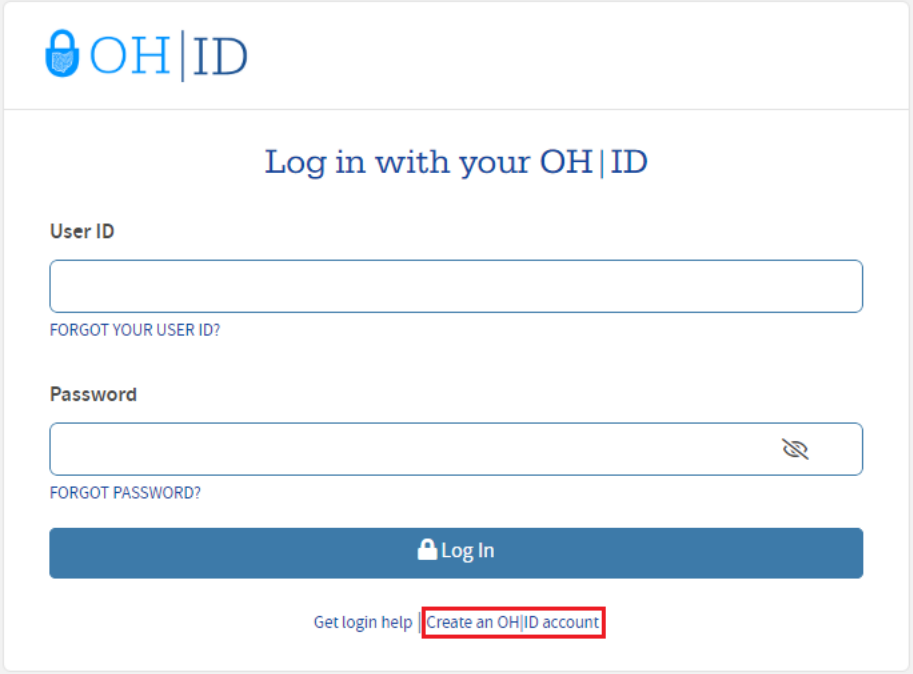
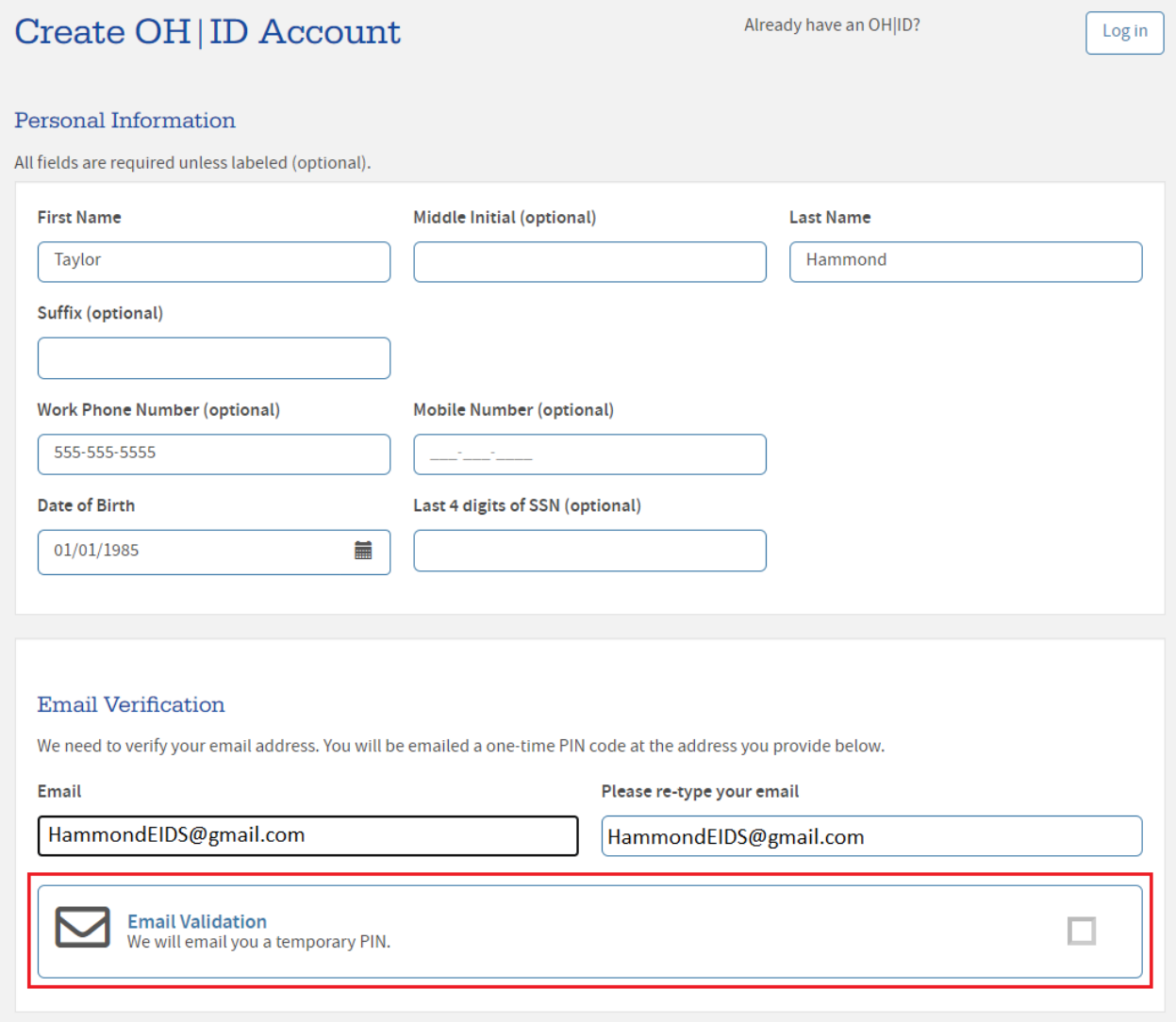
Instructions for Creating a New DODD Portal and EIDS Account

