

Instructions for Creating a New DODD Portal and Early Intervention Data System (EIDS) Account

These instructions are for users who do not already have a DODD portal account and need access to EIDS. If you already have a DODD portal account and want to add EIDS to it, please follow the link titled "EIDS Account Access Instructions (for users with current DODD portal Access)" on the Data System tab of the Data and Monitoring page on the EI website: <https://ohioearlyintervention.org/data-system>.

To begin creating an OH|ID and DODD portal account, first, go to: <https://ohid.ohio.gov/wps/portal/gov/ohid/>. Select "Create an OH|ID account" at the bottom of the page.

 OH|ID

Log in with your OH|ID

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)



 Log In

[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).

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

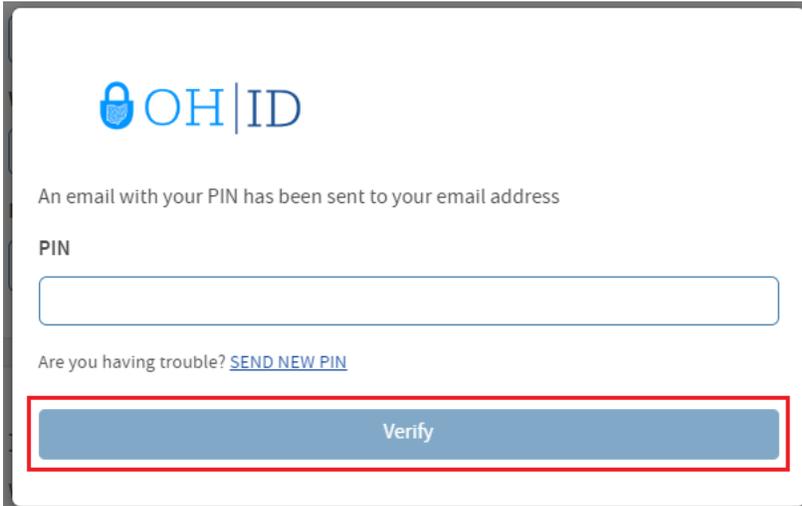
Email Verification

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

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

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

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.

	Email (required) You will receive a PIN in your email	<input checked="" type="checkbox"/>
---	---	-------------------------------------

	Text Message You will receive a PIN via a text message on your mobile	<input type="checkbox"/>
---	---	--------------------------

Option Not Set

[Edit](#)

	Security Questions You can answer some security questions to prove your identity.	<input type="checkbox"/>
---	---	--------------------------

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. At the top, there is a navigation bar with 'OH|ID' logo, 'SECURITY', 'DEVELOPERS', 'HELP', and 'MANAGE OH|ID ACCOUNT'. Below this is a dark blue navigation bar with '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 an 'ADD/VIEW MORE' link. Below this is a 'Security Level' indicator set to 'Basic' and a list of account settings: 'Taylor Hammond', 'HammondEIDS', 'Hammond.EIDS@gmail.com', and 'ACCOUNT SETTINGS'. A note explains that adding applications to favorites will show them here and provides a link to the catalog.

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.

The screenshot shows the OH|ID dashboard with the 'MANAGE OH|ID ACCOUNT' menu item highlighted in red. The navigation bar is the same as in the previous screenshot.

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

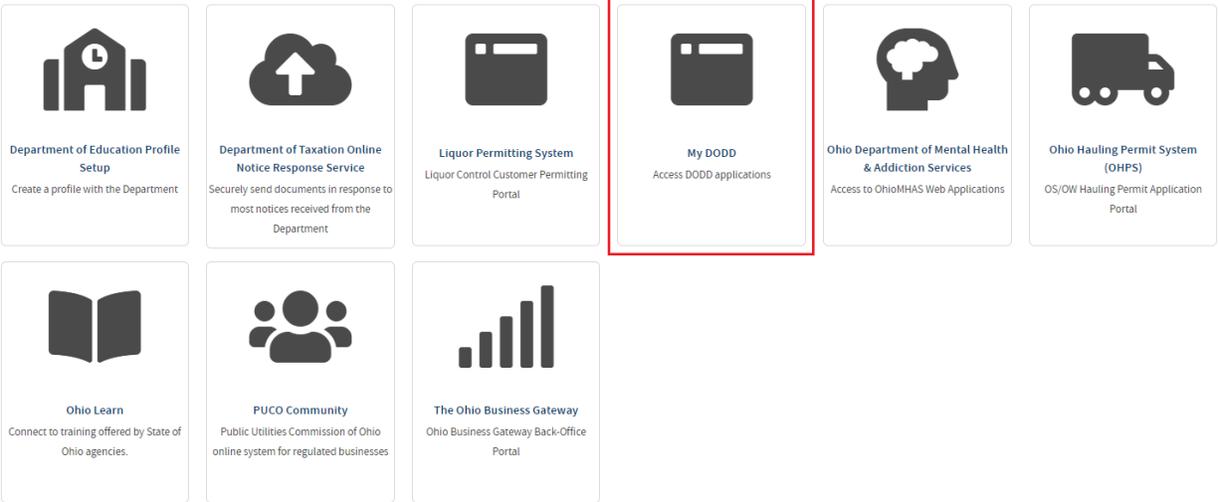
Search for new applications and sites from State of Ohio Agencies. Click an application image to learn more about it and request access.

