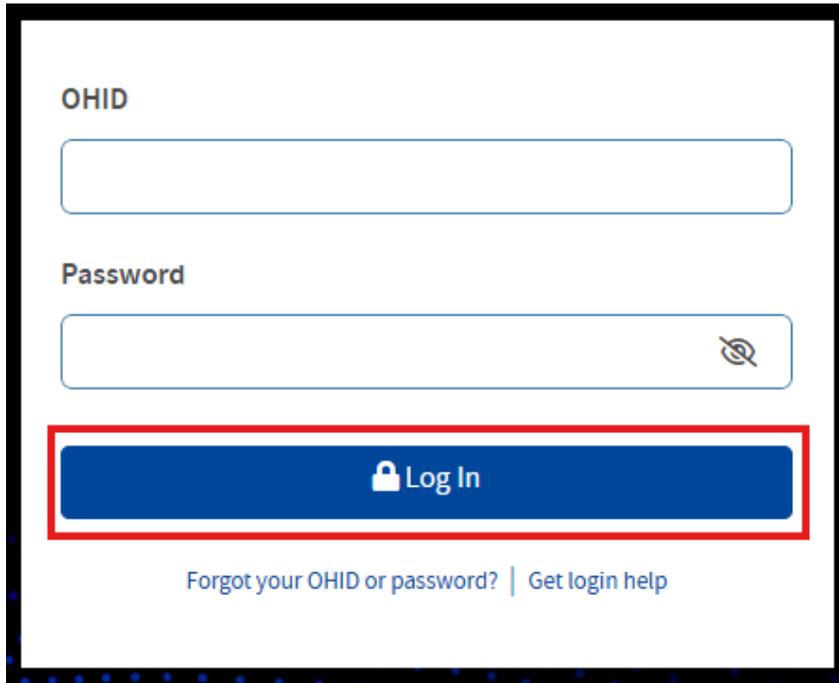


Instructions for Creating an EIDS Account

Navigate to <https://ohid.ohio.gov/wps/portal/gov/ohid/>.

Log in to your OHID account. Type your OHID and Password, then select “Log In.”



OHID

Password

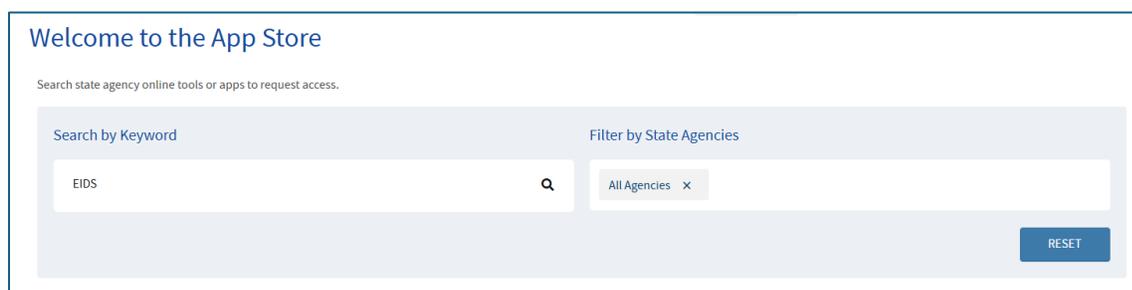
 Log In

[Forgot your OHID or password?](#) | [Get login help](#)

At the top of the OHID landing page, click on “App Store.”



Type “EIDS” in the **Search by Keyword** field. Click enter or select “Search” (magnifying glass).



Welcome to the App Store

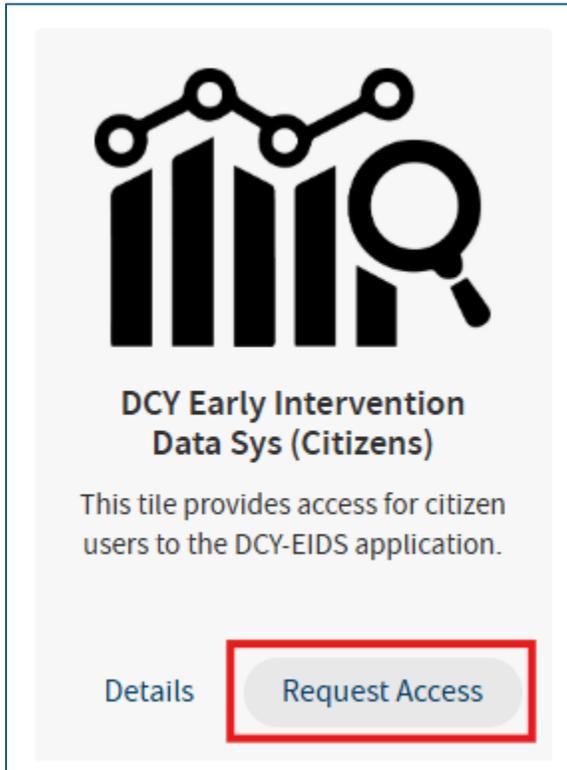
Search state agency online tools or apps to request access.

