

CORE Applicant User Manual

March 2021



OFFICE OF EDUCATOR LICENSURE

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Create an OH|ID Account

Access to the Ohio Department of Education's Connected Ohio Records for Educators (CORE) system is available through the Department's OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

Users must create an OH|ID account and a Department of Education Profile to access the CORE system and submit applications for licensure. Begin by navigating to <https://ohid.ohio.gov> and then follow the steps below.

Step 1. Click the **Create OH|ID Account** button.

Language Translation An Official Site of [Ohio.gov](#)

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT 👤 🔍

Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once.

[Create OH|ID Account](#)

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

[Log In](#)

[Get login help](#)

Simplified Experience for Users

OH|ID provides users with a seamless digital experience by allowing them to easily access and navigate state and agency websites from any device with one set of login credentials.

Reduced Costs for Agencies

State agencies that implement OH|ID save time, money, and effort through operational efficiencies, 24 x 7 technical support, repeatable frameworks, accelerators and built-in compliance with federal and state information security standards, policies and regulations.

Enhanced Security for Everyone

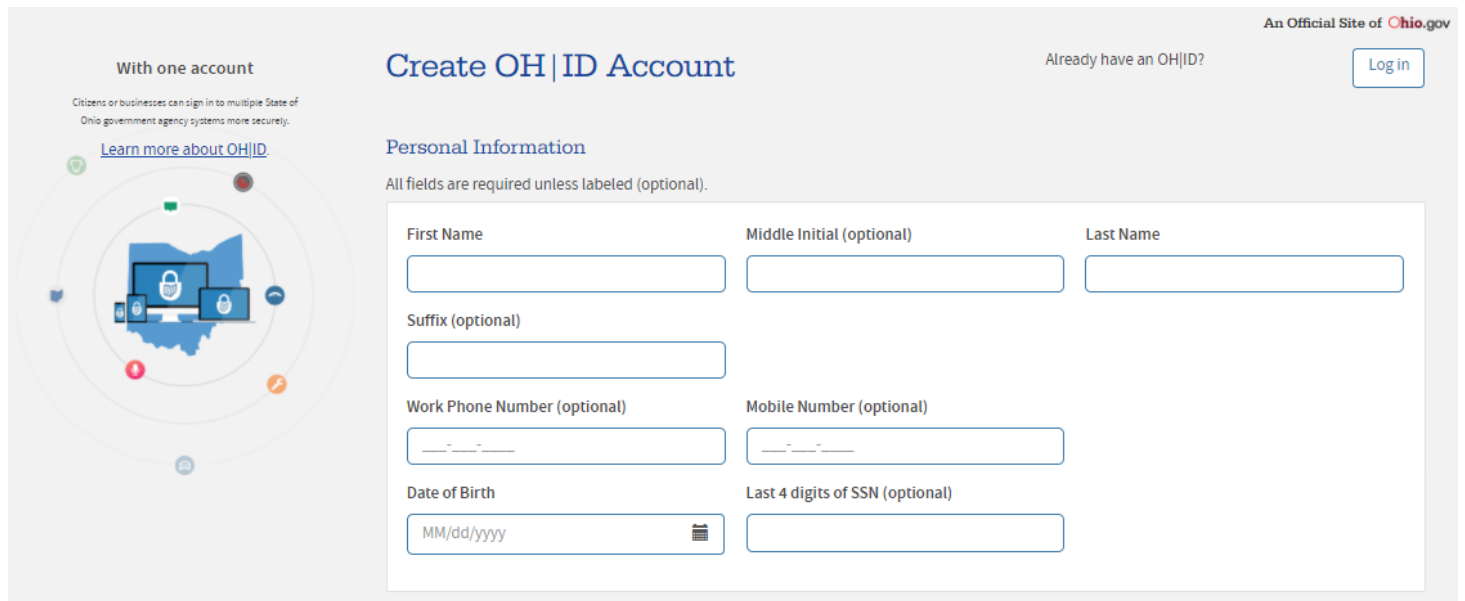
OH|ID adheres to best practice security and privacy regulations as defined by the National Institute of Standards and Technology (NIST). These security controls are built into the InnovateOhio Platform so that on-boarded agencies are automatically compliant. Agencies and their users can rest assured that their digital identities are kept safe and secure.

Are you interested in providing a more secure, private, and enhanced experience for your users?

[Learn more about onboarding to OH|ID](#)

(Figure 1 OH|ID Login Page)

Step 2. Enter your personal information. All fields are required unless they are labeled as optional.



With one account
Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.
[Learn more about OH|ID](#)

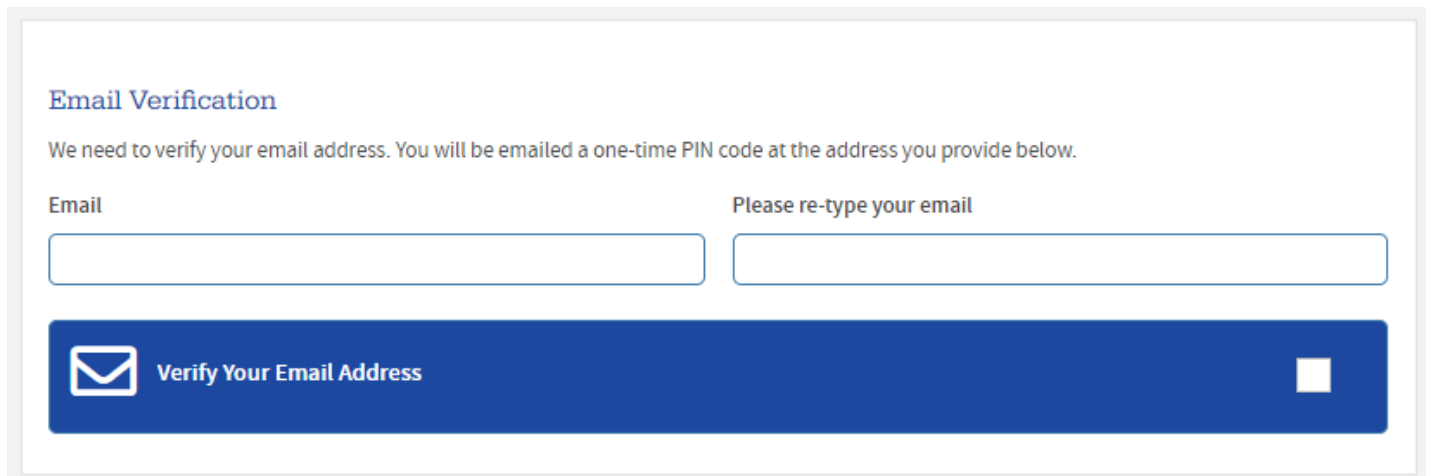
Create OH|ID Account
An Official Site of [Ohio.gov](#)
Already have an OH|ID? [Log in](#)

Personal Information
All fields are required unless labeled (optional).

First Name	Middle Initial (optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix (optional)	<input type="text"/>	
Work Phone Number (optional)	Mobile Number (optional)	
<input type="text"/>	<input type="text"/>	
Date of Birth	Last 4 digits of SSN (optional)	
<input type="text" value="MM/dd/yyyy"/>	<input type="text"/>	



(Figure 2 OH|ID Account Personal Information Section)

Step 3. Enter your email address. Click **Verify Your Email Address** to have a one-time only PIN sent to the email you provided for verification.



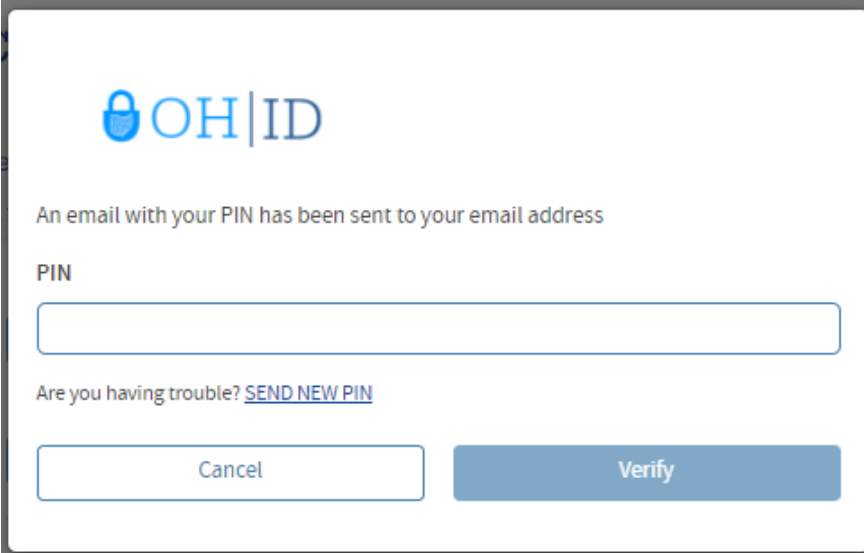
Email Verification
We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email Please re-type your email

 **Verify Your Email Address** 

(Figure 3 Email Verification Section)

Step 4. Enter the PIN you received in the pop-up window and click **Verify**. If you did not receive an email, check to make sure your email address is typed correctly and search your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click **Send New PIN** to invalidate the previous PIN and send a new one to your email.

A screenshot of a web-based PIN verification pop-up window. At the top center is the OH|ID logo, which consists of a blue padlock icon followed by the text "OH|ID" in blue. Below the logo, the text "An email with your PIN has been sent to your email address" is displayed in a smaller, grey font. Underneath this message is the label "PIN" in bold, followed by a single-line text input field. Below the input field, the text "Are you having trouble? [SEND NEW PIN](#)" is shown, with the link in blue and underlined. At the bottom of the window are two buttons: a light blue button on the left labeled "Cancel" and a darker blue button on the right labeled "Verify".

OH|ID

An email with your PIN has been sent to your email address

PIN

Are you having trouble? [SEND NEW PIN](#)

Cancel Verify

(Figure 4 PIN Verification Pop Up Window)

Step 5. In the **Profile Information** section, create a username and password following the guidelines provided.

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

User ID is required

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

Password is required

Confirm Password

(Figure 5 Profile Information Section)

Step 6. Read and accept the **Terms and Conditions** and answer the **Verification Question**. Then click **Create Account** to submit the request. You will receive an email confirmation when your account is created. This email will include the username you created.

The screenshot shows a web form for creating an OH|ID account. It is divided into two main sections: 'Terms and Conditions' and 'Verification Question'. In the 'Terms and Conditions' section, there is a paragraph of text followed by a checkbox labeled 'I agree to the terms and conditions'. In the 'Verification Question' section, there is a text prompt asking which word from a list contains the letter 'p', followed by a text input field. At the bottom of the form, there are two buttons: 'Cancel' and 'Create Account'. Red boxes highlight the checkbox, the verification question text and input field, and the 'Create Account' button.

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

Which word from the list "carload, exact, assail, portfolio" contains the letter "p"?

Cancel Create Account

(Figure 6 Terms and Conditions)

Step 7. After you click **Create Account**, you will see a confirmation screen. Click **Continue** to log in to your new OH|ID account.

The screenshot shows a confirmation screen titled 'Success!'. It features a green banner with a checkmark icon and the text 'You have successfully created your OH|ID account.' Below this, there is a paragraph of text explaining that the user can now use their new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications. It also instructs the user to click 'Continue' to go to the login screen and enter their new credentials, and to update their Security Information in order to liberate their OH|ID account. At the bottom, there is a blue button labeled 'Continue'. On the left side, there is a circular graphic with a map of Ohio in the center, surrounded by icons representing various services. The top right corner of the page says 'An Official Site of Ohio.gov'. Red boxes highlight the 'Continue' button and the green success banner.

With one account
Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.
[Learn more about OH|ID.](#)

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.

Continue

(Figure 7 Confirmation Screen)

You are now ready to log in to your new OH|ID account and set up your security options.

An Official Site of [Ohio.gov](#)

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](#)

(Figure 8 OH|ID Login Prompt)

Please go to the **Set Up Security Options** section of this manual for instructions.

Set Up Security Options

You will be directed to the Security Options screen when you log in to your OH|ID account for the first time. On this screen you will select an additional security option for your account (either a text message or security questions).

Click **Set Up** next to the security option you wish to enable and follow the prompts.

TEXT MESSAGE SECURITY OPTION

Language Translation An Official Site of Ohio.gov

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

← BACK TO ACCOUNT SETTINGS

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.

You must always have a validated email address.

Email (required)
A one-time PIN code will be emailed to your inbox. [Edit](#)

An additional security option is also required.

Text Message
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions and Privacy Policies](#). [Set Up](#)

Security Questions
Answer a few questions about yourself. Your responses are case-sensitive. [Set Up](#)

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.

(Figure 9 Security Options Screen)

Step 1. Click **Setup Mobile Number** in the pop up window.

