

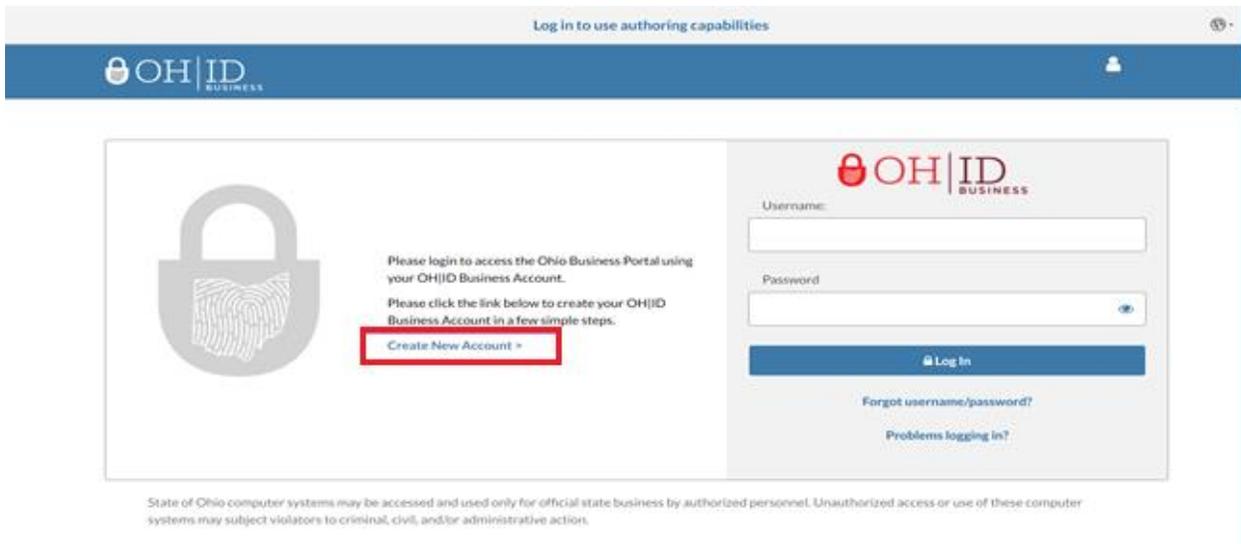
EIDS New Account/Login Instructions

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

Click on the person icon in the upper right hand 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."

Log in to use authoring capabilities

OH|ID

Create Your OH|ID Account

Profile Information Security Setup Confirmation

OH|ID Profile Information

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

First Name * Middle Initial Last Name * Suffix

Email * Email Confirmation *

Work Phone Number * Mobile Number

Date of Birth * Last 4 of SSN

Verification Question *

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

Terms of Use Privacy Notice oh|id.gov CP

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 you prefer, and enter the required information. Then click “Create Account.”

Log in to use authoring capabilities

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Create Your OH|ID Account



Create OH|ID Username and Password

Provide username and password information to complete your profile.

Username

Password

Confirm New Password

Username Guidelines:

- Must have at least 2 and no more than 64 characters in length
- Can contain upper and lower case letters, numbers and the following special characters:
 - . _ - @

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
 - Ex: 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.

