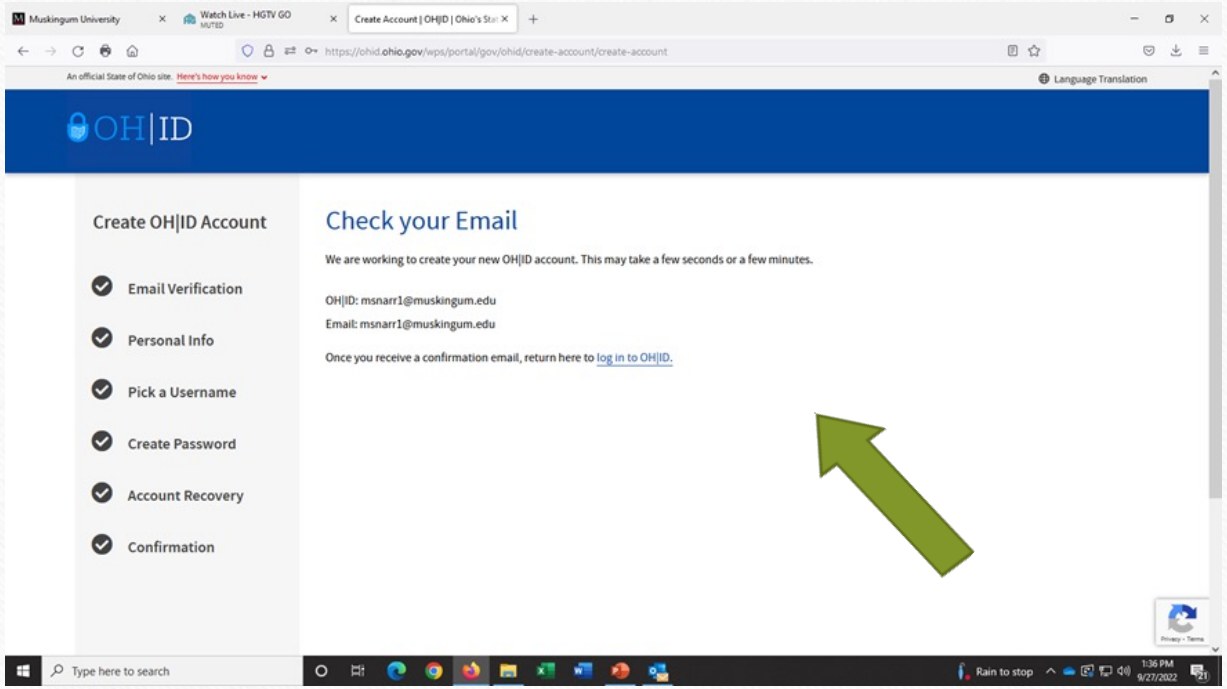






Check the Agree box to the Terms and Conditions. Then confirm you are not a robot by answering the question and click verify.





This message will appear after you click on you verify you are not a robot. Check you email for the message from ODE.

Once you see your email Go back to the Login Page to Log in with the username and password

Get Outlook for iOS

From: InnovateOhio Platform <DoNotReply@das.ohio.gov>
Sent: Wednesday, July 17, 2024 2:26:33 PM
To: Christopher J. Brison <cbrison1@muskingum.edu>
Subject: Your new OHID account has been created

Your OHID gives you a single, secure account to log into State of Ohio websites and services.

This email confirms you created an OHID account for:

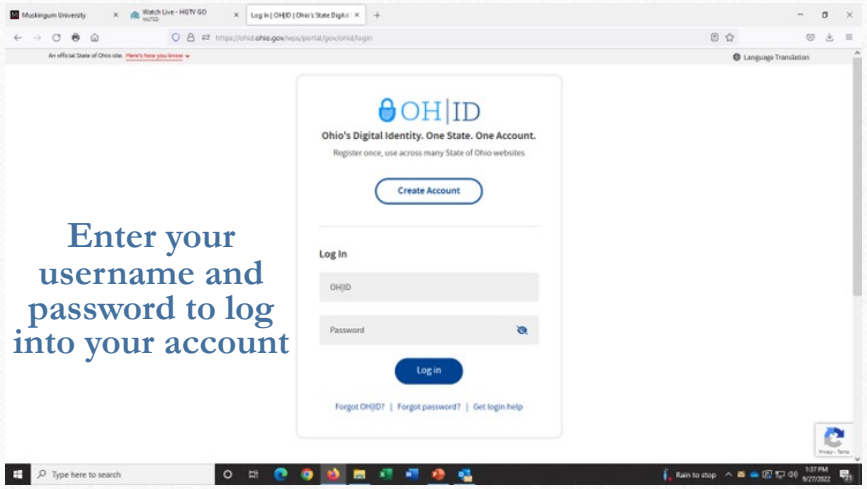
Name: Christopher Brison
OHID: chrisbrison
Email: cbrison1@muskingum.edu

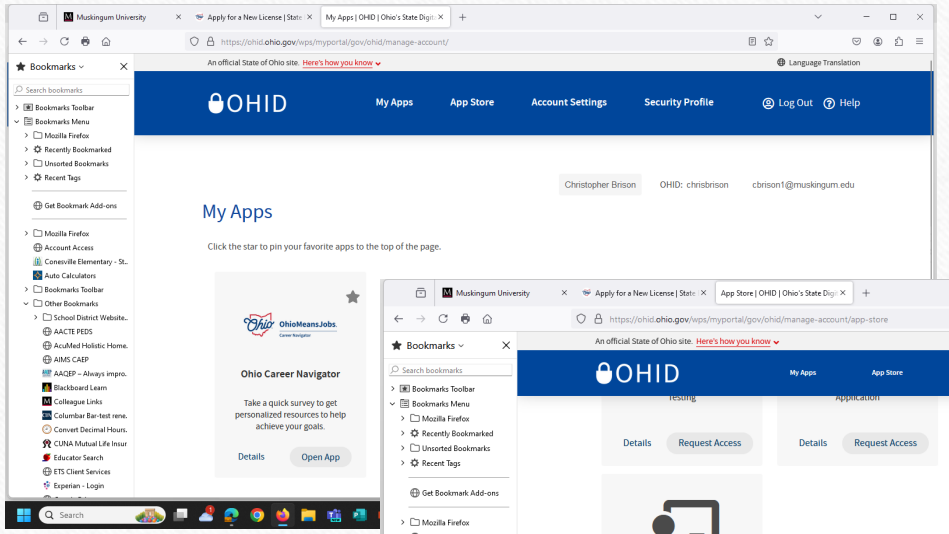
If you did not create this account, please report the issue to the State of Ohio at (614) 644-6860 or csc@ohio.gov.