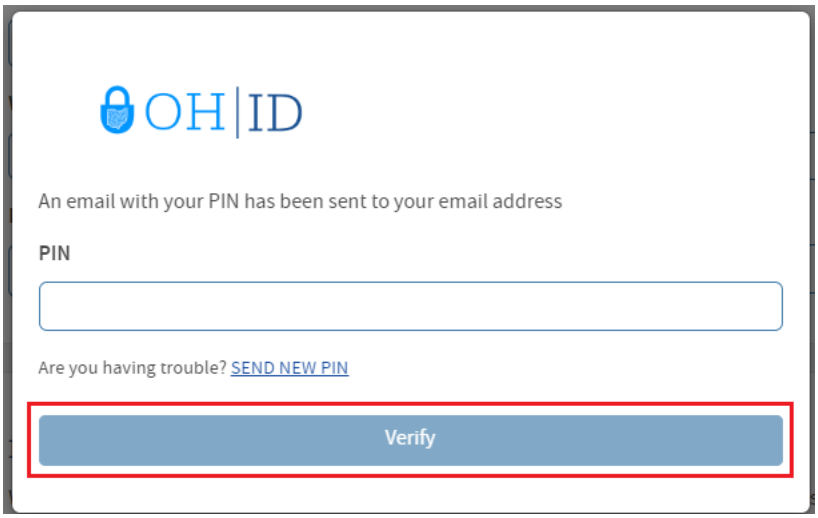
First, go to: https://ohid.ohio.gov/wps/portal/gov/ohid/
Select “Create an OH|ID account” at the bottom of the page.



Fill in the required information in the “Personal Information” section. Type your email address in both places in the “Email Verification” section, then click “Email Validation.” *Please note it is preferable to use an email account that is associated with your place of employment.*

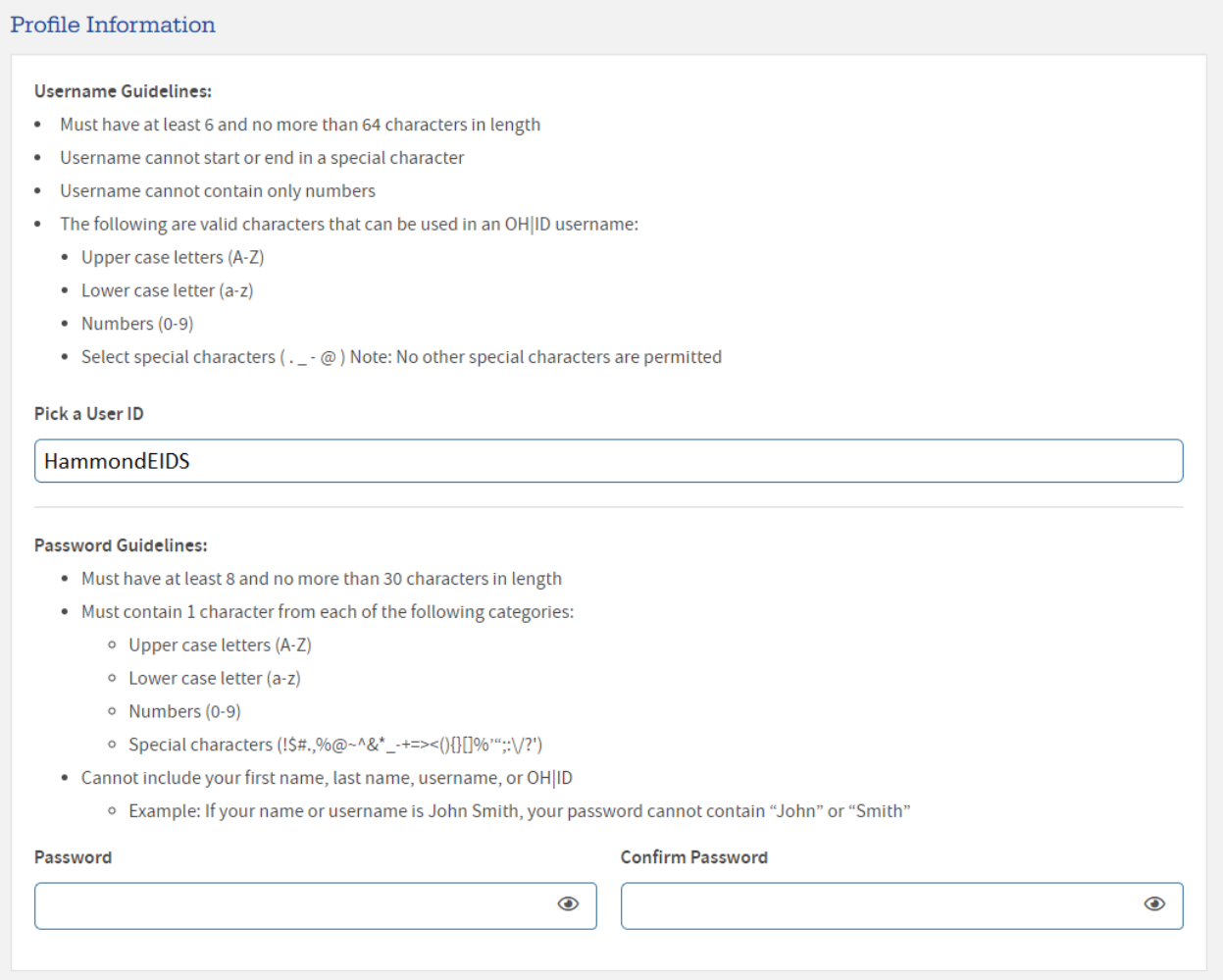


A box to enter a PIN will pop up. Be sure not to click elsewhere on the screen so this box remains visible. Once you receive the email with your PIN, enter the PIN in the available box, then press "Verify."