Filter by Categories

Filter by State Agencies

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

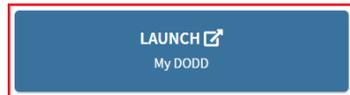
[Go To Site](#)



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."



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 then be taken to a screen to indicate the application to which you need access. Select “I need access to the Early Intervention Data System (EIDS),” then press “Next.”

Ohio | Department of
Developmental Disabilities

Welcome **Hammond, Taylor !!**

Please choose your profile:

- Go To My Learning
- I want to be a DODD Provider
- I want to be a Billing Agent
- I want to be a County Board Worker
- I want to be a subrecipient of early intervention grant dollars and need access to EIGS
- I want to be a certified provider with Ohio Department of Aging (ODA)
- I work for the Ohio Department of Developmental Disabilities
- I work for an Ohio Council of Governments (COG)
- I work for the Ohio Department of Health
- I need access to the Early Intervention Data System (EIDS)
- I work for Ohio Developmental Centers (DCs)
- I need Secretary access to the Medication Administration Information System (MAIS)
- I want to be a certified RN Trainer and will need access to Medication Administration Information System (MAIS)

NEXT

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

On the next screen, you will be promoted to create a temporary PIN. Enter the PIN, read the information in the DODD Data Security and Confidentiality Agreement and check “I hereby acknowledge and accept” then click “Submit.”

Welcome **Hammond, Taylor !!**

You informed us that you **user and need access to the Early Intervention Data System (EIDS)**

You selected an affiliation as, **EIDS**

You selected primary job function as **User**

Temporary PIN

12345

Create your own 5-digit numeric PIN for account verification. You will need this later in the verification process.

Please read the information carefully before you submit,

Important Note: DODD Data Security and Confidentiality Agreement

Security and confidentiality are a matter of concern for all users of Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD 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/her 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:

- You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- 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.
- 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.
- You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- 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.
- You must not violate rules and regulations concerning access to controlled areas.
- You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.

I hereby acknowledge and accept

BACK **SUBMIT**

You will then receive confirmation of your request, including your temporary PIN. Click “Continue.”



Welcome **Hammond, Taylor !!**

Thank you for submitting your account to register with us. You will receive an email shortly that will guide you through the next step. If this process require an approval you would be notified.

You informed us that you **user and need access to the Early Intervention Data System (EIDS)**

You selected an affiliation as **EIDS**

You selected primary job function as **User**

You created temporary PIN as **12345**

If you do not see the email in your inbox, please check your spam or junk folder as it may have found its way there in error. If you find it please be sure to identify the email as “not junk” non-spam email. You’ll also want to add our email address to your safe sender list.

CONTINUE

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

The following screen will be displayed.



Welcome **Hammond, Taylor !!**

Your account is currently pending email verification!

We have sent you an e-mail and are waiting for you to complete the e-mail verification process. Please follow the instructions provided in the e-mail from agencyIDService@ohio.gov



SUBSCRIPTION RECEIVED PENDING EMAIL VERIFICATION APPROVED FINAL PROCESSING

To continue to MyLearning, Please click button below.

CONTINUE TO MYLEARNING

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

You will also receive an email with your temporary pin. Click on the link in the email to continue the registration process.

Your request is pending approval (Hammond) Inbox x



agencyIDService@ohio.gov
to semstruecopy, Hammond.EIDS ▾



Welcome to the State of Ohio DODD!

Thank you for registering for an account.

Your temporary PIN is: 12345. To continue the registration process please click the following link:
<https://registerassociate.prodapps.dodd.ohio.gov/VerifyEmail2.aspx?objID=5f555f43-e1dc-471c-b10c-4324c7c8006d&validationCode=21149118>

Please do not reply to AgencyIDService@ohio.gov email. This is an unmonitored address, and replies to this email cannot be responded to or read..If you have any questions or comments about your request,contact us at 1-800-617-6733, and choose Option 4. Or email ITSCallCenter@dodd.ohio.gov.

