



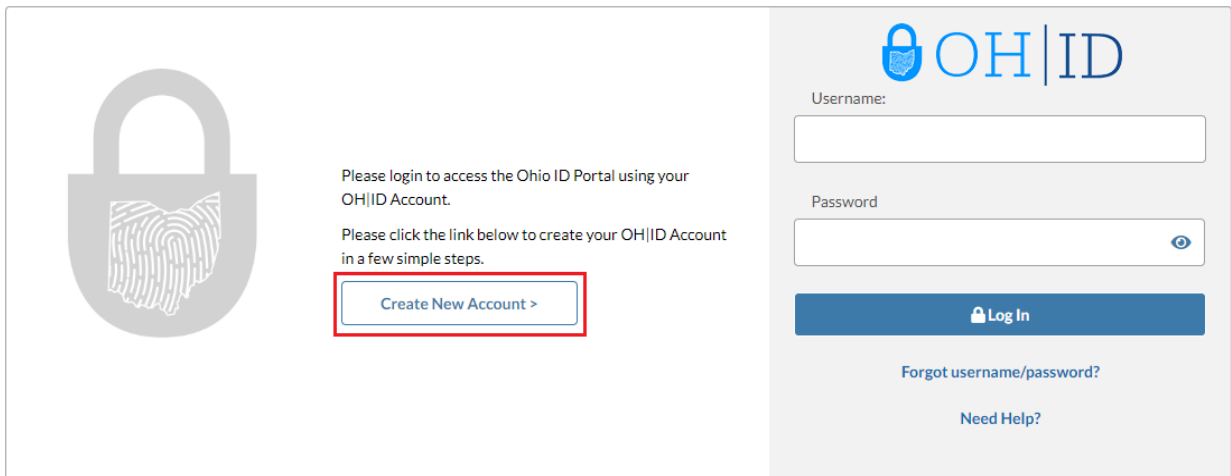
## Instructions for Creating a New DODD Portal and EIDS Account

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

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



You will be redirected to the OH|ID page. Click “Create New Account.”





Complete your profile information. Fields with an asterisk (\*) next to them are required. Be sure you read the Terms and Conditions and check "I agree." When you have completed all of the needed information, click "Next."

## Create Your OH|ID Account



### OH|ID Profile Information

Enter the information below to begin creating your OH|ID profile.

First Name *	Middle Initial	Last Name *	Suffix
<input type="text" value="Taylor"/>	<input type="text"/>	<input type="text" value="Hammond"/>	<input type="text"/>
Email *		Email Confirmation *	
<input type="text" value="Hammond.EIDS@gmail.com"/>		<input type="text" value="Hammond.EIDS@gmail.com"/>	
Work Phone Number *	Mobile Number		
<input type="text" value="555-555-5555"/>	<input type="text"/>		
Date of Birth *	Last 4 of SSN		
<input type="text" value="01/01/1985"/>	<input type="text"/>		
Verification Question: ? *			
What is forty six thousand and fifty eight as a number?			
<input type="text"/>			

#### 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

Cancel

Reset

Next



On the next page, create your OH|ID username and password, following the guidelines included to the right of these fields. At the bottom of the page, choose the password recovery method(s) you prefer, and enter the required information. Then click "Create Account."

## Create Your OH|ID Account



### Create OH|ID Username and Password

Provide username and password information to complete your profile.

Username  
HammondEIDS

Password  
••••••••

Confirm New Password  
••••••••

**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

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

### Choose Password Recovery Methods


You can select more than one method.



