

Opening the OH | IDPortal /SAFE Account

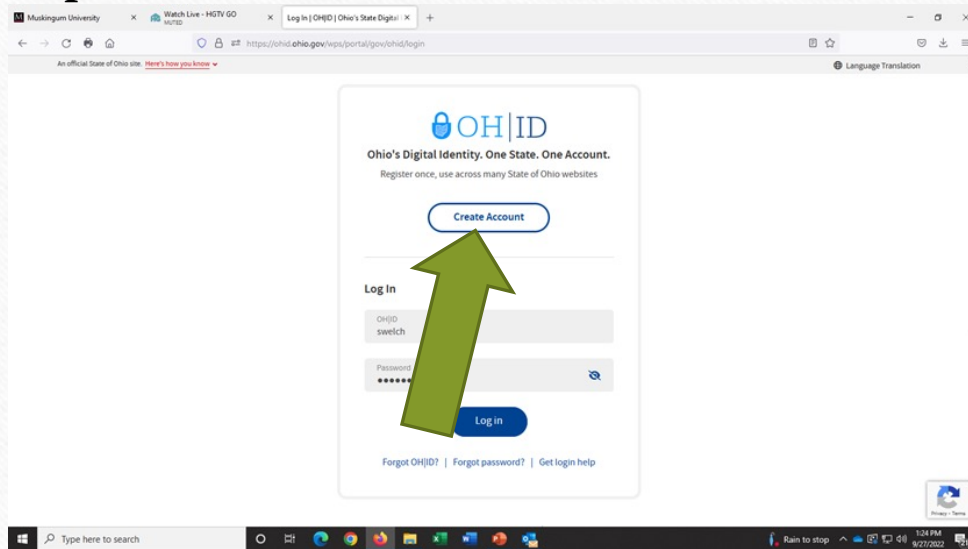
Created by: Stacy Welch



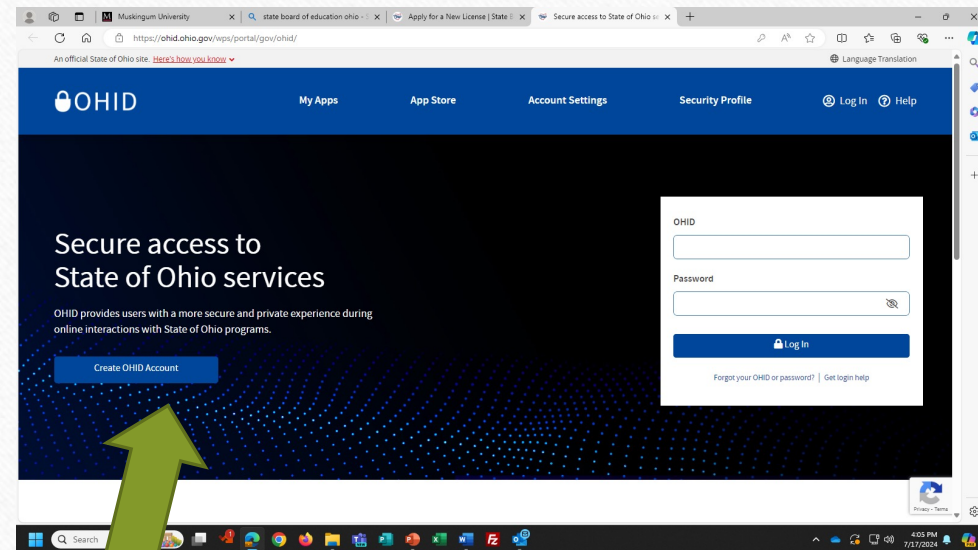
Applying for Licensure

- 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](https://ohid.ohio.gov/wps/portal/gov/ohid/login)
- Takes you to the log in page and sign up link (below)

Option #1 (looks like)



Option #2 (looks like)



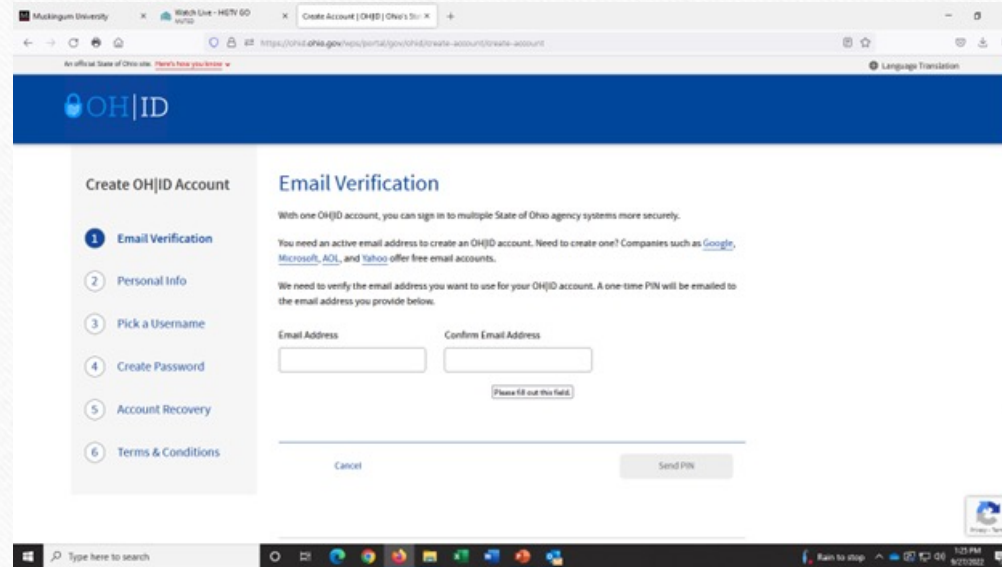
These are the (6) items you will be completing to set up your account.