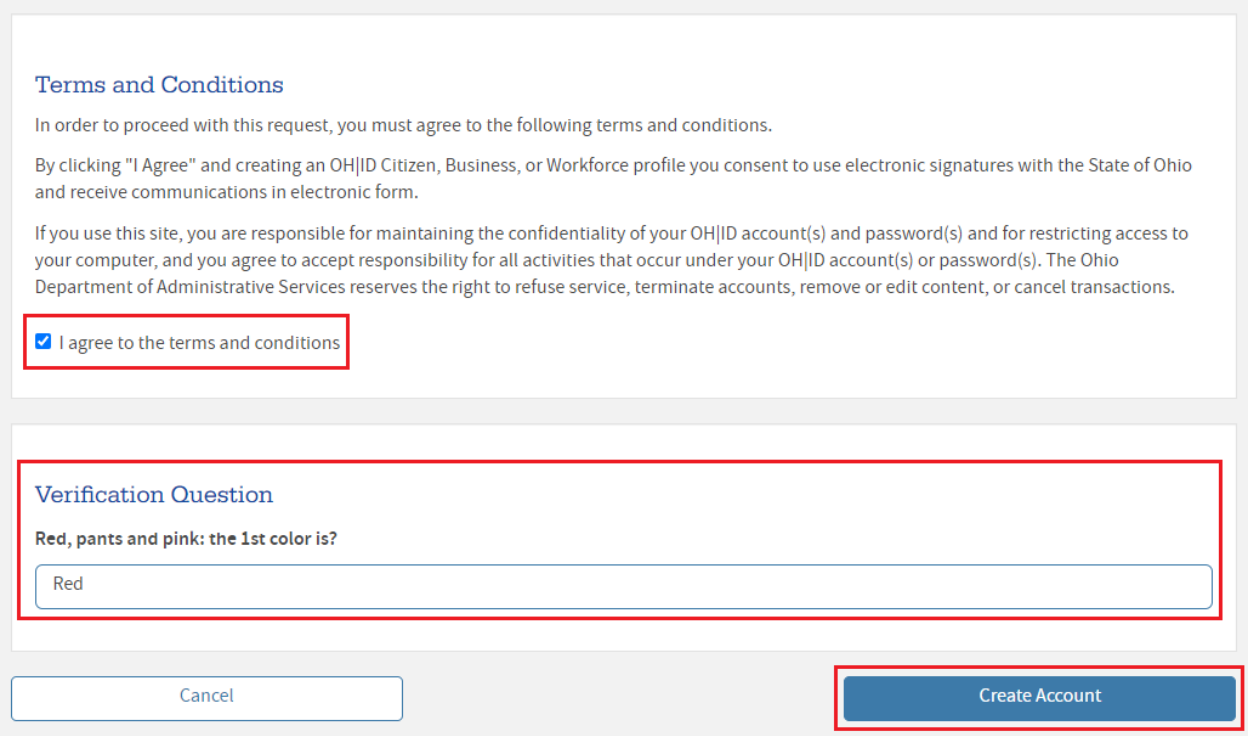


A check mark will be displayed in the box next to "Email Validation" when you have successfully verified your email address.

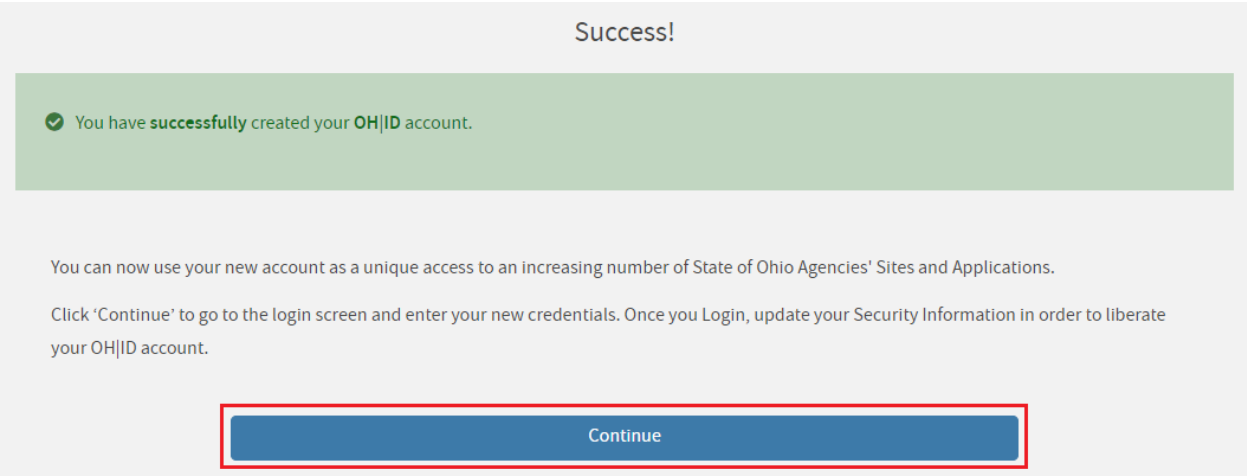
After verifying your email address, create a username, following the guidelines on the screen. Then create and confirm a password.

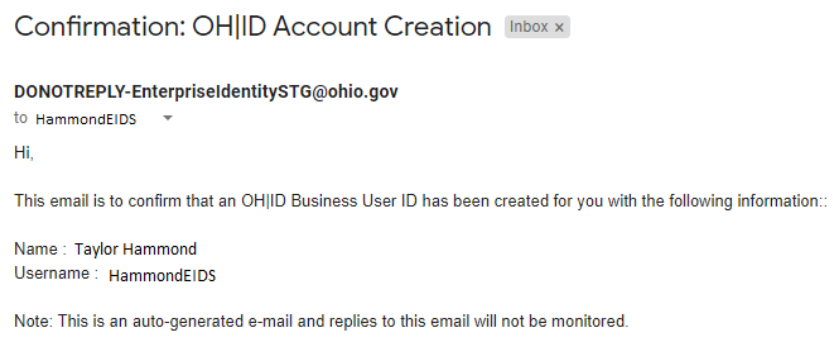


After selecting a password, read the Terms and Conditions on the screen, then check the box next to "I agree to the terms and conditions." Type the answer to the Verification Question displayed, then click "Create Account."

