



Department of Developmental Disabilities
Division of Information Technology Services

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OH|ID & DODD Account Creation and Login Guide for OTS Providers

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Department of Developmental Disabilities
Division of Information Technology Services

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Table of Contents

Create an Account	1
OH ID Primary Account.....	1
DODD Application Access	4
Set Roles for DODD Applications.....	6
Add Additional DODD Accounts to Primary OH ID Account	9
Add Additional Role to Primary OH ID Account (non-imagine Accounts).....	9
Request Contract Association (UCA) – Non-CEO Provider User	9
Add new Profile to Primary OH ID Account (imagine Accounts)	11
Manage My Contract Association (UCA) – Provider CEO	12
Certified CEO Users Requesting Additional Roles for Existing DODD Account	14
General.....	17
Forgot Username	17
Forgot Password.....	18
Settings in DODD	19

Create an Account

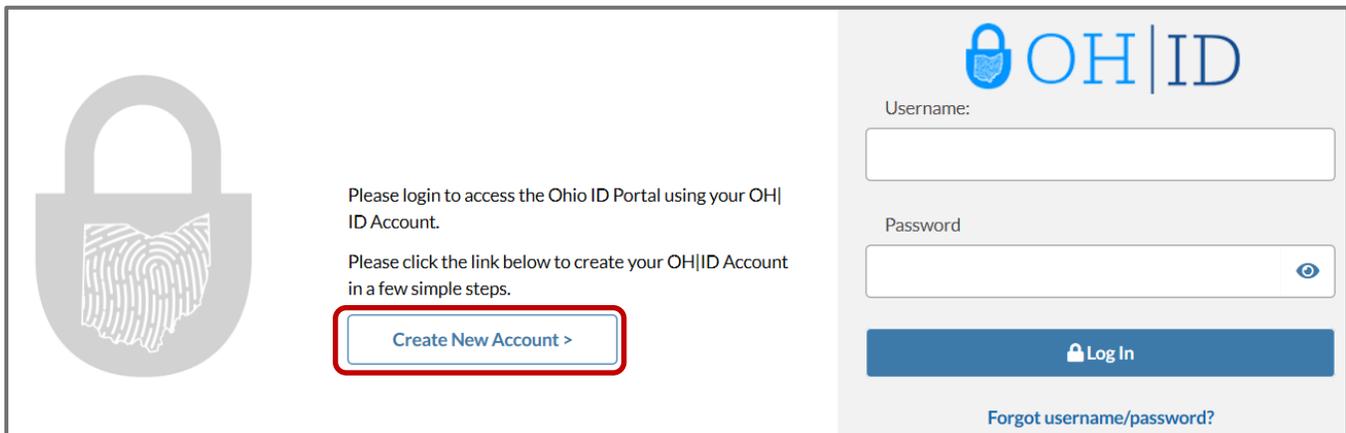
OH|ID Primary Account

This section will cover creating an **OH|ID** account and DODD application access. If you already have an account and need to update it, go to the [Update Access](#) section of this document.

1. Go to <https://dodd.ohio.gov>.
2. Click the **silhouette** icon to login.



3. Click the **Create New Account** link.



Create Your OH|ID Account



OH|ID Profile Information

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

Enter your information on the **OH|ID Profile Information** page.

First Name *	Middle Initial	Last Name *	Suffix
Rhiggley	D	Snow	
Email *	Email Confirmation *		
jaimie.arps@dodd.ohio.gov	jaimie.arps@dodd.ohio.gov		
Work Phone Number *	Mobile Number		
614-507-0000			
Date of Birth *	Last 4 of SSN		
03/08/2000	1414		
Verification Question: *			
What is the 2nd color in the list pink, house and purple?			
purple			

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 agree to the privacy policy of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to the terms of service that occur under your OH|ID account(s) or password(s). The Ohio Department of Administration reserves the right to suspend service, terminate accounts, remove or edit content, or cancel transactions.

Click the **I Agree** checkbox.

Click **Next**.

 I Agree

Cancel

Reset

Next

You will receive the below message if you already have an **OH|ID** account linked to the email address you entered.



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

This email address is in use by another OH|ID account. For your security, please use a different email address. If you have already created an OH|ID account but forgotten your username or password, please return to the home page and select 'Forgot username/password?' to begin the recovery process.

On the **Create Your OH|ID Account** page, enter information in the **Username**, **Password**, and **Confirm New Password** fields.

Scroll down and select the method in which to recover your password (you can select multiple methods) then click **Create Account**.

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.
---	---	--

We are processing your request

You will receive a pop-up.

Create Your OH|ID Account

Profile Information

Confirmation

Success
Your account has been successfully created.