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Muskingum University, Create Account
- Address Bar:** <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account>
- Page Header:** An official State of Ohio site. [Here's how you know](#) Language Translation
- OHID Logo:** A blue banner with the OHID logo and text.
- Main Content:** "Create OH|ID Account" section with a vertical list of steps:
 - 1 Email Verification
 - 2 Personal Info
 - 3 Pick a Username
 - 4 Create Password
 - 5 Account Recovery
 - 6 Terms & Conditions
- Taskbar:** Windows taskbar with search, task view, and various application icons. System tray shows 2:12 PM on 7/17/2024.

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,

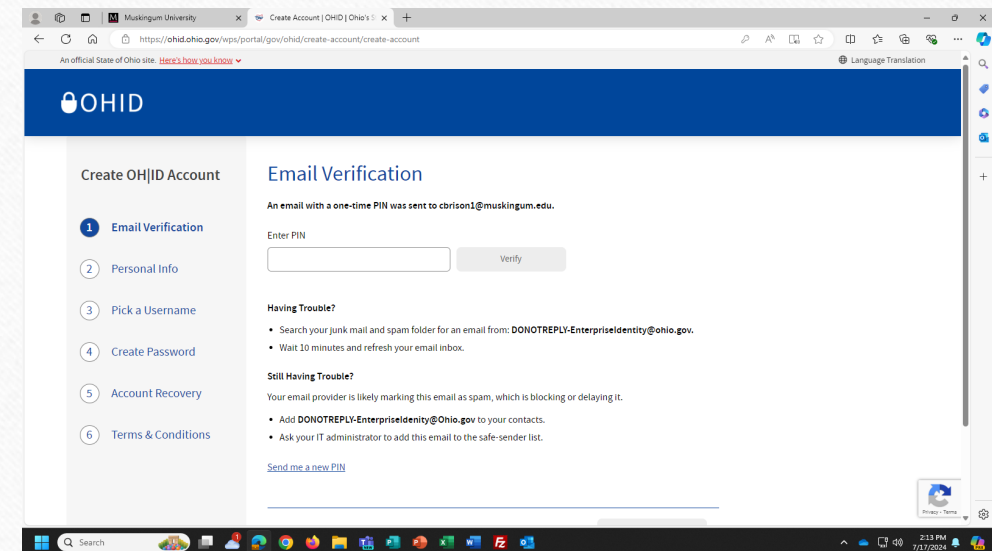
Please enter the following one-time PIN to verify your email. This code will expire in 15 minutes.

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



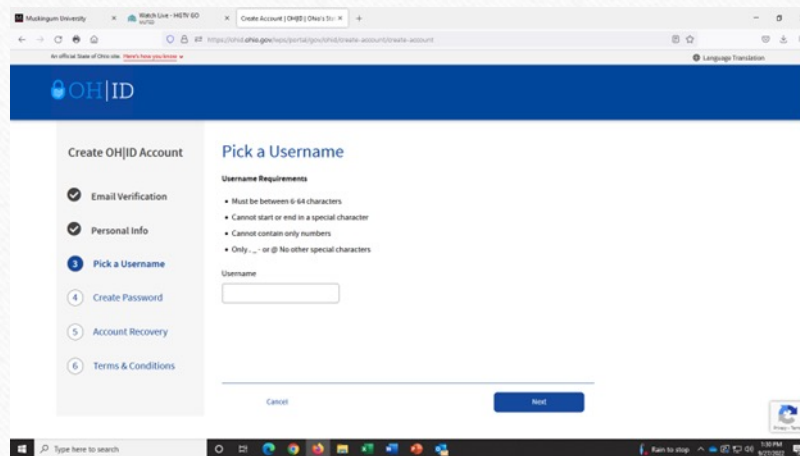
Complete the information and select next.

The screenshot shows a web browser window with the URL <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account>. The page header features the OH|ID logo and a navigation menu with the following items: 1. Email Verification (checked), 2. Personal Info (active), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The 'Personal Info' section contains the following fields: 'Legal First Name' and 'Legal Last Name' (both empty), 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)' (empty). A note below the SSN field reads: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom of the form, there are 'Cancel' and 'Next' buttons. A large green arrow points to the 'Next' button. The browser's address bar shows the URL and a 'Language Translation' option. The Windows taskbar at the bottom displays the search bar, system tray, and the date/time '1:29 PM 9/27/2022'.

Pick a “username” meeting the guidelines and click on next.

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

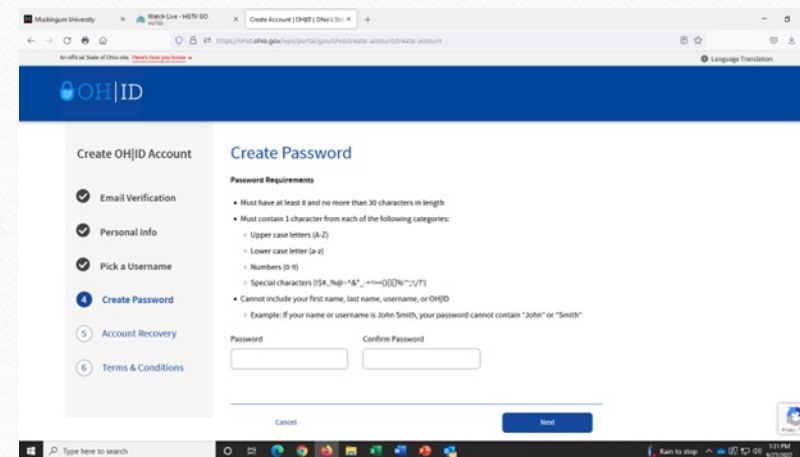
Lastly, you will enter your mobile # to set up account recovery and click next. You will then receive a text message with a pin, enter the pin select verify. Once verified, click on next.