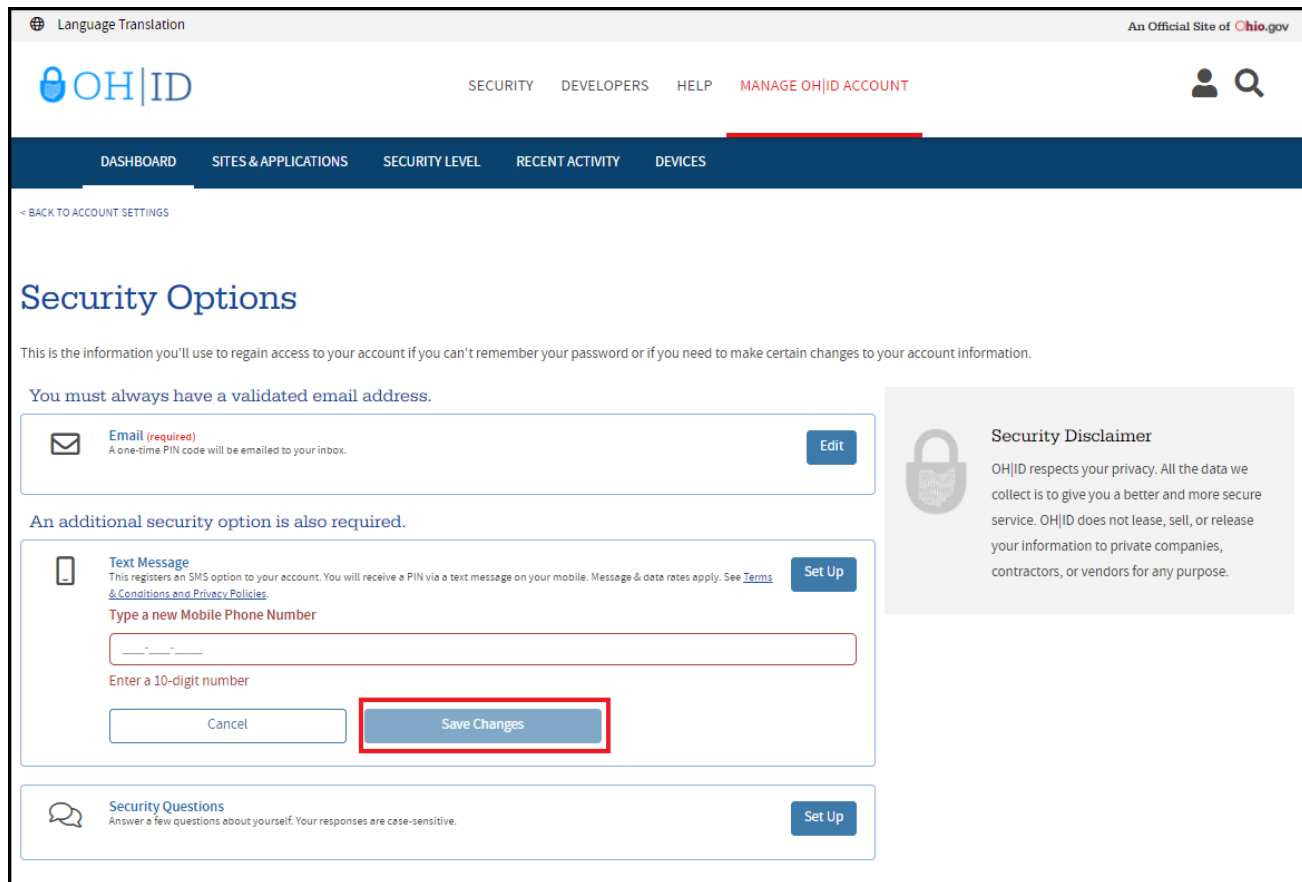
Are you sure you want to edit your Mobile Number?

If you change your mobile number, your current registered number will be replaced with the new one. Make sure you have access to the new mobile number before making any changes.

[Cancel](#) [Setup Mobile Number](#)

(Figure 10 Setup Mobile Number Pop Up Window)

Step 2. Enter your mobile number and click **Save Changes**.



Language Translation An Official Site of [Ohio.gov](#)

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT [User Icon] [Search Icon]


DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

< BACK TO ACCOUNT SETTINGS

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.

You must always have a validated email address.



Email (required)
A one-time PIN code will be emailed to your inbox. Edit


An additional security option is also required.




Text Message
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions and Privacy Policies](#). Set Up

Type a new Mobile Phone Number

Enter a 10-digit number



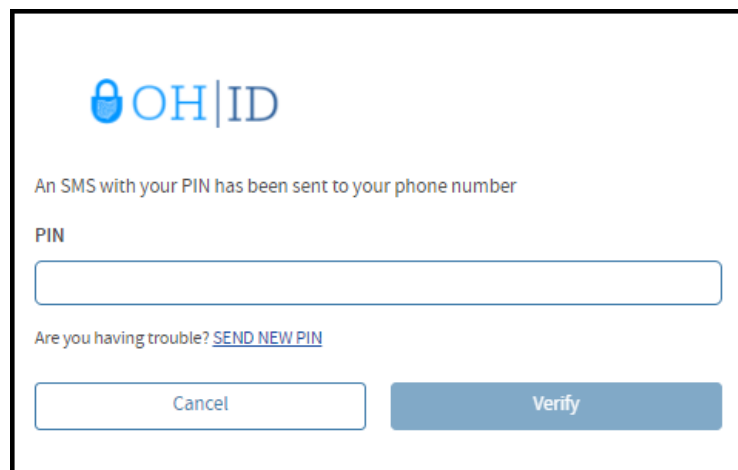
Security Questions
Answer a few questions about yourself. Your responses are case-sensitive. Set Up



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.

(Figure 11 Security Options Screen)

Step 3. A text message containing a six-digit PIN will be sent to the mobile number you provided. Enter the PIN when prompted and click **Verify**.



OH|ID

An SMS with your PIN has been sent to your phone number

PIN

Are you having trouble? [SEND NEW PIN](#)

(Figure 12 Verify PIN Prompt)

SECURITY QUESTIONS OPTION

Step 1. Click **Set Up** next to the **Security Questions** option.

Language Translation An Official Site of Ohio.gov

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT


DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

← BACK TO ACCOUNT SETTINGS


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.


You must always have a validated email address.

**Email (required)**
A one-time PIN code will be emailed to your inbox. [Edit](#)

An additional security option is also required.

**Text Message**
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions and Privacy Policies](#). [Edit](#)

**Security Questions**
Answer a few questions about yourself. Your responses are case-sensitive. [Set Up](#)

**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.

(Figure 13 Security Options Screen)

Step 2. Select questions from each of the drop down boxes and type your answers. Please note that your answers are case-sensitive. Click **Save Changes** when you are finished.

Language Translation An Official Site of Ohio.gov

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

< BACK TO ACCOUNT SETTINGS

Edit your Security Questions

Please use this form to change your security questions. To change a question, simply select a new question from the drop-down list. Please ensure all 4 security questions have been selected and answered.

Security Question 1*

Security Question 2*

Security Question 3*

Security Question 4*

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.

(Figure 14 Security Questions Screen)

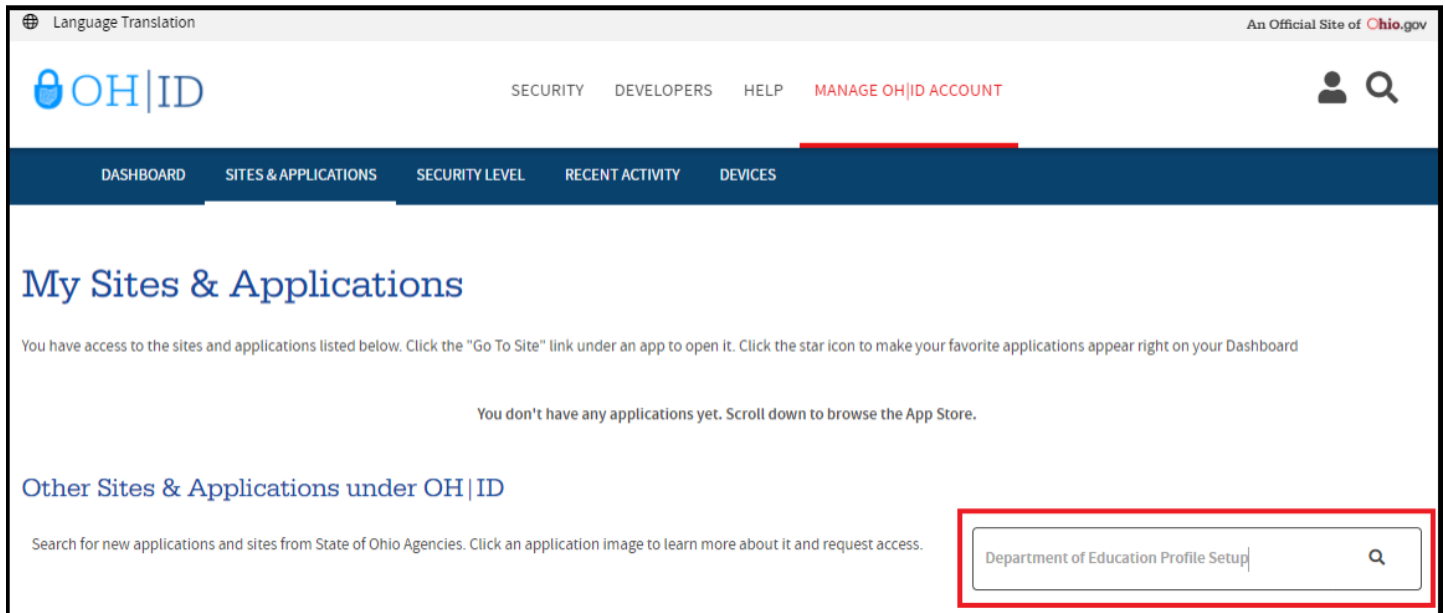
Step 3. Click **Continue** to return to your OHID Dashboard.

After creating your OH|ID account, the next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the **Department of Education Profile Setup** section of this manual for instructions.

Department of Education Profile Setup

You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov> to log in to your OH|ID account and select **Sites & Applications** in the blue ribbon at the top of the screen. Then follow the directions below.

Step 1. Type *Department of Education Profile Setup* in the search box and press the Enter key.



(Figure 15 My Sites & Applications Screen)

Step 2. Click the **Department of Education Profile Setup** application at the bottom of the screen.

Language Translation An Official Site of [Ohio.gov](https://ohio.gov)

OH|ID SECURITY DEVELOPERS HELP [MANAGE OH|ID ACCOUNT](#)

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

You don't have any applications yet. Scroll down to browse the App Store.

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.

Search by Site or Application Name

Filter by Categories

Filter by State Agencies

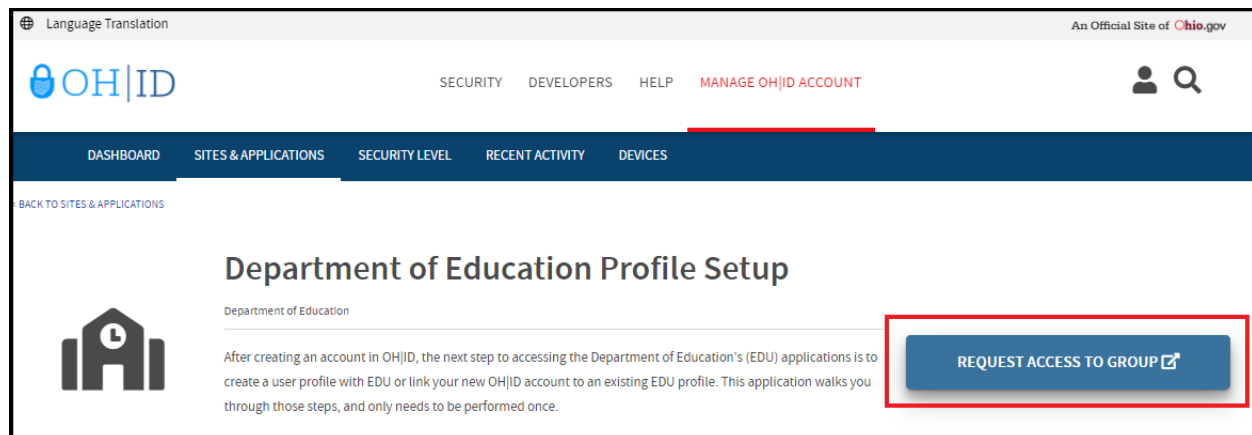
- DEPARTMENT OF ADMINISTRATIVE SERVICES
- DEPARTMENT OF COMMERCE
- DEPARTMENT OF DEVELOPMENTAL DISABILITIES
- DEPARTMENT OF EDUCATION
- DEPARTMENT OF HEALTH
- DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
- DEPARTMENT OF TAXATION
- DEPARTMENT OF TRANSPORTATION
- ENVIRONMENTAL PROTECTION AGENCY
- HUMAN RESOURCES DIVISION
- PUBLIC UTILITIES COMMISSION OF OHIO
- STATE AGENCIES

B C D E F G H I J K L M N O P Q R S T U V W X Y

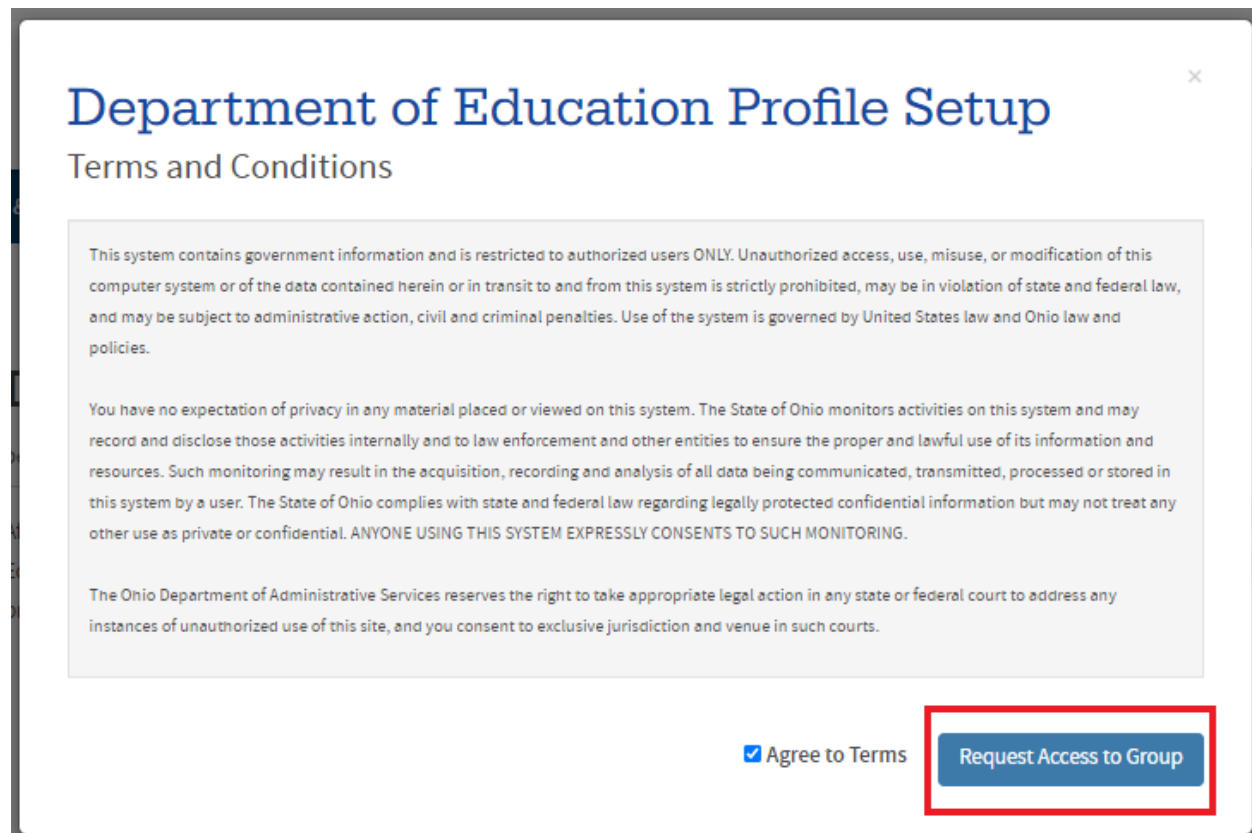
Your filter is showing 1 results: Department of Education Profile Setup