Go to Login

A confirmation page will display.
Click **Go to Login**.

Note

You will receive
an email that
your account
was created.

Confirmation: OH|ID Account Creation

DONOTREPLY-Platform@InnovateOhio.gov
Tue 1/21/2020 12:29 PM
You

Hi,

This email is to confirm that an OH|ID Business User ID has been created for you with the following information::

Name : Ade J Jones
Username : Shahnalynne1

Note: This is an auto-generated e-mail and replies to this email will not be monitored.

Your **OH|ID** account has been successfully created. Next, request your **DODD Application Access**.

DODD Application Access

Enter your newly created **OH|ID**
Username and **Password**. Click **Log In**.

OH|ID

Username:
shahnalynne1

Password
.....

Log In

[Forgot username/password?](#)

[Need Help?](#)

My Apps

You are currently subscribed to the apps below - from the app and
You do not have access to any applications. You can request access by selecting an application below.

Available Apps

My DODD
Access DODD applications

The Ohio Business Gateway
Ohio Business Gateway Back-Office Portal

Click **My DODD**.

Click the **I Agree** checkbox.

Click **Request Access**.

My DODD
My DODD

In order to proceed with this request, you must provide the following approval.

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

I Agree

Request Access

A pop-up will display.
Click **Return to Applications**.

Request Application Access

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

Return to Applications



You will receive a second email confirming that your request for DODD applications access has been approved.

Access to My DODD Application Successfully Granted

DONOTREPLY-Platform@InnovateOhio.gov
Tue 1/21/2020 12:48 PM
You

This is an automated e-mail to notify you that a State of Ohio Agency has granted you access to My DODD. This is informational only and does not require any action from your end.

If you believe you received this in error, please disregard and delete this message.

Note: This is an auto-generated e-mail and replies to this email will not be monitored.

Set Roles for DODD Applications

Click the radio button for your desired account type and click **NEXT**.

Ohio | Department of Developmental Disabilities

Welcome Jones, Ade !!

Please choose your profile:

- Go To My Learning
- I want to be a DODD Provider
- I want to be a 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 a 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)

NEXT

Ohio | Department of Developmental Disabilities

Welcome ODXTest, Dodd !!

You informed us that you are a Provider

You selected affiliation as, DODD

Select your primary job function

--- SELECT ---

AgencyCEO
AgencyEmployee
ICF-Evaluator
ICF-Provider
Independent

itation Code? (Applicable Only for ICF Quality Assessors)

BACK **NEXT**

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

Select the appropriate job function and click **NEXT**.

Set a temporary PIN to verify your email address. The PIN is not your password and will only be used once.

To add a **Temporary PIN**, enter a five digit number, click the acknowledge and accept checkbox, and click **SUBMIT**.

Ohio | Department of Developmental Disabilities

Welcome Snow, Rhiggs !!

You informed us that you Cour
You selected an affiliation as, L
You selected primary job function as Foundation

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 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information.

It is the responsibility of every user to understand and comply with the following:

- You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
- You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
- You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
- You must not violate rules and regulations concerning access to controlled areas.
- You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- You must immediately report any violation of this policy by anyone to the DODDIT Security Manager

I hereby acknowledge and accept

BACK SUBMIT

Welcome Herbert, Bruce !!

Thank you for submitting your account to register with us. You will receive an email shortly that will guide you through the next step. If this process require an approval you would be notified.

You informed us that you are a Provider
You selected an affiliation as DODD
You selected primary job function as AgencyEmployee
You created temporary PIN as 12345

If you do not see the email in your inbox, please check your spam or junk folder as it may have found its way there in error. If you find it please be sure to identify the email as "not junk" non-spam email. You'll also want to add our email address to your safe sender list.

A confirmation screen will display. Click **CONTINUE**.

CONTINUE

A message displays when the **Request** is submitted for Approval.

The screenshot shows a progress bar with four stages: SUBSCRIPTION RECEIVED, EMAIL VERIFIED, PENDING APPROVAL, and FINAL PROCESSING. The first two stages are completed with green checkmarks. The third stage, PENDING APPROVAL, is currently active and highlighted with a red dotted circle. Below the progress bar, there is a red button labeled 'CONTINUE TO MYLEARNING'.

An email with a pin and hyperlink will be generated. Click the link to verify your email before your DODD access can be approved.

Enter your Temporary PIN and click **CONTINUE**.

The screenshot shows the 'Verify Email Address' page. It includes a 'Temporary PIN' input field containing the number '12345' and a red 'CONTINUE' button below it. The page text explains that this is an essential step in verifying the account request and provides instructions on how to use the temporary PIN.