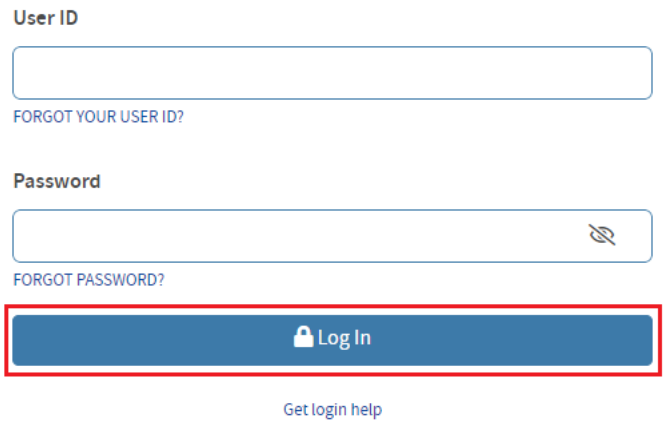


A message will appear on the screen to indicate you have successfully created an OH|ID account. Click "Continue" to navigate to https://ohid.ohio.gov/wps/portal/gov/ohid/. *Note: You will also receive an email to indicate you successfully created an OH|ID Account.*

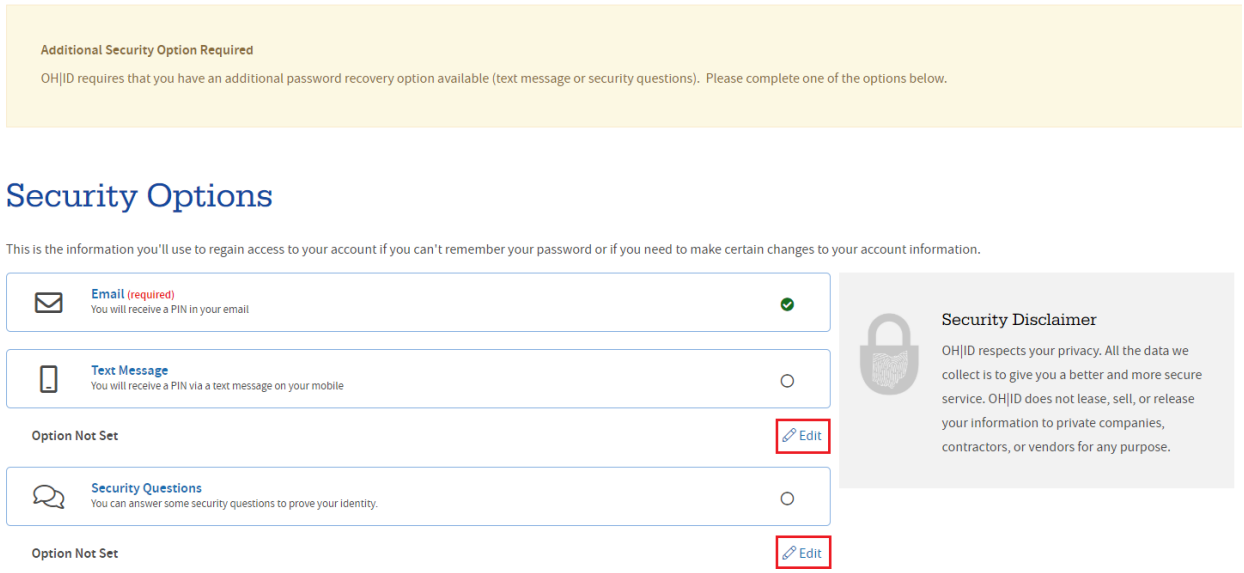




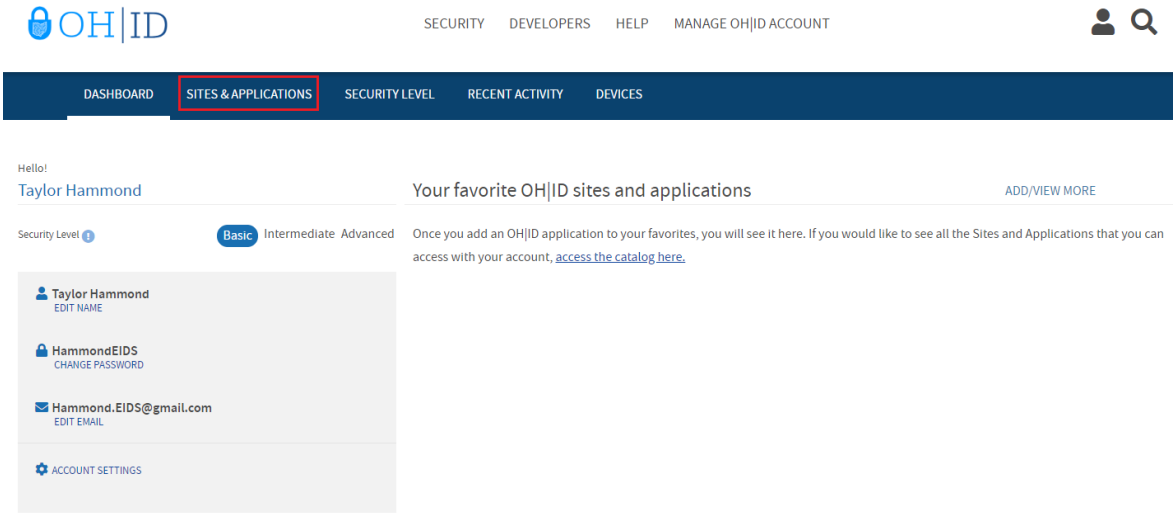
Enter the username and password you created, then click “Log In.”