Department of Education Profile Setup
Create a profile with the Department

(Figure 16 My Sites & Applications Screen with Department of Education Profile Setup Application)

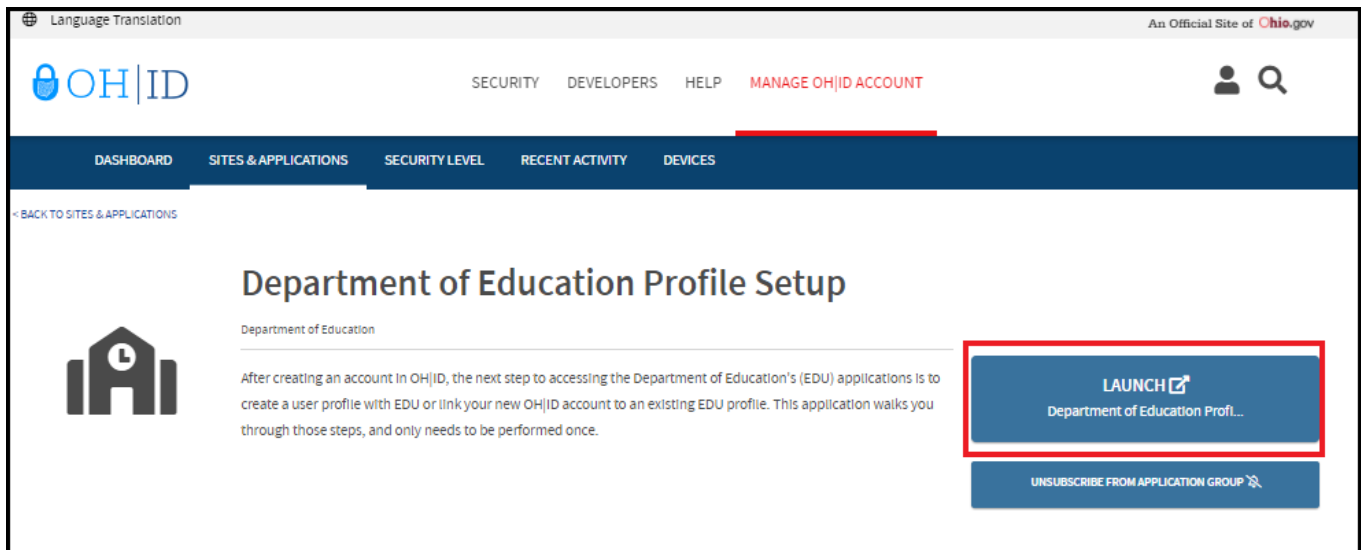
Step 3. Click Request Access to Group.

(Figure 17 Department of Education Profile Setup Request Access Prompt)

Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms and click **Request Access to Group** to proceed.**

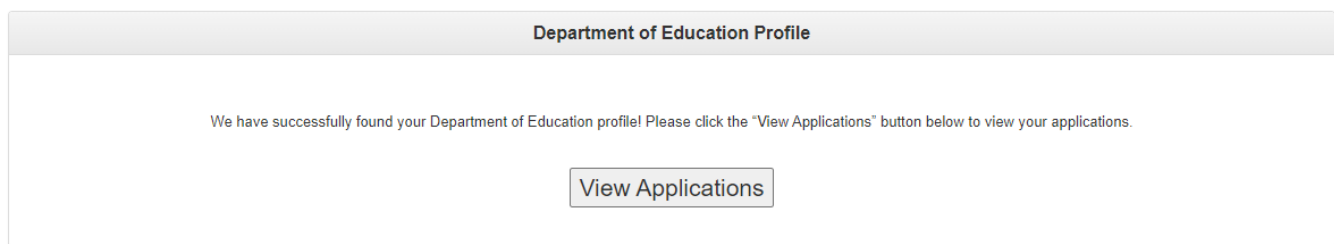
(Figure 18 Terms and Conditions)

Step 5. Click the **Launch** button.



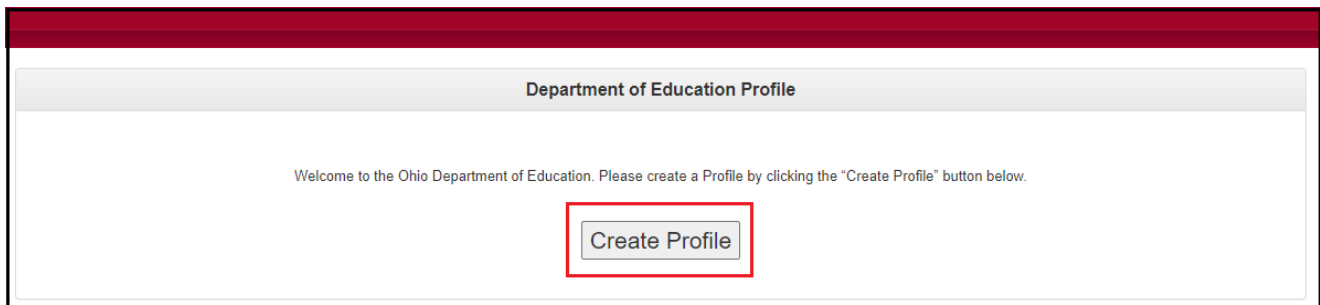
(Figure 19 Launch App Prompt)

Step 6a. If a Department of Education profile is found, you will be prompted to view your Department of Education apps.



(Figure 20 View Apps Prompt)

Step 6b. If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.



(Figure 21 Create Profile Prompt)

Step 7. Complete the Department of Education Profile Creation Pages and click **Next** at the bottom of each page.

Home | About ODE | State Agencies | Online Services | [Ohio.gov](#)

Ohio | Department of Education

[CONTACT US](#)

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Which role best applies to you?
(Multiple roles can be selected)

- ☐ I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- ☐ I am a parent, signing up for College Credit Plus program
- ☐ I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- ☐ I am a parent, signing up for Scholarship program
- ☐ Other reasons such as Scholarship Provider

Basic Information
Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:
Required
First name is required

MIDDLE NAME:

CURRENT LAST NAME:
Required

PREVIOUS LAST NAME:

SSN: Required
Why does ODE ask for this?
What if I don't have a SSN?

BIRTH DATE:
Required

NEXT

(Figure 22 Department of Education Profile Creation Page)

Home | About DOE | State Agencies | Online Services | Ohio.gov

Ohio | Department of Education

CONTACT US

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Contact Information

Home - Physical Address

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

PHONE NUMBER:

Home - Mailing Address

☐ IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

Identity Verification Information

OFFICE EMAIL ADDRESS

HOME EMAIL ADDRESS

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:
 or

[Click here for a list of acceptable verification documents.](#)

CONFIRM OFFICE EMAIL ADDRESS

CONFIRM HOME EMAIL ADDRESS

Account Information

☐ I agree to Ohio Department of Education Terms of Service and Privacy Policy

(Figure 23 Department of Education Profile Creation Page)

Step 8. After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.

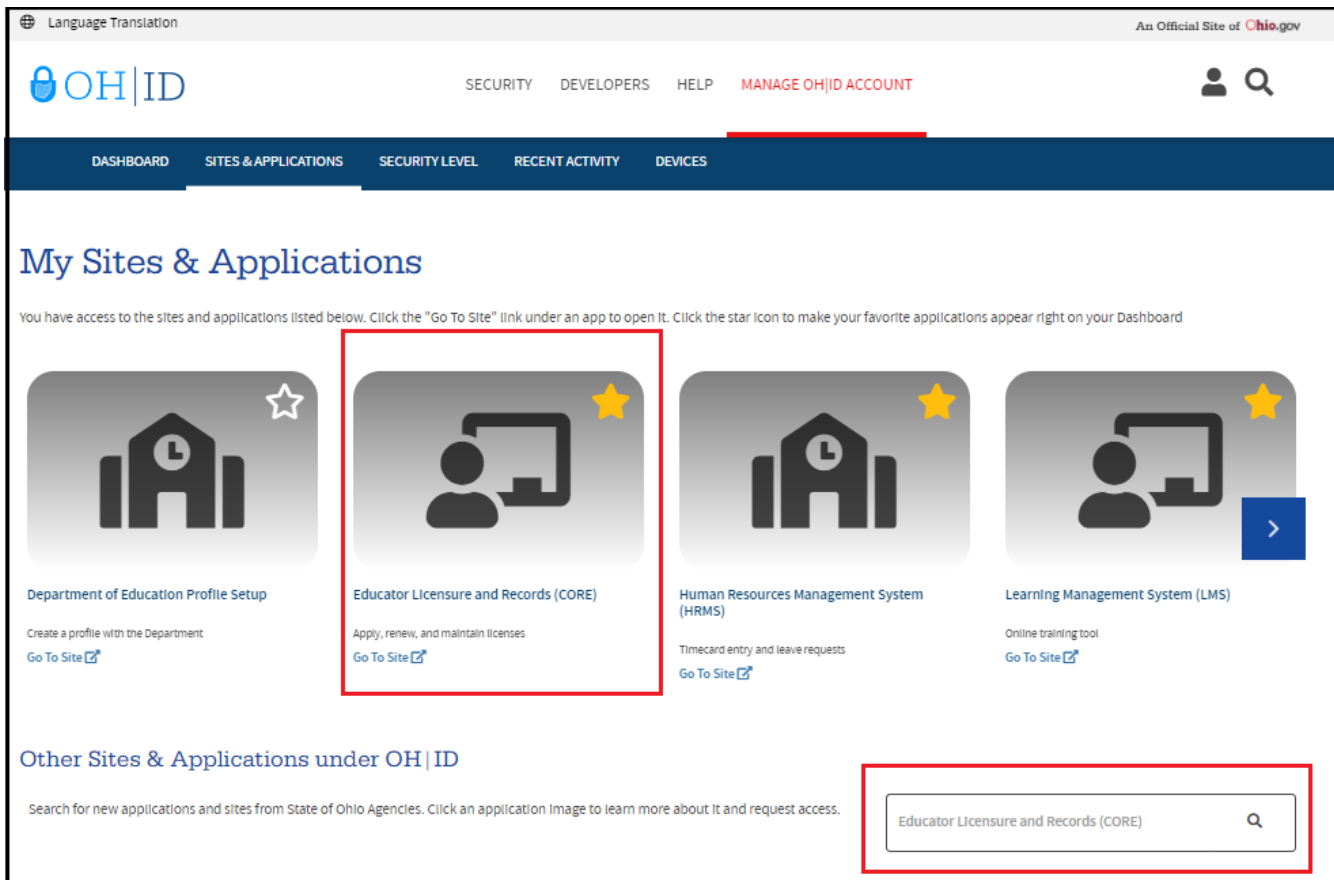
You are now ready to access the CORE system. Please proceed to the **Access the CORE System** section of this manual.

Access the CORE System

Once you have set up your OH|ID account and created your Department of Education profile, you may log in and access the CORE system.

Step 1. Begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click **Sites & Applications** in the blue ribbon at the top of the page. Since you have created your Department of Education profile, the Department of Education's apps may have already populated under **My Sites & Applications**. If the app did not populate, type *Educator Licensure and Records (CORE)* in the search box and press the Enter key.



(Figure 24 My Sites & Applications Screen)

Step 3. Click **Launch**. Depending on the app, you may be required to log in to your OH|ID account again or check a box to agree to terms and conditions to access the new app.

Note that **My Sites & Applications** of the OH|ID homepage houses tiles for apps that you have previously accessed. You may search for additional apps under **Other Sites & Applications** and complete the same steps listed above to request access. You may also click the star on the app tile. Once the star is gold, it will save the app to your OH|ID Dashboard for easy access.

Step 4. Click the **Educator Licensure and Records (CORE)** tile under **My Sites & Applications** to access your CORE Dashboard where you will complete your application requests.

Please note that if you have never been issued an Educator State ID number before, you must complete the process and obtain one before you can submit an online licensure application. See the *Request an Educator State ID* section of this manual before continuing.

