

Ohio Learn Citizen Portal Job Aid

For Citizen Learners

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

- Registering for an OH|ID Account
- Accessing the Ohio Learn Application via OH|ID
- Launching Ohio Learn

Registering for an OH|ID Account

1. To access Ohio Learn from the OH|ID Citizen Portal, navigate to <https://ohid.ohio.gov/>
2. If you do not have an OH|ID account, choose the **“Create New Account”** button to register.

If you have previously created an account, skip to step #10.

OH|ID

Please login to access the Ohio ID Portal using your OH|ID Account.

Please click the link below to create your OH|ID Account in a few simple steps.

[Create New Account >](#)

OH|ID

Username:

Password:

[Log In](#)

[Forgot username/password?](#)

[Need Help?](#)

Attention: As of May 13, 2019, the Department of Education has been integrated with OH|ID. Please create an OH|ID account to access applications formerly accessed through the SAFE portal. Thank you!

- Once on the Create Your OH|ID Account setup under Profile Information, populate the necessary fields:
 - Required contact and demographic information.
 - Answer the verification question.
 - Read and accept the OH|ID terms and conditions by checking the box next to “I Agree.”

Create Your OH|ID Account

Profile Information | Security Setup | Confirmation

OH|ID Profile Information

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

First Name *	Middle Initial	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Email Confirmation *		
<input type="text"/>	<input type="text"/>		
Work Phone Number *	Mobile Number		
<input type="text"/>	<input type="text"/>		
Date of Birth *	Last 4 of SSN		
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>		
Verification Question: ? *			
What is forty six thousand and fifty eight as a number?			
<input type="text"/>			

Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile 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 to refuse service, terminate accounts, remove or edit content, or cancel transactions.

I Agree

Cancel Reset **Next**

- Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue to Security Setup.
- On the next Create Your OH|ID Account page, choose a **Username** and **Password** in accordance with the guidelines listed.

- Click on the corresponding tile under the “Security Options” header to **choose your preferred option**. It is important to note that multiple options can be selected. The options are:
 - A temporary PIN that is sent to your email address
 - A temporary PIN that is sent via text message
 - Answering pre-selected security questions
- Once you have entered all the required information, click the “**Create Account**” button to continue.

Create Your OH|ID Account

Profile Information | Security Setup | Confirmation

Create OH|ID Username and Password

Provide username and password information to complete your profile.

Username

Password

Confirm New Password

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Password Guidelines:

- 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 (!\$#.%@~^&* _+=><0[]{}%":;~\/?)
- Password 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"

Choose Password Recovery Methods

You can select more than one method.

Email
You will receive a temporary PIN on your email address to reset the forgotten password.

Mobile Number
You will receive a temporary PIN on your mobile number to reset the forgotten password.

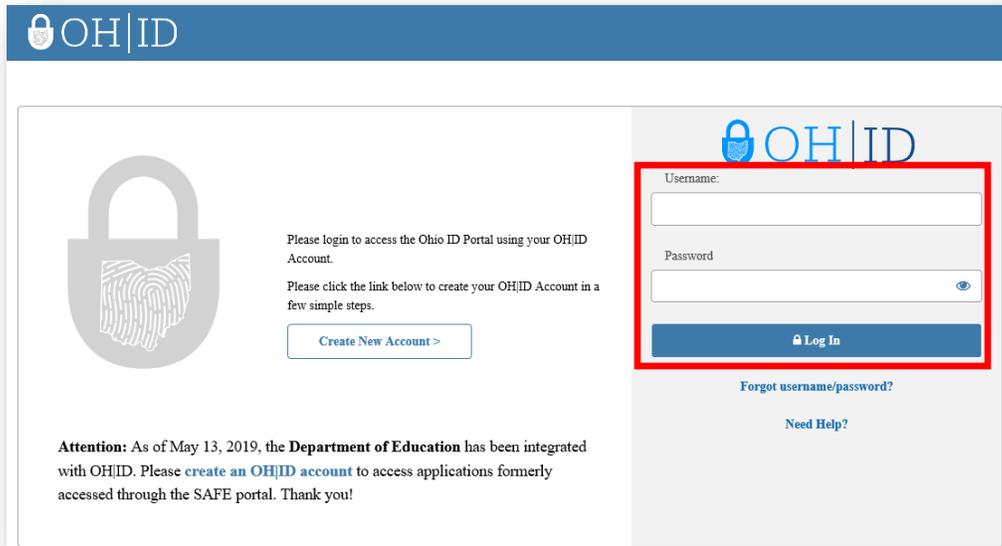
Security Questions
Security Questions can be used to reset the forgotten password.