The screenshot shows an email notification from agencyIDService@ohio.gov. The subject is 'Your request is pending approval (Snow)'. The body of the email includes a welcome message, a thank you for registration, and a temporary PIN of 12345. It also provides a hyperlink to verify the email address. Below the email content, there are two buttons: 'Verify your Email Address - Ohio Department of Developmental Disabilities' and 'Verify Email/Phone - Ohio Department of Developmental Disabilities'.

Once your email is verified you will receive the **Success** screen.



That's it! You have successfully created your primary **OH|ID** account.

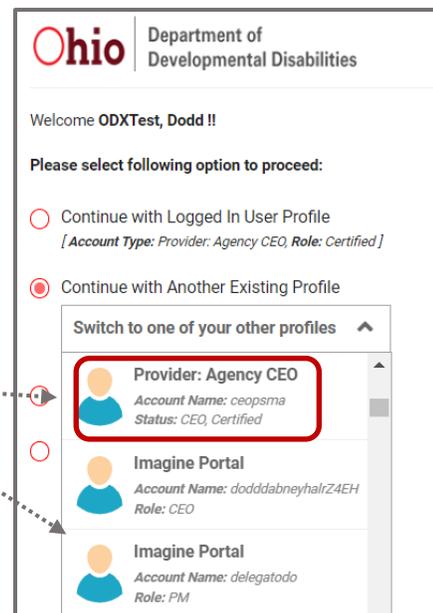
The screenshot shows a green 'Success!' screen. It features a large white thumbs-up icon in a circle. Below the icon, the text reads 'Success!' and 'Thank you for verifying your email.' It also includes a note that if an approval is required, the user will receive notification when the designated approver has taken action.

Add Additional DODD Accounts to Primary OH|ID Account

Add Additional Role to Primary OH|ID Account (non-Imagine Accounts)

To gain access to the OTS system you will need to have the appropriate role on your account. If you have one of these Accounts: **Agency Employee; ICF-Provider; IAF Billing Agent; MBS Billing** you will need to submit a Request for Contract Association.

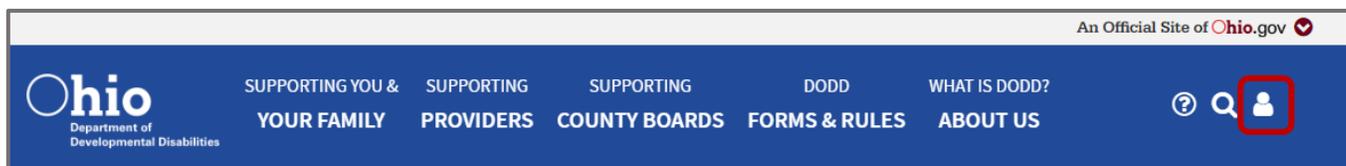
If your User Profile only has imagine Portal you need to go to the next section [Add new Profile](#) before continuing with this section.



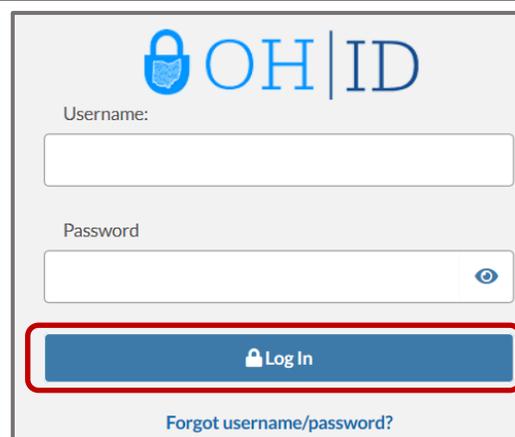
Request Contract Association (UCA) – Non-CEO Provider User

Once you have an OH|ID account and have access to DODD applications login.

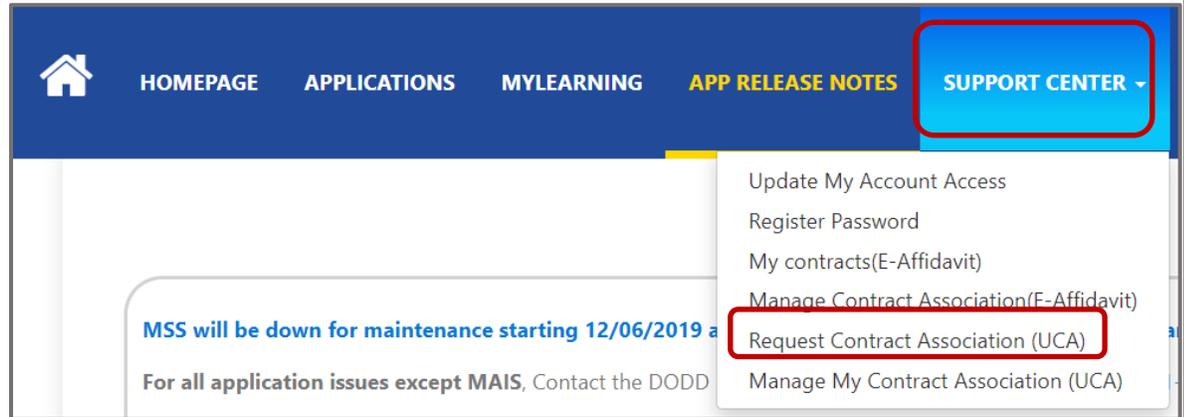
1. Go to <https://dodd.ohio.gov>.
2. Click the **silhouette** icon to login.