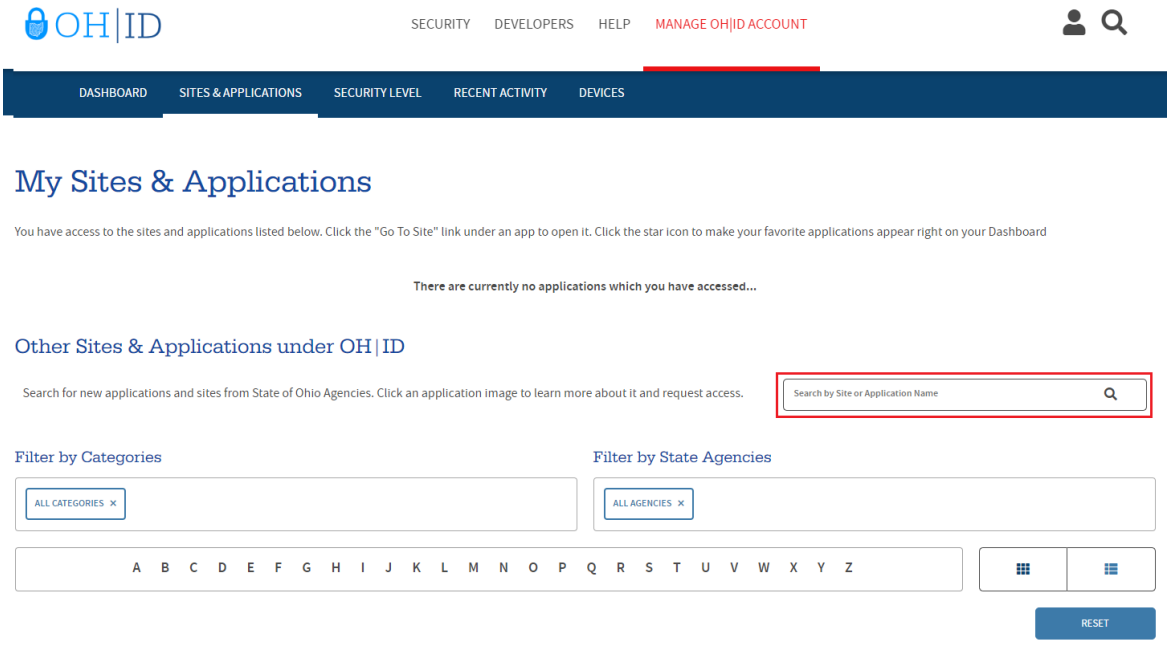
Upon logging in, update your Security Level as OH|ID requires at least two security options to be completed. Select either Text Message or Security Questions, then press “Edit.” Complete the required information that is displayed on the screen after making your selection. *Note: You will receive an email to confirm you have successfully updated your security options.*

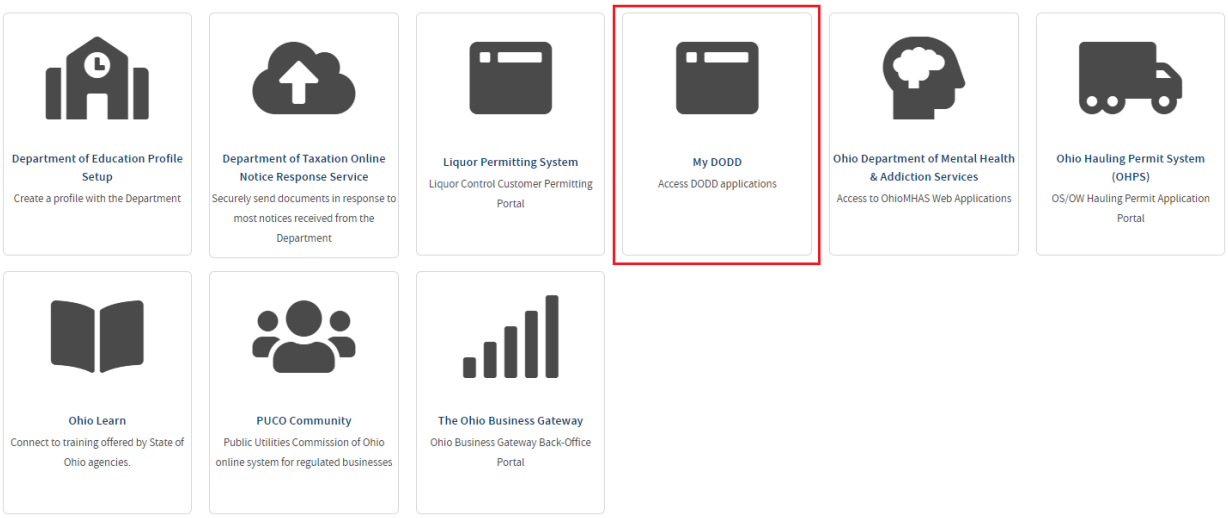


After completing the needed security information, you will be taken back to your dashboard. Click on "Sites & Applications."

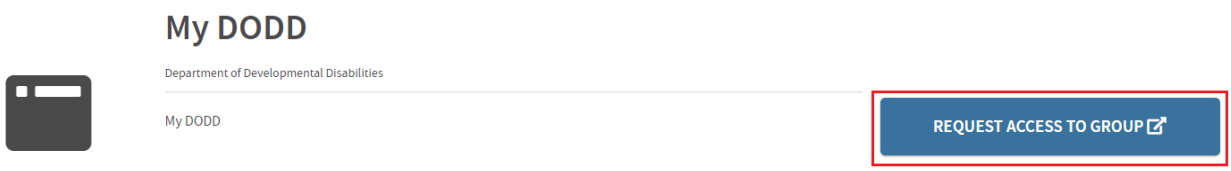


Search for "My DODD" in the "Search by Site or Application Name" box, use the filters, or scroll down to the images to find the My DODD application. Then click on the associated image.