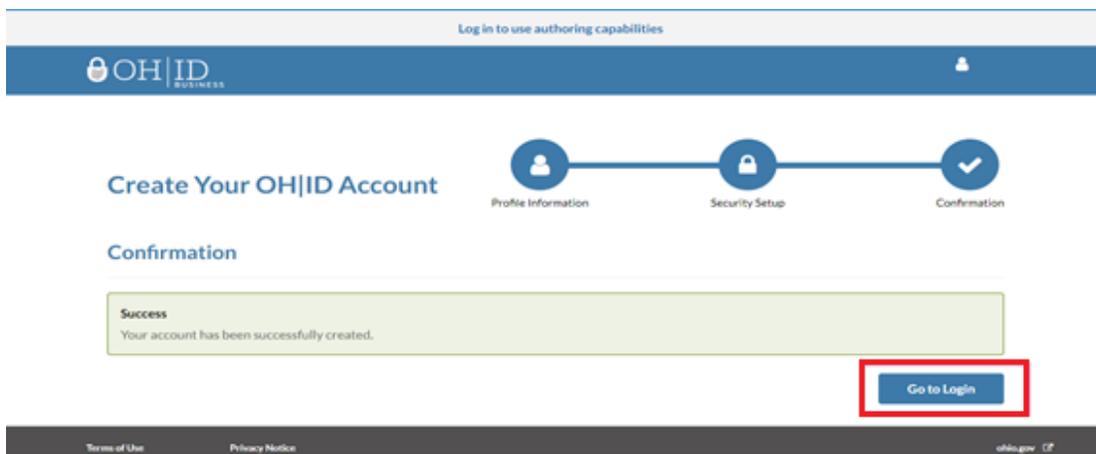
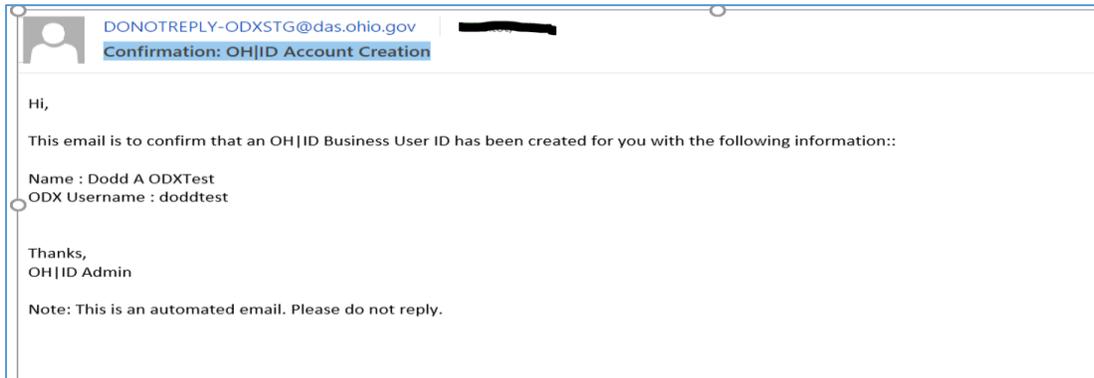


Security Questions
Security Questions can be used to reset the forgotten password.

