


## 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.




Log in with your OH|ID


User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)





[Get login help](#) [Create an OH|ID account](#)

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.*


## Create OH|ID Account

Already have an OH|ID?

Login

### Personal Information

All fields are required unless labeled (optional).

<b>First Name</b>	<b>Middle Initial (optional)</b>	<b>Last Name</b>
<input type="text" value="Taylor"/>	<input type="text"/>	<input type="text" value="Hammond"/>
<b>Suffix (optional)</b>		
<input type="text"/>		
<b>Work Phone Number (optional)</b>	<b>Mobile Number (optional)</b>	
<input type="text" value="555-555-5555"/>	<input type="text" value="___-___-___"/>	
<b>Date of Birth</b>	<b>Last 4 digits of SSN (optional)</b>	
<input type="text" value="01/01/1985"/> 	<input type="text"/>	

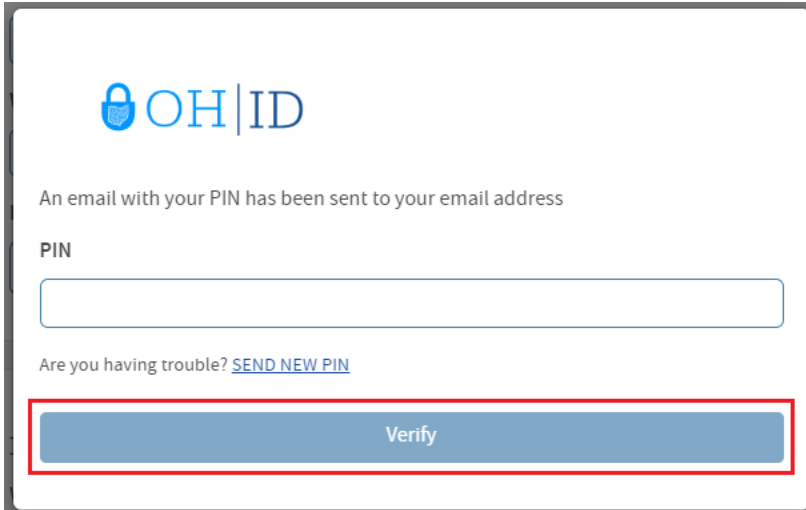
### Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

<b>Email</b>	<b>Please re-type your email</b>
<input type="text" value="HammondEIDS@gmail.com"/>	<input type="text" value="HammondEIDS@gmail.com"/>

 <b>Email Validation</b> We will email you a temporary PIN.	<input type="checkbox"/>
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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.”



OH|ID

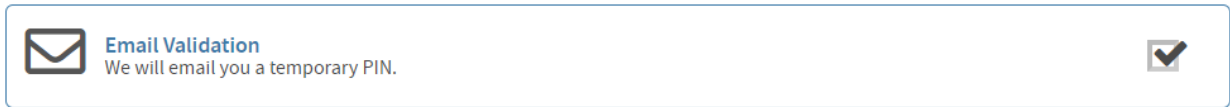
An email with your PIN has been sent to your email address


PIN

Are you having trouble? [SEND NEW PIN](#)

Verify

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



 **Email Validation**  
We will email you a temporary PIN.

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

### Profile Information

#### 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

#### Pick a User ID

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

#### Password



#### Confirm 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.”

### 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 to the terms and conditions

### Verification Question

Red, pants and pink: the 1st color is?

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.*

## Success!

You have **successfully** created your OH|ID account.

You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications.

Click 'Continue' to go to the login screen and enter your new credentials. Once you Login, update your Security Information in order to liberate your OH|ID account.

## Confirmation: OH|ID Account Creation Inbox x

**DONOTREPLY-EnterpriseIdentitySTG@ohio.gov**

to HammondEIDS

Hi,

This email is to confirm that an OH|ID Business User ID has been created for you with the following information::

Name : Taylor Hammond

Username : HammondEIDS

Note: This is an auto-generated e-mail and replies to this email will not be monitored.

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

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

[Get login help](#)


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.*


### Additional Security Option Required

OH|ID requires that you have an additional password recovery option available (text message or security questions). Please complete one of the options below.

## Security Options


This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.