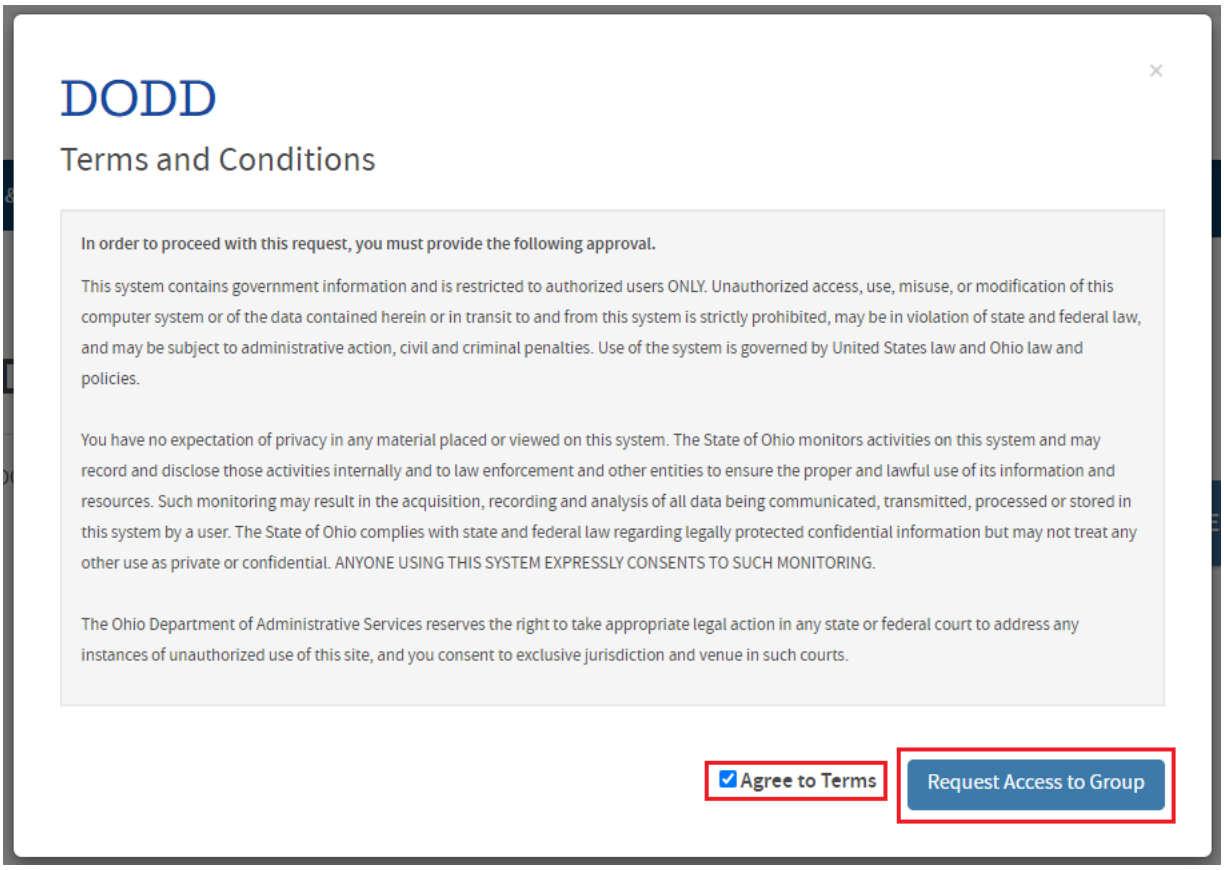




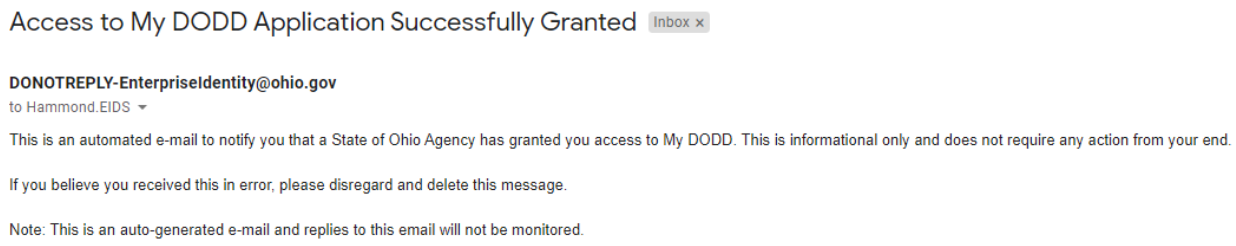
A new page will be displayed with the My DODD application listed. Select "REQUEST ACCESS TO GROUP."