Thank you!

On the screen, enter your temporary PIN and select “Continue.”



Verify Email Address

This page is an essential step in verifying your account request. Here, you are validating the email address of your account request.

Welcome **Taylor, Hammond !!** [Not you?](#)

To initiate the approval phase for your account, please enter the Temporary PIN that you selected during registration. Be sure to maintain this PIN for future use as well. After your account is approved or denied, the temporary PIN is no longer needed.

Temporary PIN

If you have any questions or comments regarding your request, please contact our support center for assistance.

By email: ITSCallCenter@dodd.ohio.gov

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4 for Security Support.

You will receive confirmation on the screen to indicate your account creation was successful.



Department of
Developmental Disabilities



Success!

Thank you for verifying your email.

If this account requires an approval, you will receive notification when your designated approver has taken action. If this account does not require approval you will receive notification shortly.

If you have any questions or comments regarding your request, please contact our support center for assistance.

By email: ITSCallCenter@dodd.ohio.gov

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4 for Security Support.

You will also receive a confirmation email to indicate your account creation was successful including your State of Ohio OH|ID Username. Forward this email to your County System Administrator and 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 and your request to access EIDS has been approved.

Your Account is Ready (Hammond) Inbox x

agencyIDService@ohio.gov
to Hammond.EIDS ▾

Welcome to the State of Ohio DODD!

Dear Taylor Hammond,

You have successfully created an account with the State of Ohio Department of Developmental Disabilities. At this point you should have already used your PIN and set your system password. Your new logon name is as follows:

HammondEIDS

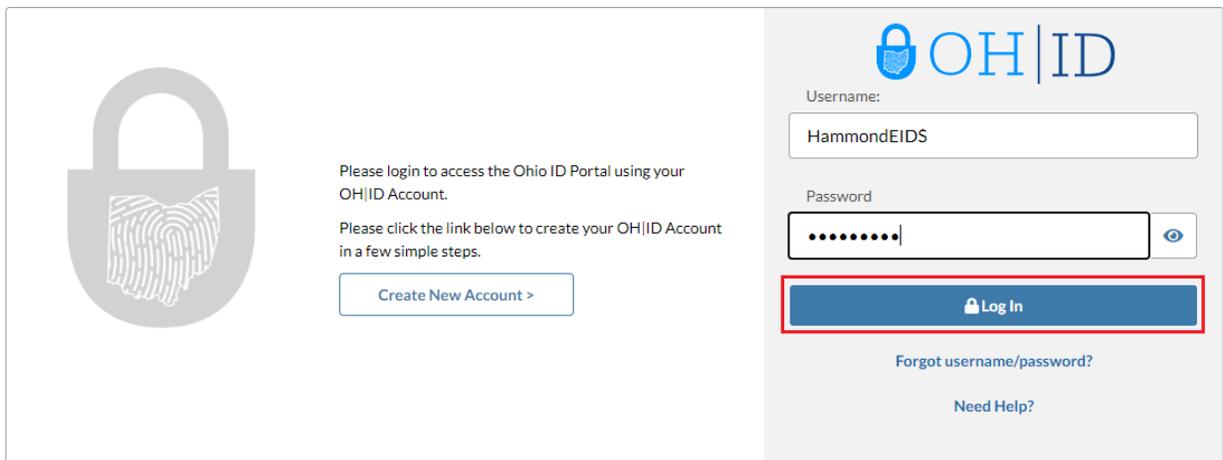
You may now use the logon name and your password to log onto DODD Systems. Below are the links that you may find useful to begin using your account: The DODD Portal is located here: [DODD Portal](#). Please be sure to click the logon button from the portal in order to logon.