	<b>Email (required)</b> You will receive a PIN in your email	<input checked="" type="checkbox"/>
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	<b>Text Message</b> You will receive a PIN via a text message on your mobile	<input type="checkbox"/>
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Option Not Set

[Edit](#)

	<b>Security Questions</b> You can answer some security questions to prove your identity.	<input type="checkbox"/>
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Option Not Set

[Edit](#)



### Security Disclaimer

OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

## OH|ID Profile updated successfully Inbox x

**DONOTREPLY-EnterpriseIdentitySTG@ohio.gov**

to HammondEIDS

This notification is to confirm that information for your OH|ID Profile has been updated successfully.

Please direct any questions or concerns regarding this automated message to your agency's technical point of contact.

Note: This is an auto-generated e-mail and replies to this email will not be monitored.

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

The screenshot shows the OH|ID dashboard interface. At the top, there is a navigation bar with links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. Below this is a dark blue header with tabs for DASHBOARD, SITES & APPLICATIONS (highlighted with a red box), SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main content area shows a greeting "Hello! Taylor Hammond" and a section titled "Your favorite OH|ID sites and applications" with a link "ADD/VIEW MORE". Below this, there is a "Security Level" indicator set to "Basic" and a list of account settings: Taylor Hammond (EDIT NAME), HammondEIDS (CHANGE PASSWORD), and Hammond.EIDS@gmail.com (EDIT EMAIL). There is also an "ACCOUNT SETTINGS" option.

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.

This screenshot shows the OH|ID dashboard with the "MANAGE OH|ID ACCOUNT" link highlighted in red in the top navigation bar. The "SITES & APPLICATIONS" tab is also visible in the header.

## My Sites & Applications

You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Click the star icon to make your favorite applications appear right on your Dashboard

There are currently no applications which you have accessed...

### Other Sites & Applications under OH|ID

Search for new applications and sites from State of Ohio Agencies. Click an application image to learn more about it and request access.