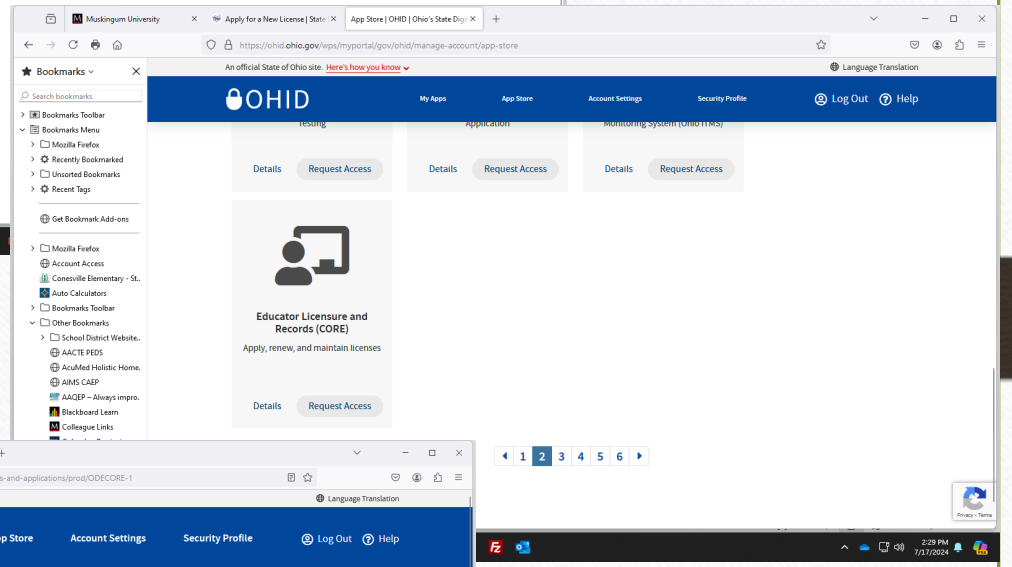
Do not reply to this email. We are not able to respond to messages sent to this address.

Ohio Department of Administrative Services OHID

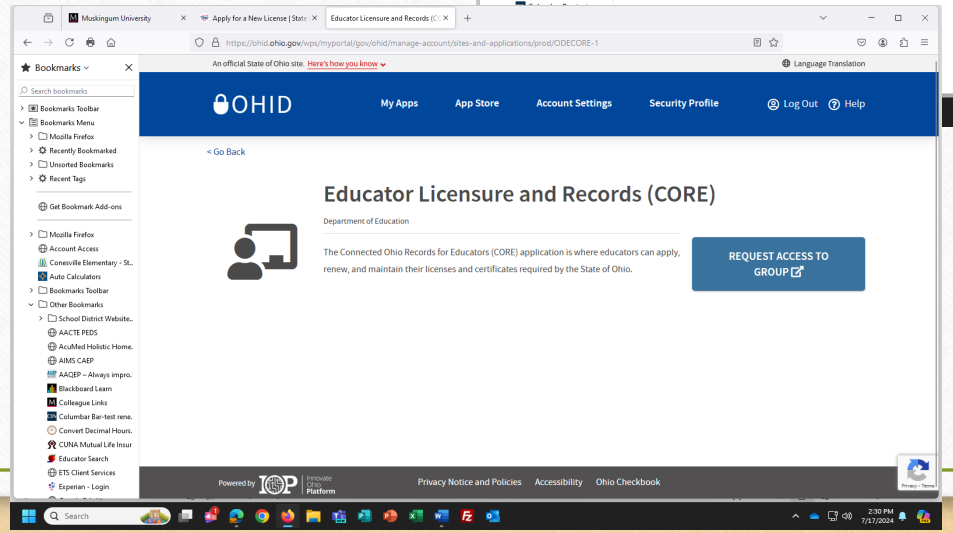
Enter your username and password to log into your account