**Email**  
You will receive a temporary PIN on your email address to reset the forgotten password.



**Mobile Number**  
You will receive a temporary PIN on your mobile number to reset the forgotten password.

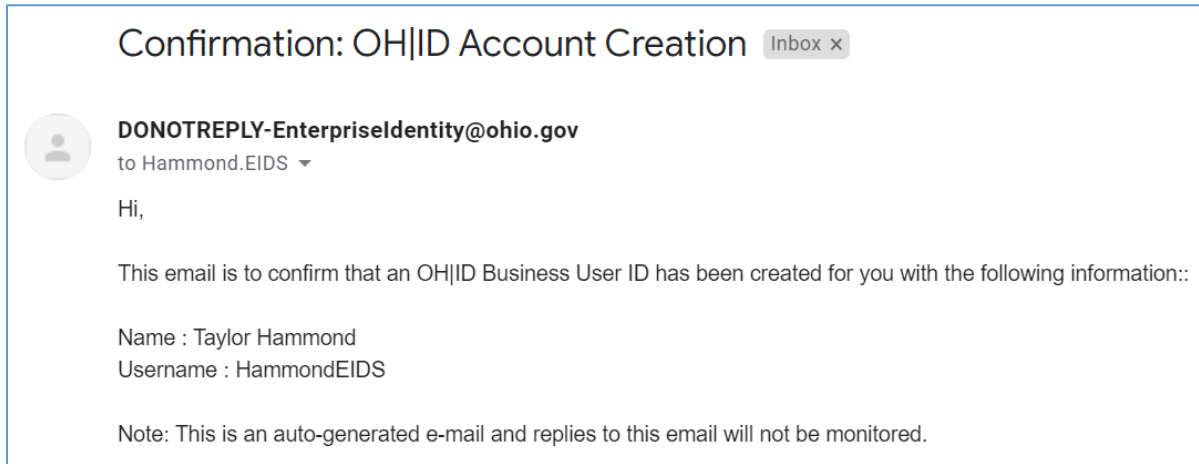


**Security Questions**  
Security Questions can be used to reset the forgotten password.

Email  
Hammond.EIDS@gmail.com

Cancel      Back      **Create Account**

You will receive a confirmation email to indicate your account was created successfully.



Your successful account creation should also be indicated on the screen. On this page, click on “Go to Login.”

## Create Your OH|ID Account

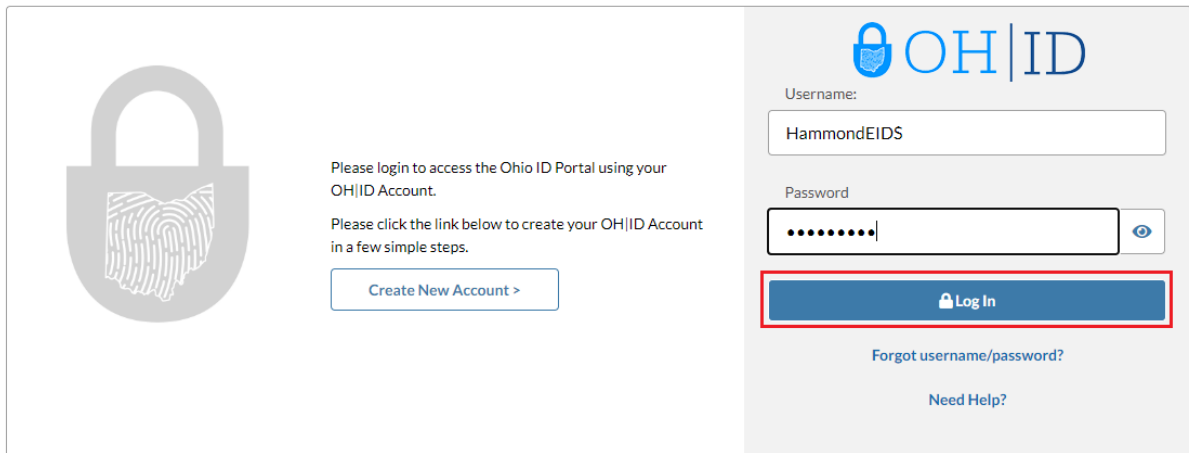


### Confirmation

**Success**  
Your OH|ID account has been requested. You will not be able to log in until you've received a confirmation email with the subject "Confirmation: OH|ID Account Creation" from DONOTREPLY-Enterpriseldentity@ohio.gov. This may take a few minutes.

[Go to Login](#)

On the OH|ID sign-in page, enter the username and password you created, then select “Log In.”





On the next screen, click on the “My DODD” tile.