Search by Site or Application Name

Filter by Categories

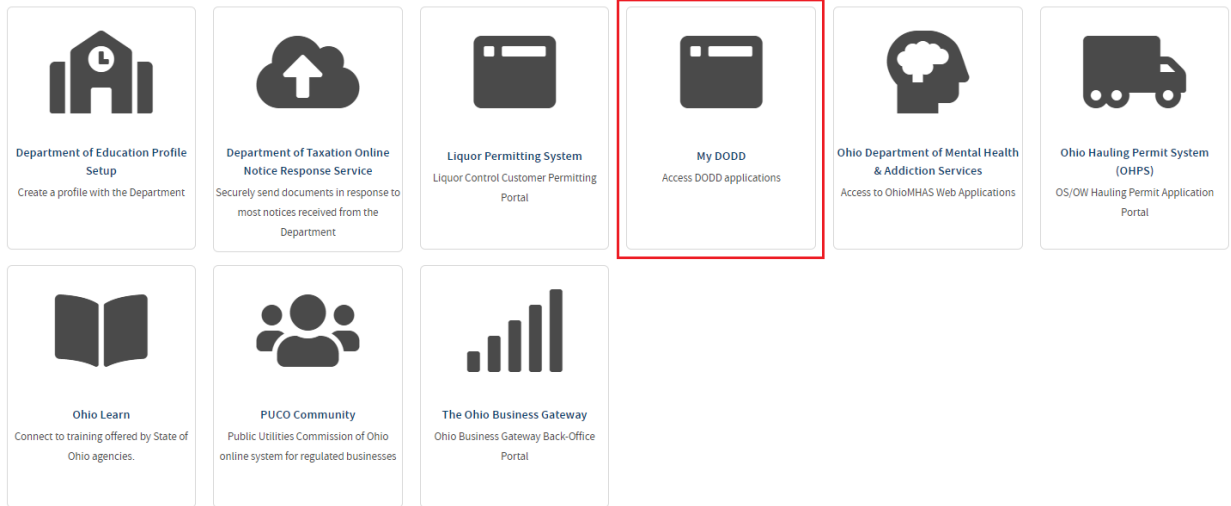
ALL CATEGORIES x

Filter by State Agencies

ALL AGENCIES x

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

RESET

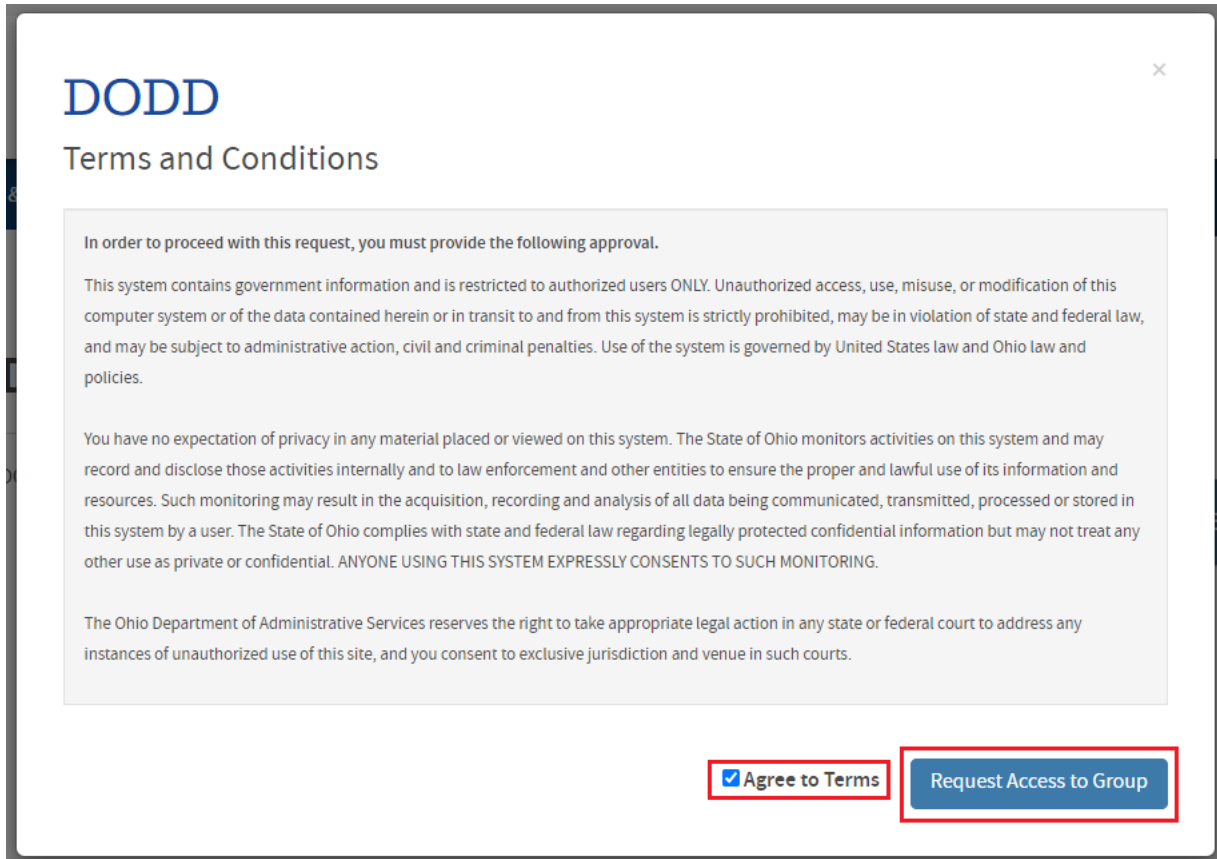


A new page will be displayed with the My DODD application listed. Select “REQUEST ACCESS TO GROUP.”





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



**DODD**

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

Access to My DODD Application Successfully Granted Inbox x

**DONOTREPLY-Enterpriseldentity@ohio.gov**

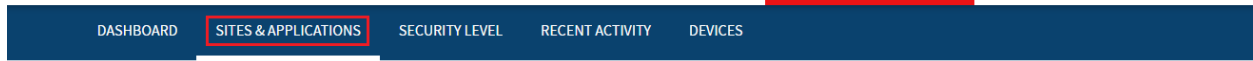
to Hammond.EIDS ▾

This is an automated e-mail to notify you that a State of Ohio Agency has granted you access to My DODD. This is informational only and does not require any action from your end.

If you believe you received this in error, please disregard and delete this message.

Note: This is an auto-generated e-mail and replies to this email will not be monitored.

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.”



## My Sites & Applications

You have access to the sites and applications listed below. Click the "Go To Site" link under an app to open it. Click the star icon to make your favorite applications appear right on your Dashboard



My DODD

Access DODD applications

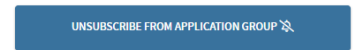
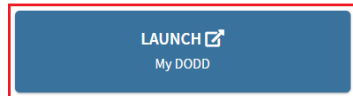
[Go To Site](#)