Cancel | Back | **Create Account**

- You will receive an auto-generated email confirming your OH|ID account creation.

Accessing the Ohio Learn Application via OH|ID

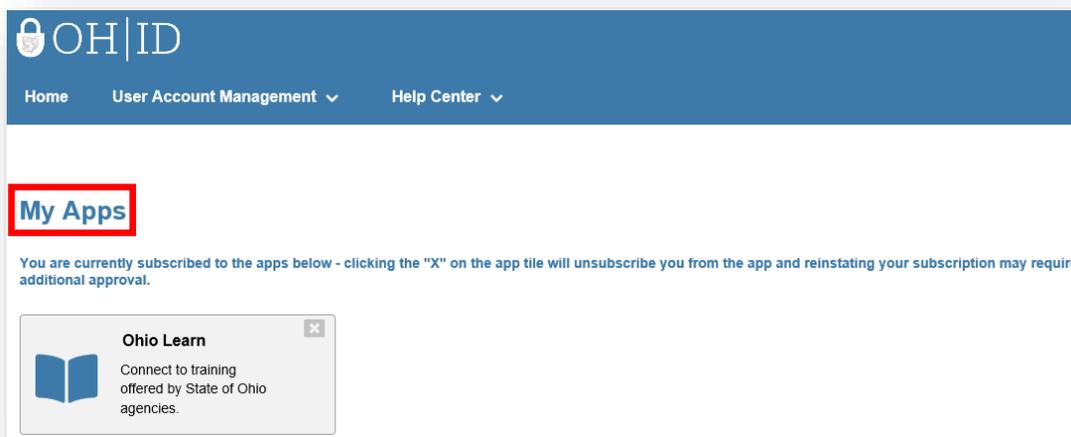
9. Navigate to <https://ohid.ohio.gov> and log in using your OH|ID username and password.



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

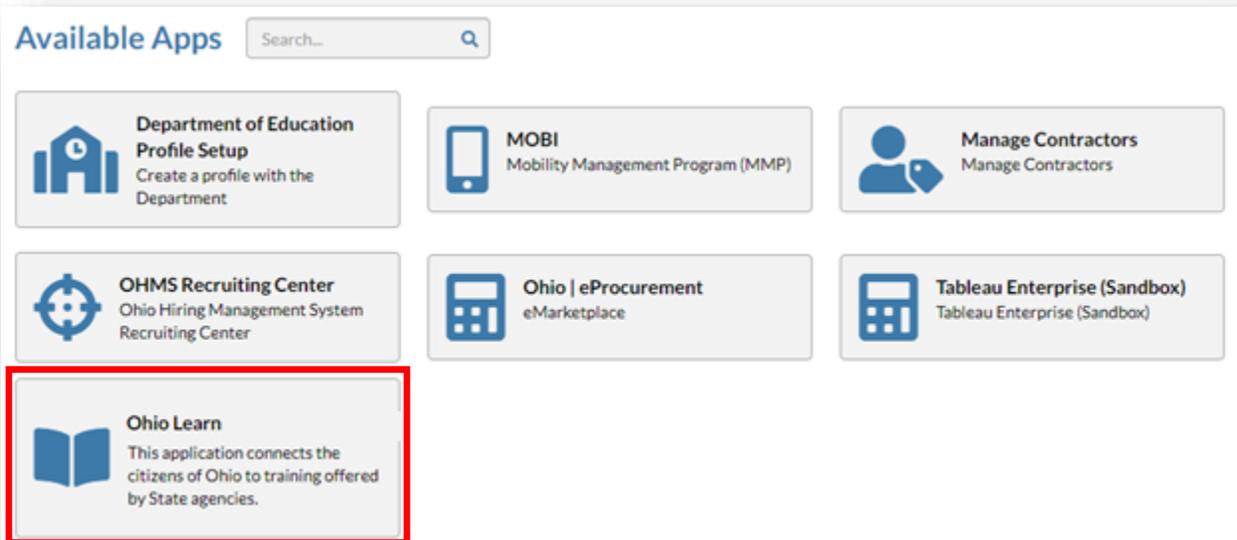
If you have already subscribed to Ohio Learn, click on the Ohio Learn tile from within the My Apps section to launch the application, then skip to step #17.

