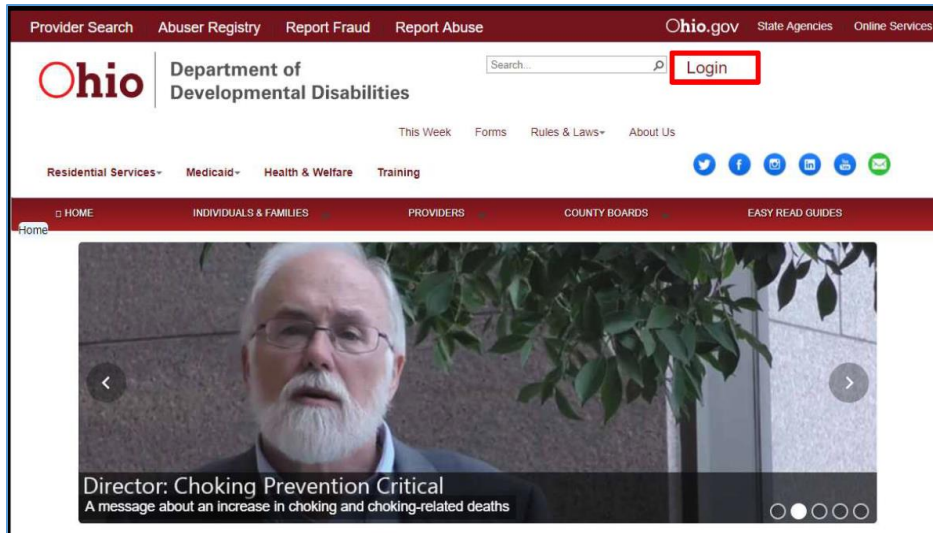


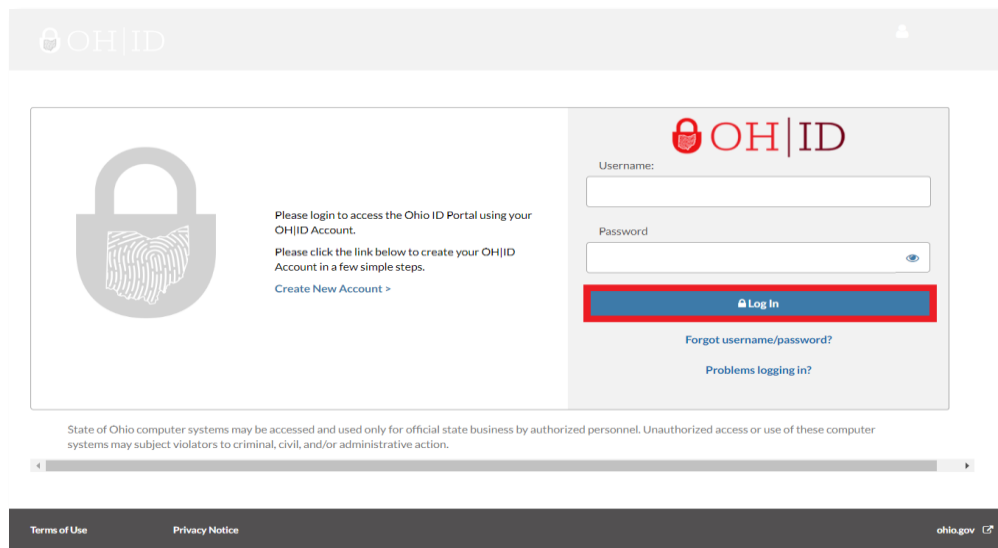
EIDS New Account/Login Instructions (Existing DODD Portal Account Holders)