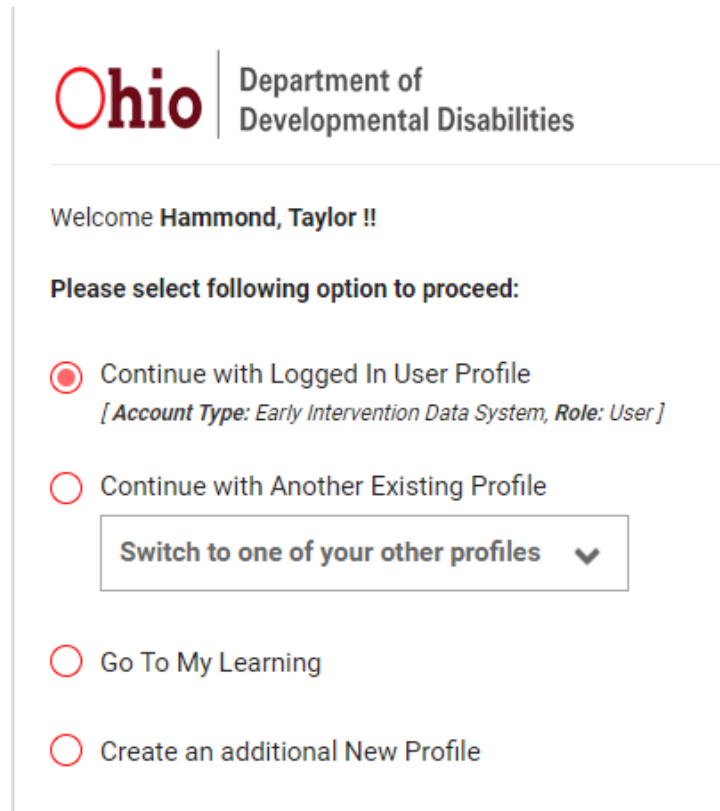
### My DODD

Department of Developmental Disabilities

My DODD

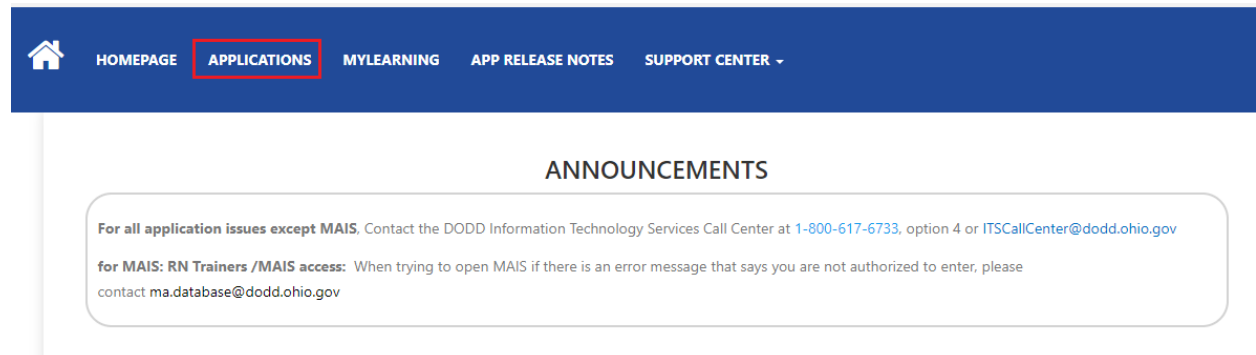


You will be taken to a screen to launch the DODD portal. Select the appropriate option and press “Continue.”



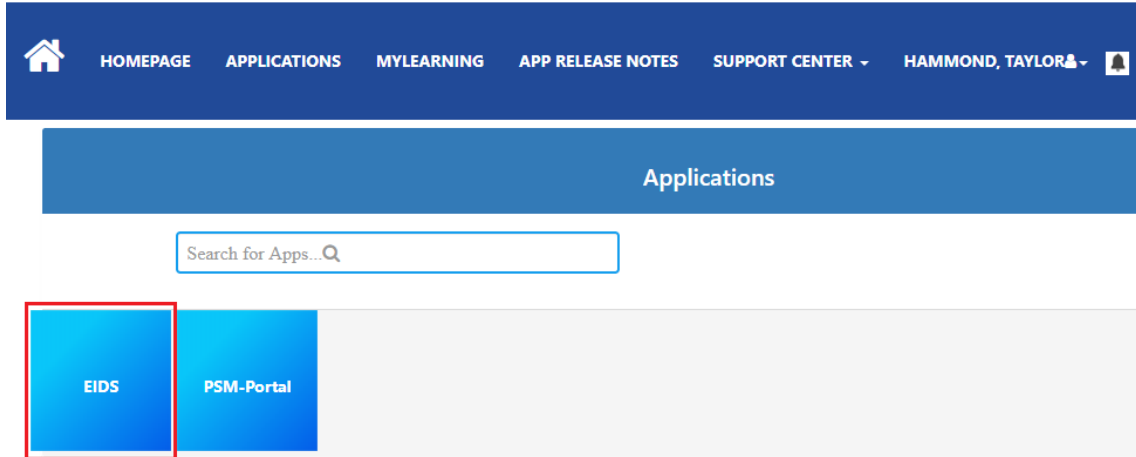
The screenshot shows the Ohio Department of Developmental Disabilities user interface. At the top left is the Ohio logo, followed by the text "Department of Developmental Disabilities". Below this, a welcome message reads "Welcome Hammond, Taylor !!". A prompt asks the user to "Please select following option to proceed:". There are four radio button options: "Continue with Logged In User Profile" (which is selected), "Continue with Another Existing Profile", "Go To My Learning", and "Create an additional New Profile". Under the selected option, there is a text label "[ Account Type: Early Intervention Data System, Role: User ]". Below the "Continue with Another Existing Profile" option is a button that says "Switch to one of your other profiles" with a downward arrow icon.