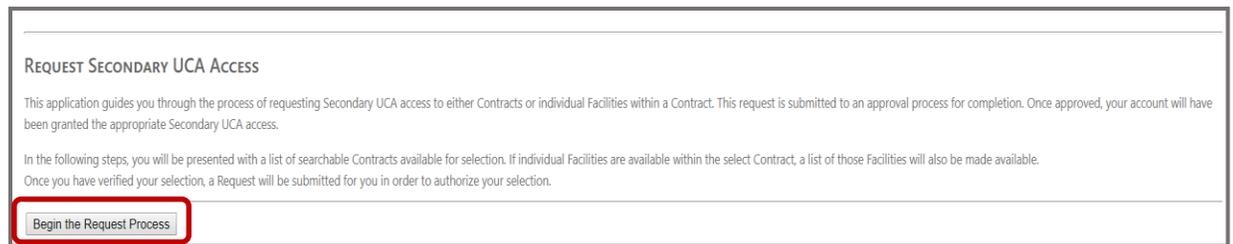
3. Enter your User Name and Password.
4. Select Login



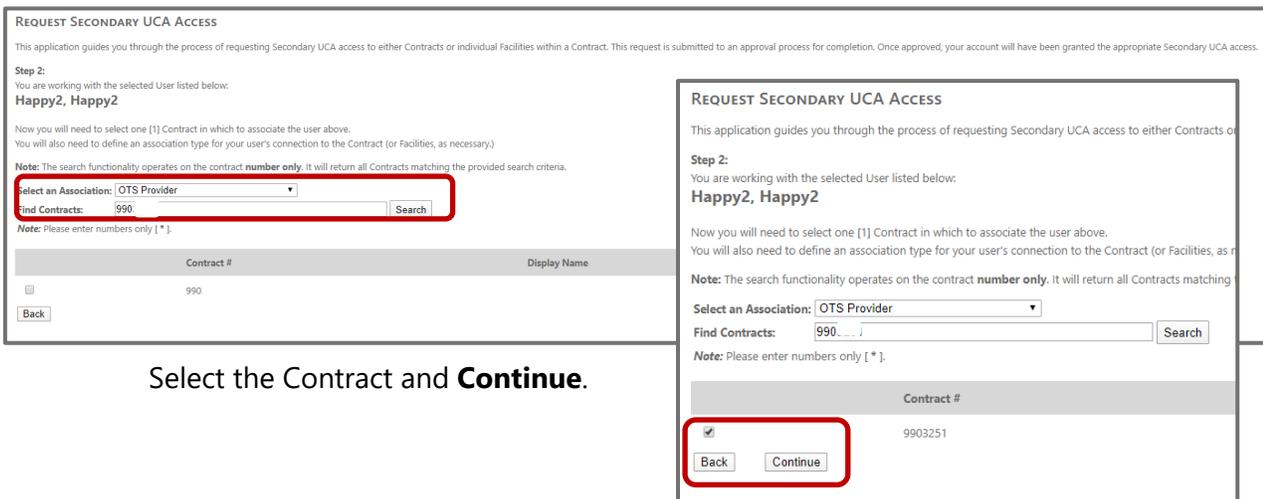
From the DODD applications page select Support Center and then Request Contract Association (UCA).



Select **Begin**
the Request
Process



From the Select an Association dropdown choose **OTS Provider**, enter the Contract number and Search.



Select the Contract and **Continue**.

Confirm you are creating a **CONTRACT** Association and **Confirm your Selection.**

REQUEST SECONDARY UCA ACCESS
This application guides you through the process of requesting Secondary UCA access to either Contracts or individual Facilities within a Contract. This request

Step 3:
You are working with the selected User listed below:
Happy2, Happy2
And you are working with the following Contract:
9903.