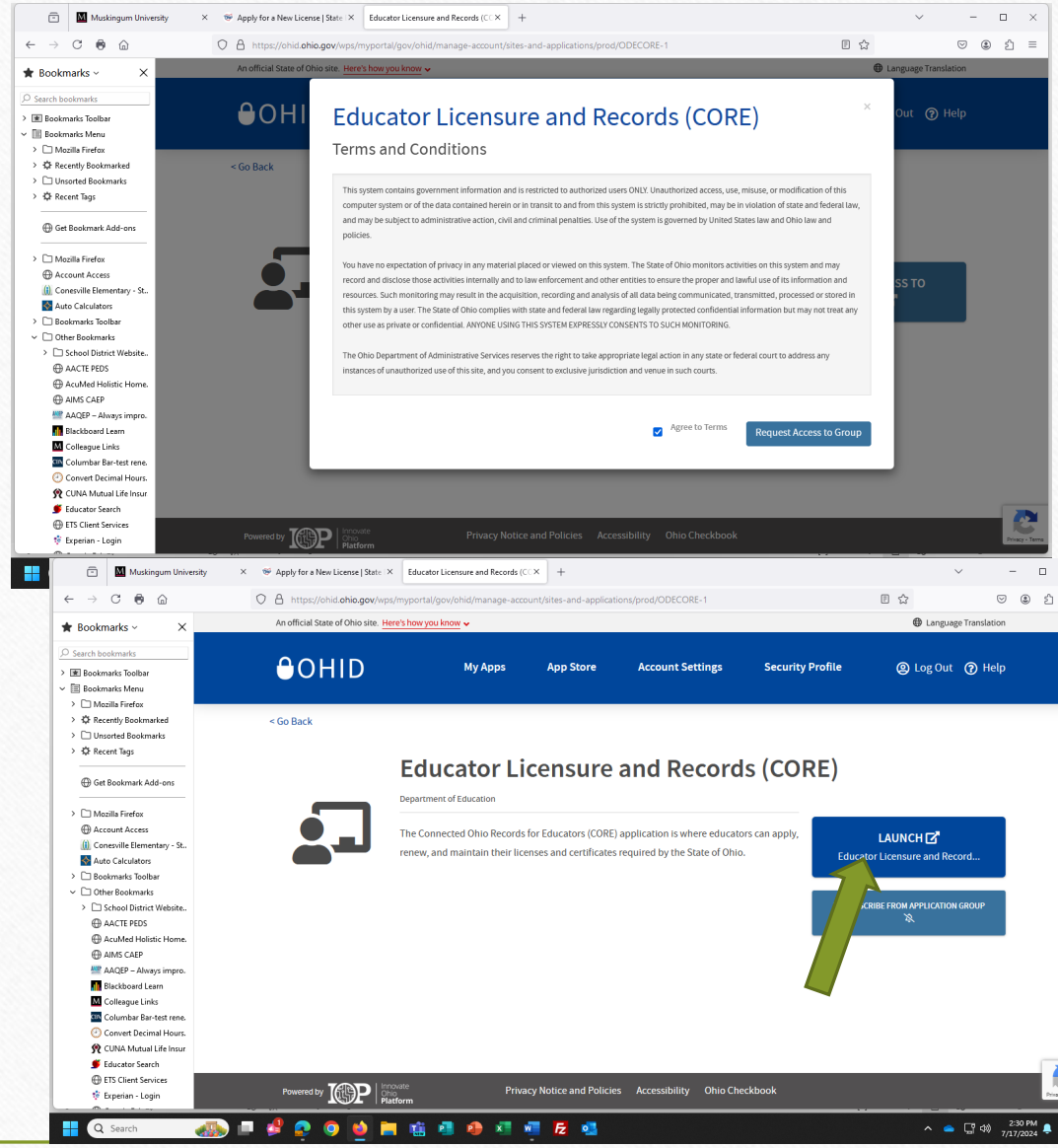


You will open to My Apps. Select visit the App Store. You will then select the appropriate the Educator Licensure and Records (CORE) app. Request Access.

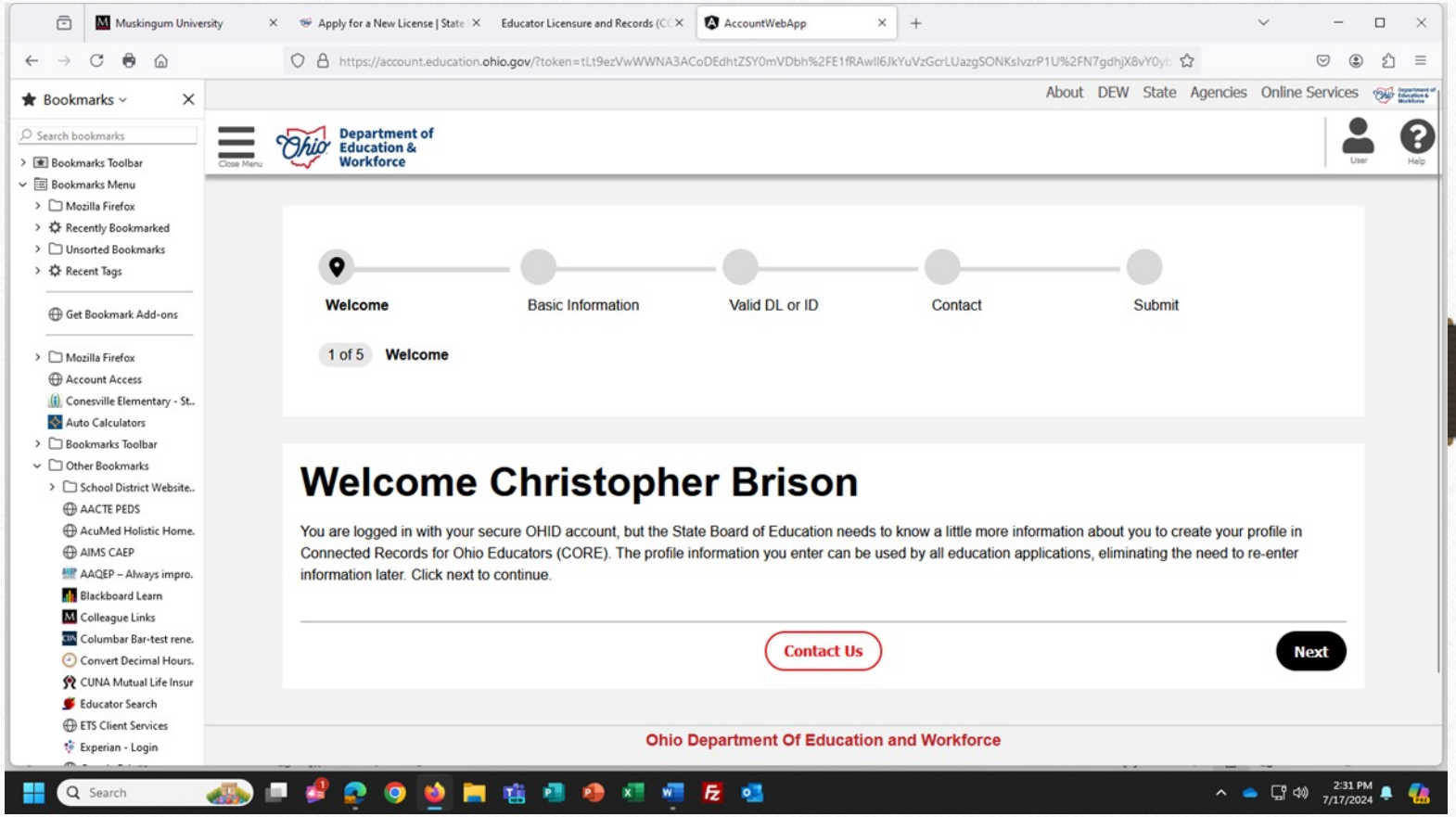


Check box to agree to terms and click on Request Access to Group.