The screenshot shows the 'Create OH|ID Account' page. On the left, a progress bar indicates the current step is 'Pick a Username'. The main content area is titled 'Pick a Username' and lists '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

Below the requirements is a text input field for the 'Username' and a 'Next' button.

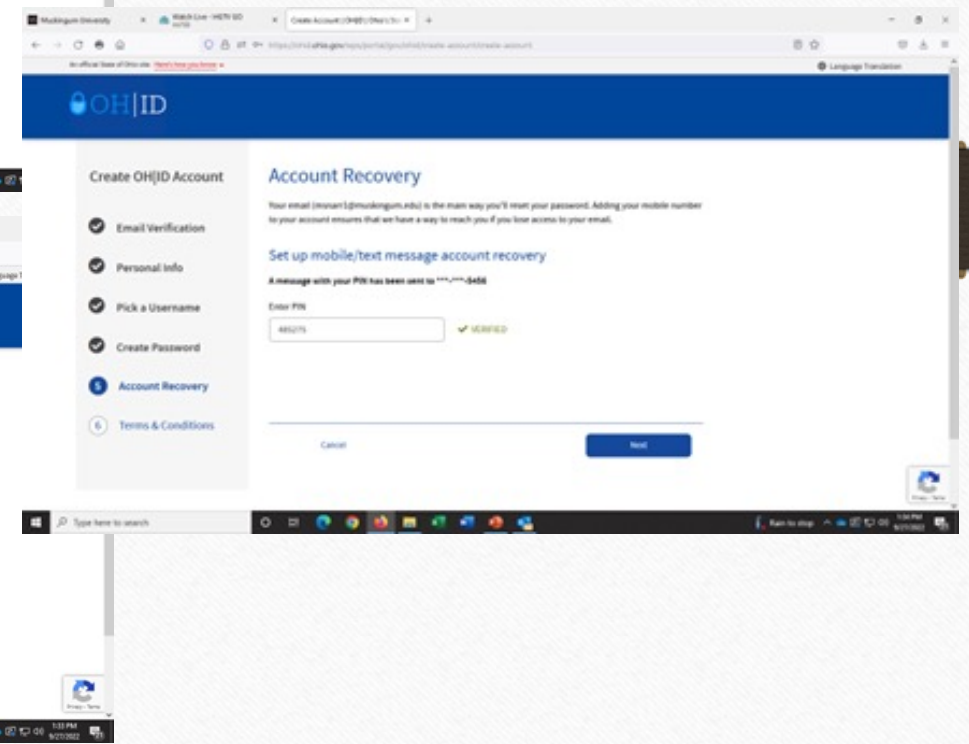
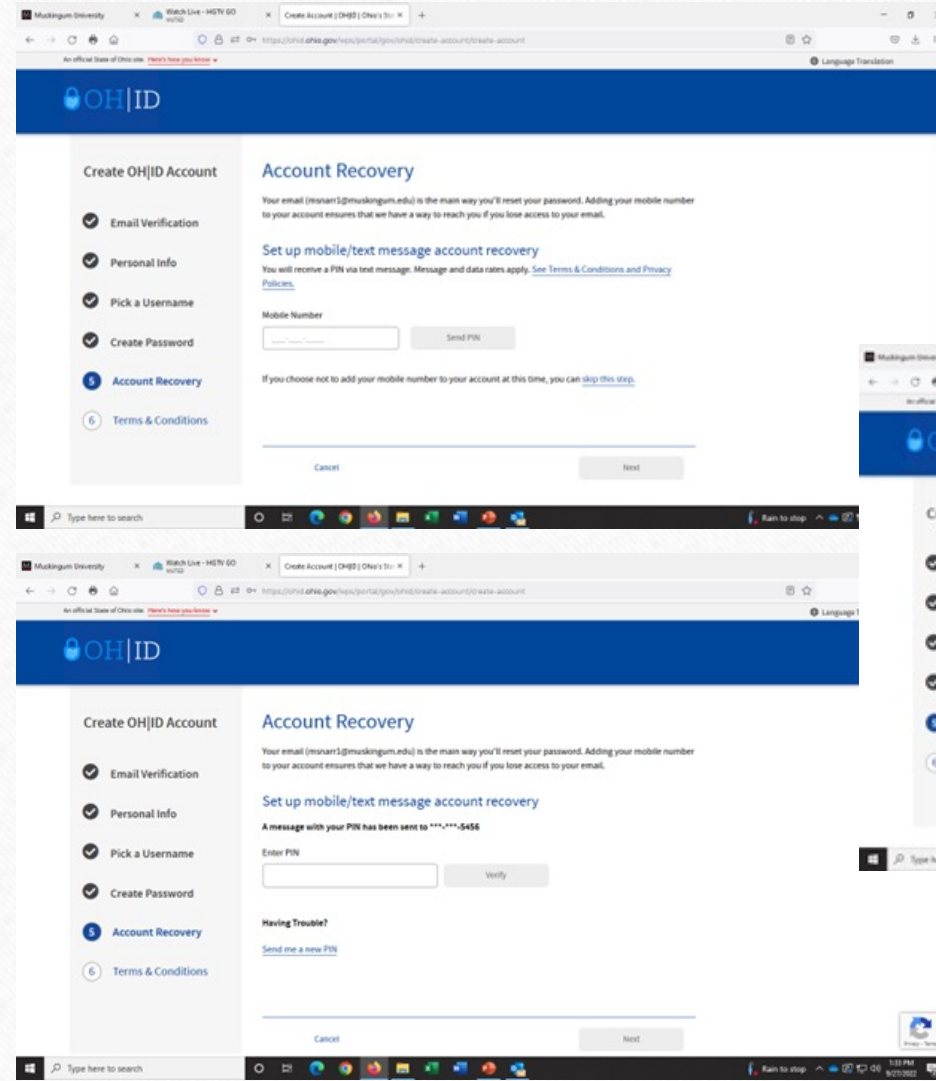


The screenshot shows the 'Create OH|ID Account' page. On the left, the progress bar indicates the current step is 'Create Password'. The main content area is titled 'Create Password' and lists 'Password Requirements':

- 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 letter (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"

Below the requirements are two text input fields for 'Password' and 'Confirm Password', and a 'Next' button.