Request an Educator State ID

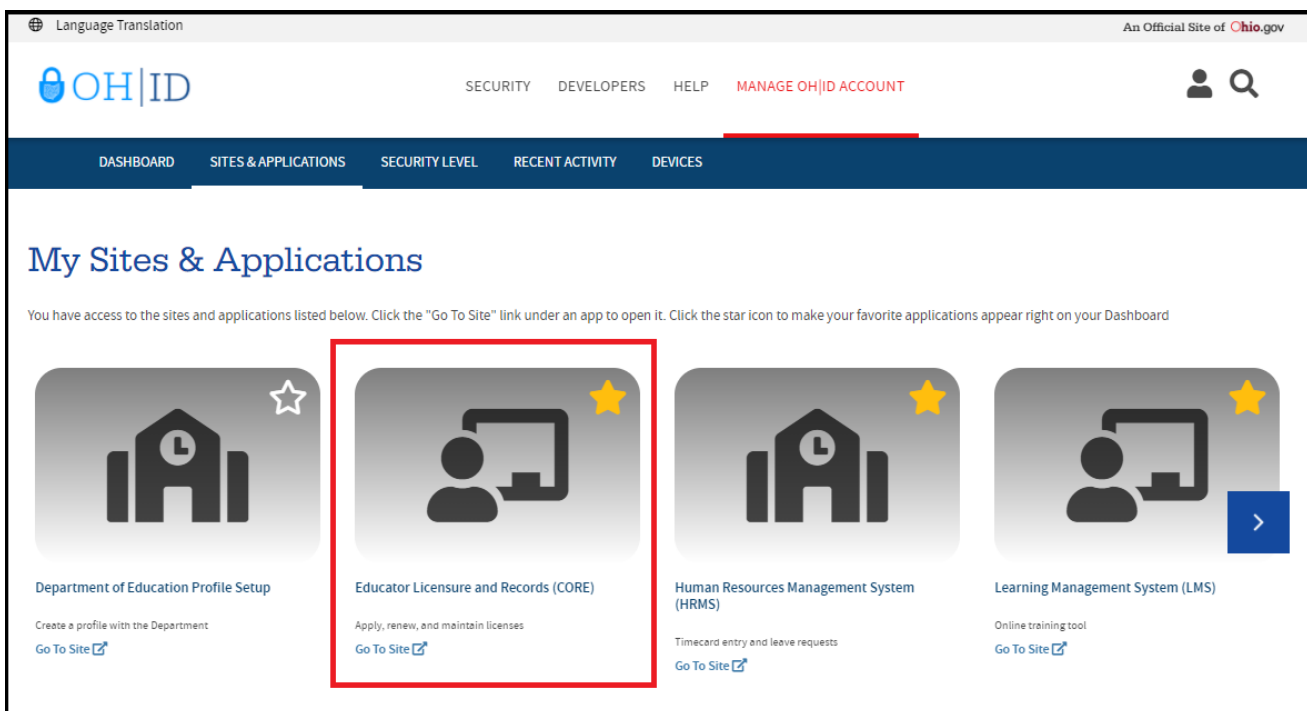
The Ohio Department of Education creates and assigns Educator State ID numbers to individuals for use in the CORE system. The Educator State ID is necessary to complete an application for licensure. Educator State IDs also help Department staff identify and eliminate the occurrence of duplicate records in the Department's database.

Please complete the following steps to request an Educator State ID:

Step 1. First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

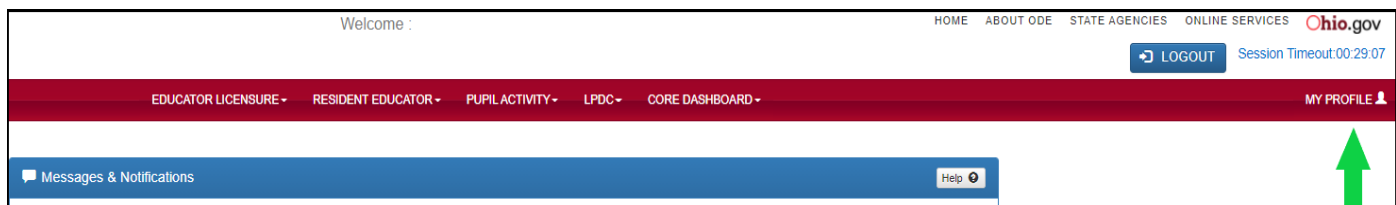
Step 2. After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 3. Click the **Educator Licensure and Records (CORE)** tile under **My Sites & Applications** (or from your CORE Dashboard) where you will complete your application requests.



(Figure 25 My Sites & Applications Screen)

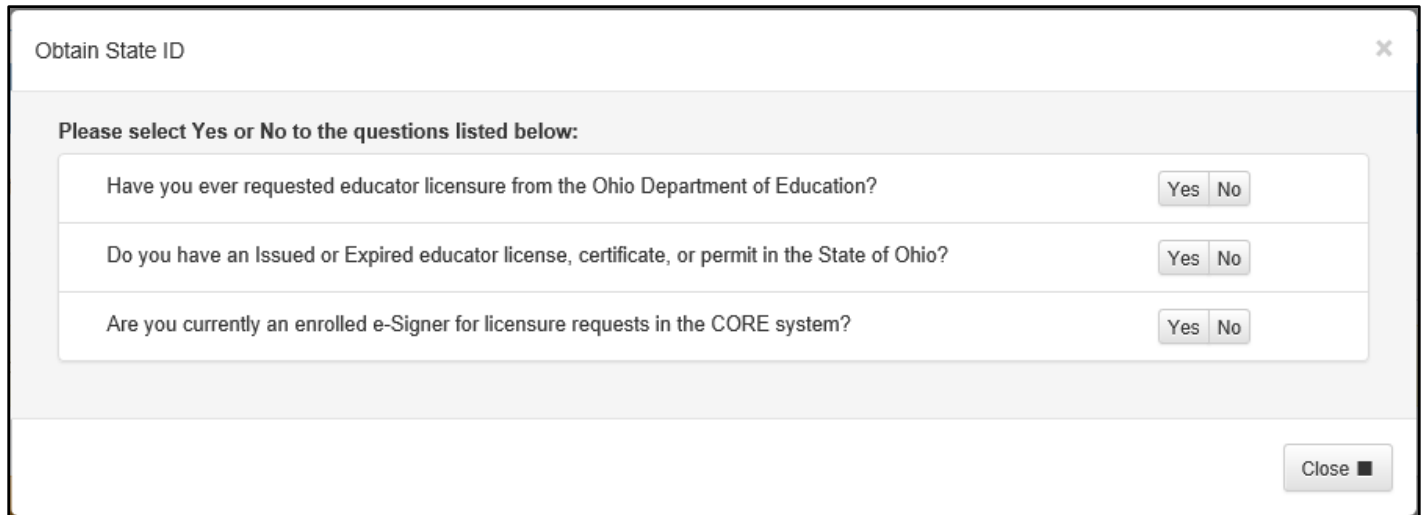
Step 4. Click **My Profile** in the red ribbon at the top of your CORE Dashboard.



(Figure 26 CORE Dashboard)

Step 5. Click **Obtain Educator State ID** and answer the questions in the pop-up box. If you answer **Yes** to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear on your CORE Dashboard under **My Educator State ID**.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your CORE Dashboard under **My Educator State ID** and in My Profile under **Educator State ID**. **IF** you are a credentialed educator in the State of Ohio **and** the **Obtain Educator State ID** button appears, you may have a duplicate record. This requires maintenance in the Department's data system. **DO NOT click Obtain Educator State ID if you are a credentialed educator.** Please contact Educator Licensure Customer Support at Educator.Licensure@education.ohio.gov to correct the duplicate records.

A screenshot of a web-based pop-up box titled "Obtain State ID" with a close button (X) in the top right corner. The box contains a prompt: "Please select Yes or No to the questions listed below:". Below this are three questions, each with "Yes" and "No" radio button options. The questions are: "Have you ever requested educator licensure from the Ohio Department of Education?", "Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?", and "Are you currently an enrolled e-Signer for licensure requests in the CORE system?". A "Close" button with a small square icon is located at the bottom right of the box.

Obtain State ID	
Please select Yes or No to the questions listed below:	
Have you ever requested educator licensure from the Ohio Department of Education?	<input type="radio"/> Yes <input type="radio"/> No
Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?	<input type="radio"/> Yes <input type="radio"/> No
Are you currently an enrolled e-Signer for licensure requests in the CORE system?	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Close"/>	

(Figure 27 Obtain State ID Pop-Up Box)

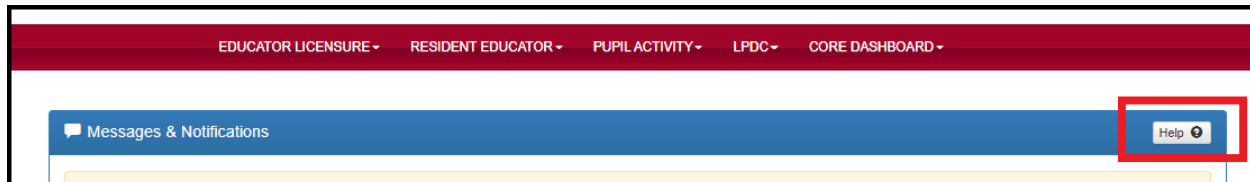
You are now ready to access your CORE Dashboard and submit an application for licensure. Please go to the **CORE Dashboard** section of this manual for important information regarding your CORE Dashboard.

CORE Dashboard

Your CORE Dashboard allows you to access the features in CORE. The items that appear on your CORE Dashboard are customized to you. The red ribbon at the top of the page will indicate access areas based on your unique user role(s).

DASHBOARD FEATURES

- The **Messages & Notifications** box at the top of the page displays the most recent notifications that may affect you.
- The **HELP** icon in the blue ribbon at the top of the **Messages & Notifications** box links to a list of helpful resources including contact information for the Office of Educator Licensure.



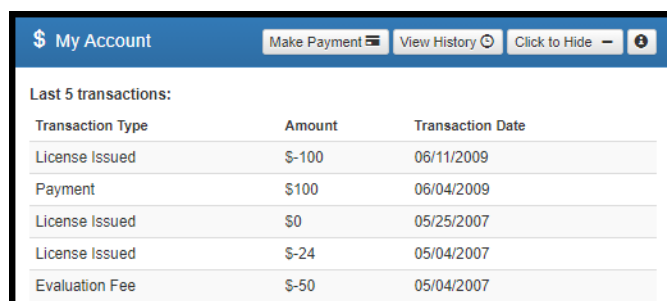
(Figure 28 Messages & Notifications Section of CORE Dashboard)

- My Credentials** displays your active and historical credential information. From this section, you may begin an application for a new license or renew, advance, align or transition currently held licenses. You also may download and print a copy of your active credential. NOTE: You must click **View History** to see a full list of your credential history.



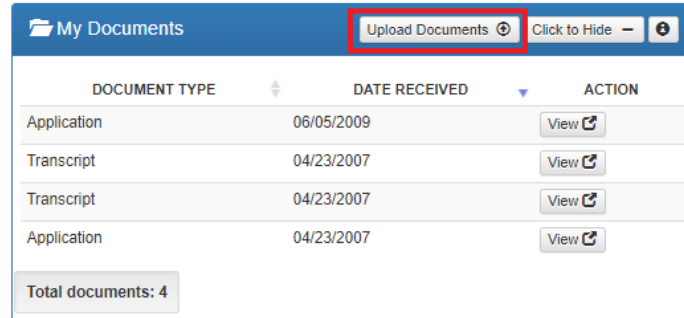
(Figure 29 My Credentials Section of CORE Dashboard)

- My Account** displays your payment history and current account balance. You may make a payment from this section. Submitting a payment is easy with the secure, online system that accepts credit cards and electronic checks (e-checks) for licensure applications. You may also request a refund if you have a positive balance available that you will not be applying toward a future application.



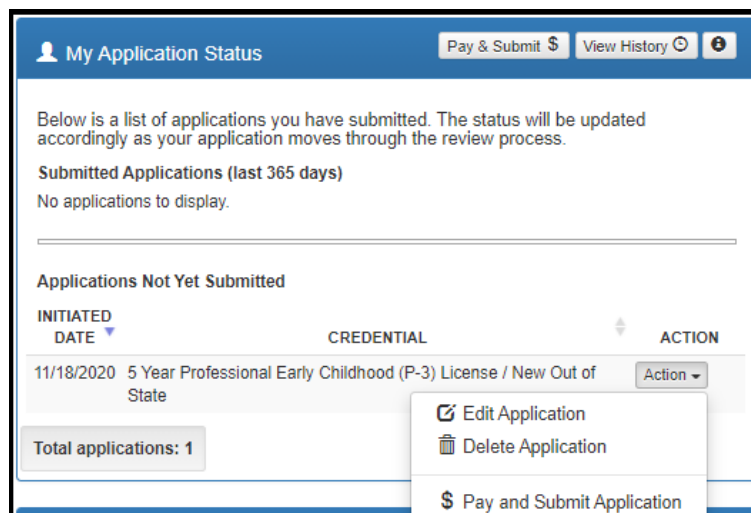
(Figure 30 My Account Section of CORE Dashboard)

- **My Documents** displays documents you have uploaded to your account. You may upload required transcripts and other documents by clicking **Upload Documents** and following the prompts.



(Figure 31 My Documents Section of CORE Dashboard)

- **High Performing Educator Summary** displays your eligibility criteria information for the consistently high-performing teacher designation.
- **My Application Status** displays the status of your application(s). You may check the status of an application you submitted or edit, delete or submit an application you began previously. You may only edit or delete an application you have not yet submitted. Click **Action** next to the credential application you need to edit. You may change any information except the type of credential you requested. You may also and pay and submit an application you previously started. If you requested the wrong credential, you must delete the application request and start a new one. Note that submitted applications cannot be deleted. If you submit an application in error, please contact the Office of Educator Licensure to have it declined.



(Figure 32 My Application Status Section of CORE Dashboard)

- **My Background Checks** displays the history of BCI and FBI background checks that have been reported to the Department of Education.
- **My Resident Educator Summary** allows Resident Educator and Alternative Resident Educator license holders to view their progress in the Resident Educator program and the results of any Resident Educator Summative Assessment scores.
- **Assessment Data** displays your licensure exams that have been reported to the Ohio Department of Education.

Submit an Application for Licensure

APPLICATION INFORMATION

During the application process you will be prompted to provide information related to your licensure request. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history. Additionally, you must electronically sign your application by selecting **Yes** in the **Applicant Signature** section. Please see below for information regarding some prompts you may see in your application.