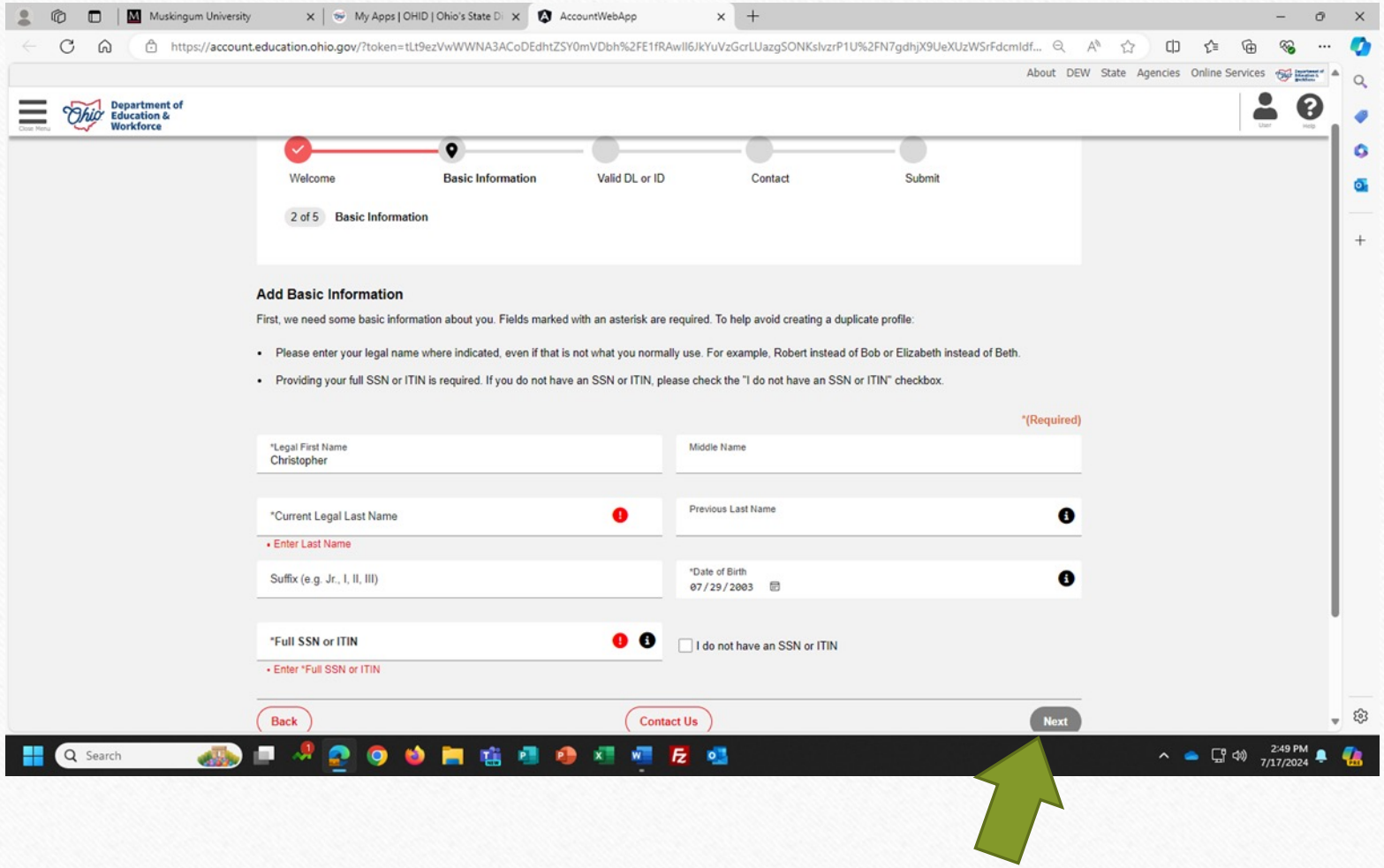
Click on Launch



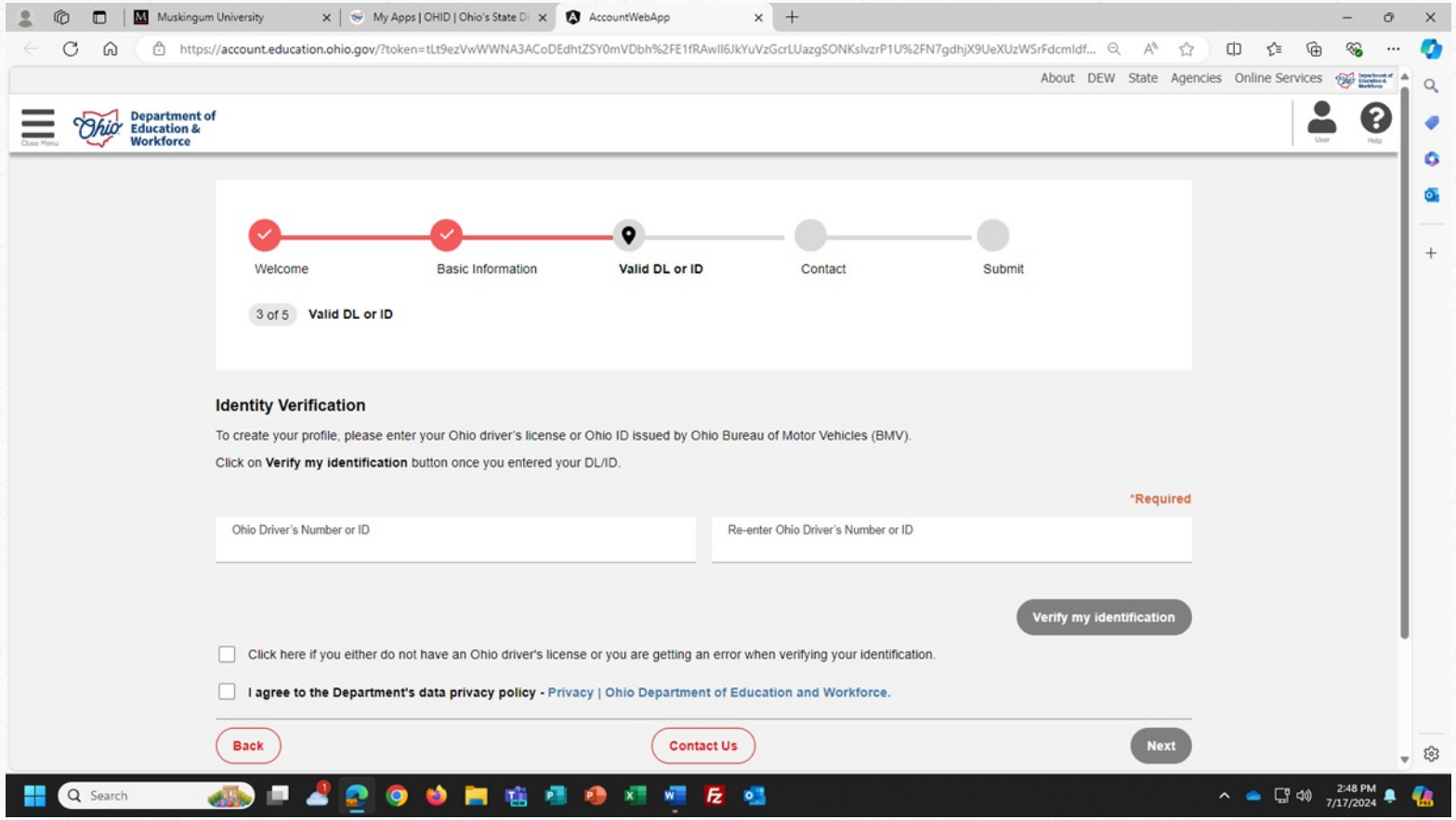
Welcome Message and click on next.