If you have not previously accessed the application, move to Step #12 to learn how to subscribe to Ohio Learn.



11. The next section of the OH|ID homepage is the Available Apps section. This section displays tiles for applications that you are able to access but have not yet configured.

Additionally, you can utilize the Search bar to filter the tiles in the Available Apps section.



12. To request access to Ohio Learn, **click on the Ohio Learn tile.**

13. After you click on the tile, the terms and conditions for the application will pop up.

Once you have scrolled to the bottom of the pop up, click the box next to **“I Agree.”** A checkmark will appear indicating you have accepted the terms and conditions.

14. After accepting the terms and conditions, click the **“Request Access”** button to request access to the application.

Ohio Learn

This application connects the citizens of Ohio to training offered by State of Ohio agencies. Participating agencies currently include the Department of Administrative Services (DAS) and Department of Rehabilitation and Correction (DRC).

In order to proceed with this request, you must provide the following approval.

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

I Agree

Request Access

15. Next, you'll receive automatic approval and Ohio Learn will show under the My Apps section.

OH|ID

Home User Account Management Help Center

Request Application Access

Your request for has been submitted. You will receive a confirmation email.

Return to Applications

Launching Ohio Learn

16. After you've selected the Ohio Learn tile, you will be taken to the Ohio Learn Citizen Portal site.
17. To learn more about the site and accessing training, watch the **Getting Started Overview** video highlighted below.



18. Click on the Ohio Department of Rehabilitation & Correction Logo



19. Scroll the DRC Catalog section down until you see the ODRC Citizen Portal Category & click on the text that says Sub Categories (2).

The screenshot shows the Ohio LEARN CITIZEN PORTAL interface. At the top, there are navigation links for Home, State of Ohio Training, Training History, and Help. Below this is a 'JUMP TO' section with buttons for 'DRC Catalog', 'My DRC In-Progress Training', and 'My DRC Transcript'. The main content area is titled 'DRC Catalog' and includes a search bar with a 'FIND' button and an 'ADVANCED SEARCH' link. Below the search bar, there is a 'DRC Catalog' section with a list of categories. The 'ODRC Citizen Portal' category is highlighted with a red box, and the text 'Sub Categories (2)' is visible below it.

