



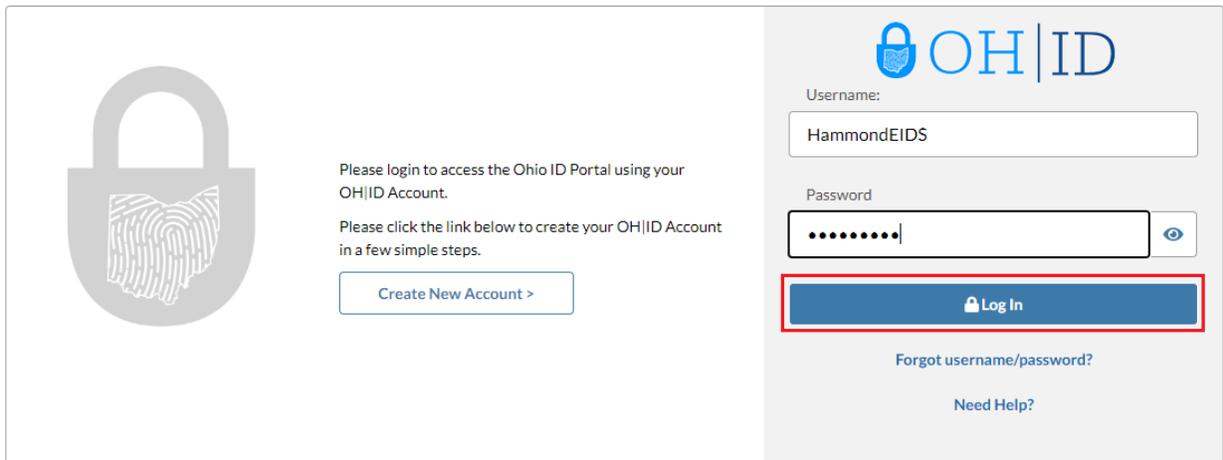
## Instructions for Adding EIDS to an Existing DODD Portal Account

To log in to the DODD portal, go to <https://dodd.ohio.gov/wps/portal/gov/dodd/>.

Click on the person icon in the upper right corner of the screen.



You will then be taken to the OH|ID login screen. Enter your username and password, then click “Log In.”



Select the appropriate option on the next page that is displayed (this will be the same option you typically select) and press “Continue.”

**Ohio** | Department of  
Developmental Disabilities

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Welcome **Hammond, Taylor !!**

**Please select following option to proceed:**

- Continue with Logged In User Profile  
*[ Account Type: Early Intervention Data System, Role: User ]*
- Continue with Another Existing Profile  

Switch to one of your other profiles ▼
- Go To My Learning
- Create an additional New Profile

You will be redirected to the DODD portal. Click on “Support Center” then “Update My Account Access.”

The screenshot shows the top navigation bar of the DODD portal. The navigation items are: HOME (with a house icon), HOMEPAGE, APPLICATIONS, MYLEARNING, APP RELEASE NOTES, and SUPPORT CENTER (highlighted with a red box). The SUPPORT CENTER dropdown menu is open, showing the following options: Update My Account Access (highlighted with a red box), Register Password, My contracts(E-Affidavit), and Manage Contract Association(E-Affidavit). Below the navigation bar, there is a message box with the following text: "For all application issues except MAIS, Contact the DODD [phone number] -800-800-8000 for MAIS: RN Trainers /MAIS access: When trying to open MAIS if there is an error message that says you are i contact ma.database@dodd.ohio.gov".

Click “Continue” to proceed with updating your account access.

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### UPDATE MY ACCOUNT ACCESS

When you created your new access account, you were granted a set of permissions that allowed you to perform your job duties. However, it may be required to include additional role groups that are not necessarily a part of the initial access package. This wizard will assist in this task.

First, you will be presented with a list of Role Groups to which you currently have access. If requestable Role Groups are available, you will be presented with selectable options to choose from. Once you have verified your selections, a request will be submitted to approve your requested changes.

Click “Continue” to confirm your current account access.

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## UPDATE MY ACCOUNT ACCESS

### Step 1: Confirm Current Membership

#### Current Account Type

Select “Ohio-EIDS-User”, then click “Continue.”

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### UPDATE MY ACCOUNT ACCESS

#### Step 2: Select a Requestable Function

Based on your affiliation, here are a list of **Functions** that are available for you to request. Please select at least one function (but no more than eight):

Your affiliation is **Current Account Type**

Ohio-EIDS-User

*(You are requesting access to Early Intervention (EI) statewide system that provides coordinated early intervention services to parents of eligible children under the age of three with developmental delays or disabilities. EIDS users typically work for EI service coordination agencies)*

Providers-DODD-FPF\_Agent

*(Request this role as an ICF provider to get access to the Franchise Permit Fees System to provide data on inpatient days)*

If you are a **Employee/staff of a Certified Provider Agency (not the CEO)** and need access to the **Outcome Tracking System**, you can initiate your access request using the contract association process by click on the link [here](#)

A screen will be displayed to confirm you made the correct selection. Click “Confirm My Selection.”