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

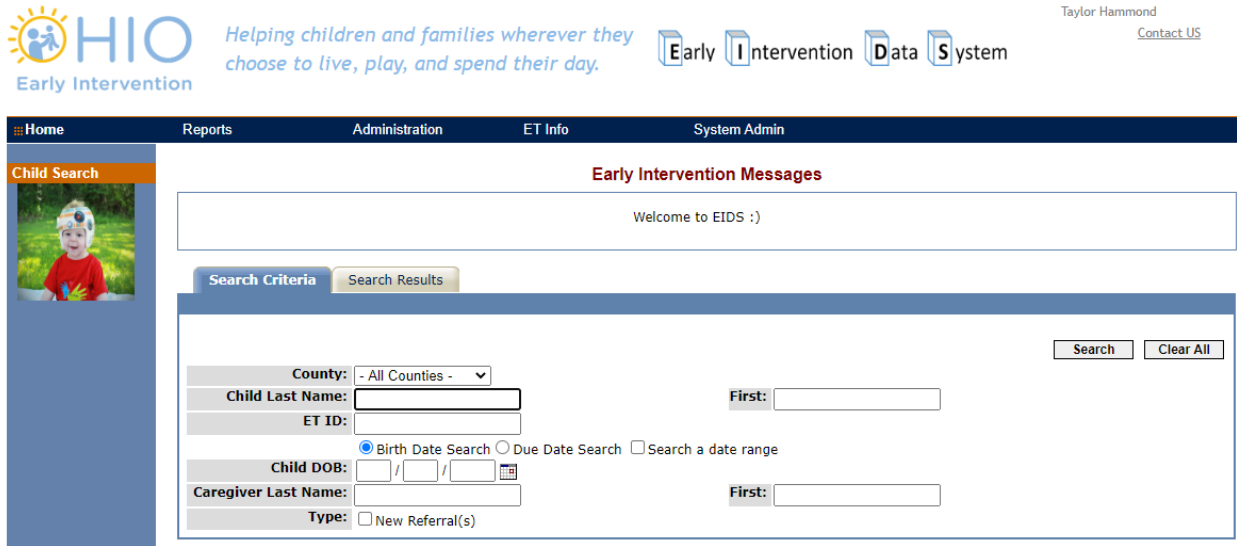


The screenshot shows the top navigation bar of the DODD portal, which is dark blue with white text. The navigation items are: a home icon, "HOMEPAGE", "APPLICATIONS" (highlighted with a red box), "MYLEARNING", "APP RELEASE NOTES", and "SUPPORT CENTER" with a dropdown arrow. Below the navigation bar is a white section titled "ANNOUNCEMENTS". Inside this section is a rounded rectangle containing two lines of text: "For all application issues except MAIS. Contact the DODD Information Technology Services Call Center at 1-800-617-6733, option 4 or ITSCallCenter@dodd.ohio.gov" and "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".

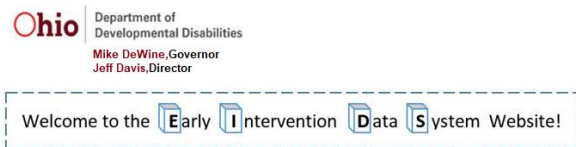
A list of applications to which you have access will be displayed. Select “EIDS” and you will be taken to the EIDS application.



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).