- **Effective Date.** You will need to select an effective year for your license or permit during the application process. **Note that all credentials will be “effective” on July 1 of the chosen effective year.**
- **Required Signatures.** If your application requires approval from an employing school, district, educational service center or from an Ohio college or university, you must enter the Information Retrieval Number (IRN) provided by the organization or the name of the organization. Select the correct organization by clicking the name or IRN in the list that populates after you type it. You also may click **Find** and type the IRN or organization name in the pop-up box provided and click **Find Organization**. If you accidentally select the wrong organization, simply click **Reset** to clear the selection.
- **Documents.** Your application may require the submission of documents, which you may upload in your application. Please note that you may also open and view your previously uploaded documents while you are still completing your application.
- **Transcripts.** If a university transcript is required to process your application, please scan and upload your original, official university transcript in PDF format. Do not submit grade reports, photos of transcripts or unofficial transcripts. It is not necessary to resubmit transcripts already in your file. Please see the following instructions before uploading your transcripts.
 - The date your degree was awarded must be visible.
 - Include all pages of your transcript (front and back).
 - The registrar’s signature must be visible.
 - The transcript key or guide must be included.
 - Create one PDF file per university transcript (do not upload pages separately).
 - Upload transcripts from multiple universities separately (each transcript must be one PDF file).
 - Electronic transcripts may only be sent **directly from the issuing college or university** to educator.licensure@education.ohio.gov.
 - Do not submit transcripts that will expire or are password protected or locked.
 - **International Credentials:** You must provide a course-by-course analysis from a Department approved international credential evaluation service for college coursework completed outside the United States. Please see the Department’s [list of approved organizations](#)
 - If you would prefer to mail your original, official transcripts, please use the following address:
Ohio Department of Education
Office of Educator Licensure
25 S. Front Street
Mail Stop 504
Columbus, OH 43215
- **A Note About Bundling Applications.** You may bundle multiple applications of the same license type and action and pay for all of them at once. For example, if you have multiple five-year professional licenses to renew, you may bundle them and submit one application and payment. Click **Request Additional Credential** at the bottom of the application.

APPLICATIONS FOR NEW LICENSES OR PERMITS (NOT FOR RENEWALS OR ADD AREAS)

You must have an OH|ID account, a Department of Education Profile and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual. Then complete the steps below to apply for a NEW license or permit.

Step 1. Navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

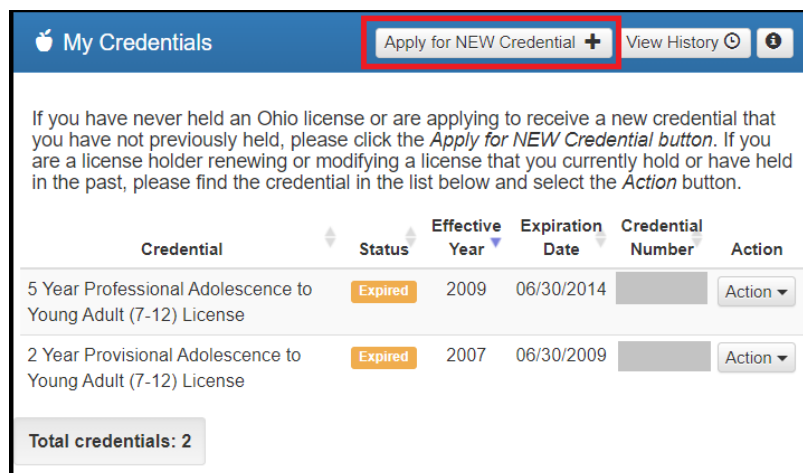
Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. Verify your information under **My Profile** before starting or submitting an application. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon.

- Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

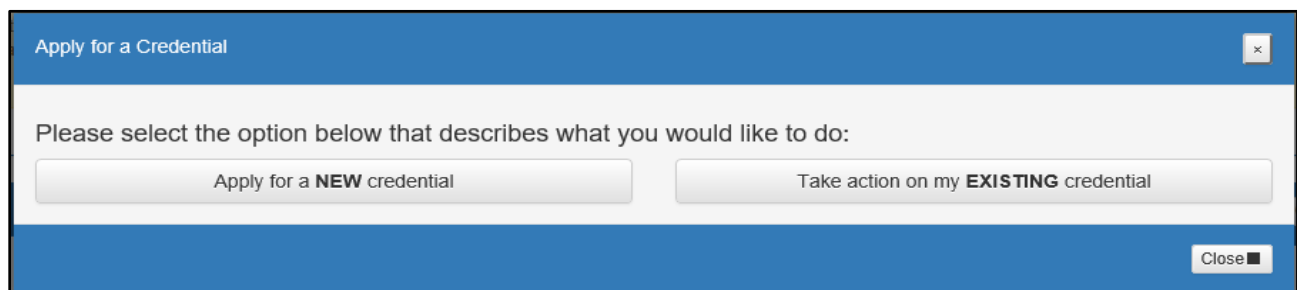
PLEASE NOTE: It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

Step 4. Click **Apply for a NEW Credential** in the **My Credentials** section on your CORE Dashboard.



(Figure 33 My Credentials Section of CORE Dashboard)

Step 5. In the pop up box, click **Apply for a NEW credential** to begin the application for a new license or permit. NOTE: Do not click **Apply for a NEW credential** if you are renewing a license or permit or adding an endorsement to your existing license.



(Figure 34 Apply for a Credential Pop-Up Box)

The next screen is organized by categories of licenses. Click the category to view a list of available licenses. Example: Click **Teachers** to view a list of all licenses for which a teacher may apply. Select a license type to get a full description of that credential and helpful links to more information for out-of-state applicants, background checks and other requirements.

Step 6. Select the license type and click **Apply**.

Apply for a Credential

Please select the option below that describes what you would like to do:

Apply for a **NEW** credential Take action on my **EXISTING** credential

Teachers

Please select the type of the credential you would like and read the credential description below **CAREFULLY** before choosing which credential to apply for, to ensure you are applying for the correct credential and that you understand the associated requirements. You may click on any underlined link below for more information. Then click on 'Apply' to begin the application process.

Resident Educator License - 4 Year

Professional Teaching License - 5 Year

Provisional Career Tech Workforce Development License – 2 Yr

Advanced Career Tech Workforce Development License – 5 Year

Temporary Military Science License - 1 Year

Associate License – 5 Year

Interim License - 1 Year

Supplemental Teaching License - 1 Year

Visiting International Teacher License - 3 Year

Out-of-State Educator License - 1 Year

Provisional STEM (6-12) License – 2 Year

40 Hour STEM School Teaching Permit - 1 Year

12 Hour Teaching Permit - 1 Year

Resident Educator License - 4 Year

This application is to be used when applying for a **NEW TEACHING** license based on completion of an approved licensure program.

Applicants who completed an approved licensure program in another state, please click [here](#) for additional information about supporting documents that are required for this application.

A new teaching license would be issued as a RESIDENT EDUCATOR license if the applicant: 1) is a new graduate, OR 2) holds another Ohio teaching license that is also a resident educator license or a provisional license.

Please click [here](#) for information regarding required BCI and FBI criminal background checks for initial licensure.

Apply

(Figure 35 Apply for a Credential Screen)

Step 7a. A pop-up screen will prompt you to select the credential type and effective year of your new license or permit. Additionally, you may be asked to indicate if you completed an Ohio approved licensure program or an out-of-state licensure program. The example below reflects an out-of-state candidate applying for an Intervention Specialist (special education) license.

The screenshot shows a pop-up window titled "Start Credential Application Process". It contains the following fields and options:

- Credential:** A dropdown menu with "4 Year Resident Educator Intervention Specialist (K-12) License" selected.
- Effective:** A date selector with "07/01/2020" chosen.
- Will Expire:** A date selector with "06/30/2024" chosen.
- Did you complete:** Two radio button options:
 - ☐ A State of Ohio approved licensure program
 - ☒ A Licensure program approved by another State

At the bottom right, there are two buttons: "Start Application Process" (in red) and "Close" (in white).

(Figure 36 Start Credential Application Process Screen)

Step 7b. If you are applying for a license or permit that requires the approval of your employing school, district or educational service center, you will see a prompt to enter your employing organization's IRN (information retrieval number) or name. The example below reflects a candidate applying for an educational aide permit.

The screenshot shows a pop-up window titled "Start Credential Application Process". It contains the following fields and options:

- PLEASE NOTE:** A yellow box with text: "If you are applying for your first Ohio educational aide permit, you must apply for a one year permit. The four year educational aide permit is available only to individuals who have successfully served as an educational aide in an Ohio school for a minimum of two years under one-year educational aide permits."
- Credential:** A dropdown menu with "1 Year Educational Aide Educational Aide Permit" selected.
- Effective:** A date selector with "07/01/2020" chosen.
- Will Expire:** A date selector with "06/30/2021" chosen.
- Valid In Organization:** A text input field with "Organization IRN or Name" and a dropdown arrow.
- Find/Reset:** Two buttons: "Find" (with a magnifying glass icon) and "Reset" (with a circular arrow icon).

At the bottom right, there are two buttons: "Start Application Process" (in red) and "Close" (in white).

(Figure 37 Start Credential Application Process Screen)

Step 7c. Once you have supplied the requested information, click **Start Application Process** to begin the application.

Step 8. The next screen will be the **Requested Credentials** screen, where you will submit the information required for the licensure application. Depending on the license type, you may need to indicate which teaching field you are requesting. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history.

Requested Credential(s)

4 Year Resident Educator Intervention Specialist (K-12) License

Credential: 4 Year Resident Educator Intervention Specialist (K-12) License

Action: New Out of State

Effective: 07/01/2020

Will Expire: 06/30/2024

Teaching Fields:

☐ Gifted [196212] ☐ Hearing Impaired (PK-12) [196116] ☒ Mild/Moderate [196140]

☐ Moderate/Intensive [196142] ☐ Visually Impaired (PK-12) [196109]

(Figure 38 Requested Credential Screen)

Step 9a. Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.

Documents [Upload Documents](#)

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

No documents to display.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Application	06/05/2009	View
Transcript	04/23/2007	View

(Figure 39 Requested Credential Screen – Document Upload Section)

Step 9b. Select the type of document you are uploading from the drop down menu under **Document Type** (Transcript, for example). Then click **Browse** to locate the document on your computer.

Upload Document for Application

i If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts:

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

Document Type:

Transcript

Browse

i Only .pdf files with a maximum file size of 3.5mb may be uploaded.

Upload

Close

(Figure 40 Document Upload Pop Up Window)

Step 9c. Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.

Document uploaded successfully.

Documents

[Upload Documents](#)

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

DOCUMENT TYPE	DATE RECEIVED	Action
Transcript	12/14/2020	View Delete

Total documents: 1

(Figure 41 Requested Credential Screen – Document Upload Section)

Step 10. If your application requires approval from your employer or your university, the **Required Application Signatures** section will populate in the application. If you indicated that you are applying for a new substitute teaching license, for example, the prompt will include a box for you to enter your employing school, district or educational service center's IRN or name.

Required Application Signatures

Superintendent Signature

[Find](#) [Reset](#)

(Figure 42 Requested Credential Screen – Required Application Signatures Section)

Step 11. After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.

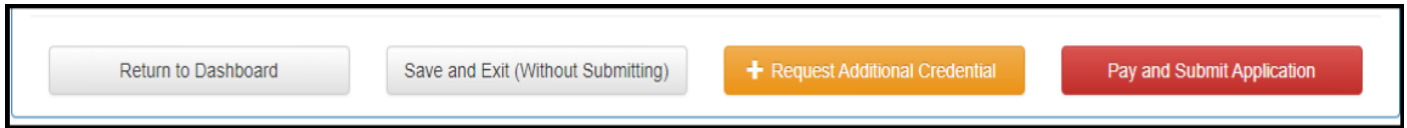
Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

[Yes](#) [No](#)

(Figure 43 Applicant Signature Section)

Step 12. If you need to submit an application for an additional license, select **Request Additional Credential**. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard** or **Save and Exit (Without Submitting)**.



(Figure 44 Application Action)

You may reopen your application later to finish and submit by clicking the **Action** drop down next to the application you initiated under **My Application Status** on your CORE Dashboard. See the **Dashboard Features** section of this manual for information on editing an application.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application. Please go to the **Application Payment** section of this manual for instructions.

APPLICATIONS FOR RENEWALS AND ADD AREAS

You must have an OH|ID account, a Department of Education Profile and an Educator State ID to access a licensure application. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual. Then complete the steps below to take action on an existing license, such as to renew or add an endorsement.

Step 1. Navigate to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. Verify your information under **My Profile** before starting or submitting an application. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard and update your information by clicking the edit icon.

- Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box.
- Click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

PLEASE NOTE: It is important to keep your information current. The Department uses the information in **My Profile** to contact applicants regarding their applications.

Step 4. From your CORE Dashboard under **My Credentials**, select the **Action** button next to your previously issued credential and select the appropriate action from the dropdown menu, such as **Advance**, **Align**, **Renew** or **Transition**.

My Credentials Apply for NEW Credential + View History ?