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.



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

The screenshot shows a web browser window with the URL <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account>. The page header features the OHID logo and navigation links. A sidebar on the left lists the account creation steps: Personal Info, Pick a Username, Create Password, Account Recovery, and Terms & Conditions (highlighted with a blue circle and the number 6). The main content area contains the following text:

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.

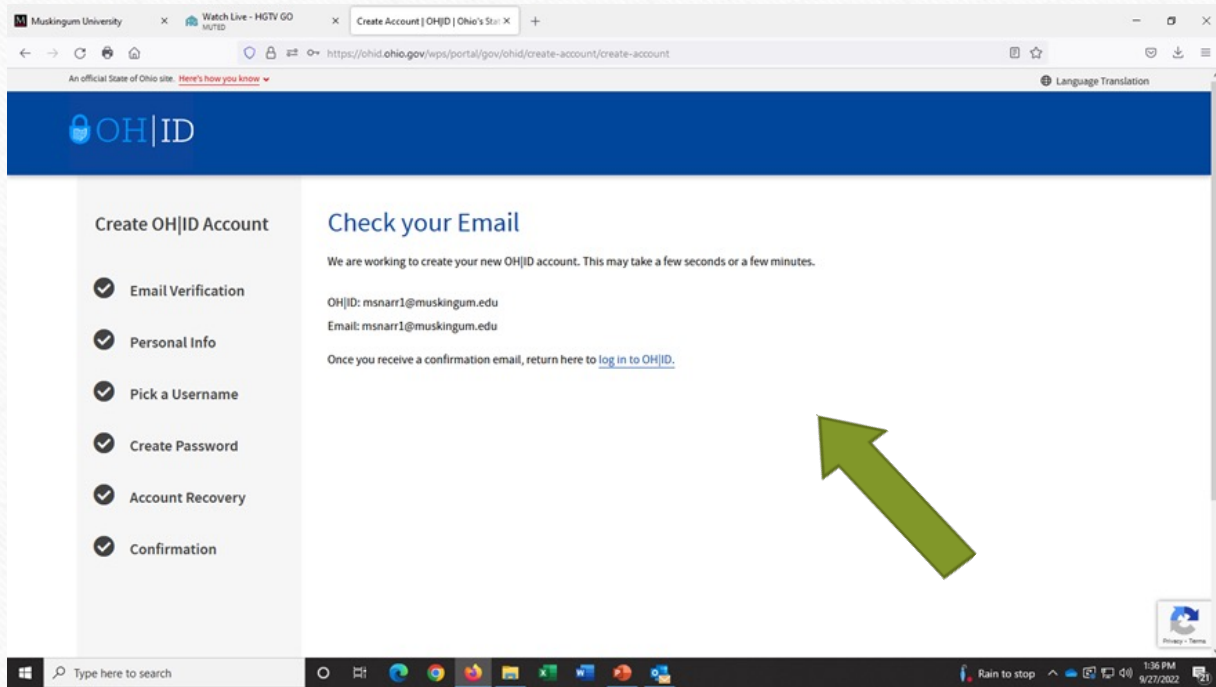
Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

I Agree

Confirm you are not a robot

"doctoring" has how many letters?

A large green arrow points from the right side of the page towards the "I Agree" checkbox and the "Verify" button. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time is 2:17 PM on 7/17/2024.



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.