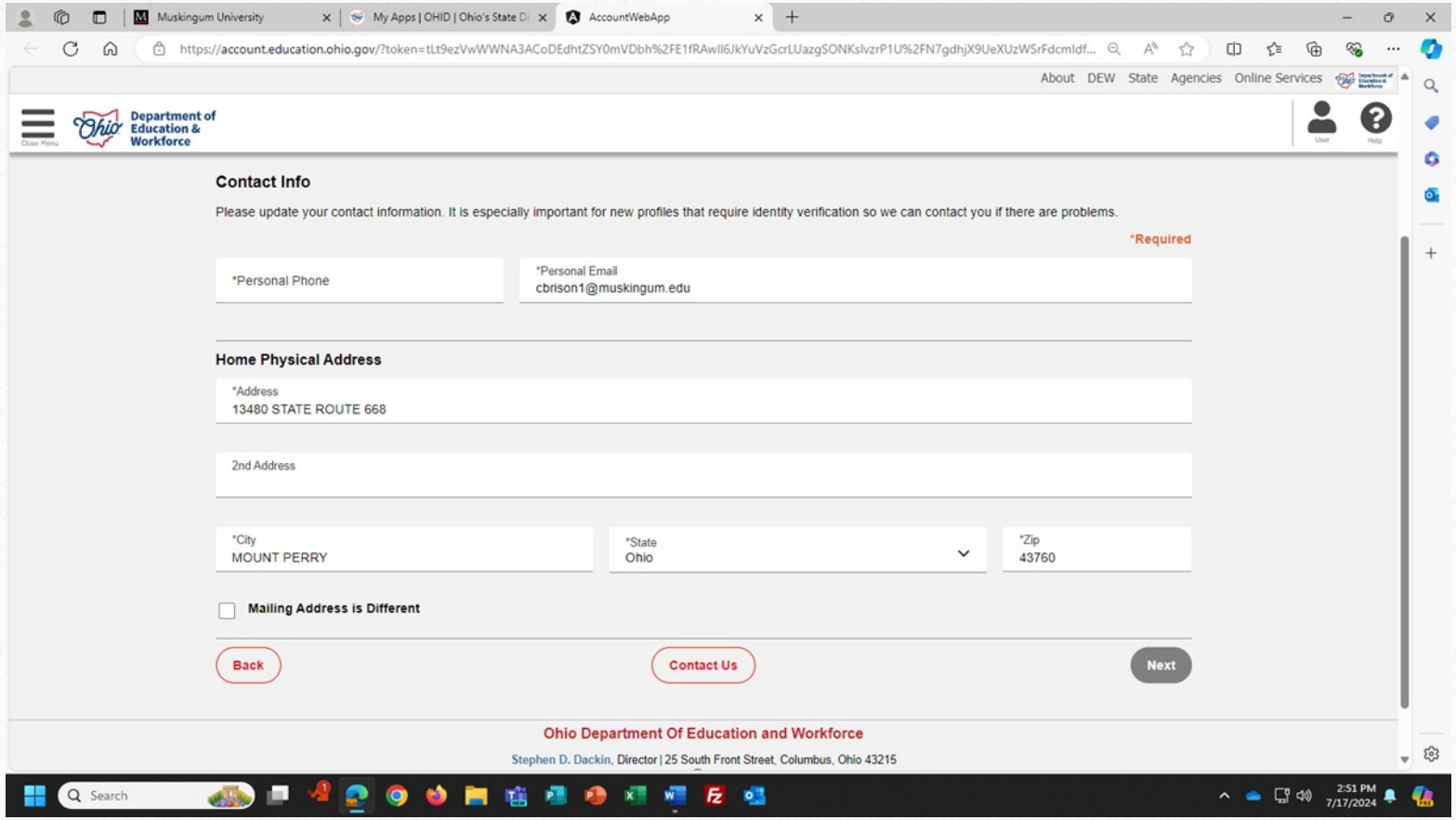
Complete the information listed and click on next.