To begin go to the DODD Website <http://dodd.ohio.gov/Pages/default.aspx>

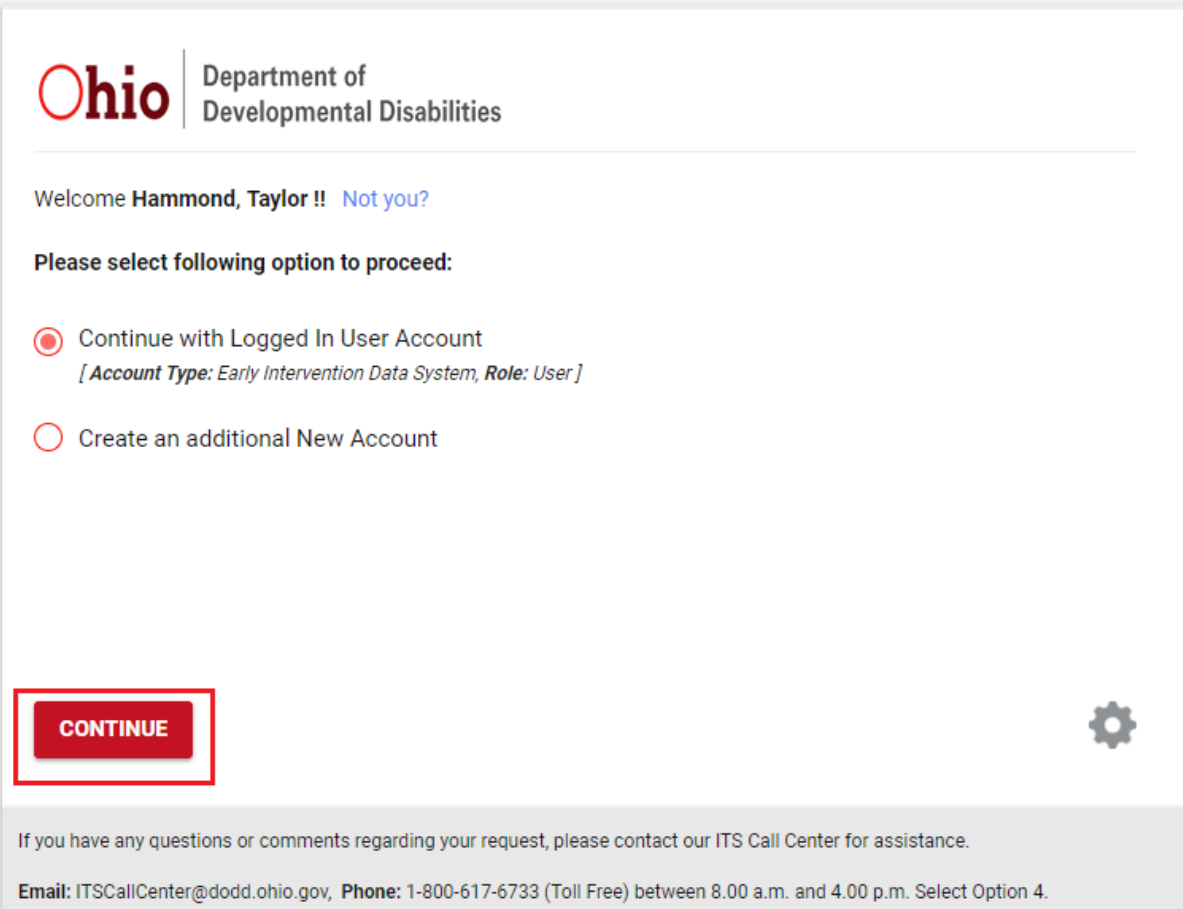
In the top right corner, click “Login”



Enter your DODD portal username and password, then click “Log In”



Ensure your correct account is selected, then click “Continue”



Ohio | Department of
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Welcome **Hammond, Taylor !!** [Not you?](#)