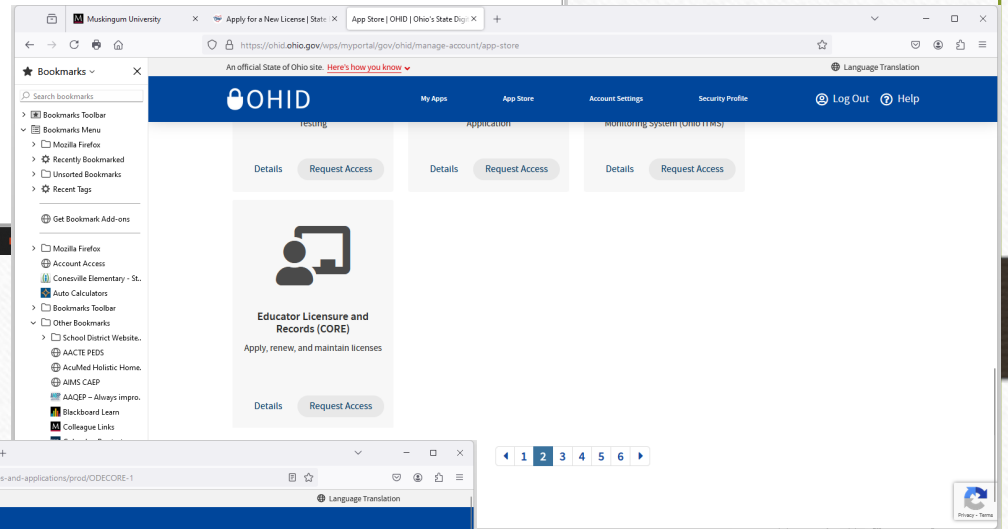
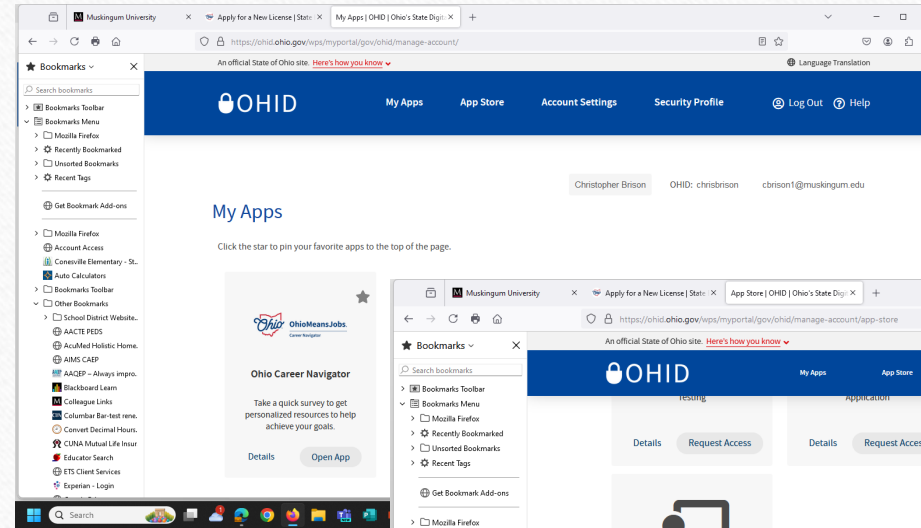
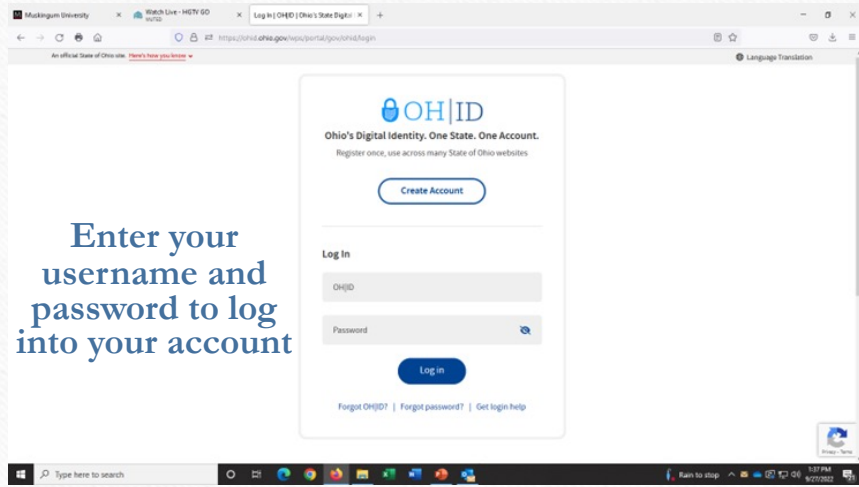
This email confirms you created an OHID account for:

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

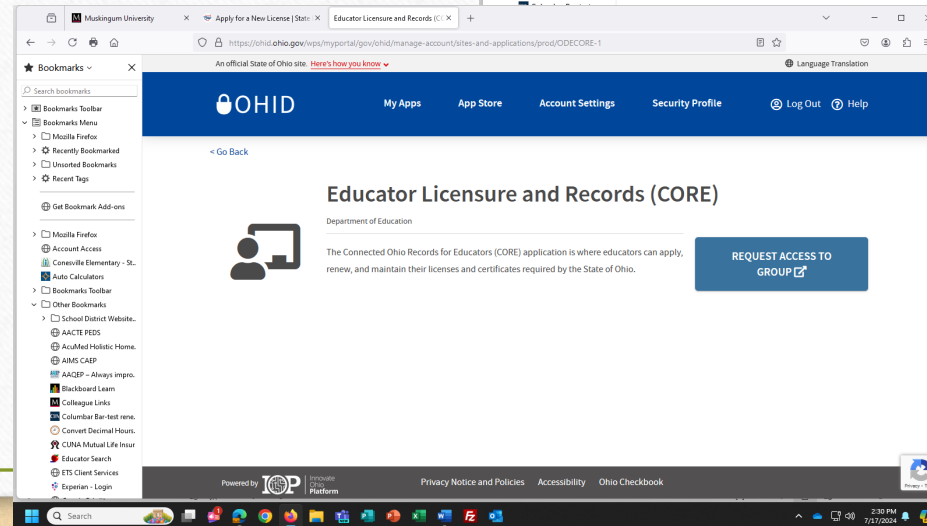
If you did not create this account, please report the issue to the State of Ohio at (614) 644-6860 or csc@ohio.gov.

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





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

The image displays two screenshots of a web browser interface. The top screenshot shows a modal window titled "Educator Licensure and Records (CORE) Terms and Conditions". The modal contains text regarding system security and privacy, followed by a checkbox labeled "Agree to Terms" which is checked, and a blue button labeled "Request Access to Group". The background shows a browser window with a bookmarks sidebar and a navigation bar with "OHID" and "My Apps".

The bottom screenshot shows the main application page for "Educator Licensure and Records (CORE)". The page features a blue header with "OHID" and navigation links like "My Apps", "App Store", "Account Settings", and "Security Profile". Below the header, there is a "LAUNCH" button with a right-pointing arrow, which is highlighted by a green arrow. Below the "LAUNCH" button is a "SUBSCRIBE FROM APPLICATION GROUP" button. The page also includes a "Go Back" link and a "Department of Education" logo.