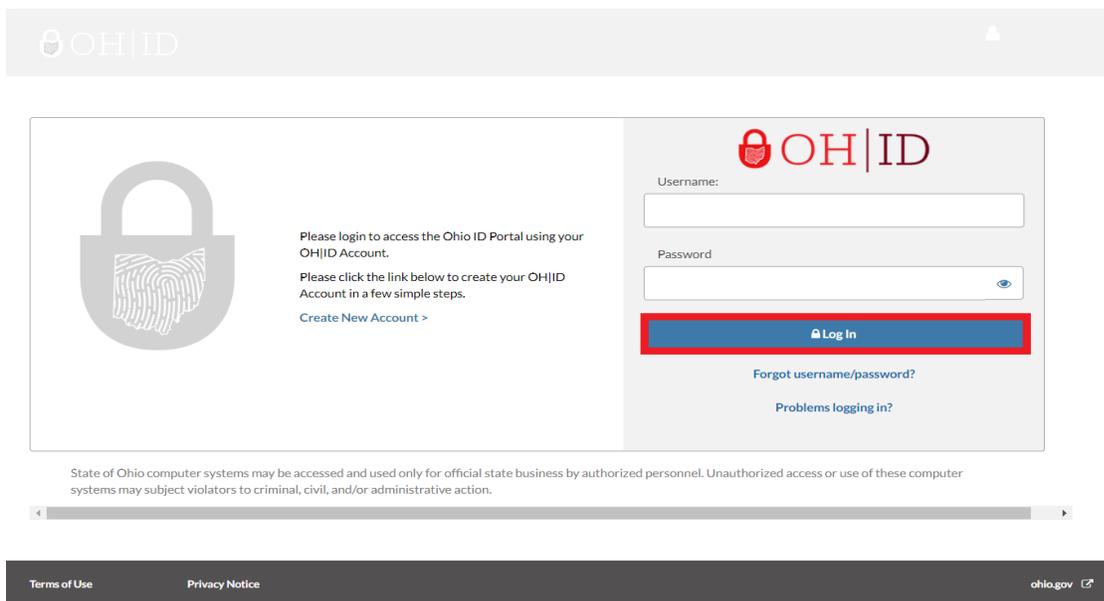
Email

CancelBackCreate Account

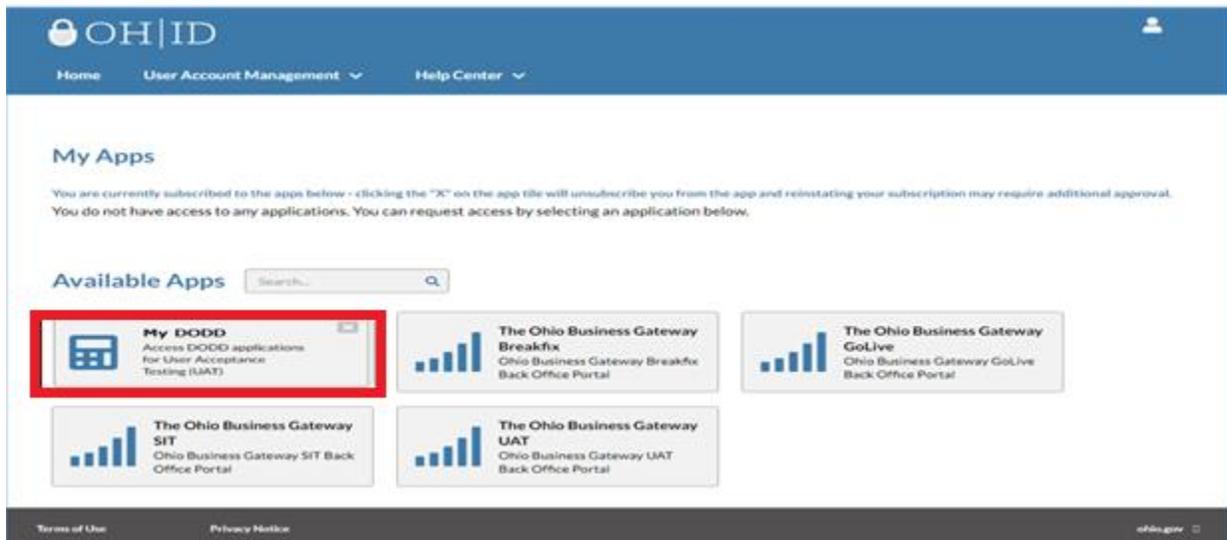
You will receive a confirmation email to indicate your account was created successfully. Your successful account creation should also be indicated on the screen. On this page, click on “Go to Login.”



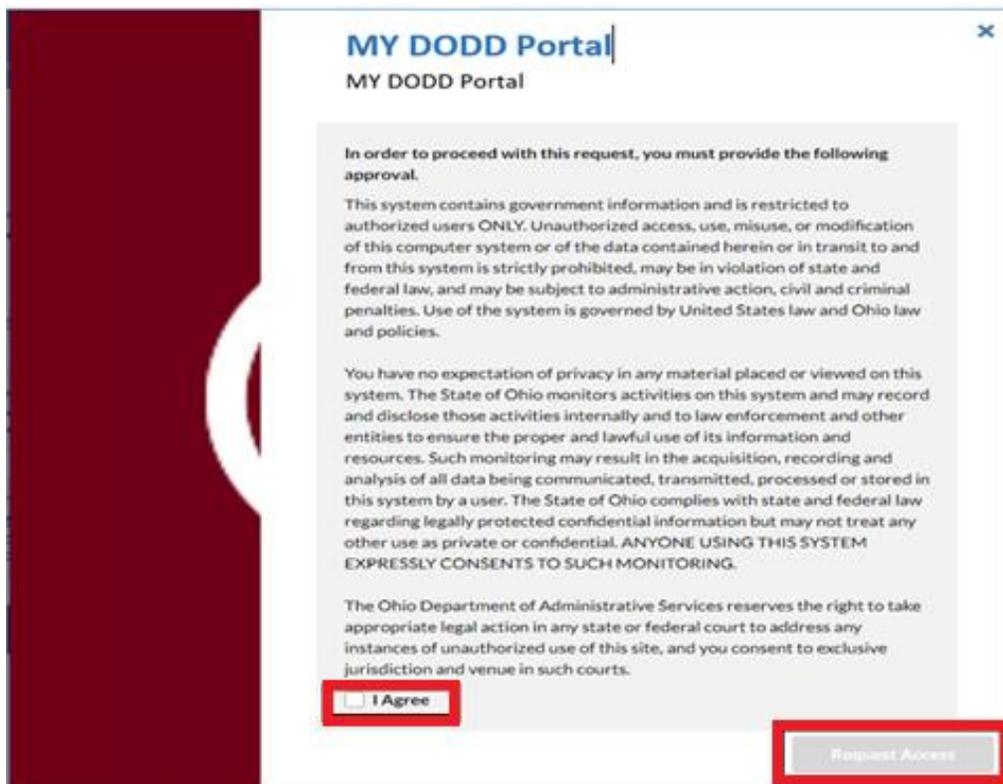
On the OH|ID sing-in page, enter the username and password you created, then select “Log In.”



