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## **How to create a New OH|ID account and Department of Education Profile**

**Navigate to <http://education.ohio.gov>, click the “Login” link at the top of the [education.ohio.gov](http://education.ohio.gov)**

1. Choose “OH|ID Portal”
2. Click on the “Create New Account” link
3. The first step of the OH|ID account creation process is completing the **Profile Information** page. To do this:
  - Enter your contact and demographic information.
  - Answer the verification question.
  - Read and accept the OH|ID terms and conditions by checking the box next to “I Acknowledge.”

Once you have entered all the necessary information and accepted the terms and conditions, click the “Next” button to continue

4. On the **Security Setup** page, create your OH|ID Business username and password following the password guidelines on the right-hand side of the page. Then, select your preferred password recovery method. The options are:
  - A temporary PIN that is sent to your email address
  - A temporary PIN that is sent via text message, or
  - Answering pre-selected security questions.

Click on the corresponding tile under the “Security Options” header to choose your preferred option. It is important to note that multiple options can be selected.

Once you have entered all the required information, click the “Create Account” button to continue.

5. Click the “Go to Login” button to navigate to the OH|ID login page.
6. Enter newly created OH|ID username and password and click “Log In”

7. Under Available Apps, click on the "Department of Education Profile Setup" button.
8. Accept Terms and Conditions and Verify Social Security Number and click "Request Access"
9. Click on the "Return to Applications" button
10. Under My Apps, click on the "Department of Education Profile Setup" button **for a second time.**
11. Click on "View Applications" to view your Department of Education applications.
12. Department of Education applications are ready to be accessed.
13. If a Department of Education Profile is entered incorrectly and/or cannot be verified, approval will not be granted. A member of the Department of Education Support Team will reach out if information needs verification.
14. If you have additional questions about OH|ID or need technical support with your account, contact the Ohio Department of Education at 877-644-6338 or [Profile.Help@education.ohio.gov](mailto:Profile.Help@education.ohio.gov). Additionally, a list of frequently asked questions about the integration has been created and is available on the [Department's OH|ID Portal FAQ Help webpage](#).