At this point, you need to either associate the user to a **Contract** or individual **Facilities**.
Note that you can only select one or the other. If a user is associated with a Contract, they will be tied to all current facilities of that contract.
If, however, the user is associated with **Facilities** directly, they are associated only with the selected Facilities within that contract.

I am creating a **CONTRACT** Association.

Commit the Changes and you will see a confirmation you have successfully created a Request.

REQUEST SECONDARY UCA ACCESS
This application guides you through the process of requesting Secondary UCA access

Step 4:
You are working with the selected User listed below:
Happy2, Happy2 as a(n) **OTS**
And you are associating the user with the following Contract:
9903

You are electing to create a **CONTRACT** Association.
Is this the Request you wish to submit?

REQUEST SECONDARY UCA ACCESS
This application guides you through the process of requesting Secondary UCA access to either Contracts or individual Facilities within a Contract. Secondary UCA access.

Step 4:
You are working with the selected User listed below:
Employee, Agency as a(n) **OTS**
And you are associating the user with the following Contract:
9903

You are electing to create a **CONTRACT** Association.
Is this the Request you wish to submit?

That's it! You have successfully created a Request to be included in the above Contract or Facility. Thank you for your patience as your request is being processed.

An email will be sent to the Agency CEO or designee for approval. If the request is not approved within 14 days it will automatically be denied and you will have to submit the request again.

Add new Profile to Primary OH|ID Account (imagine Accounts)

If your account only has imagine Portal profile you will need to create an additional New Profile. You will not be able to access the OTS system if you only have the Imagine Portal access as shown below.

Ohio Department of Developmental Disabilities
Welcome **ODXTest, Dodd !!**
Please select following option to proceed:

Continue with Logged In User Profile
[Account Type: Provider: Agency CEO, Role: Certified]

Continue with Another Existing Profile

Switch to one of your other profiles

- Provider: Agency CEO
Account Name: ceqpsma
Status: CEO, Certified
- Imagine Portal
Account Name: doddabneyhal24EH
Role: CEO
- Imagine Portal
Account Name: delegatodo
Role: PM
- Imagine Portal
Account Name: dodddelegatoddd9GTE

Go To My Learning

Create an additional New Profile

You will now need to set your role for accessing the OTS application.

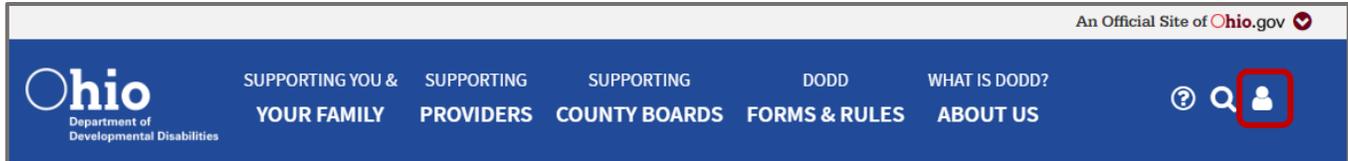
Select **Create an additional New Profile.**

Go to [Set Roles for DODD Applications](#). Once you have the appropriate Profile continue with [Adding Additional Role to Primary OH|ID Account](#).

Manage My Contract Association (UCA) – Provider CEO

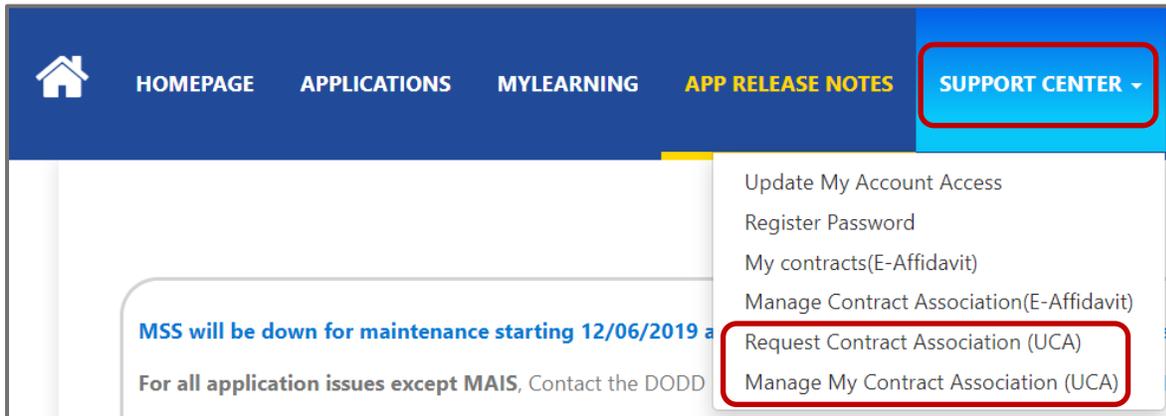
As a Provider CEO you have the ability to Approve Access Requests that are submitted from the Request Contract Association link.