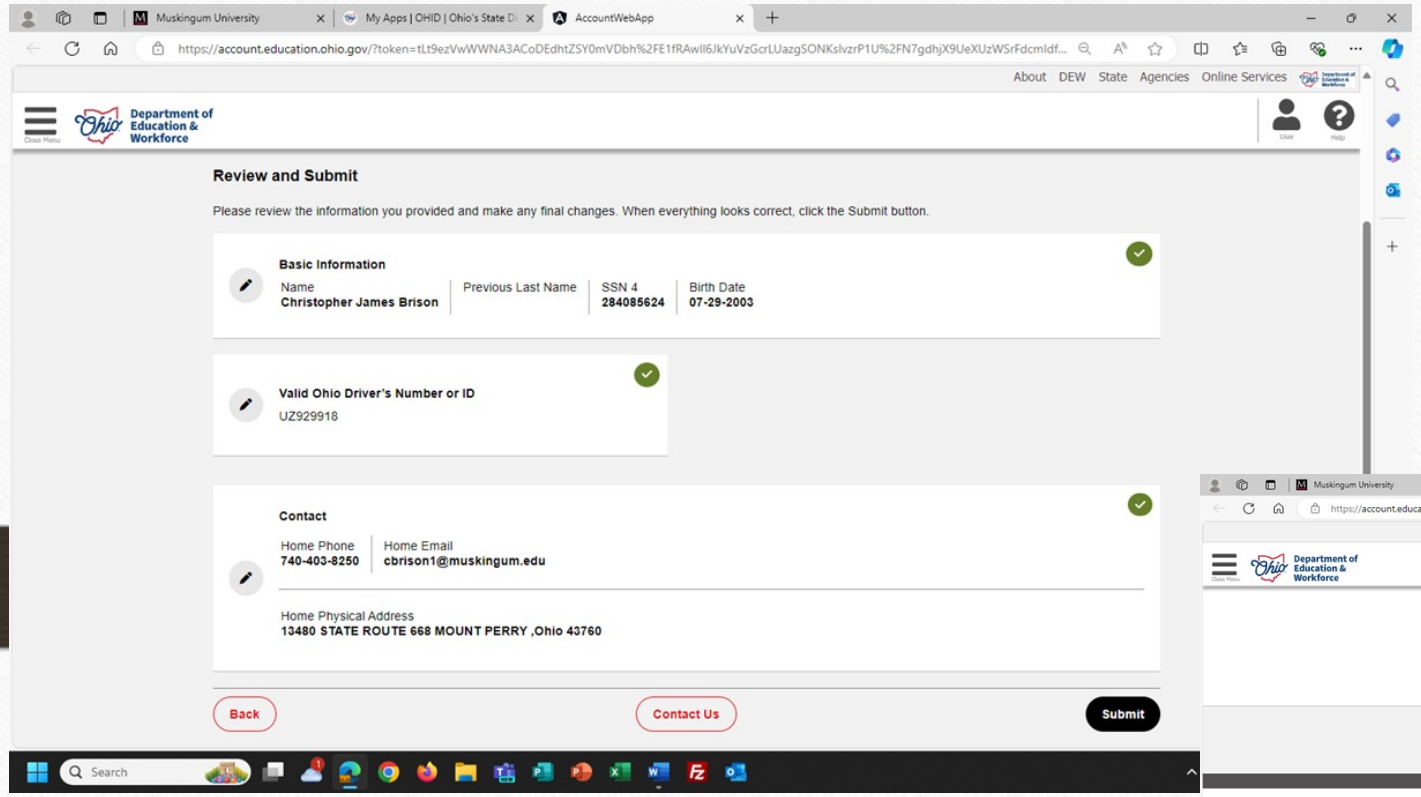


Complete the DL information requested and click on next.

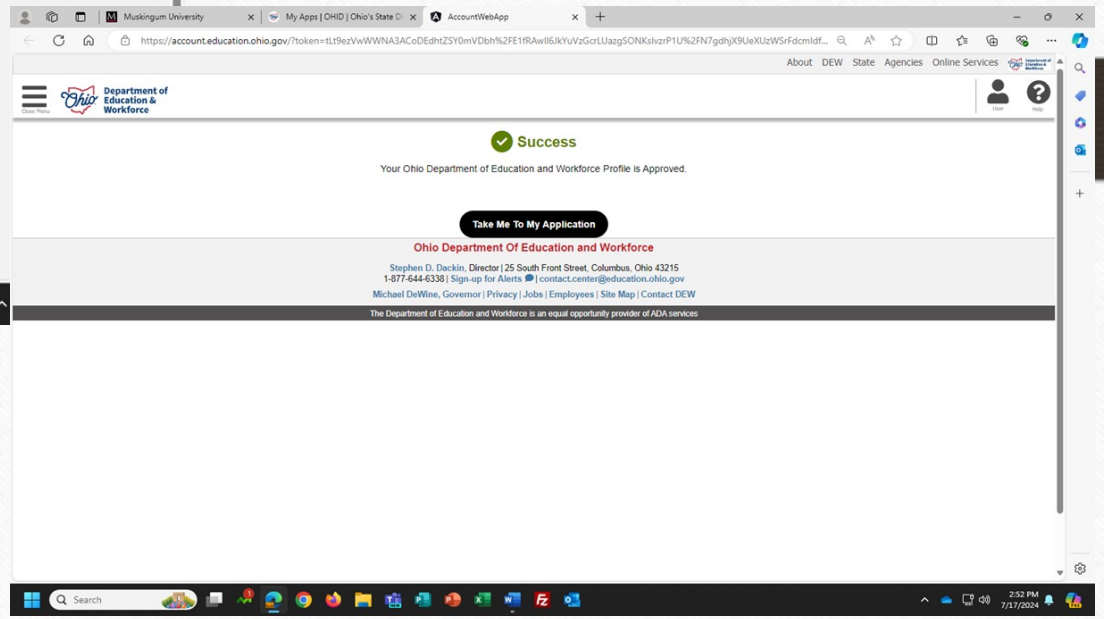


Add phone number, address and click on next.