Welcome
Message and
click on next.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Muskingum University, Apply for a New License | State, Educator Licensure and Records (C), AccountWebApp.
- Address Bar:** <https://account.education.ohio.gov/?token=1Lt9ezVvWWNA3ACoDEdhtZSY0mVDbh%2FE1RAwll6JkYuVzGcrLUazgSONKslvzrP1U%2FN7gdhjX8vY0yl>
- Page Header:** Department of Education & Workforce logo, navigation links (About, DEW, State, Agencies, Online Services), and user profile icons (User, Help).
- Progress Bar:** A horizontal line with five circular markers labeled: Welcome, Basic Information, Valid DL or ID, Contact, and Submit. The 'Welcome' marker is highlighted.
- Main Content:**
 - A breadcrumb: 1 of 5 Welcome
 - A large heading: **Welcome Christopher Brison**
 - A paragraph: "You are logged in with your secure OHID account, but the State Board of Education needs to know a little more information about you to create your profile in Connected Records for Ohio Educators (CORE). The profile information you enter can be used by all education applications, eliminating the need to re-enter information later. Click next to continue."
 - Two buttons: "Contact Us" (red outline) and "Next" (black solid).
- Footer:** Ohio Department Of Education and Workforce
- Taskbar:** Windows taskbar with search, task view, and various application icons. System tray shows 2:31 PM on 7/17/2024.

Complete the information listed and click on next.

The screenshot shows a web browser window with the URL <https://account.education.ohio.gov/?token=tl49ezVwWWNA3ACoDEdhtZSY0mVDBbh%2FE1fRAwll6JKyUzGcrLUazgSONKslvzrP1U%2FN7gdhjX9UeXUzWSrFdcmlf...>. The page header includes the Ohio Department of Education & Workforce logo and navigation links: About, DEW, State, Agencies, Online Services. A progress bar at the top shows five steps: Welcome (completed), Basic Information (current), Valid DL or ID, Contact, and Submit. Below the progress bar, it says '2 of 5 Basic Information'. The main content area is titled 'Add Basic Information' and includes instructions: 'First, we need some basic information about you. Fields marked with an asterisk are required. To help avoid creating a duplicate profile.' Two bullet points provide additional instructions: 'Please enter your legal name where indicated, even if that is not what you normally use. For example, Robert instead of Bob or Elizabeth instead of Beth.' and 'Providing your full SSN or ITIN is required. If you do not have an SSN or ITIN, please check the "I do not have an SSN or ITIN" checkbox.' The form contains several input fields: '*Legal First Name' (filled with 'Christopher'), 'Middle Name' (marked as required), '*Current Legal Last Name' (with an error icon and 'Enter Last Name' message), 'Previous Last Name' (with an information icon), 'Suffix (e.g. Jr., I, II, III)', '*Date of Birth' (filled with '07 / 29 / 2003'), '*Full SSN or ITIN' (with an error icon and 'Enter *Full SSN or ITIN' message), and a checkbox for 'I do not have an SSN or ITIN'. At the bottom of the form, there are three buttons: 'Back', 'Contact Us', and 'Next'. A green arrow points to the 'Next' button. The Windows taskbar at the bottom shows the search bar, various application icons, and the system tray with the time '2:49 PM' and date '7/17/2024'.

Complete the DL information requested and click on next.

The screenshot shows a web browser window with the URL <https://account.education.ohio.gov/?token=tl19ezVwWWNA3ACoDEdhtZSY0mVDBh%2FE1fRAwll6JKyUzGcrLUazgSONKslvzrP1U%2FN7gdhjX9UeXzWSrFdcmlf...>. The page header includes the Ohio Department of Education & Workforce logo and navigation links for About, DEW, State, Agencies, and Online Services. A progress bar at the top indicates five steps: Welcome, Basic Information, Valid DL or ID (current step), Contact, and Submit. Below the progress bar, the text '3 of 5 Valid DL or ID' is displayed. The main content area is titled 'Identity Verification' and contains the following text: 'To create your profile, please enter your Ohio driver's license or Ohio ID issued by Ohio Bureau of Motor Vehicles (BMV). Click on **Verify my identification** button once you entered your DL/ID.' Below this text are two input fields: 'Ohio Driver's Number or ID' and 'Re-enter Ohio Driver's Number or ID', with a red asterisk and the word 'Required' to the right of the second field. A 'Verify my identification' button is positioned below the input fields. At the bottom of the form, there are two checkboxes: the first is 'Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification.' and the second is 'I agree to the Department's data privacy policy - [Privacy](#) | [Ohio Department of Education and Workforce](#).' At the very bottom of the page, there are three buttons: 'Back', 'Contact Us', and 'Next'. The Windows taskbar at the bottom of the screen shows the search bar, several application icons, and the system tray with the date and time '2:48 PM 7/17/2024'.

Add phone number, address and click on next.

The screenshot shows a web browser window with the URL <https://account.education.ohio.gov/?token=tl19ezVwWWNA3ACoDEdhtZSY0mVDbh%2FE1fRAwll6JKYuVzGcrLUazgSONKslvzrP1U%2FN7gdhjX9UeXzWSrFdcmlf...>. The page is titled "Contact Info" and contains the following fields and elements:

- Contact Info**
 - Instruction: "Please update your contact information. It is especially important for new profiles that require identity verification so we can contact you if there are problems."
 - *Personal Phone**: An empty text input field.
 - *Personal Email**: A text input field containing "cbrison1@muskingum.edu".
- Home Physical Address**
 - *Address**: A text input field containing "13480 STATE ROUTE 668".
 - 2nd Address**: An empty text input field.
 - *City**: A text input field containing "MOUNT PERRY".
 - *State**: A dropdown menu showing "Ohio".
 - *Zip**: A text input field containing "43760".
- Mailing Address is Different**
- Navigation buttons: **Back** (red outline), **Contact Us** (red outline), and **Next** (grey).