1. Go to <https://dodd.ohio.gov>.
2. Click the **silhouette** icon to login.



3. Enter your User Name and Password.
4. Select Login

From the DODD applications page select Support Center and then Manage My Contract Association (UCA).



Select **View available requests for approval** to begin.

MANAGE MY PORTAL REQUESTS

This page will allow you to manage any Access Requests that require your approval. You will be given the option to both approve and decline requests, as well as view any past request decisions on file.

Once you have made a decision, that selection cannot be overridden except by the requestor creating a new request.

[View available association to delete](#) [View available requests for approval](#)

Once you have located the appropriate request select the **Approve** or **Deny** hyperlink.

MANAGE MY PORTAL REQUESTS

This page will allow you to manage any Access Requests that require your approval. You will be given the option to both approve and decline requests, as well as view any past request decisions on file.

Once you have made a decision, that selection cannot be overridden except by the requestor creating a new request.

[View available association to delete](#) [View available requests for approval](#)

Approve (or deny) user Requests

Below is a list of requests that requires you (or one of your peers) to approve or decline before processing can continue. You may approve or decline any of the listed requests. A reason field is available for the inclusion of comments related to the denial of a request. **Please note that any comments entered in the reason field will appear in emails sent to the requester.

Approve/Deny	RequestorName	Operation	Facility	Contract	Created Time	Approval Expiration	Reason
Approve Deny	CEOPSM, Ritbey	Association		John Smith	2018-11-13T18:03:39.127	11/27/2018 6:03:39 PM	<input type="text"/>
Approve Deny	CEOPSM, Ritbey	Association		Young's home care LLC	2018-11-13T17:31:31.350	11/27/2018 5:31:31 PM	<input type="text"/>

Depending on if you selected Approve or Deny you will see the confirmation pop-up. Select **OK** and a confirmation will display stating the Request was approved successfully. An email will be sent to both the Requestor and Approver on the response.

MANAGE MY PORTAL REQUESTS

This page will allow you to manage any Access Requests that require your approval. You will be given the option to both approve and decline requests, as well as view any past request decisions on file.

Once you have made a decision, that selection cannot be overridden except by the requestor creating a new request.

[View available association to delete](#) [View available requests for approval](#)

Approve (or deny) user Requests

Below is a list of requests that requires you (or one of your peers) to approve or decline before processing can continue. You may approve or decline any of the listed requests. A reason field is available for the inclusion of comments related to the denial of a request. **Please note that any comments entered in the reason field will appear in emails sent to the requester.

Approve/Deny	RequestorName	Operation	Facility	Contract	Created Time	Approval Expiration	Reason
Approve Deny	CEOPSM, Ritbey	Association		John Smith	2018-11-13T18:03:39.127	11/27/2018 6:03:39 PM	<input type="text"/>
Approve Deny	CEOPSM, Ritbey	Association		Young's home care LLC	2018-11-13T17:31:31.350	11/27/2018 5:31:31 PM	<input type="text"/>

myprofile.secqa.dodd.ohio.gov says
Do you want to approve the request for CEOPSM, Ritbey ?

myprofile.secqa.dodd.ohio.gov says
Do you want to deny the request for CEOPSM, Ritbey ?

Request approved successfully.

Certified CEO Users Requesting Additional Roles for Existing DODD Account

Certified CEO Users can request account changes once they have logged into DODD applications. **Update my Account Access** allows Users to request additional access (Roles) or request the removal of current Security Roles.

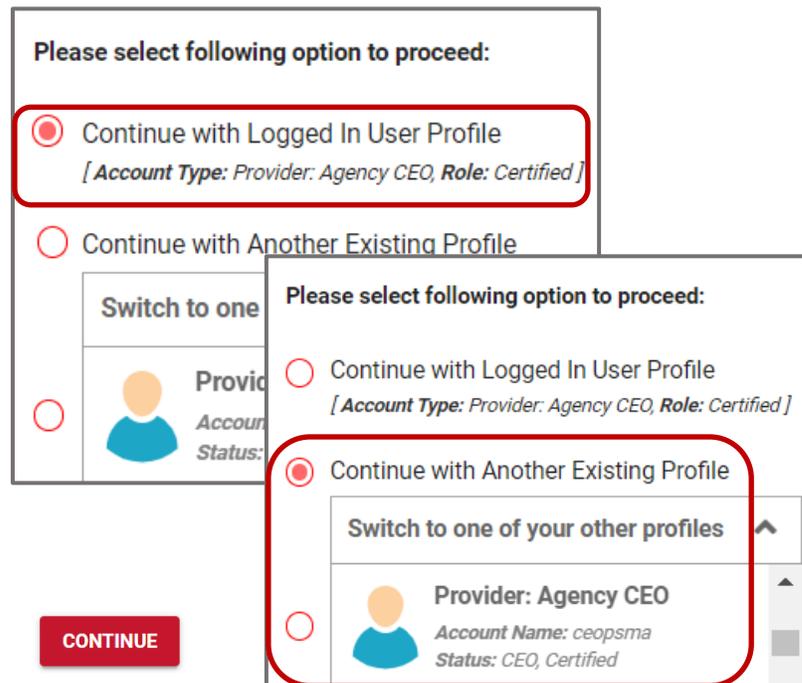
Login to the **DODD Home** page: <http://dodd.ohio.gov>.