#### Confirm your selection

(You are requesting access to Early Intervention (EI) statewide system that provides coordinated early intervention services to parents of eligible children under the age of three with developmental delays or disabilities. EIDS users typically work for EI service coordination agencies)

If this is not the function/ system you need access to please do not select this option.



Enter your first and last name. Check the box next to “I have read and understand the DODD policy on security and confidentiality. Enter the first initial of your first and last name:” Enter your initials in the box. Then click “Submit Request.” A confirmation message will be displayed.

**UPDATE MY ACCOUNT ACCESS**

**Step 3: Confirm Requested Functions**

You **Hammond, Taylor** have selected the following **Functions** to be added to your account:

Ohio-EIDS-User

Please enter the first name and last name exactly as displayed above.

First Name:  Last Name:

**DODD Data Security and Confidentiality Agreement**

Security and confidentiality are a matter of concern for all users of Ohio Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD confidential data. Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibilities entrusted to him in preserving the security and confidentiality of this information.

Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information. It is the responsibility of every user to understand and comply with the following:

1. You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
2. You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
4. You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
7. You must not violate rules and regulations concerning access to controlled areas.
8. You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
9. You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
10. You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
11. You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any Violations Of This Agreement May Result in the Cancellation of your Security Access and Possible Referral to the Office of the Attorney General for its Disposition Pursuant To All Applicable Laws and Rules. Any Violations of This Policy may result in Disciplinary Action Pursuant to all of the applicable Laws and Rules.

I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name:

An email will also be sent to confirm the request has been updated for your account. Forward this email to your County System Administrator and [EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov) along with a completed EIDS Role Request Form. Your County System Administrator or EIDS staff will finalize your account access once your account is added into the EIDS application, which typically takes a day or two from the time your account is created.

**Subject:** Your request for supplemental RoleGroups was approved

**Welcome to the State of Ohio DODD!**

Taylor Hammond

You have successfully requested supplemental RoleGroups:

Your new RoleGroups: Ohio-EIDS-User

in the State of Ohio Department of Developmental Disabilities. As a reminder, your logon name is:

**HammondEIDS**

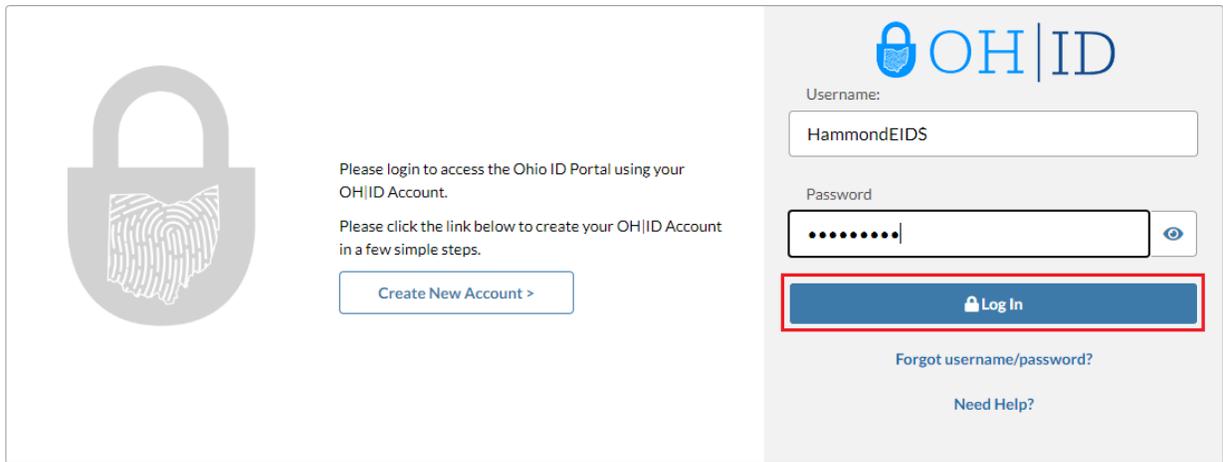
You may now use the logon name and your password to log onto DODD Systems. Below are the links that you may find useful in using your account: The DODD Portal is located here: [DODD Portal](#). Please be sure to click the logon button from the portal in order to logon.

Once your EIDS access has been finalized, follow the link in the email to access the DODD portal.  
Alternatively, log in via the DODD homepage: <https://dodd.ohio.gov/wps/portal/gov/dodd/>

Click on the person icon in the upper right corner of the screen.



You will then be taken to the OH|ID login screen. Enter your username and password, then click “Log In.”



Select the appropriate option on the next page that is displayed (this will be the same option you typically select) and press “Continue.”