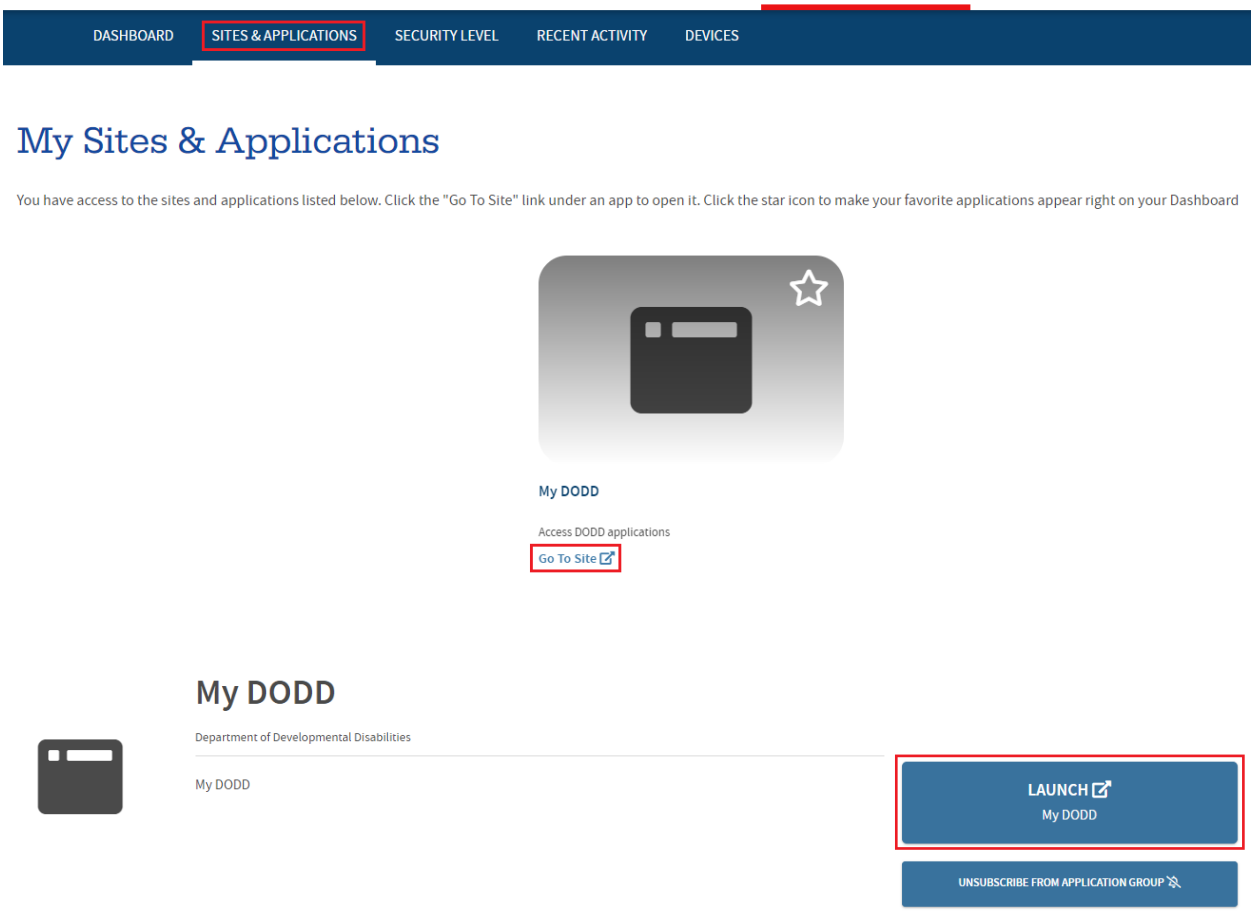
A box with Terms and Conditions will pop up. Select the box next to “Agree to Terms”, then click on “REQUEST ACCESS TO GROUP.”



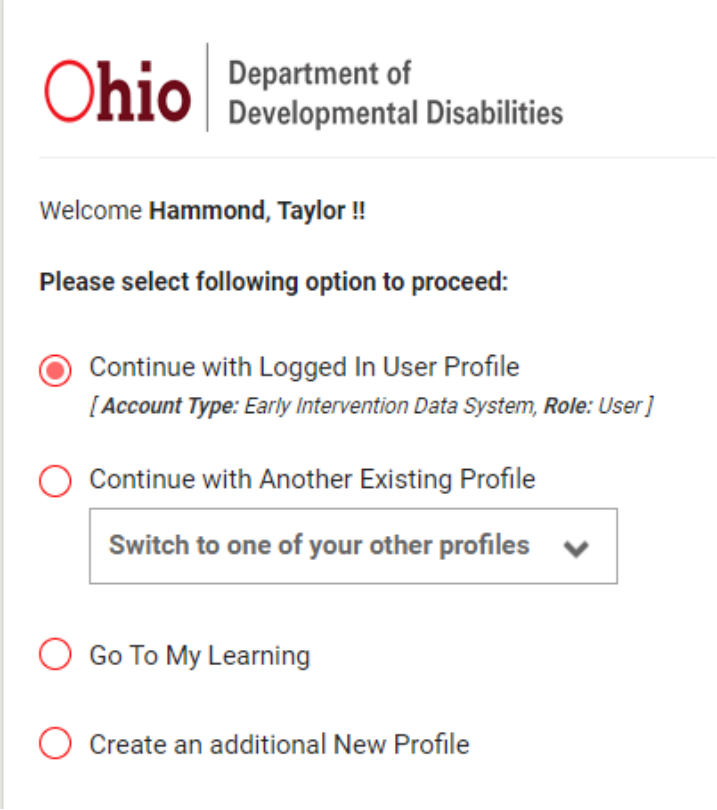
You will receive a confirmation email indicating you successfully requested access to the My DODD application.



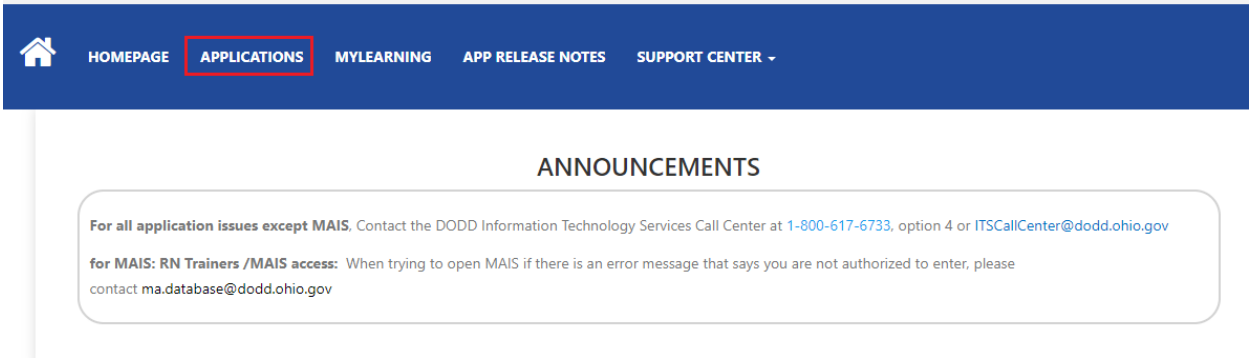
Once you have been granted access to the DODD portal, click on “SITES & APPLICATIONS.” You will see a “My DODD” tile. Click on “Go To Site” below the tile. Alternatively, click on the tile and you will be redirected to a new screen, then select “LAUNCH.”