## My Apps

You are currently subscribed to the apps below - clicking the “X” on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval. You do not have access to any applications. You can request access by selecting an application below.

### Available Apps

Search...

 <b>Complaint Tracking Local</b> Local Complaint Tracking	 <b>Department of Education Profile Setup</b> Create a profile with the Department	 <b>Liquor Permitting System</b> Liquor Control Customer Permitting Portal
 <b>My DODD</b> Access DODD applications	 <b>Ohio Hauling Permit System (OHPS) - UAT</b> OS/OW Hauling Permit Application Portal	 <b>Ohio Learn</b> Connect to training offered by State of Ohio agencies.
 <b>PUCO Community</b> Public Utilities Commission of Ohio online system for regulated businesses	 <b>The Ohio Business Gateway</b> Ohio Business Gateway Back-Office Portal	

On the next screen, read the information provided. Then check “I Agree” and click on “Request Access.”



## My DODD

My DODD

**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.

I Agree

Request Access

A confirmation message will be displayed. Click on “Return to Applications” on this screen.

### Request Application Access

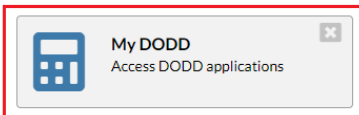
Your request for My DODD has been submitted. You will receive a confirmation email.

Return to Applications

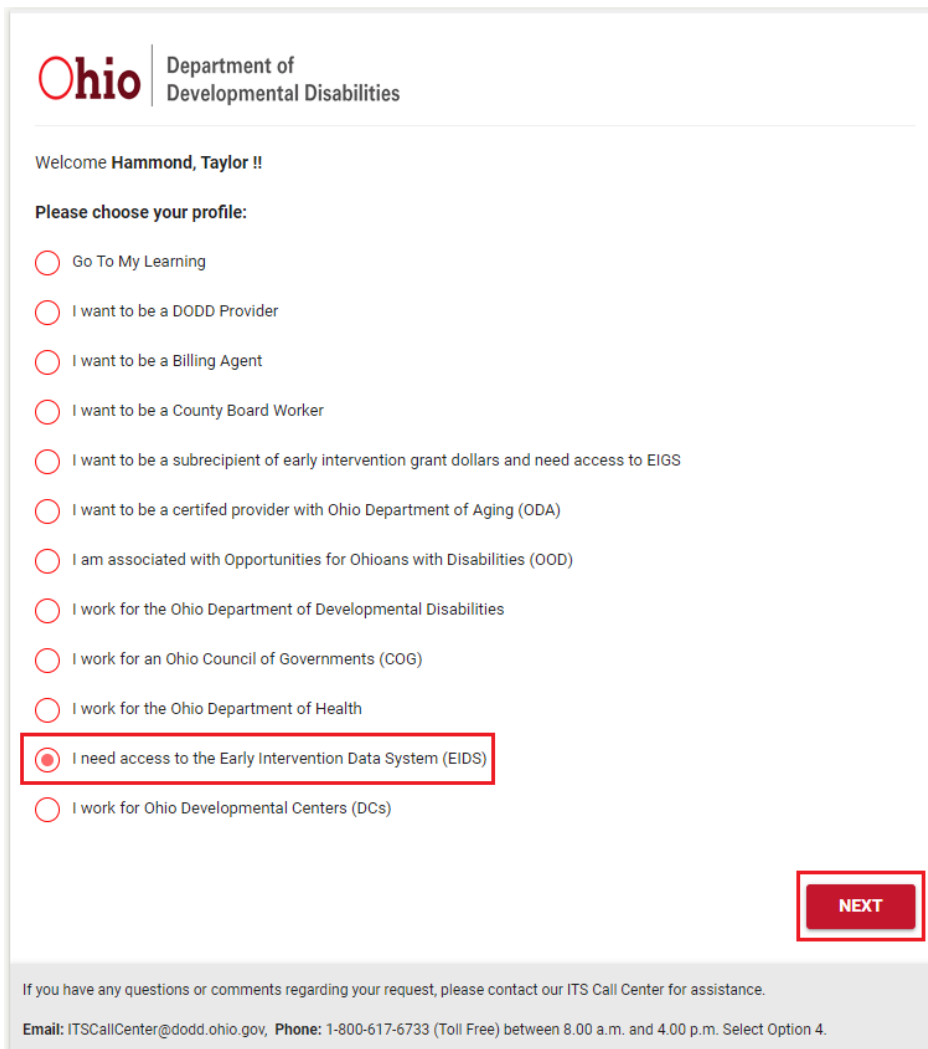
On the next screen, click on the “My DODD” tile.