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



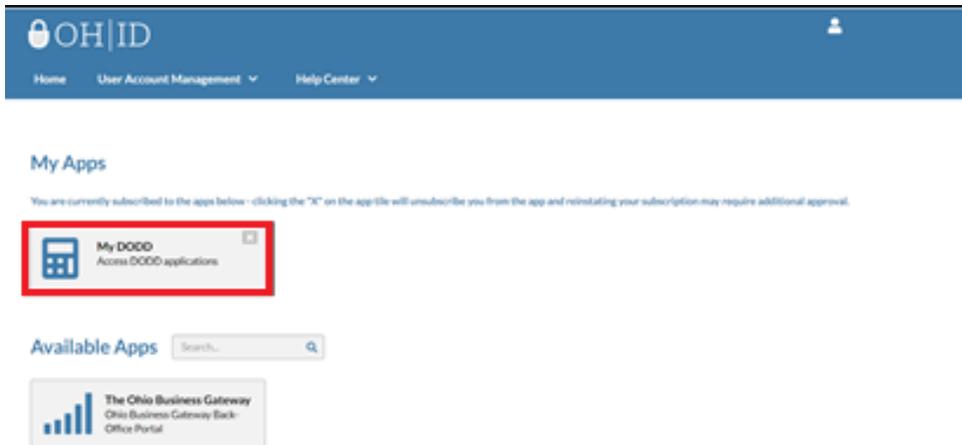
On the next screen, read the information provide. Then check “I Agree” and click on “Request Access.”



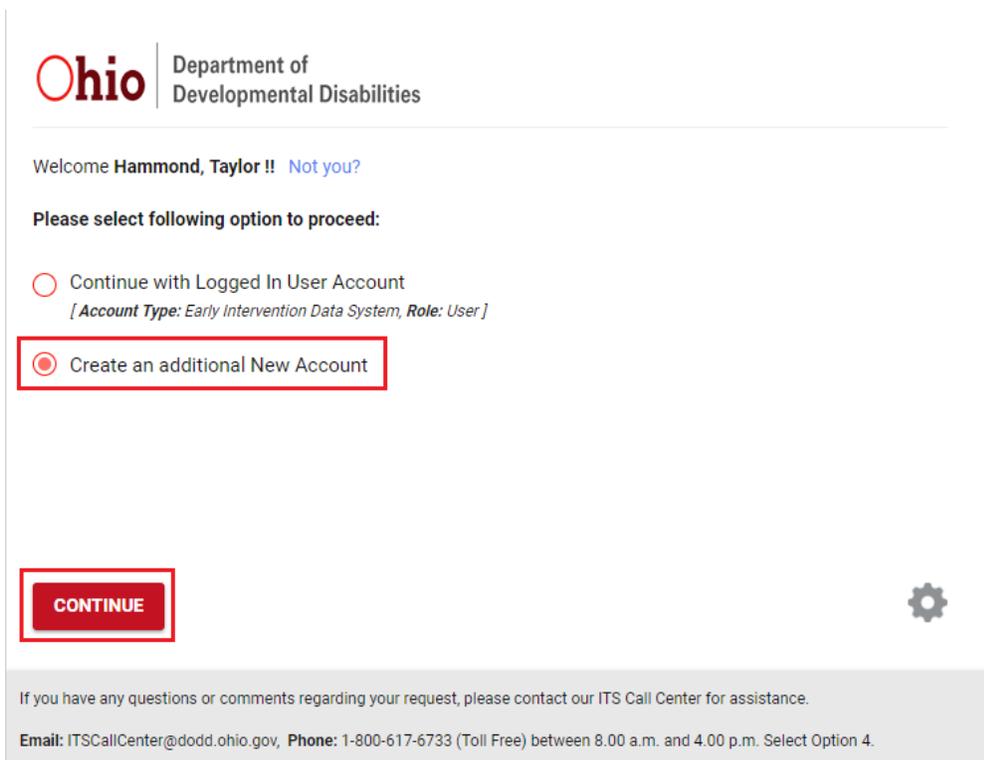
A confirmation message will be displayed. Click on “Return to Applications” on this screen.