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Adolescence to Young Adult (7-12) License	Expired	2009	06/30/2014		Action ▼
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2007	06/30/2014		

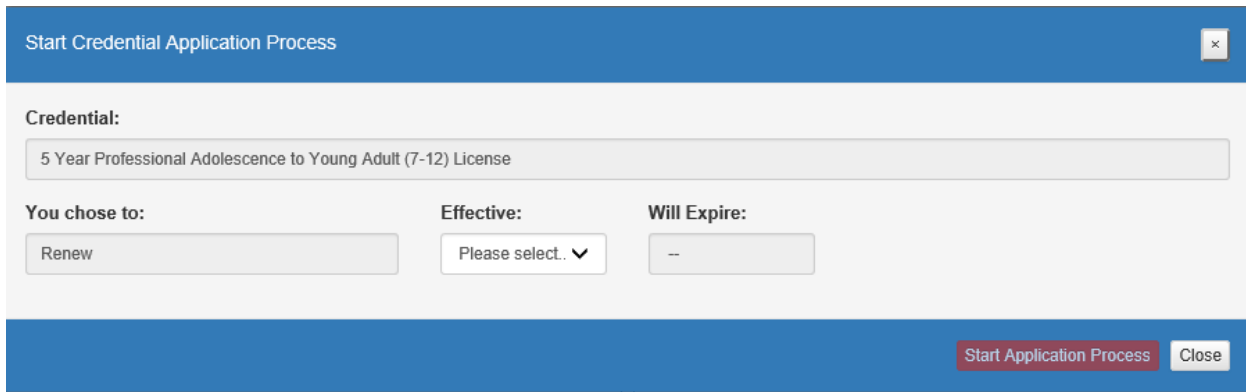
Total credentials: 2

View Credential

- ★ Advance
- ★ Align
- ★ Renew

(Figure 45 My Credentials Section of CORE Dashboard)

Step 5. Make the appropriate selections in the pop-up box, such as selecting the effective date, and click **Start Application Process**.

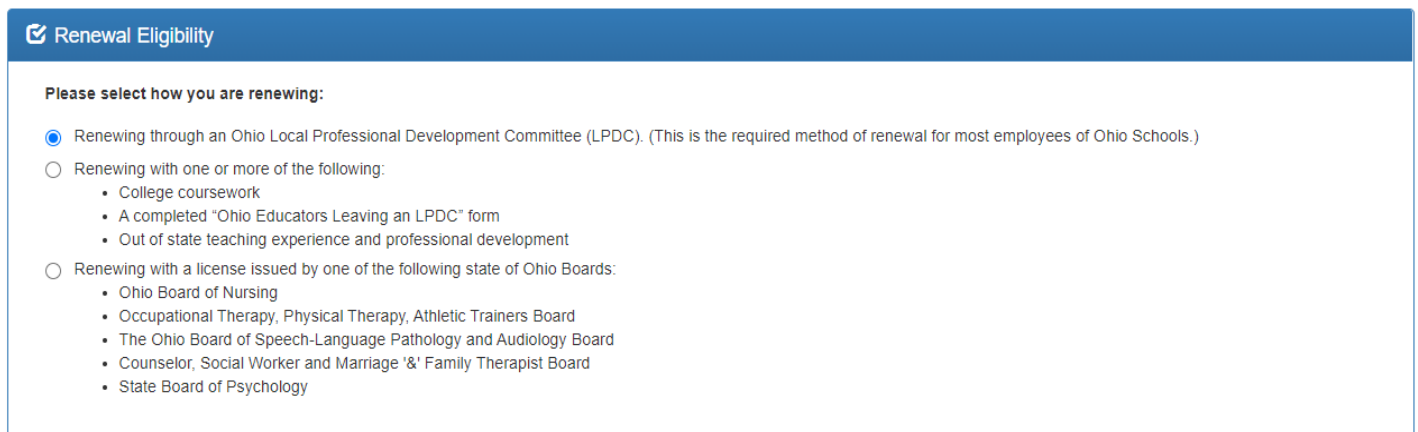


The image shows a pop-up window titled "Start Credential Application Process". It has a blue header bar with a close button (X) in the top right corner. Below the header, the "Credential:" section contains a text box with the text "5 Year Professional Adolescence to Young Adult (7-12) License". The "You chose to:" section has a button labeled "Renew". The "Effective:" section has a dropdown menu with the text "Please select.." and a downward arrow. The "Will Expire:" section has a button with "--". At the bottom right, there are two buttons: "Start Application Process" (in red) and "Close" (in white).

(Figure 46 Start Credential Application Process Pop-Up Window)

Step 6. The next screen will be the **Requested Credentials** screen, where you will submit the information required for the licensure application. All applications will include some basic questions regarding your Ohio residency, eligibility for the military fee waiver and criminal history.

Step 7. You will need to indicate how you met renewal eligibility requirements if you are renewing a professional administrator, educator or pupil services license. If you are employed in an Ohio school or district and renewing through your Local Professional Development Committee (LPDC), for example, you will indicate that in the application under the **Renewal Eligibility** section of the application.



The image shows the "Renewal Eligibility" section of the application. It has a blue header bar with a checkmark icon and the text "Renewal Eligibility". Below the header, the text "Please select how you are renewing:" is followed by three radio button options. The first option is selected and is "Renewing through an Ohio Local Professional Development Committee (LPDC). (This is the required method of renewal for most employees of Ohio Schools.)". The second option is "Renewing with one or more of the following:" and includes a bulleted list: "College coursework", "A completed 'Ohio Educators Leaving an LPDC' form", and "Out of state teaching experience and professional development". The third option is "Renewing with a license issued by one of the following state of Ohio Boards:" and includes a bulleted list: "Ohio Board of Nursing", "Occupational Therapy, Physical Therapy, Athletic Trainers Board", "The Ohio Board of Speech-Language Pathology and Audiology Board", "Counselor, Social Worker and Marriage '&' Family Therapist Board", and "State Board of Psychology".

(Figure 47 Requested Credential Screen – Renewal Eligibility Section)

Step 8a. Upload any documents required for the licensure application, such as official university transcripts, military ID and so on, under the **Documents** section of the application. You may also view previously submitted documents in your account by clicking **View** next to the document. Click **Upload Documents** to begin the process of uploading your documents.

Documents Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

No documents to display.

Previously Submitted Documents

DOCUMENT TYPE	DATE RECEIVED	
Application	06/05/2009	View
Transcript	04/23/2007	View

(Figure 48 Requested Credential Screen – Document Upload Section)

Step 8b. Select the type of document you are uploading from the drop down menu under **Document Type** (**Transcript**, for example). Then click **Browse** to locate the document on your computer.

Upload Document for Application

i If a transcript is required to process your application, please scan and upload your original, official transcript in PDF format only. **We cannot accept grade reports, photos of transcripts or unofficial transcripts.** It is not necessary to resubmit transcripts already on file. Please use the following system directions for uploading transcripts:

- Make sure the confer date of your degree is visible.
- Include all pages of your transcript (front and back).
- Make sure the registrar's signature is visible, and the transcript key/guide is included.
- Create one PDF file per transcript (do not upload pages separately).
- Upload transcripts from multiple universities separately (each transcript should be one PDF file).

If you are unable to upload in this manner, please mail your official transcript to our office for review:

Ohio Department of Education
25 S. Front Street, Mail Stop 504
Columbus, OH 43215

Document Type:

Transcript

Browse

i Only .pdf files with a maximum file size of 3.5mb may be uploaded.

Upload **Close**

(Figure 49 Document Upload Pop Up Window)

Step 8c. Select your document and click **Upload**. You will then see your uploaded document under **Application Documents**. You may view or delete the document before proceeding with the rest of the application.

Document uploaded successfully.

Documents Upload Documents

Please click here to determine if documents are required for this application.

The following documents may be required for your application. Please check with your school/district, or see our website for application instructions and verification of requirements for your specific licensure request.

- Out of State License Copy
- Out of State License Eligibility Verification
- Transcript
- Verification of Military Service - Military Fee Waiver Only
- Work Experience Verification
- Licensure Assessment

Application Documents

DOCUMENT TYPE	DATE RECEIVED	Action
Transcript	12/14/2020	View Delete

Total documents: 1

(Figure 50 Requested Credential Screen – Document Upload Section)

Step 9. If your application requires approval from your employer (for renewal) or your university (to add an area), the **Required Application Signatures** section will populate in the application. If you indicated that you are renewing through your LPDC, for example, the prompt will include a box for you to enter your LPDC's IRN or name.

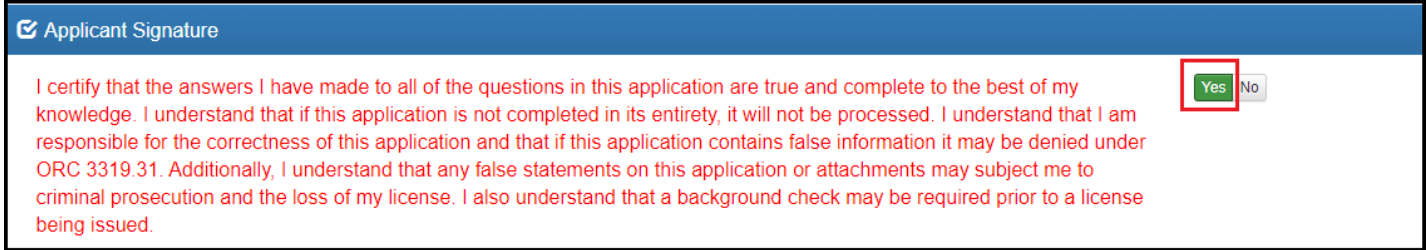
Required Application Signatures

LPDC Signature

Find Reset

(Figure 51 Requested Credential Screen – Required Application Signatures Section)

Step 10. After you have answered all the questions and uploaded your documents (if required), click **Yes** in the **Applicant Signature** section to electronically sign your application.



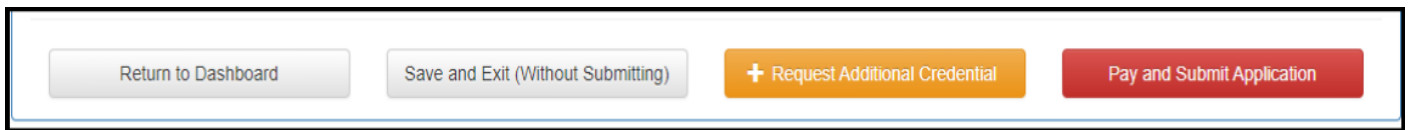
Applicant Signature

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

Yes No

(Figure 52 Applicant Signature Section)

Step 11. If you need to submit an application for an additional license, select **Request Additional Credential**. If you are ready to submit your application, click **Pay and Submit Application**. If you are not ready to submit your application, you may click **Return to Dashboard** or **Save and Exit (Without Submitting)**.



Return to Dashboard Save and Exit (Without Submitting) + Request Additional Credential Pay and Submit Application

(Figure 53 Application Action)

You may reopen your application later to finish and submit by clicking the **Action** drop down next to the application you initiated under **My Application Status** on your CORE Dashboard. See the **Dashboard Features** section of this manual for information on editing an application.

If you clicked **Pay and Submit Application**, you will proceed to the payment section of your application. Please go to the **Application Payment** section of this manual for instructions.

APPLICATION PAYMENT

If you have completed your application and you are ready to pay and submit it, please see the directions below.

Step 1. If you saved your application to submit later, begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account.

Step 2. Click the **Educator Licensure and Records (CORE)** app and launch it.

Step 3. You will see **My Application Status** on your CORE Dashboard. Click the **Action** button next to the application you started. If you did not yet complete your application questions, click **Edit Application** to open it and answer any remaining questions. If you completed the application but still need to submit your payment, click **Pay and Submit Application**.

My Application Status Pay & Submit \$ View History ⓘ

Below is a list of applications you have submitted. The status will be updated accordingly as your application moves through the review process.

Submitted Applications (last 365 days)
No applications to display.

Applications Not Yet Submitted

INITIATED DATE ▼	CREDENTIAL	ACTION
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	Action ▼
12/18/2020	1 Year Educational Aide Educational A	<div> <div>Edit Application</div> <div>Delete Application</div> <div>Pay and Submit Application</div> </div>
12/18/2020	5 Year Professional Adolescence to Yo Renew	

Total applications: 3

(Figure 54 CORE Dashboard - My Application Status Section)

Step 4. Click **Include** for the application(s) you wish to submit in the **Pay and Submit Applications** pop up box. You will see the total amount due for the applications you selected.

Pay and Submit Applications

\$ Credential Applications Payment

You have started the following Credential Applications:

Initiated	Credential(s)	Include	Do Not Include
12/18/2020	5 Year Professional Adolescence to Young Adult (7-12) License / Renew	<input type="button" value="Include"/>	<input type="button" value="Do Not Include"/>
12/18/2020	1 Year Educational Aide Educational Aide Permit / New In State	<input type="button" value="Include"/>	<input type="button" value="Do Not Include"/>
12/18/2020	1 Year Substitute Multi-Age PK-12 License / New In State	<input type="button" value="Include"/>	<input type="button" value="Do Not Include"/>

Total Amount Due

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

Total Amount Due: \$50.00

(Figure 55 Pay and Submit Applications Pop Up Window)

Step 5. After you click **Continue**, you will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment. Click **Continue** to navigate to the payment site, or click **Cancel** if you do not wish to proceed. Do not click your browser's "back" button from this screen.

Payment

You are navigating to an external site for payment processing. Please do not use your browser's "back" button. Processing may take a few minutes. You will receive an email when your payment is processed.

(Figure 56 Navigating to External Payment Site Pop Up Window)

Step 6. You may pay for your application with a credit card or electronic check (E-check). Select one of these choices in the **Payment Method** drop-down menu. Then click **Next**.

Choose Payment Method

Payment Amount: \$25.00

Payment Method: ---SELECT---

(Figure 57 Choose Payment Method Screen)

E-CHECK PAYMENT

Step 1. Select **E-Check** and click **Next** from the **Choose Payment Method** screen to process a payment from your bank account. Then enter the bank routing number, your bank account number and your email address. Be sure to click the **Email Receipt** box to have your receipt sent to you and click **Review** to proceed.

Payment Amount: \$25.00
 Payment Method: E-Check

Bank Routing Number: 122105278
 Bank Account Number: 6724301068
 Re-Enter Bank Account Number: 6724301068
 Email: a.teacher@email.com
 Email Receipt: ☒

Back Review

(Figure 58 E-Check Payment Screen)

Step 2. Review the details on the **Review Payment Details** screen and click **Make Payment** if the information displayed is correct. If you need to make changes, click **Back** to return to the previous screen.