### My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.



Select “I need access to the Early Intervention Data System (EIDS)” then click “Next.”

A screenshot of a web application interface for profile selection. At the top left is the "Ohio Department of Developmental Disabilities" logo. Below the logo, it says "Welcome Hammond, Taylor !!". The main heading is "Please choose your profile:". There is a list of ten radio button options. The option "I need access to the Early Intervention Data System (EIDS)" is selected and highlighted with a red rectangular border. At the bottom right of the form area is a red button labeled "NEXT". At the bottom of the page, there is a footer with contact information: "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

*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,

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.
- You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
- 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.
- You 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 disposition pursuant to all applicable laws and rules. By requesting for a user account, I acknowledge that I have read and understand the DODD Policies on data security and confidentiality.

BACK

SUBMIT



I hereby acknowledge and  
accept

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

**Ohio** | Department of  
Developmental Disabilities

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.

**Ohio** | Department of  
Developmental Disabilities

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



Subscriptions 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](mailto: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](mailto: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](mailto: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.

**Ohio** | 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](mailto: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.

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

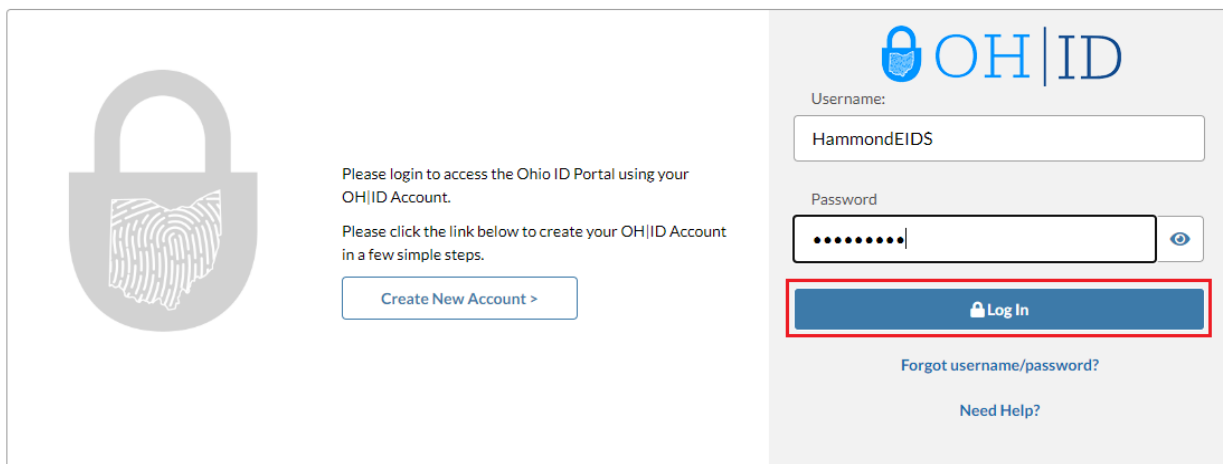
You may now use the logon name and your password to log onto DODD Systems. Below are the links that you may find useful to begin using your account: The DODD Portal is located here: [DODD Portal](#). Please be sure to click the logon button from the portal in order to logon.

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 (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 then be taken to the new portal page. Select “Applications” on this page.