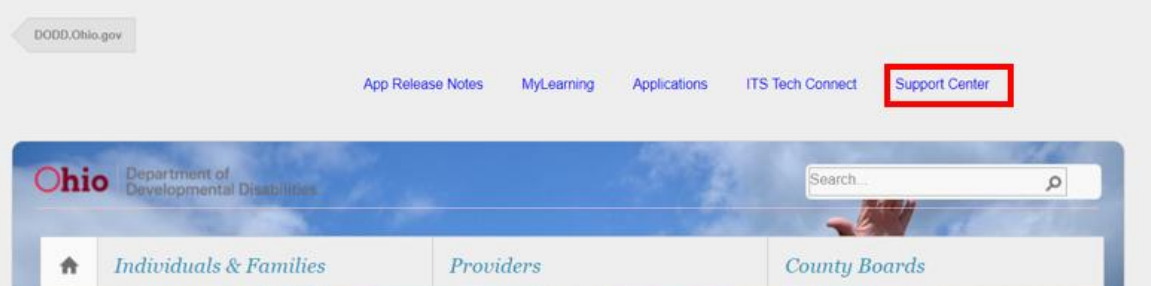
Please select following option to proceed:

- Continue with Logged In User Account
[Account Type: Early Intervention Data System, Role: User]
- Create an additional New Account

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.

You will be redirected to the DODD portal. Click on “Support Center.”



DODD.Ohio.gov

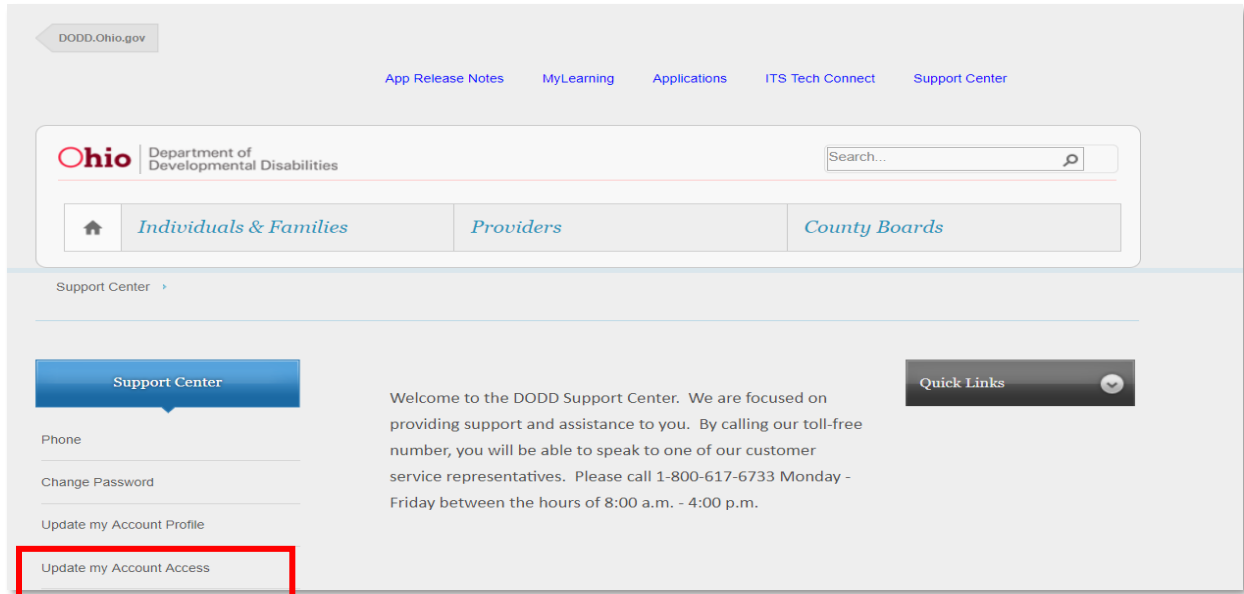
[App Release Notes](#) [MyLearning](#) [Applications](#) [ITS Tech Connect](#) **[Support Center](#)**

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Navigate to the bottom left portion of the page, and click on “Update my Account Access”

