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](image-url)
3. 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 Acknowledge.”

4. Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue to Security Setup.

5. On the next Create Your OH|ID Account page, choose a Username and Password in accordance with the guidelines listed.
6. 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

7. Once you have entered all the required information, click the “**Create Account**” button to continue.

8. You will receive an auto-generated email confirming your OH|ID account creation.
9. Navigate to [https://ohid.ohio.gov](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.

   ![Available Apps section](image)

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

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)
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.

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

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.
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.