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



On the next screen, select “Create an additional New Account” then select “Continue”



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

Ohio | Department of
Developmental Disabilities

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

Please choose your account type:

- I want to be a Provider
- I want to be a Certified 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 certified provider with Ohio Department of Aging (ODA)
- I am associated with Opportunities for Ohioans with Disabilities (OOD)
- 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)

BACK **NEXT**



On the next screen, you will be promoted to create 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.”

The screenshot shows the Ohio Department of Developmental Disabilities user registration interface. At the top, the logo and name are displayed. Below, a welcome message is followed by a summary of user information: 'You informed us that you are a user and need access to the Early Intervention Data System (EIDS)', 'You selected affiliation as EIDS', and 'You selected primary job function as User'. A 'Temporary PIN' section contains a text input field with the value '12345' and a note: 'Create your own 5-digit numeric PIN for account verification. You will need this later in the verification process.' Below this is a section titled 'Important Note: DODD Data Security and Confidentiality Agreement' which contains several paragraphs of text and a bulleted list of user responsibilities. At the bottom, there is a checkbox with a blue checkmark and the text 'I hereby acknowledge and accept', followed by 'BACK' and 'SUBMIT' buttons. A footer provides contact information for the support center.

Ohio | Department of
Developmental Disabilities

Welcome TEST, DODD II [Not you?](#)

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

You selected 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 §123.62(T), §123.89 and §126.044. 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 will only use an email address that is my individual email address, not a group or shared email.
- You will not make or permit unauthorized users, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- You will not seek to benefit personally or permit others to benefit by any confidential information that has come to me by virtue of my work duties.
- You will not exhibit or divulge the contents of any record to any person except in the conduct of my work duties and in accordance with the policies of DODD.
- You will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- You will 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 my duties.
- You will not access or request others to access any DODD or Ohio Data Network system for personal business.
- You will not violate rules and regulations concerning access to controlled areas.
- You will not divulge or share any sensitive information (i.e. usernames, passwords, etc.) used to access any system files.