Click the **silhouette** to login.

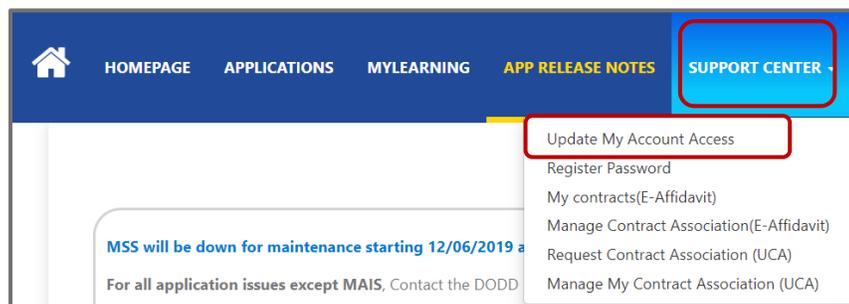


You must select the account which shows CEO Certified. Click either the **Continue with Logged in User Account** or **Continue with Another Existing Account**.

Click **CONTINUE**.



Click the **Support Center** drop-down and select **Update My Account Access**.



Click **Continue** on the **Update My Account Access** screen.

UPDATE MY ACCOUNT ACCESS

When you created your new access account, you were granted a set of permissions that allowed you to perform your

First, you will be presented with a list of Role Groups to which you currently have access. If requestable Role Groups are available, you will be able to request additional Role Groups. Once you have verified your selections, a request will be submitted to approve your requested changes.

Continue

Confirm current Membership.

UPDATE MY ACCOUNT ACCESS
Step 1: Confirm Current Membership

Providers-DODD-AgencyCEOCertified

Back **Continue**

Select Providers DODD OTS role and Continue

UPDATE MY ACCOUNT ACCESS
Step 2: Select a Requestable Function

Based on your affiliation, here are a list of **Functions** that are available for you to request. Please select at least one function (but no more than eight):

Your affiliation is **Providers-DODD-AgencyCEOCertified**

Ohio-EIDS-User
 Providers-DODD-OTS

Back **Continue**

1. Enter you first and last name.
2. Click the checkbox in the confirmation statement confirming that the policy has been read and understood.
3. Enter Initials.
4. Click **Submit Request**.

UPDATE MY ACCOUNT ACCESS
Step 3: Confirm Requested Functions

You **Arps, Jaimee** have selected the following **Functions** to be added to your account:

County-Meigs-SSA-TRN

Please enter the first name and last name exactly as displayed above.

First Name: Last Name:

DODD Data Security and Confidentiality Agreement

Security and confidentiality are a matter of concern for all users of Ohio Department of Developmental Disabilities (DODD) information systems and all relative to this information and must recognize the responsibilities entrusted to him in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct must understand and comply with the following:

1. You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
2. You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your position.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of the State of Ohio.
4. You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the conduct of your work duties.
6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
7. You must not violate rules and regulations concerning access to controlled areas.
8. You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
9. You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
10. You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
11. You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware. **Violations Of This Agreement May Result In The Cancellation of your Security Access and Possible Referral to the Office of the Attorney General for the applicable Laws and Rules.**

I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name:

A message displays when the **Request** is submitted for Approval.

I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name:

That's it - you're all finished! Your request has been submitted for approval.

If you have recently requested new functions, allow at least 5 business days for your request to be processed. If after that time you have had no response, please contact your manager or supervisor for assistance.

When approved, an email is sent confirming the additional role(s).

Your request for supplemental RoleGroups was approved [UAT]

Welcome to the State of Ohio DODD!

Agency CEOPSM

You have successfully requested supplemental RoleGroups:

Your new RoleGroups: OTS

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

ceopsm

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

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

General

Forgot Username

Click the **Forgot username/password?** link on the **OH|ID** screen to reset the password or obtain the username.