Search by Keyword Filter by State Agencies

EIDS  All Agencies 

[RESET](#)

You will see the EIDS tile. Click “Request Access.”



You will be taken to a new page that shows the EIDS tile. Select “REQUEST ACCESS TO GROUP.”



A Terms and Conditions box will be displayed. Check the box next to “Agree to Terms” and Select “Request Access to Group.”

DCY Early Intervention Data Sys (Citizens)



Terms and Conditions

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.

Agree to Terms

Request Access to Group

You will be taken to a screen with a “Launch” button. Do not click on this yet, as your account needs to be added in EIDS prior to being able to access the application.



DCY Early Intervention Data Sys (Citizens)

Department of Children and Youth

This tile provides access for citizen users to the DCY-EIDS application.

LAUNCH

<https://eids.childrenand youth...>

UNSUBSCRIBE FROM APPLICATION GROUP

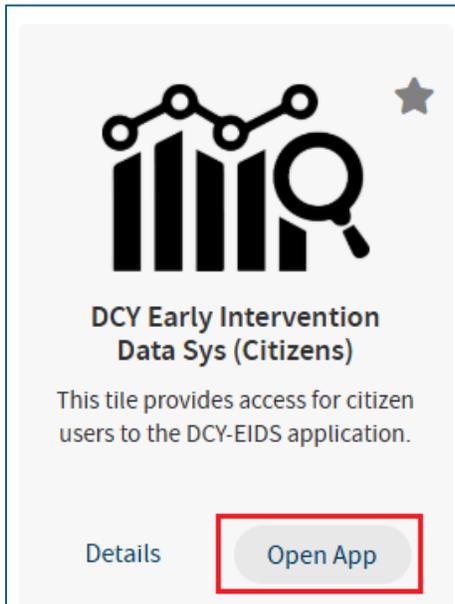
Once you’ve made it to the screen above, complete an [EIDS Role Request Form](#).

Email eids@childrenand youth.ohio.gov to let EIDS staff know you need access to the application and submit your completed and signed form. EIDS staff will send you an email confirmation when your account has been added in EIDS.

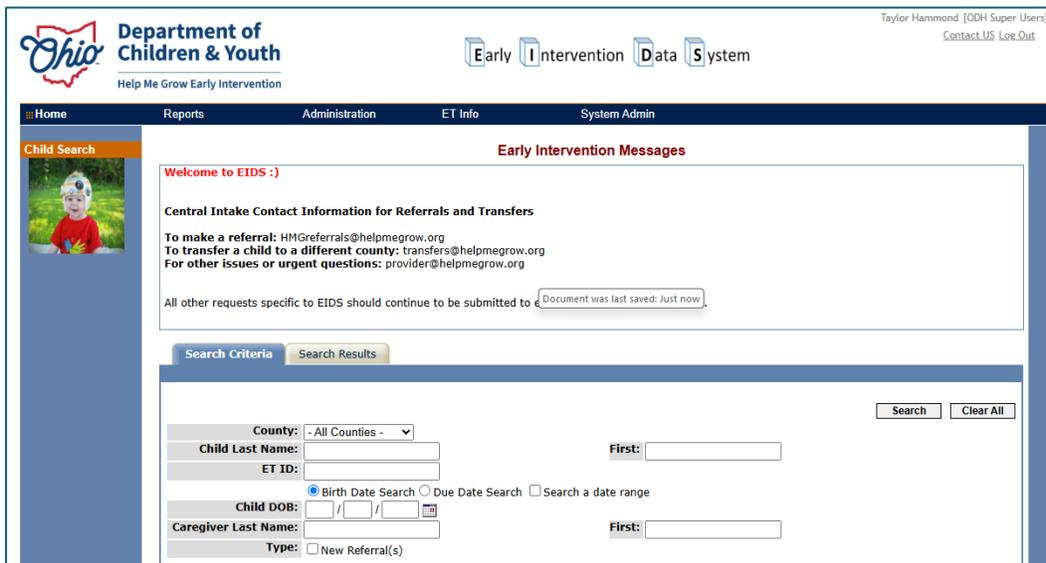
To access the application, log back in to your OHID account. At the top of the OHID landing page, click on “My Apps.”



You will see the EIDS tile. Click “Open App.”



If you have been granted access to the EIDS application, this screen will load:



If you have not yet been granted access to the EIDS application, you will see the following screen. Email eids@childrenandyouth.ohio.gov to gain access.



The screenshot shows a confirmation message from the Department of Children & Youth. At the top center is the logo for the Department of Children & Youth, featuring the word "Ohio" in a stylized script and the text "Department of Children & Youth" and "Help Me Grow Early Intervention". Below the logo is a dashed-line box containing the text "Welcome to the Early Intervention Data System Website!". Underneath this box, the text reads "Thank you for completing your initial security registration process!" and "Your account is pending final approval." At the bottom of the screen, a note states "It should be approved within 2 business days. In order to follow up on the status of your request please contact your County System Administrator and DCY Staff at eids@childrenandyouth.ohio.gov."