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/>

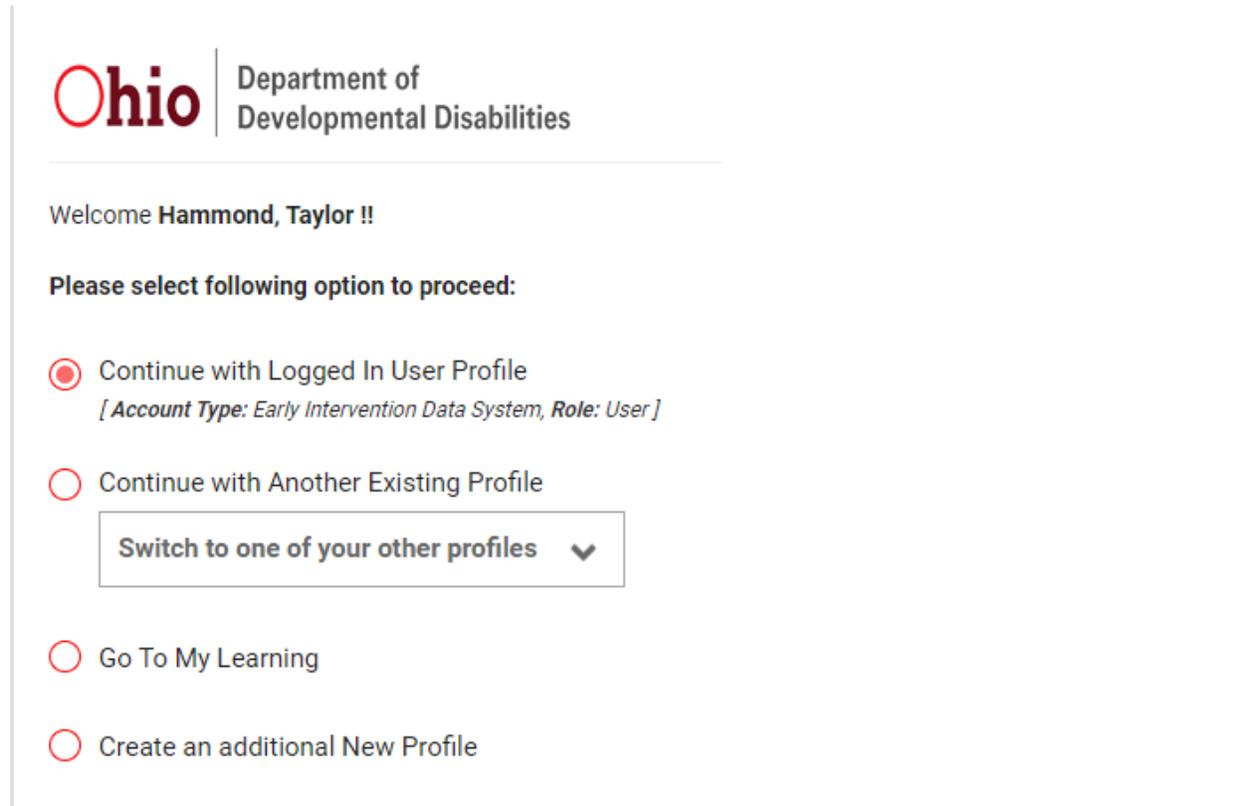
Click on the person icon in the upper right corner of the screen.



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

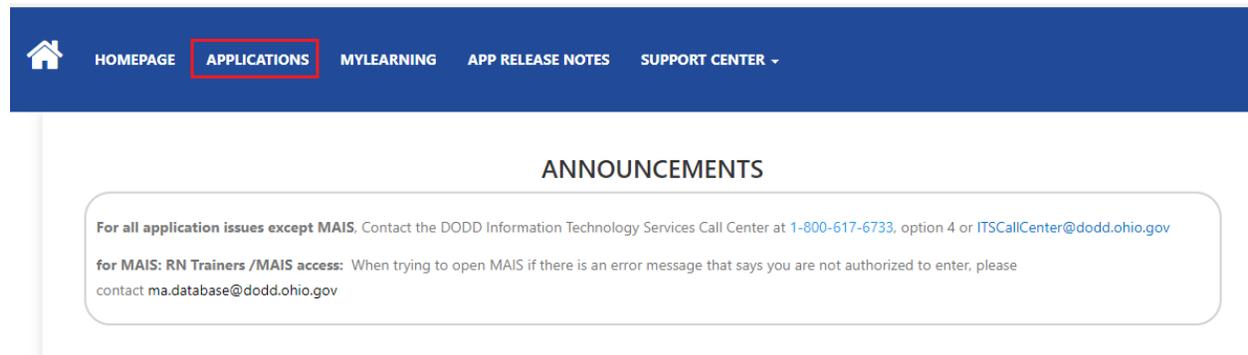


Select the appropriate option on the next page that is displayed and press “Continue.”