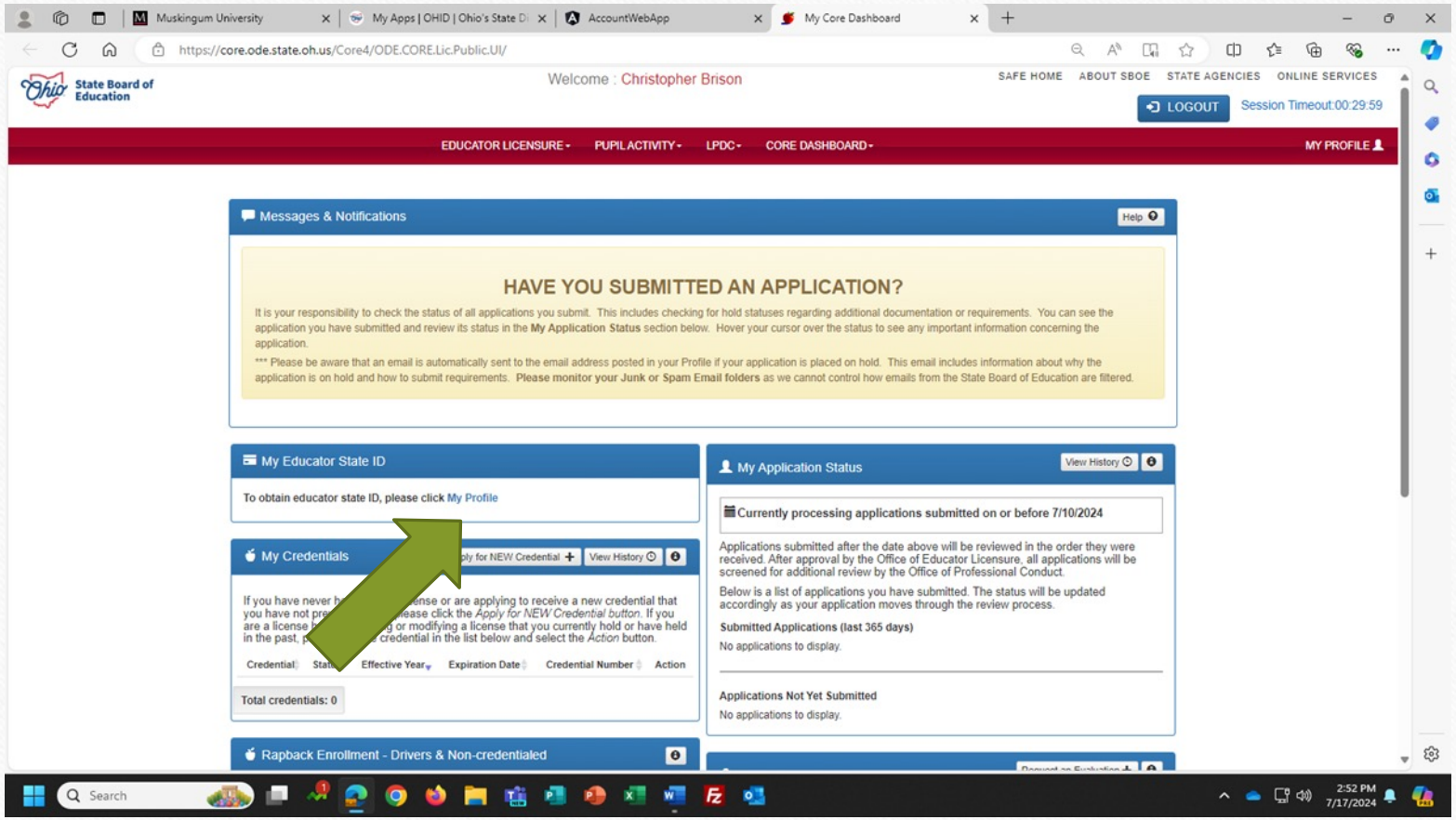


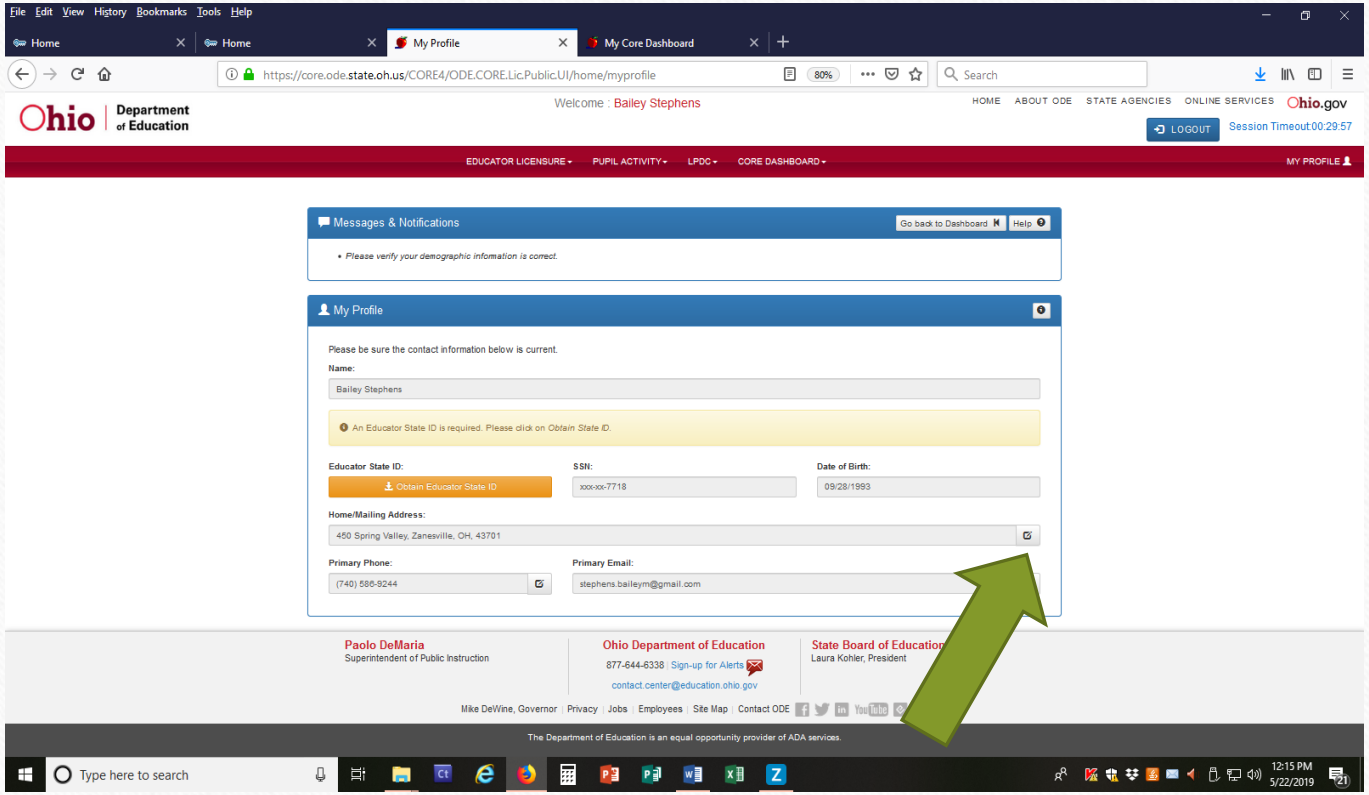
Review your information (if correct), click on Submit. You will then see the Success message below.



Go to My Educator State ID and click on My Profile. The next two slides take you through those steps.