Review Payment Details

Payment Amount: \$25.00
 Payment Method: ECHK
 ACH Bank Routing Number: 111111111
 ACH Bank Account Number: 1234567
 Email: a.teacher@email.com

Back Make Payment

(Figure 59 Review Payment Details Screen)

While your payment is processing, a spinning circle will appear. **DO NOT** press any keys on your keyboard or use your mouse during this time to ensure proper payment processing.

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the **My Account** section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

CREDIT CARD PAYMENT

Step 1. Select **Credit Card** from the **Choose Payment Method** screen to process a credit card payment. The following credit cards may be used: American Express, Discover, Master Card or Visa. **Please note:** You must use a credit card or a debit card that does NOT require a PIN. Cards that require a PIN are not accepted. Prepaid cards are only acceptable if they do not require a PIN.

Ohio.gov | Department of Education

Ohio Department of Education - Educator Licensure

Enter Payment Information
Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
The following link provides information regarding the [card security code](#).

Ohio Department of Education - Educator Licensure Payment Summary
Total: \$25.00

Payment Information

* Credit Card Number: * Credit Card Type:

* Expiration Month: * Expiration Year:

* Card Security Code:

Billing Information

First Name: Middle Name:

* Last/Business Name: * Phone:

* Address Line 1: Address Line 2:

* City: * State/Province/Region:

* Zip/Postal Code: Country:

Email: Email Receipt: ☒

(Figure 60 Credit Card Payment Screen)

Step 2. Enter your information on the credit card payment screen. The fields indicated with an asterisk are required. You must provide an email address and make sure the **Email Receipt** box is checked to receive an email confirmation of your payment. Click **Continue** when you are finished.

Step 3. Review the details on the following screen and click **Confirm** if the information displayed is correct. If you need to change any information, click **Back** to return to the previous screen.

While your payment is processing, a spinning circle will appear. **DO NOT press any keys on your or use your mouse during this time to ensure proper payment processing.**

Step 4. Print Receipt (for credit card payments only). Your receipt will appear on the next screen. You may print this for your records. You also will receive an email receipt if you checked the **Email Receipt** box and provided your email during the payment process. Click **Continue**.

Print Receipt	
Your credit card payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.	
Please print this page for your records and note the confirmation number below. This will serve as your receipt.	
Ohio Department of Education - Educator Licensure Payment Summary	
Payment Status: Authorized	
Confirmation Number: 2722	
Authorization Date: 10/31/2014 12:56:00 PM	
Total: \$160.00	
Payment Information	
* Credit Card Number: *****	* Credit Card Type: MasterCard
* Expiration Month: ****	* Expiration Year: ****
* Card Security Code: ***	
Billing Information	
First Name: Mary	Middle Name:
* Last/Business Name: Teacher	* Phone: 6144444444
* Address Line 1: 123 Main St	Address Line 2:
* City: Columbus	* State/Province/Region: Oh
* Zip/Postal Code: 43215	Country: United States
Email: mary.teacher@yahoo.com	Email Receipt: Yes
<input type="button" value="Continue"/>	

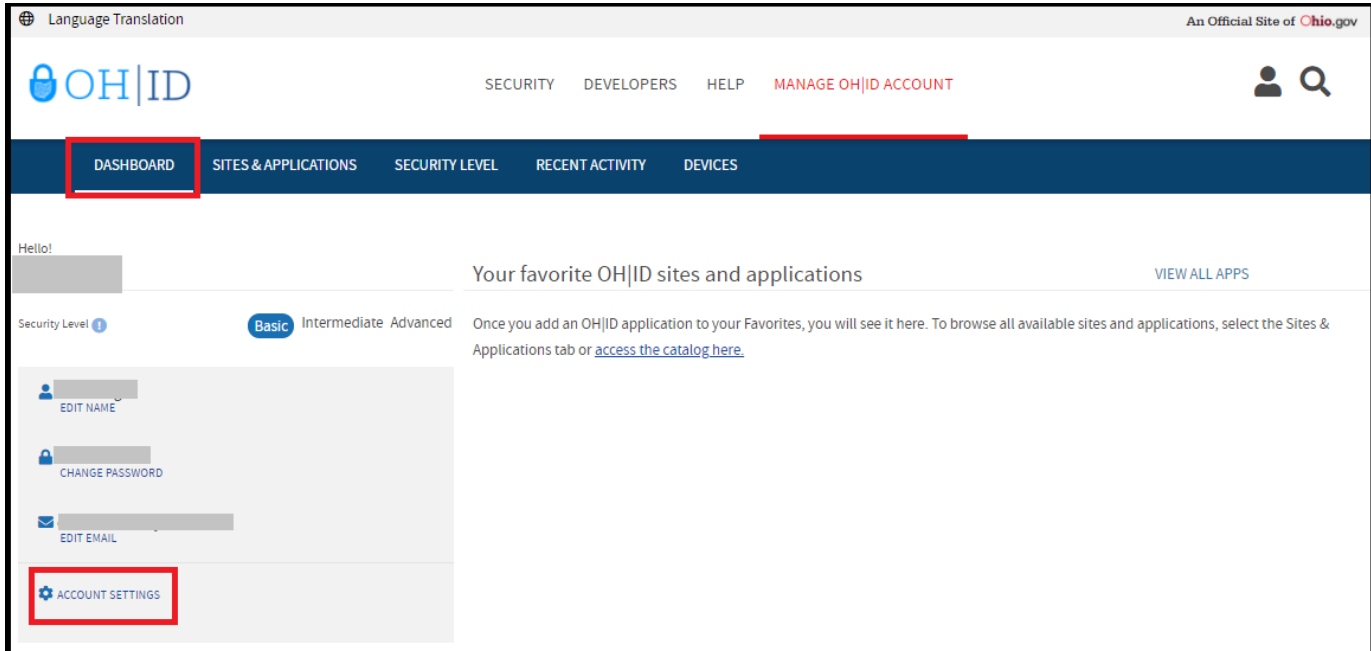
(Figure 61 Print Receipt Screen)

After your payment is processed, you will return to your CORE Dashboard where you may view the status of your application. In the **My Account** section of your CORE Dashboard, you will see your payment posted to your account. You will receive an email confirmation once you have submitted your application.

Edit Security Options

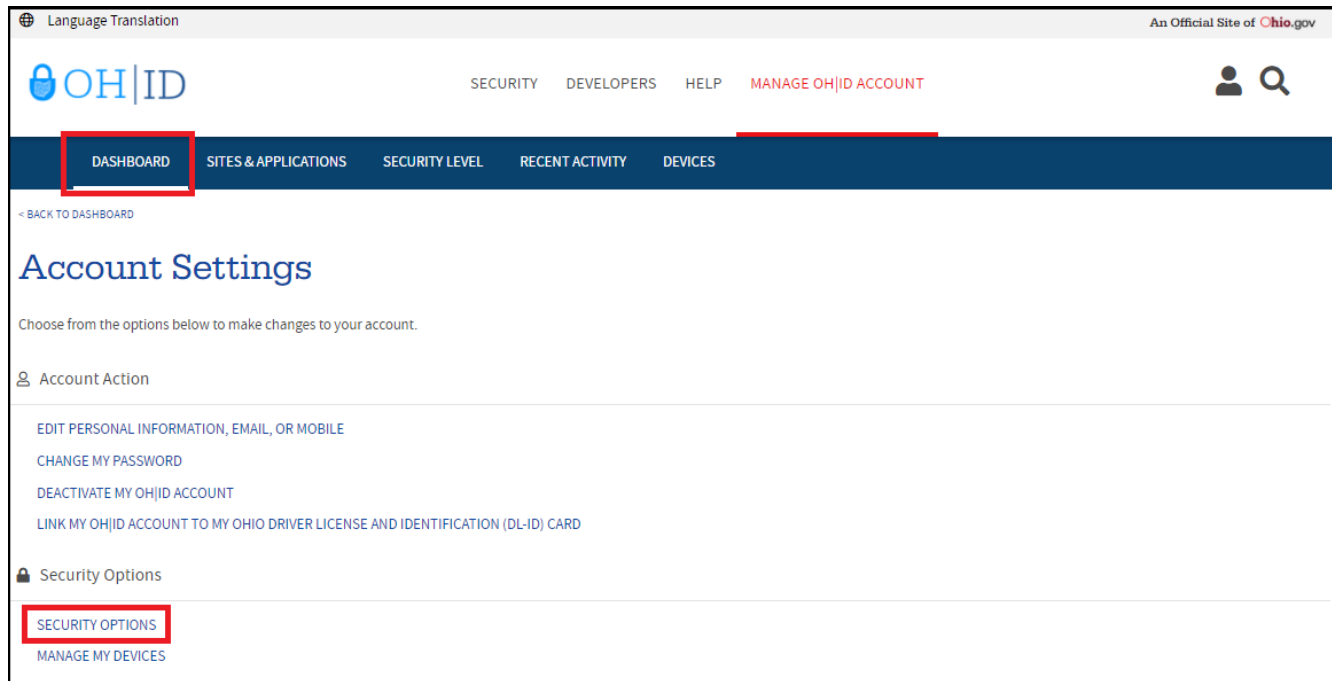
You may update any of your security options after you have set up your account. Begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account. Then follow the steps below.

Step 1. Click the **Dashboard** tab in the blue ribbon at the top of the screen. Then click **Account Settings**.



(Figure 62 OH|ID Account Screen)

Step 2. On the Account Settings page select **Security Options**.



(Figure 63 Account Settings Page)

Step 3. Click the **Edit** button next to the option you wish to update. Be sure to click **Save Changes** when you are finished. Then click **Continue** to return to your OH|ID Dashboard.

Language Translation An Official Site of [Ohio.gov](#)

OH|ID SECURITY DEVELOPERS HELP **MANAGE OH|ID ACCOUNT** 👤 🔍

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

[BACK TO ACCOUNT SETTINGS](#)

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.

You must always have a validated email address.

Email (required)
A one-time PIN code will be emailed to your inbox. Edit

An additional security option is also required.

Text Message
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions and Privacy Policies](#). Edit

Security Questions
Answer a few questions about yourself. Your responses are case-sensitive. Edit

1. What is your mothers maiden name?
2. What is your favorite team?
3. In what city were you born in?
4. In what city did you and your spouse first meet?

Continue

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.

(Figure 64 Security Options Screen)

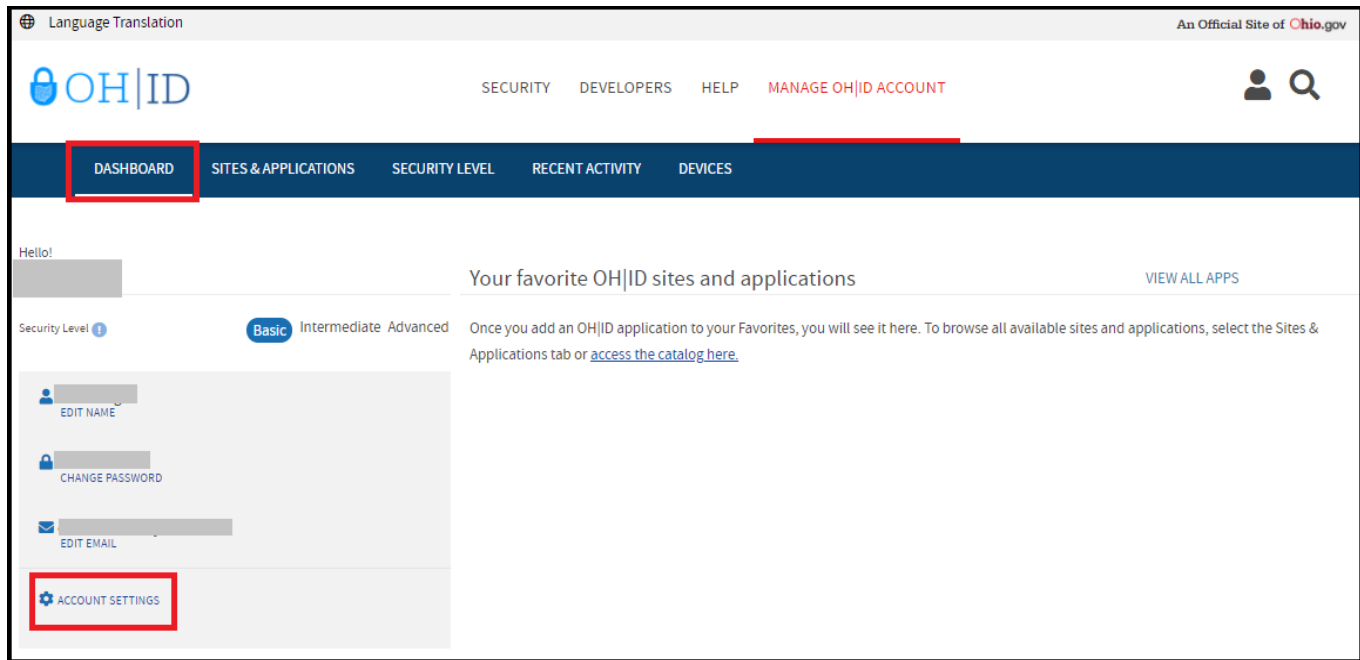
Edit OH|ID Account

Updating your personal information is a two-part process. First you will update your information in your OH|ID account. Then you will update your information in the CORE system.