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You will then be taken to the portal homepage. Select “Applications” on this page.

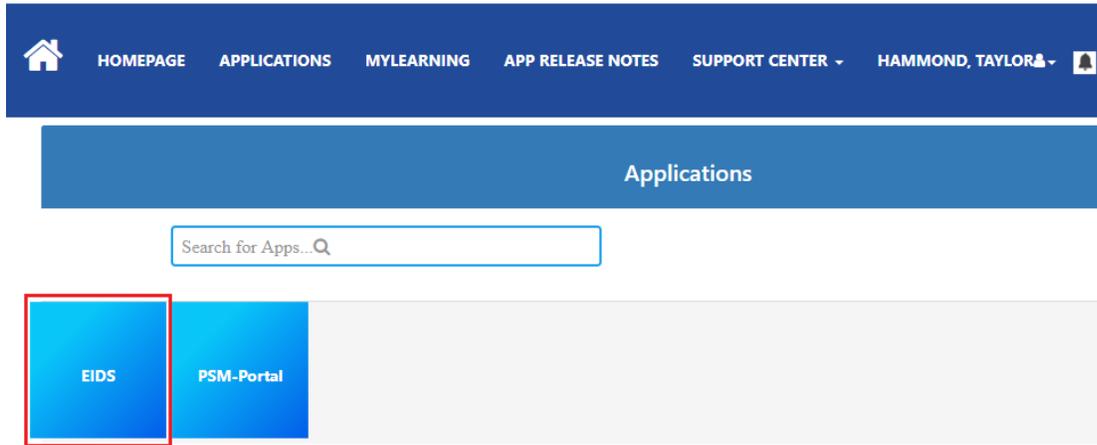
 [HOMEPAGE](#) [APPLICATIONS](#) [MYLEARNING](#) [APP RELEASE NOTES](#) [SUPPORT CENTER](#) ▼

### ANNOUNCEMENTS

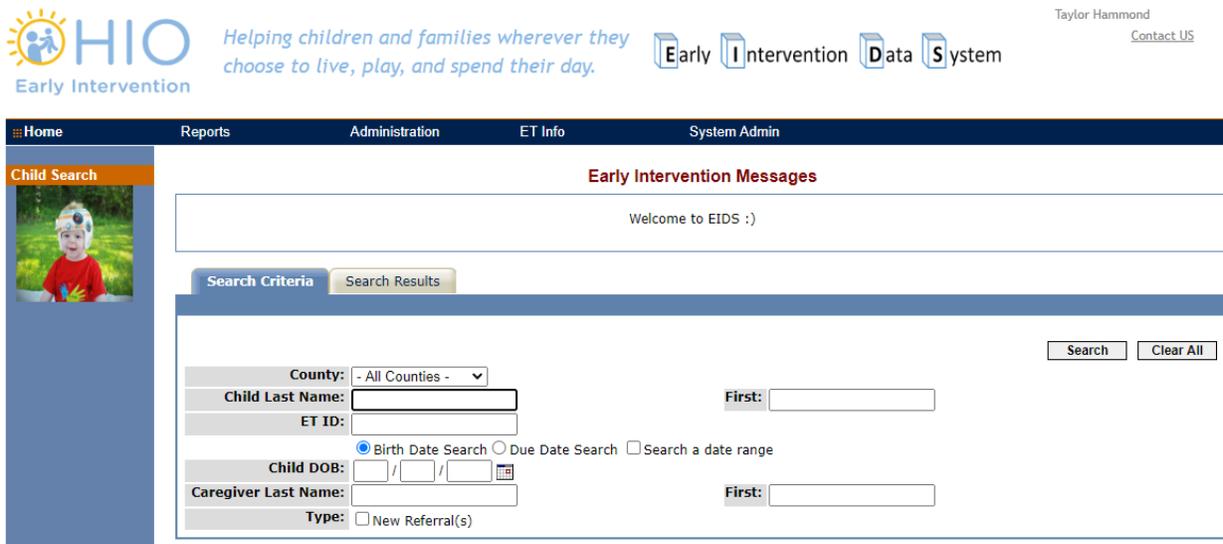
**For all application issues except MAIS.** Contact the DODD Information Technology Services Call Center at [1-800-617-6733](tel:1-800-617-6733), option 4 or [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov)

**for MAIS: RN Trainers /MAIS access:** When trying to open MAIS if there is an error message that says you are not authorized to enter, please contact [ma.database@dodd.ohio.gov](mailto:ma.database@dodd.ohio.gov)

A list of applications to which you have access will be displayed. Select "EIDS" and you will be taken to the EIDS application.



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. Follow up with your County System Administrator or DODD Staff at [EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov) to gain access.



Thank you for completing your initial security registration process!

Your account is pending final approval.

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 DODD Staff at [EIDS@dodd.ohio.gov](mailto:EIDS@dodd.ohio.gov).