At the bottom of the page, the footer reads: "Ohio Department Of Education and Workforce" and "Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215". The Windows taskbar at the bottom shows the date and time as 2:51 PM on 7/17/2024.

AccountWebApp

https://account.education.ohio.gov/?token=...

About DEW State Agencies Online Services

Department of Education & Workforce

Review and Submit

Please review the information you provided and make any final changes. When everything looks correct, click the Submit button.

Basic Information

Name: Christopher James Brison | Previous Last Name: | SSN 4: 284085624 | Birth Date: 07-29-2003

Valid Ohio Driver's Number or ID

UZ929918

Contact

Home Phone: 740-403-8250 | Home Email: cbrison1@muskingum.edu

Home Physical Address: 13480 STATE ROUTE 668 MOUNT PERRY, Ohio 43760

[Back](#) [Contact Us](#) [Submit](#)

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

AccountWebApp

https://account.education.ohio.gov/?token=...

About DEW State Agencies Online Services

Department of Education & Workforce

Success

Your Ohio Department of Education and Workforce Profile is Approved.

[Take Me To My Application](#)

Ohio Department Of Education and Workforce

Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
1-877-644-6338 | Sign up for Alerts | contact.center@education.ohio.gov

Michael DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact DEW

The Department of Education and Workforce is an equal opportunity provider of ADA services

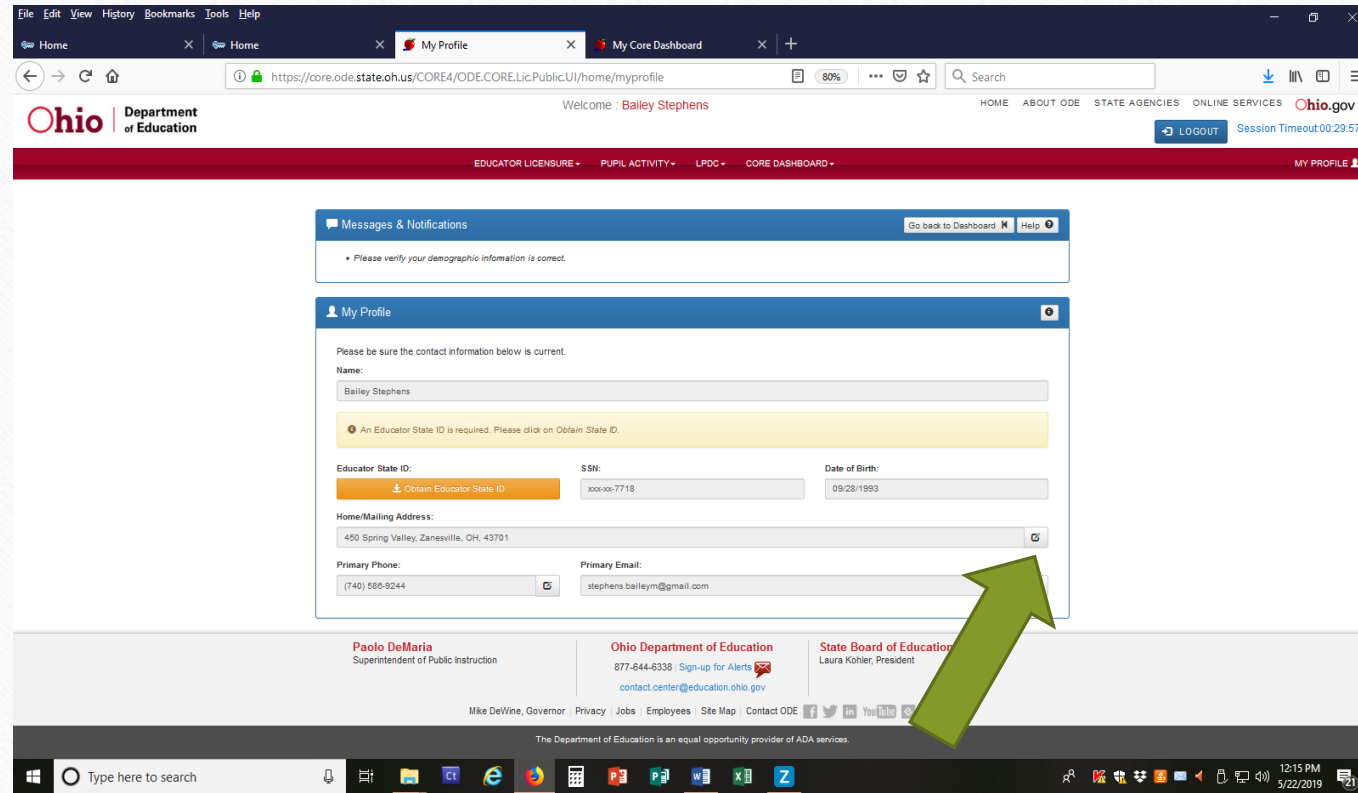
Go to My Educator State ID and click on My Profile. The next two slides take you through those steps.