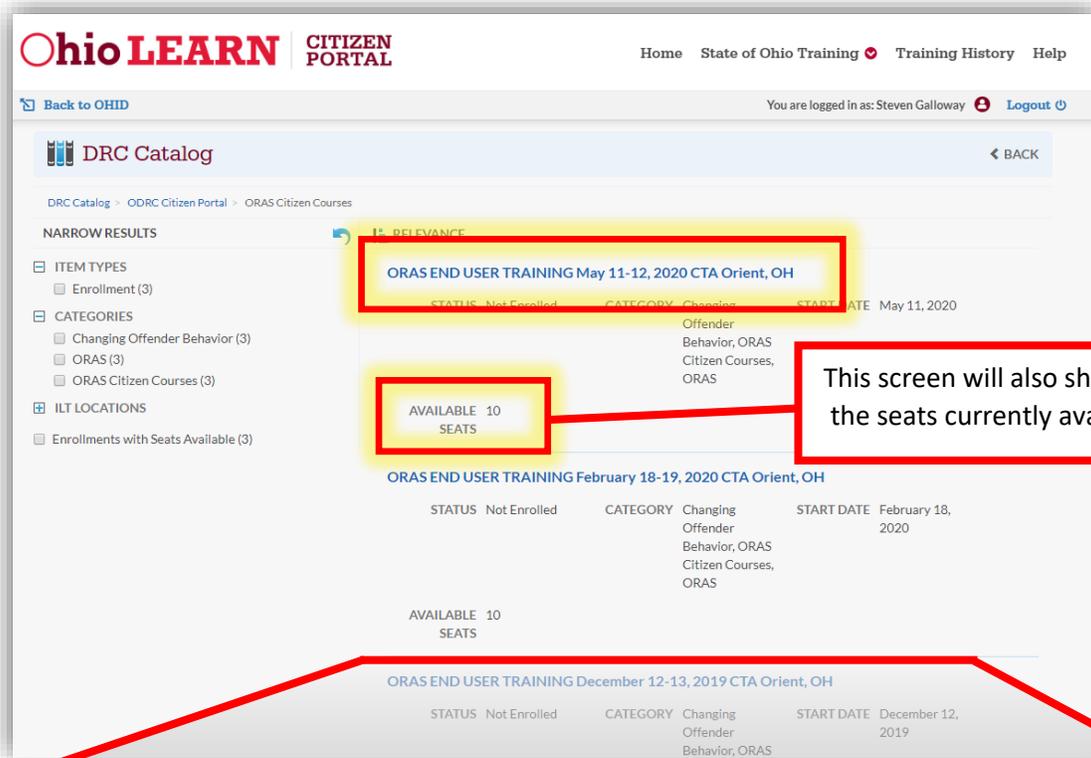
20. This will load the categorize of training available in the Citizen portal. Click on the Sub Category of training you want to participate in. Currently there are:
- I. ODRC Citizen Volunteer Training (Web Based Trainings)
 - II. ORAS Citizen Courses (Instructor Led Trainings)

The screenshot shows the Ohio LEARN CITIZEN PORTAL interface with the 'ODRC Citizen Portal' category selected. The page displays two sub-categories: 'ODRC Citizen Volunteer T...' and 'ORAS Citizen Courses' with 'Learning Events (3)' listed below it.

21. To view the available trainings click on the Learning Event text under in the Category.



22. This will load a list of available Trainings. To learn more about the training click on the title.



This screen will also show you the seats currently available.

ORAS END USER TRAINING December 12-13, 2019 CTA Orient, OH

STATUS	Not Enrolled	CATEGORY	Changing Offender Behavior, ORAS Citizen Courses, ORAS	START DATE	December 12, 2019
---------------	--------------	-----------------	--	-------------------	-------------------

Name of Training

Date of Training

Location of Training

AVAILABLE 4 SEATS

The titles provide the name, date and location of the training in the title of the training.

23. To enroll in the training click the Enroll button.

Ohio LEARN | CITIZEN PORTAL

Home State of Ohio Training **Training History** Help

Back to OHID You are logged in as: Steven Galloway Logout

DRC Catalog < BACK

ORAS END USER TRAINING February 18-19, 2020 CTA Or... more

2/18/2020 8:30 AM 0 10 10 0
START DATE START TIME MIN SEATS MAX SEATS REMAINING SEATS ATTACHMENTS

DRC Catalog > ODRS Citizen Portal > ORAS Citizen Courses > ORAS END USER TRAINING February 18-19, 2020 CTA Or...