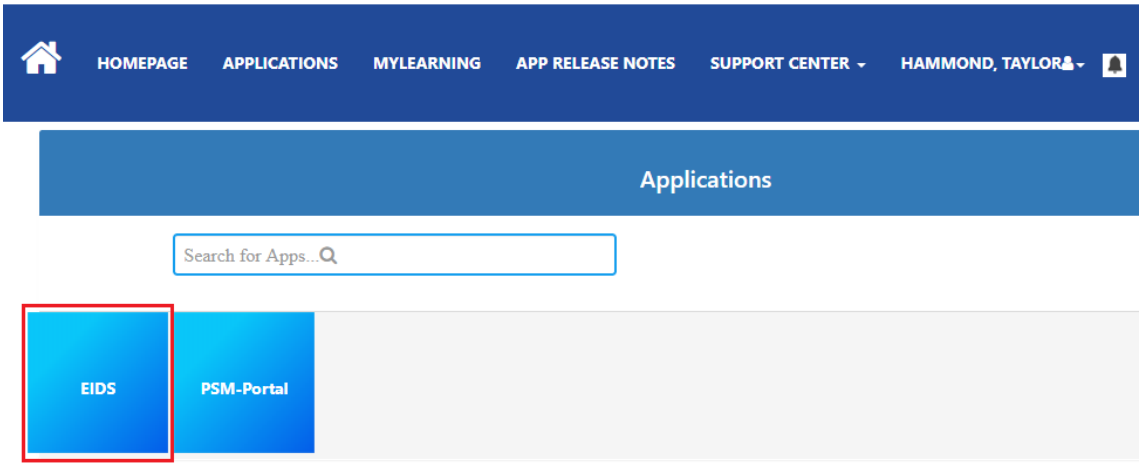
You will be taken to a screen to launch the DODD portal. Select the appropriate option and press "Continue."



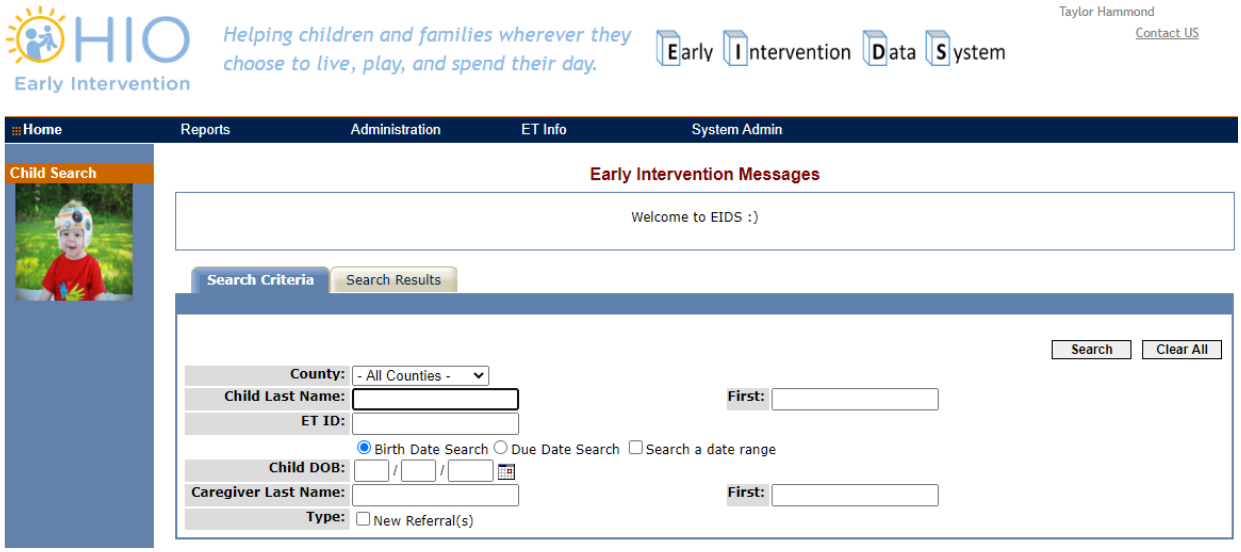
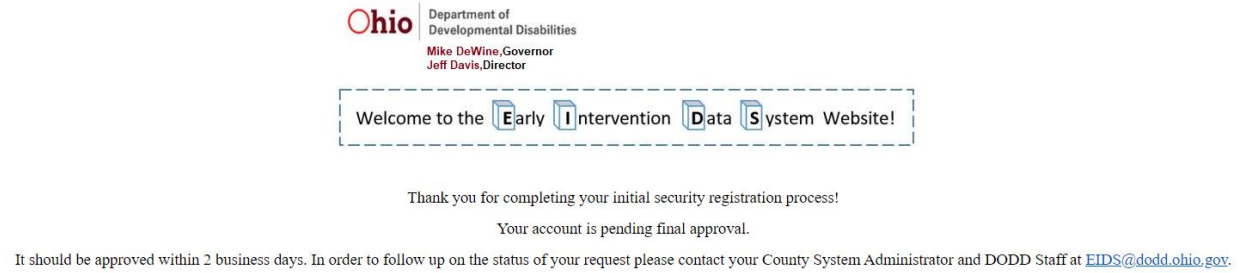
You will then be taken to the DODD portal. Select "Applications" on this page.



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 to gain access.