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

The screenshot shows a web browser window with the URL <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/>. The page is titled "Welcome : Christopher Brison" and features a navigation bar with links for "SAFE HOME", "ABOUT SBOE", "STATE AGENCIES", "ONLINE SERVICES", "LOGOUT", and "Session Timeout:00:29:59". The main content area is divided into several sections:

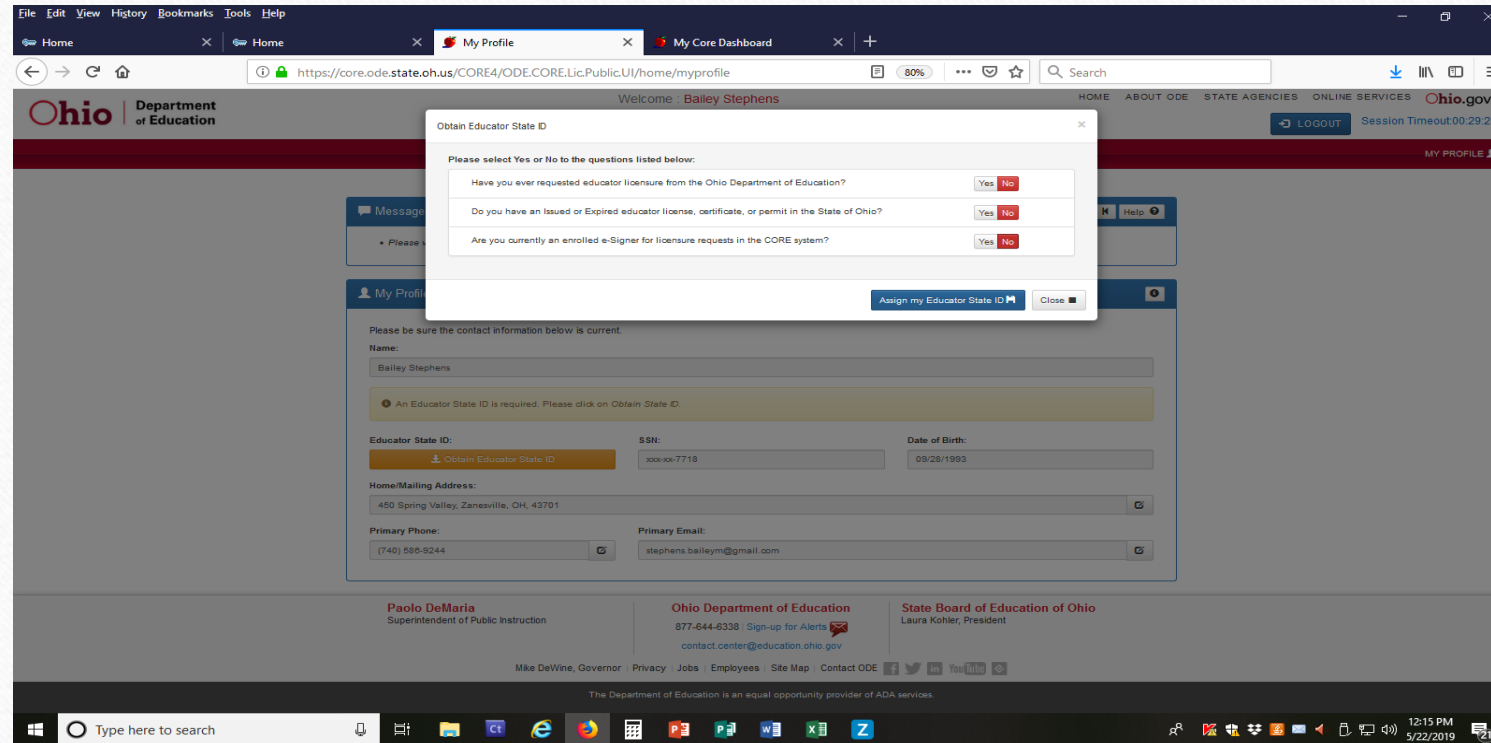
- Messages & Notifications:** A yellow box with the heading "HAVE YOU SUBMITTED AN APPLICATION?" and text explaining the user's responsibility to check application status and providing instructions on how to handle hold statuses.
- My Educator State ID:** A section with the text "To obtain educator state ID, please click My Profile".
- My Credentials:** A section with a green arrow pointing to the "Apply for NEW Credential" button. Below this is a table with columns for "Credential", "State", "Effective Year", "Expiration Date", and "Credential Number". The "Total credentials: 0" is displayed at the bottom.
- My Application Status:** A section with a "View History" button and text indicating that applications submitted on or before 7/10/2024 are currently being processed. It also lists "Submitted Applications (last 365 days)" and "Applications Not Yet Submitted", both showing "No applications to display."

The Windows taskbar at the bottom shows the time as 2:52 PM on 7/17/2024.



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.

The screenshot displays a web browser window with the URL <https://core.ode.state.oh.us/CORE4/ODE.CORE.Lic.Public.UI/home/myprofile>. The page header includes the Ohio State Board of Education logo and navigation links: SAFE HOME, ABOUT SBOE, STATE AGENCIES, ONLINE SERVICES, and a LOGOUT button with a session timeout of 00:29:40. A dark red navigation bar contains links for EDUCATOR LICENSURE, PUPIL ACTIVITY, LPDC, CORE DASHBOARD, and MY PROFILE. The main content area features a Messages & Notifications section with a yellow alert: "Home/Mailing address is missing. Please click Edit icon to update." Below this is the My Profile section, which includes a warning: "Please be sure the contact information below is current." The profile fields are: Name (Christopher Brison), Educator State ID (OH3498317), SSN (xxx-xx-5624), Date of Birth (07/29/2003), Home/Mailing Address (redacted), and Primary Email (cbrison1@muskingum.edu). A green arrow points to the Educator State ID field. The footer contains contact information for Paul Craft, Superintendent of Public Instruction, and Paul LaRue, President of the State Board of Education of Ohio, along with social media links and a search bar.