ENROLL

TYPE Enrollment
 EVENT TYPE Instructor Led Training Session
 ENROLLMENT OPENS September 26, 2019 8:00 AM
 ENROLLMENT CLOSES February 4, 2020 12:00 AM
 START DATE February 18, 2020 8:30 AM
 END DATE February 19, 2020 4:30 PM
 CATEGORY Changing Offender Behavior, ORAS Citizen Courses, ORAS
 ADMIN CONTACTS TIMOTHY STAFFORD
 CREDITS 16 Training Hours (Credit Value: 16)

CURRENT STATUS Not Enrolled
 EVENT ORAS END USER TRAINING February 18-19, 2020 CTA Orient, OH (100191525)
 MINIMUM SEATS 0
 MAXIMUM SEATS 10
 SEATS REMAINING 10
 WAIT LIST REMAINING Unlimited

Click here to view the address and room information for the training.

ENROLL

24. After you are enrolled you will receive an email from the system and you can locate the enrollment under the My DRC In-Progress Training section under State of Ohio Training.

Ohio LEARN | CITIZEN PORTAL

Home **State of Ohio Training** Training History Help

Back to OHID You are logged in as: Steven Galloway Logout

My DRC In-Progress Training

Below you will find all of your current DRC Learning Plans, web-based and instructor-led training in progress. This includes courses you have launched from the DRC topical catalog and ILTs you've enrolled in but have not yet attended.

My DRC In-Progress Training

1 MY TASKS 0 PAST DUE 0 DUE SOON 0 NO DUE DATE

START DATE (FUTURE TO CURRENT) FILTERS (#)

ORAS END USER TRAINING February 18-19, 2020 CTA Orient, OH

DUE DATE	February 19, 2020	STATUS	Incomplete	START DATE	February 18, 2020
TYPE	Enrollment	END DATE	February 19, 2020	CATEGORY	Changing Offender Behavior, ORAS Citizen Courses, ...

25. If your schedule changes and you can no longer attend the training you can drop the enrollment by going to the My DRC In-Progress Training and clicking the title of the enrollment. Then click the Drop button to make your seat available to another user.

The screenshot shows the Ohio LEARN Citizen Portal interface. At the top, there is a navigation bar with 'Ohio LEARN' and 'CITIZEN PORTAL' logos, and links for 'Home', 'State of Ohio Training', 'Training History', and 'Help'. Below this, a user is logged in as 'Steven Galloway' with a 'Logout' button. The main heading is 'My DRC In-Progress Training', with a 'Back to OHID' link and a 'You are logged in as: Steven Galloway Logout' notification. A sub-heading 'My DRC In-Progress Training' is followed by a 'BACK' link. The main content area displays 'ORAS END USER TRAINING February 18-19, 2020 CTA Or... more'. Below this, there are several statistics: '2/18/2020' (Start Date), '8:30 AM' (Start Time), '0' (Min Seats), '10' (Max Seats), '9' (Remaining Seats), and '0' (Attachments). A 'DROP' button is highlighted with a red box. Below the statistics, there is a breadcrumb trail: 'My DRC In-Progress Training > ORAS END USER TRAINING February 18-19, 2020 CTA Or...'. The main content area is divided into two columns of information. The left column contains: 'TYPE Enrollment', 'EVENT TYPE Instructor Led Training Session', 'ENROLLMENT OPENS September 26, 2019 8:00 AM', 'ENROLLMENT CLOSES February 4, 2020 12:00 AM', 'START DATE February 18, 2020 8:30 AM', 'END DATE February 19, 2020 4:30 PM', and 'CATEGORY Changing Offender Behavior, ORAS Citizen Courses, ORAS'. The right column contains: 'CURRENT STATUS Approved', 'EVENT ORAS END USER TRAINING February 18-19, 2020 CTA Orient, OH (100191525)', 'MINIMUM SEATS 0', 'MAXIMUM SEATS 10', 'SEATS REMAINING 9', and 'WAIT LIST REMAINING Unlimited'. At the bottom, there is an 'ADMIN CONTACTS' section with the name 'TIMOTHY STAFFORD'.