I hereby acknowledge and accept

BACK SUBMIT

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

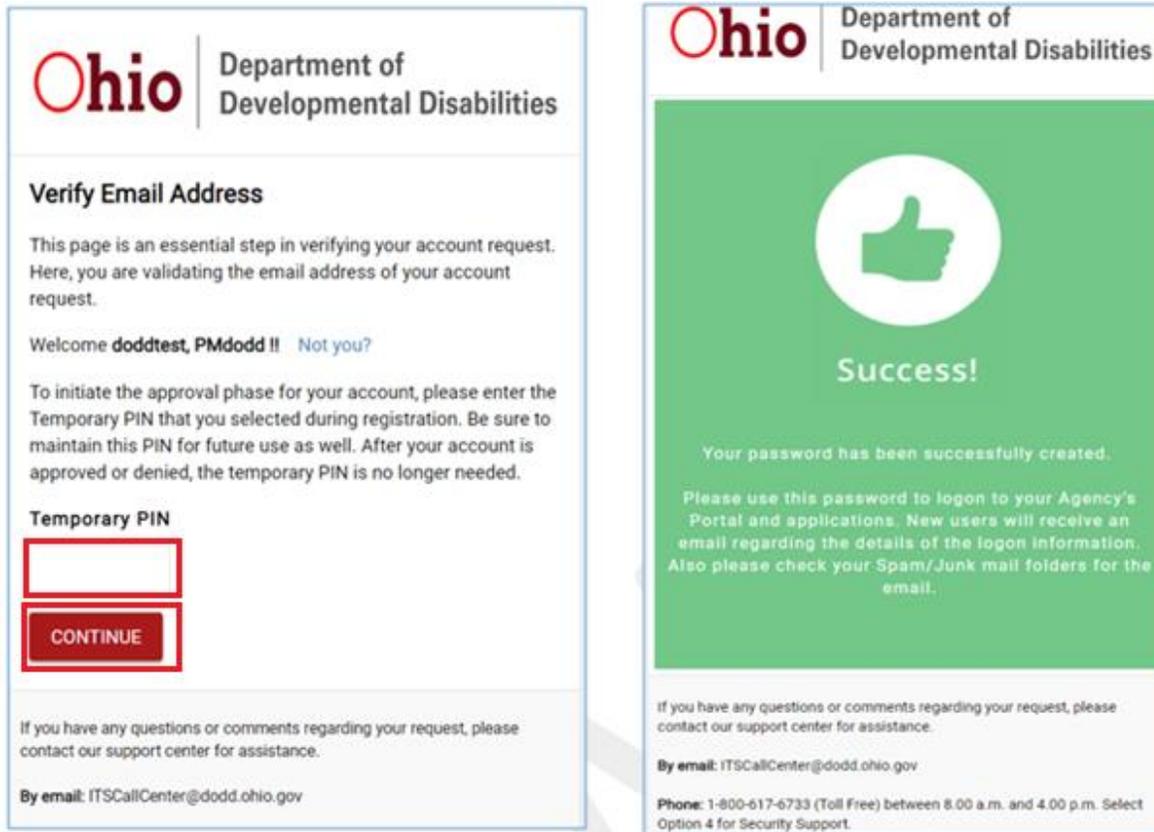
On the next screen, you will receive confirmation of your request, including your temporary PIN. Click “Home.”

The screenshot shows a web page with the Ohio Department of Developmental Disabilities logo at the top left. Below the logo, it says "Welcome TEST, DODD !! Not you?". A paragraph of text follows: "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." A green box contains the following information: "You informed us that you are a user and need access to the Early Intervention Data System (EIDS)", "You selected affiliation as EIDS", "You selected primary job function as User", and "You created temporary PIN as 12345". Below the green box, there is a paragraph: "If you do not see the email in your inbox, please check your spam or junk folder as it may have found it's 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." At the bottom, there are two buttons: "HOME" (highlighted with a red box) and "DODD PORTAL". Below the buttons, there is a footer with contact information: "If you have any questions or comments regarding your request, please contact our support 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."

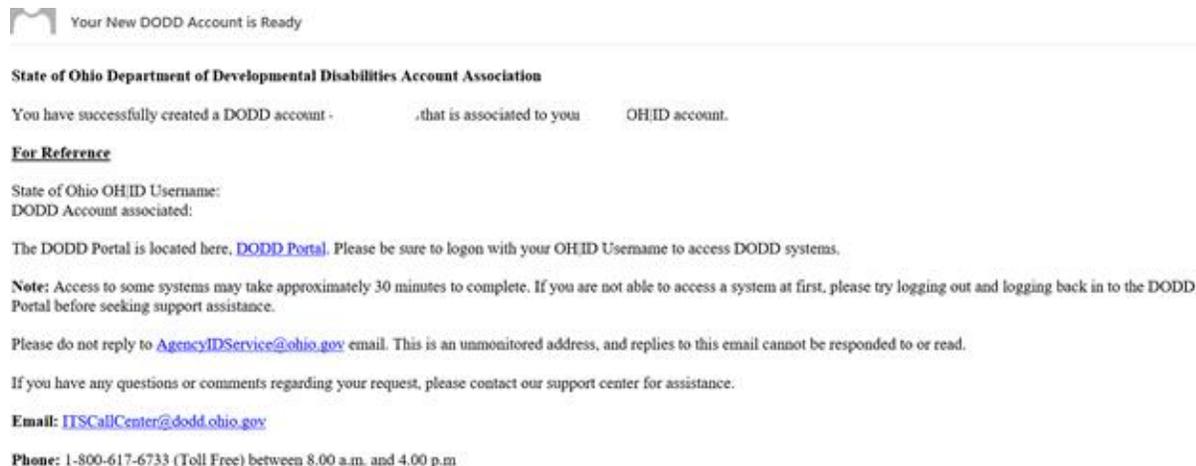
You will then receive an email with your temporary pin. Click on the link in the email to continue the registration process.