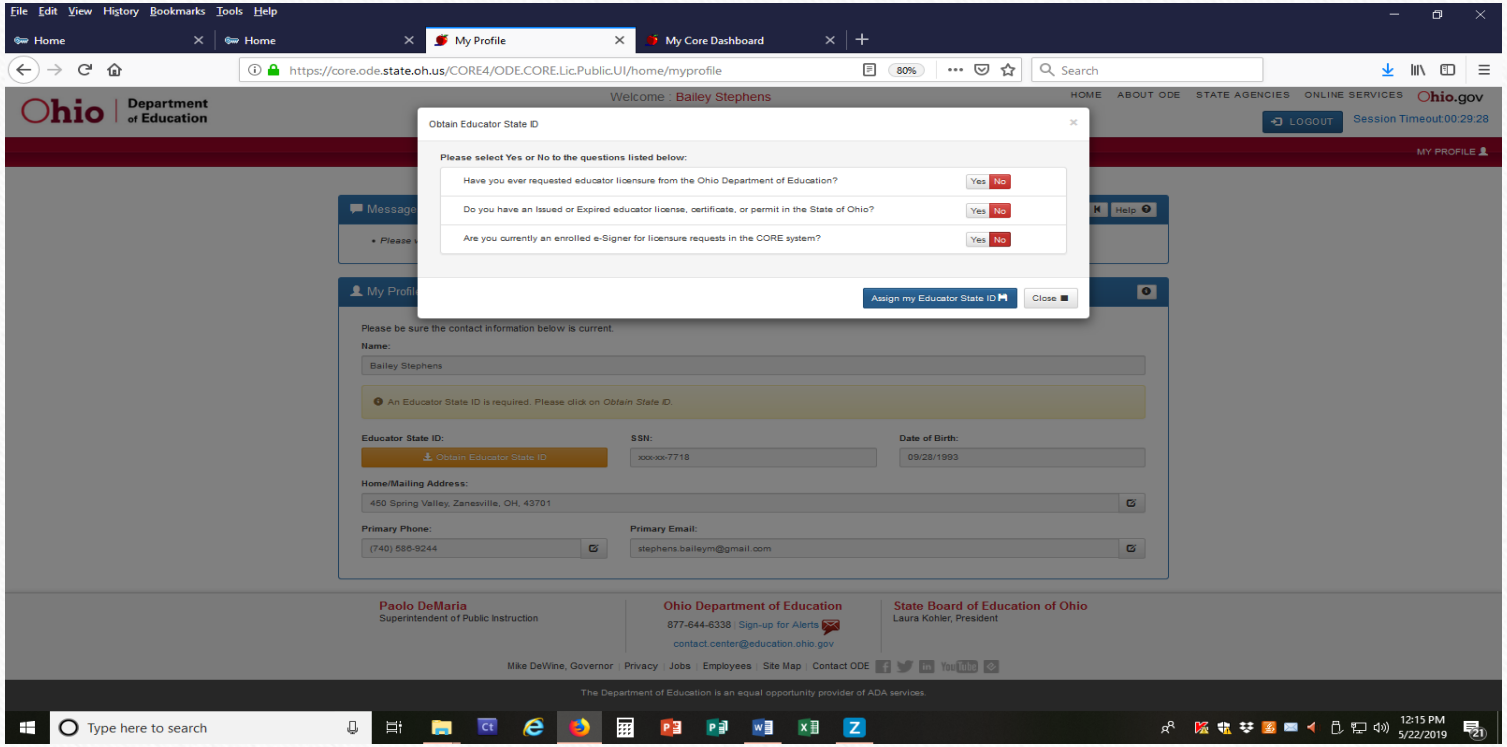
If you have an ID# already listed, this step has been completed by ODE.



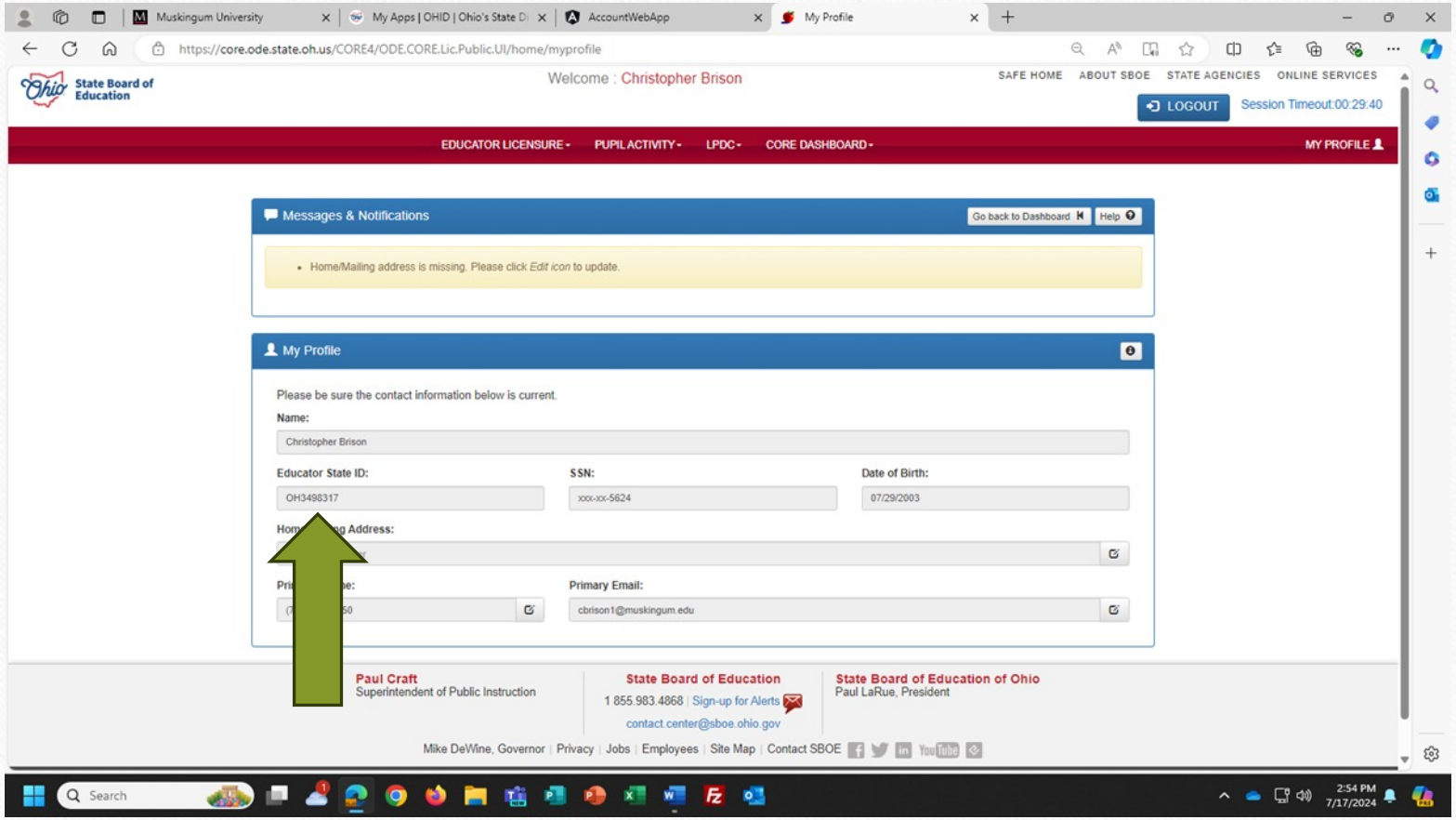


Complete your mailing address by selecting the edit tab (green arrow). Edit any of the other information if needed.

Select the orange bar indicating "obtain Educator State ID"



Answer the three questions provided and select "Assign my Educator State ID". For anyone that does not already have a SAFE account – the answers above should be no, no, and no.

You have now opened your OH|ID Portal/SAFE account.
When the times comes, you will be ready to apply for your license.

You can see where Educator State ID has been established.