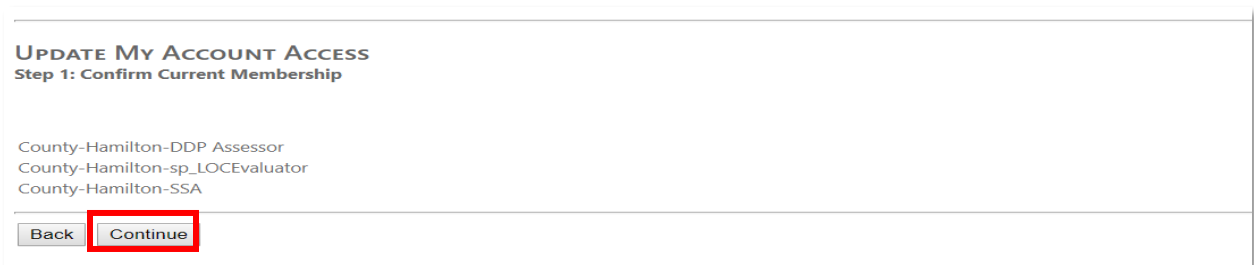


Click “Continue” on each screen until you reach the “Select a Requestable Function” page.

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.



Select "Ohio-EIDS-User", then click "Continue."

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 **County-Hamilton-SSA**

- County-Hamilton-AAI Admin
- County-Hamilton-Allocation Manager
- County-Hamilton-CB-Preparer
- County-Hamilton-CB-Reviewer
- County-Hamilton-CB-Submitter
- County-Hamilton-OPSR Reviewer Supervisor
- County-Hamilton-sp_CaseNoteQA
- EIGS-Hamilton-Certification
- EIGS-Hamilton-Data-Entry

Ohio-EIDS-User

Back

Continue



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 blue 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 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 along with a completed EIDS Role Request Form. Your County System Administrator or EIDS staff will finalize your account access once IT adds your account into the EIDS application.

Once your EIDS access has been finalized, follow the link in the email to access the DODD portal, or log in from the DODD home page.

Welcome to the State of Ohio DODD!

Adams Test

You have successfully requested supplemental RoleGroups:

Your new RoleGroups: EIGS-Adams-Certification

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

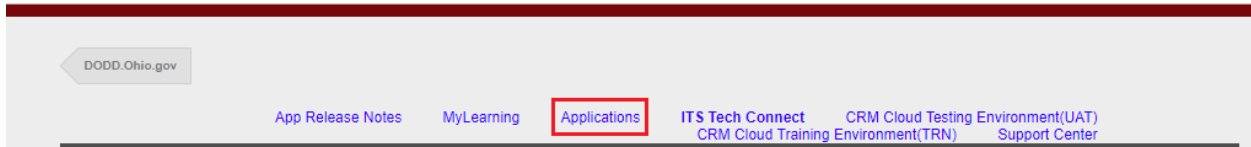
testad

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.

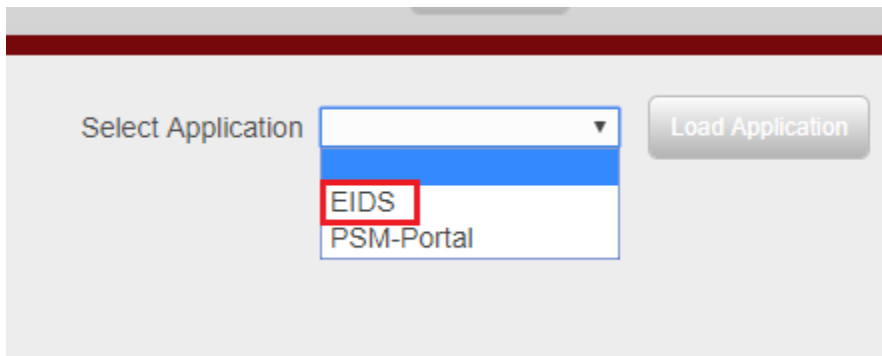
Please Note: Access to some systems may take approximately 15 minutes to complete. If you are not able to access an application at first please try logging out and logging back in to the DODD Portal before seeking support assistance.

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

When you reach the DODD portal, click on “Applications.”



On the next screen, navigate to the upper right corner of the page to “Select Application” and select “EIDS.” Then click “Load 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.