The screenshot shows an email with the subject "Your request is pending approval TEST, DODD [DEV]". The sender is "DODD 5046 True Copy" and the recipient is "Sara, Ribey". The body of the email says: "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.seoddev.dodd.ohio.gov/VerifyEmail2.aspx?objID=5f21b292-eb7e-4db9-b4f0-b2f48f088a2&validationCode=26751701>". At the bottom, it says: "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." The email ends with "Thank you!".

On the screen, enter your temporary PIN and select “Continue.” You will receive confirmation on the screen to indicate your account creation was successful.



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 IT adds your account into the EIDS application, which typically takes a day or two from the time your account is created.



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 hand corner of the screen.



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

The OH|ID login screen features a blue padlock icon and the text 'OH|ID' at the top. Below this, there are two input fields: 'Username:' and 'Password'. The password field includes a blue eye icon for toggling visibility. A blue 'Log In' button with a white padlock icon is positioned below the fields. At the bottom, there are two links: 'Forgot username/password?' and 'Need Help?'.

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

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.

 [HOME PAGE](#) [APPLICATIONS](#) [MYLEARNING](#) [APP RELEASE NOTES](#) [SUPPORT CENTER](#) ▼ HAMMOND, TAYLOR   1

ANNOUNCEMENTS

The department's online applications will be unavailable on **Thursday December 19th , 2019, from 4 pm to 9 pm** while ITS Staff performs a systems maintenance.

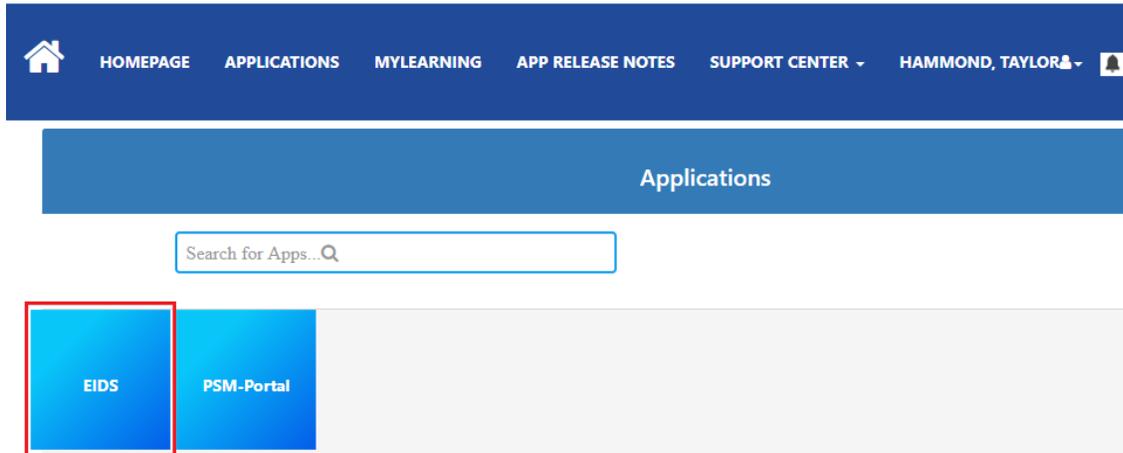
Still need help?
Contact the DODD Information Technology Services Call Center at [1-800-617-6733](tel:1-800-617-6733), Option 4 or ITSCallCenter@dodd.ohio.gov

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

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

Individual & Families Providers County Boards UAT Testing Training Testing

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.