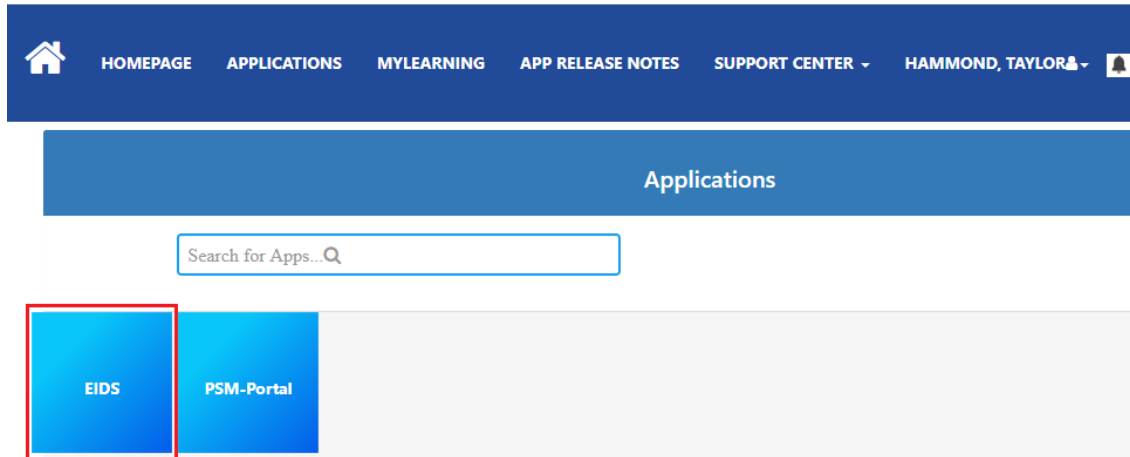
 [HOMEPAGE](#) [APPLICATIONS](#) [MYLEARNING](#) [APP RELEASE NOTES](#) [SUPPORT CENTER](#) ▼

### ANNOUNCEMENTS

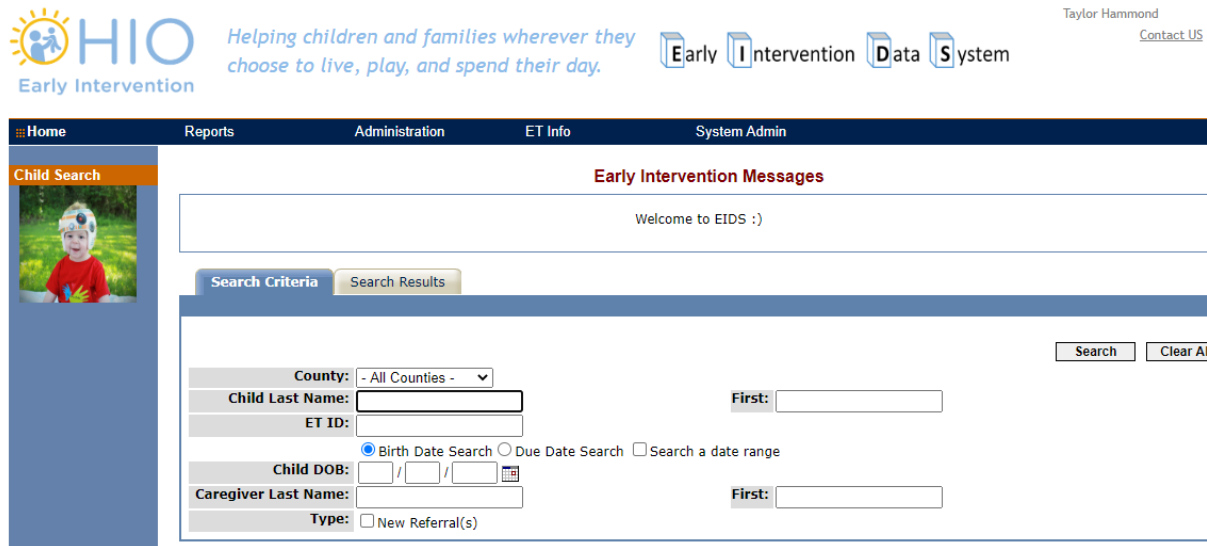
For all application issues except MAIS, Contact the DODD Information Technology Services Call Center at [1-800-617-6733](tel:1-800-617-6733), option 4 or [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov)

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).