PART 1: UPDATE OH|ID ACCOUNT

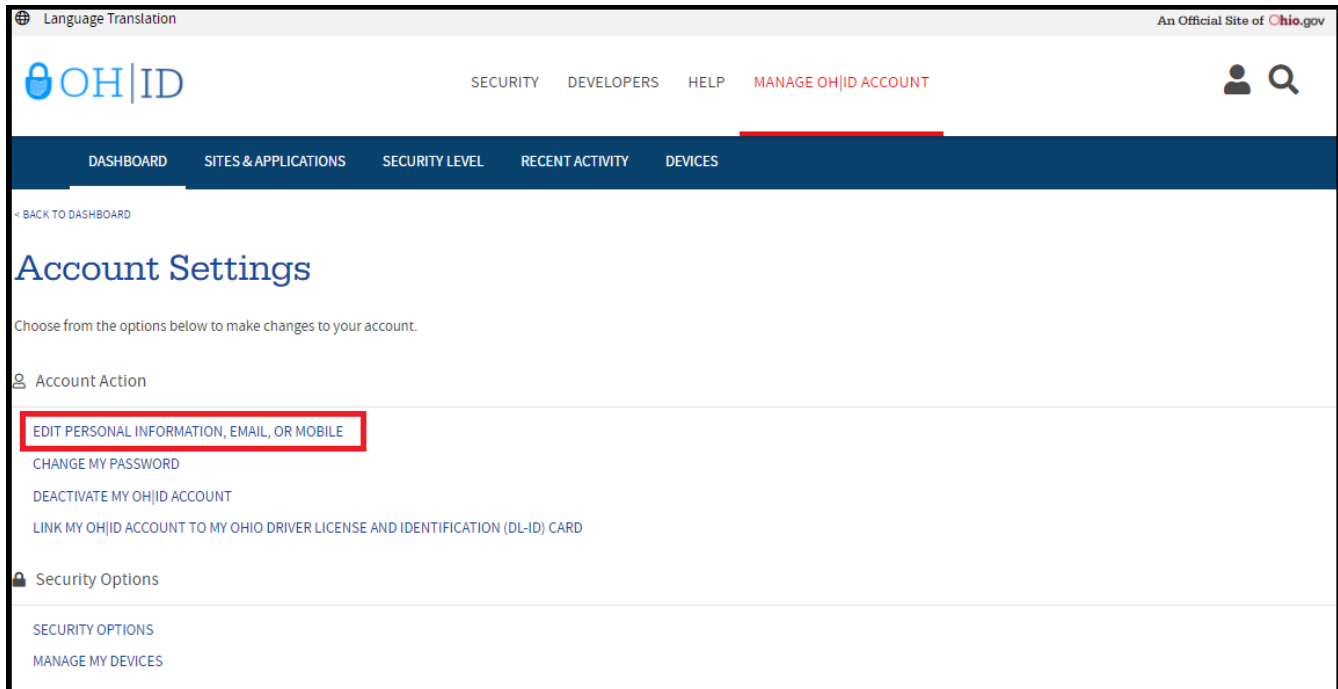
Begin by navigating to <https://ohid.ohio.gov> and log in to your OH|ID account. Then follow the steps below.

Step 1. Click the **Dashboard** tab in the blue ribbon at the top of the screen. Then click **Account Settings**.



(Figure 65 OH|ID Account Screen)

Step 2. Under **Account Action**, click **Edit Personal Information, Email, or Mobile**.



(Figure 66 Account Settings Screen)

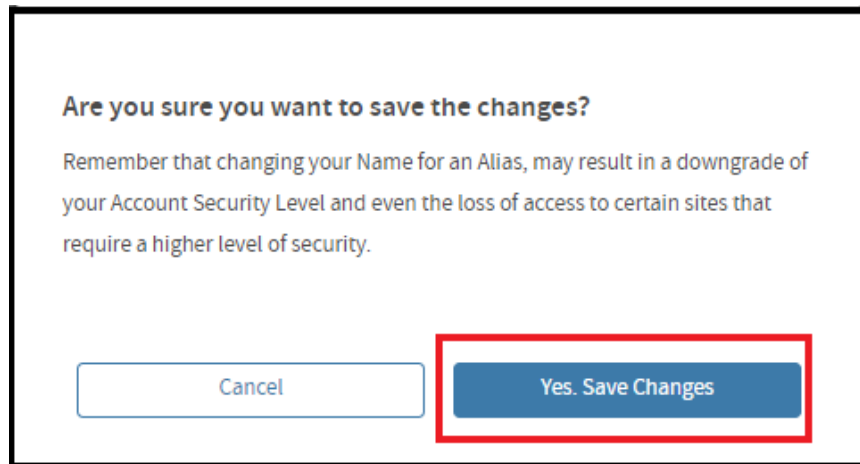
Step 3. The system will automatically navigate to the Edit Personal Information screen first. Make the needed corrections and click **Save Changes**.

The screenshot shows the 'Edit your Personal Information' screen. At the top, there's a header with 'Language Translation' and 'An Official Site of Ohio.gov'. Below the header is a navigation bar with links: DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The 'MANAGE OH|ID ACCOUNT' link is highlighted in red. Under the 'Account Action' section, the option 'EDIT PERSONAL INFORMATION, EMAIL, OR MOBILE' is highlighted with a red box. Other options include 'CHANGE MY PASSWORD', 'DEACTIVATE MY OH|ID ACCOUNT', and 'LINK MY OH|ID ACCOUNT TO MY OHIO DRIVER LICENSE AND IDENTIFICATION (DL-ID) CARD'. The 'Security Options' section is also visible below.

The 'Edit your Personal Information' screen has a sub-header 'Edit Personal Information' and tabs for 'Edit Email' and 'Edit Mobile Number'. The main form contains fields for: First Name, Middle Initial, Last Name, Suffix, Last 4 digits of your SSN, Date of Birth, and Work Phone Number. A 'Cancel' button and a 'Save Changes' button (highlighted with a red box) are at the bottom. A 'Security Disclaimer' box is on the right side.

(Figure 67 Edit Your Personal Information Screen)

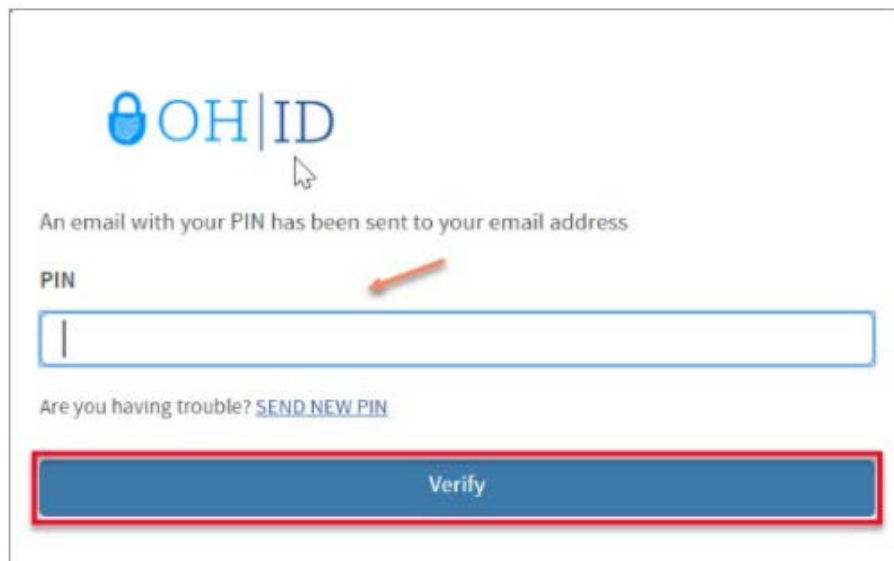
Step 4. You will see a prompt verifying you want to save the changes. Click **Yes. Save Changes**.

A screenshot of a confirmation dialog box. At the top, it asks "Are you sure you want to save the changes?". Below this, a warning message states: "Remember that changing your Name for an Alias, may result in a downgrade of your Account Security Level and even the loss of access to certain sites that require a higher level of security." At the bottom, there are two buttons: "Cancel" on the left and "Yes. Save Changes" on the right. The "Yes. Save Changes" button is highlighted with a red rectangular border.

(Figure 68 Save Changes Screen)

Once you have successfully made the corrections, click **Return to Dashboard** or select the **Edit Email** or **Edit Mobile Number** tabs to continue making changes.

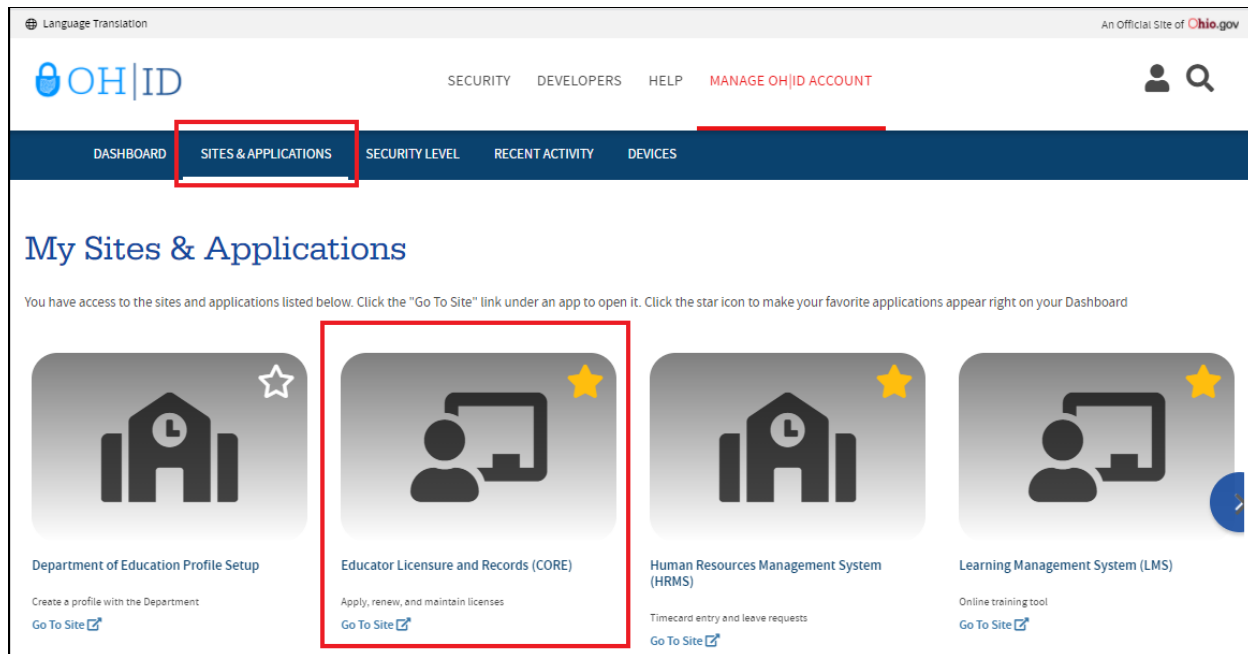
Please note that you will receive either an email or text message to verify the changes you make to your email address or mobile number. If you change your email address, for example, you will receive an email message containing a six-digit PIN. If you change your mobile number, you will receive a text message with the PIN. Enter the PIN in the pop-up window and click **Verify**. If you do not complete this step to verify your new email address or mobile number, the changes will not be made.

A screenshot of a verification pop-up window. At the top is the "OH|ID" logo with a blue padlock icon. Below the logo, it says "An email with your PIN has been sent to your email address". There is a label "PIN" above a text input field. A red arrow points to the input field. Below the input field, it says "Are you having trouble? [SEND NEW PIN](#)". At the bottom, there is a large blue button labeled "Verify" which is highlighted with a red rectangular border.

(Figure 69 Verification Pop Up Window)

PART 2: UPDATE CORE ACCOUNT

Step 1. To update your information in your CORE account, click the **Sites & Applications** tab at the top of your OH|ID account page and then select the **Educator Licensure and Records (CORE)** tile.




(Figure 70 My Sites & Applications Page)

You may need to click **Launch** to open Educator Licensure and Records (CORE).

Step 2. Click **My Profile** in the red ribbon at the top right of the screen on your CORE Dashboard.



(Figure 71 CORE Dashboard)

Step 3. Update your information (address, phone or email) by clicking the  edit icon.

- Click **Edit** in the section that needs updated and make the necessary changes in the pop-up box. Then click **Save**.
- Click **Return to Page** when you are finished updating your information.
- Click **Go back to Dashboard** to return to your CORE Dashboard.

NAME CHANGE

Please follow the directions below to change the name that appears on your educator license or permit. Please note that the name on your educator license must match the name on your current, valid Ohio driver's license or state ID card. If your driver's license or state ID card reflects a different name, you must first update your state ID at the Bureau of Motor Vehicles. The process to change your name in CORE and your OH|ID account will not work if your name does not match what appears on your driver's license or state ID card.

Updating your name is a two-part process. First you will update your name within CORE. Then you will update your name in your OH|ID account.

Part 1. Update your name in CORE.

- Login to your OH|ID account (<https://ohid.ohio.gov>).
- Under **My Apps**, click **Educator Licensure and Records (CORE)**.
- At the top of the screen you will see Welcome and then your name.
- Click your name. The screen will show the contact information for your CORE account.
- Click **Manage Name**. A warning will display.
- Click **Change Name** to proceed.
- Enter your Ohio driver's license or state ID number. If you do not have an Ohio driver's license or state of Ohio ID card, select **click here** to upload a scanned copy of your identification card.
- Enter your first name, middle name and last name. Please note, this information must match exactly as it appears on your current Ohio driver's license or state ID card.
- Click **Save**. Your updated information should now be displayed.

Part 2. Update your name in your OH|ID account.

- After completing the directions above, click the blue **LOGOUT** button in the upper right of **MY HOME PAGE**. Your screen will update, and you will be routed to the OH|ID Dashboard.
- Click the small triangle to the right of the **User Account Management** menu. This will open a menu with an option to **Update Profile**. On the **Update Profile** screen, you can update all your information. Update your profile name to match what you entered in CORE. Your name must match exactly to link your OH|ID profile to your CORE profile.
- Make the necessary changes.
- Double-check the information is correct and click **Update**.
- Under account settings, click **Manage Name** to update your information.
- Log out.
- Close all browser windows.
- Log back in.

Logging out and logging back in is essential for allowing the system to update your profile. You may verify your updated information by viewing your CORE profile and your OH|ID profile. You may also print a revised copy of your active license or permit reflecting your name change under **My Credentials** from your CORE Dashboard.

If you encounter any error messages during this process, please email profile.help@education.ohio.gov with the error message and a summary of what you are trying to accomplish.