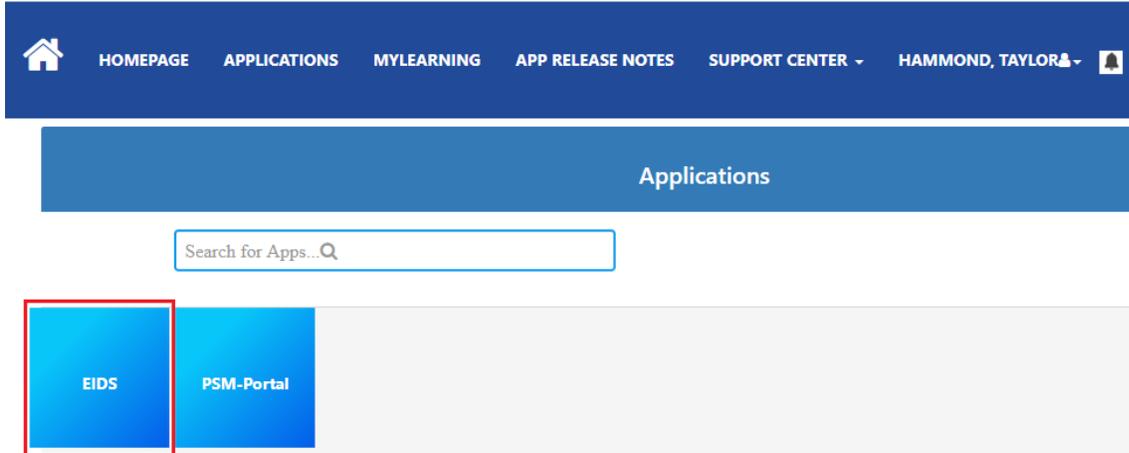
The screenshot shows the Ohio Department of Developmental Disabilities user interface. At the top left is the Ohio logo, followed by the text "Department of Developmental Disabilities". Below this is a horizontal line. The main content area starts with a welcome message: "Welcome Hammond, Taylor !!". This is followed by the instruction "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". The "Continue with Another Existing Profile" option has a dropdown menu below it with the text "Switch to one of your other profiles" and a downward arrow. Below the options is a small text note: "[Account Type: Early Intervention Data System, Role: User]".

You will then be taken to the new portal page. Select “APPLICATIONS” on this page.

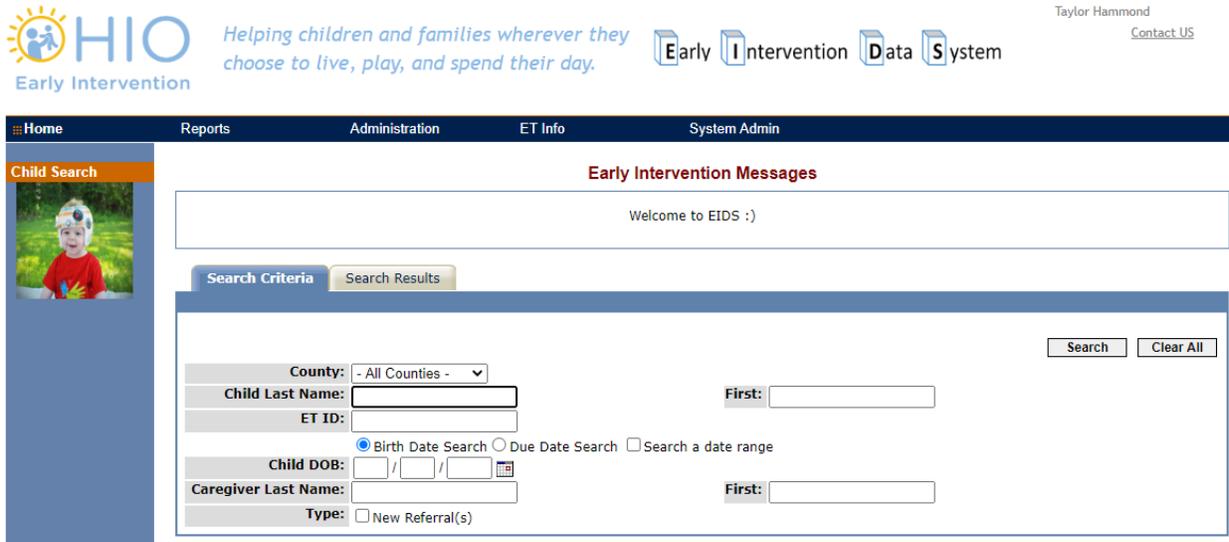


The screenshot shows the top navigation bar of the portal, which is dark blue with white text. The navigation items are: a home icon, "HOMEPAGE", "APPLICATIONS" (highlighted with a red box), "MYLEARNING", "APP RELEASE NOTES", and "SUPPORT CENTER" with a dropdown arrow. Below the navigation bar is a white 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".

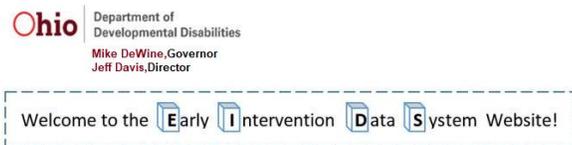
A list of applications to which you have access will be displayed. Select “EIDS” and you will be taken to the EIDS application.



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 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.