Please login to access the Ohio ID Portal using your OH|ID Account.
Please click the link below to create your OH|ID Account in a few simple steps.
[Create New Account >](#)

Username:
Password

[Log In](#)

Forgot username/password?

[Problems logging in?](#)

Click **Forgot Username**.

OH|ID

Forgot Username or Password?

If you have forgotten your account username or password, please complete the information below.

Forgot Username

Forgot Password

Answer the
Verification
Question.

Forgot Username or Password?

If you have forgotten your account username or password, please complete the information below.

Forgot Username

Forgot Password

Please enter the email address on your profile.

Email Address

Verification Question: [?](#)

What is forty six thousand and fifty eight as a number?

[Cancel](#) [Submit](#)

Enter your
email address.

Click
Submit.

OH|ID

Forgot Username or Password?

Please check your email.

If the email address provided matches one registered with an OH|ID account, your username will be provided via email to that address within 5-10 minutes. If you do not receive an email, please verify the address provided and try again.

[Return to Login page](#) [Try again](#)

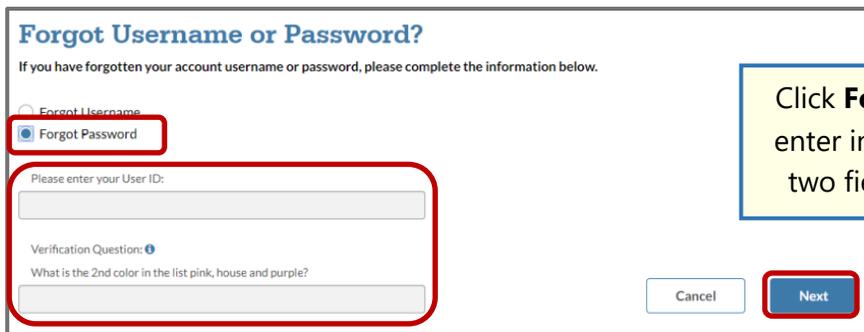
The verification
screen will display.

You will receive an email with the primary account Username connected to the email you entered.



Forgot Password

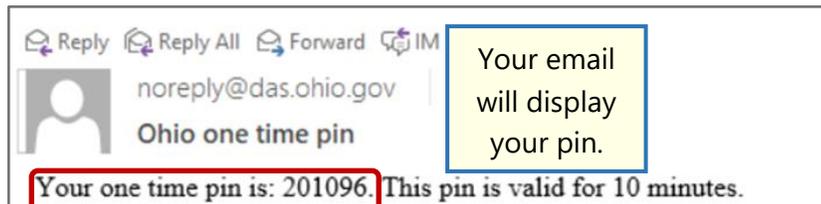
Click the **Forgot username/password?** link on the **OH|ID** screen to reset the password or obtain the Username for an **OH|ID** account.



Click **Forgot Password**, enter information in the two fields. Click **Next**.



Confirmation page will display, click **Next**.



Your email will display your pin.

Forgot Username or Password?
Please enter the One time PIN (OTP) provided to validate your identity.
If you did not receive a OTP, or if you want to choose a different password reset method, please click the back button.

One time PIN (OTP)
333400

Back Next

Forgot Username or Password?

New Password

Password

Confirm New Password

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 be similar to previously used passwords
- Vannot include your first name, last name, username, or OH|ID
- Can only be changed once per hour
- Passwords expire after 60 days

Click **Next**.

Cancel Next

Settings in DODD

After signing into DODD.

Welcome Stubbs, Heather !!

Please select following option to proceed:

- Continue with Logged In User Profile
[Account Type: DODD, Role: MDA Exempt Staff]
- Continue with Another Existing Profile
Switch to one of your other profiles
- Go To My Learning
- Create an additional New Profile

Change Password
Change Security Options
Update Profile
Signout (Not you?)

Use the **Cog** icon to view your **Settings**.

Use the **☰** icon to **Change Password, Change Security Options, Update Profile** or **Sign Out**.

Welcome DYNCLDTEST, BSS-Training !! [Not you?](#)

Settings

This section displays to you the general information on your account. If any changes pertaining to the information shown below is needed, Please contact the information provider below or call ODX customer support.

General

Customize

Expired Accounts

Link Account

My Account(s)

Pending Accounts

Go Home

Account Overview:

Firstname :	BSS-Training
Lastname :	DYNCLDTEST
Email Address :	its.imagineIS@dodd.ohio.gov
Phone :	
Logged In Account :	dyncibss9
Total Account(s) linked :	26
Accounts	
Pending :	7 (Pending Email-Verification/Approval)
Expired :	1