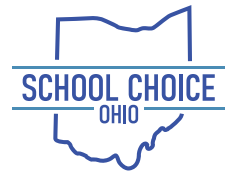
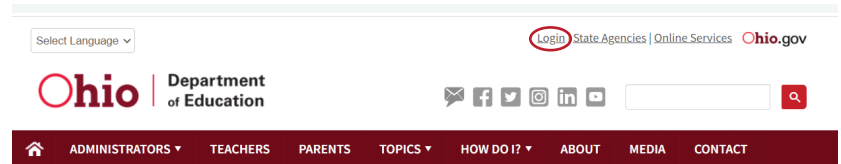


Creating Your OH ID Account

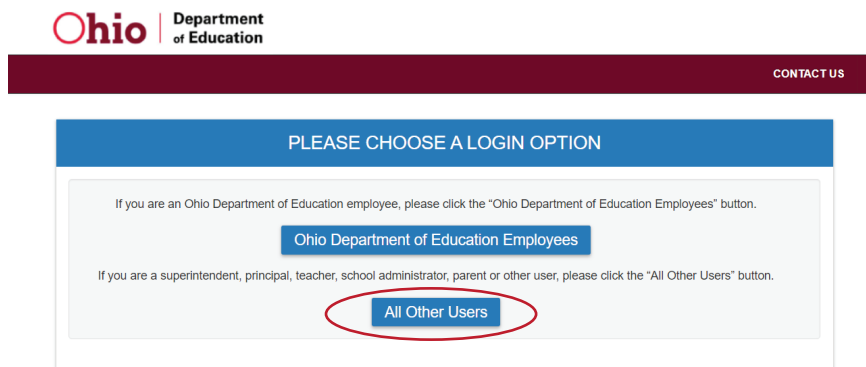


1 Go to the Ohio Department of Education's website at www.education.ohio.gov

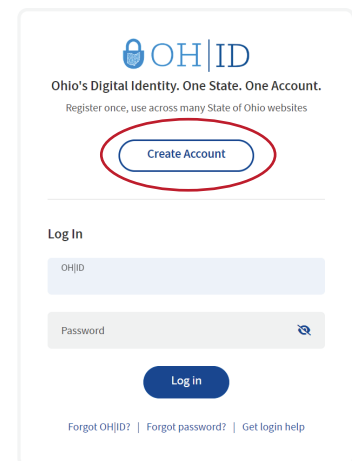
2 In the top right-hand corner (to the left of the Ohio logo) select the words "LOGIN"



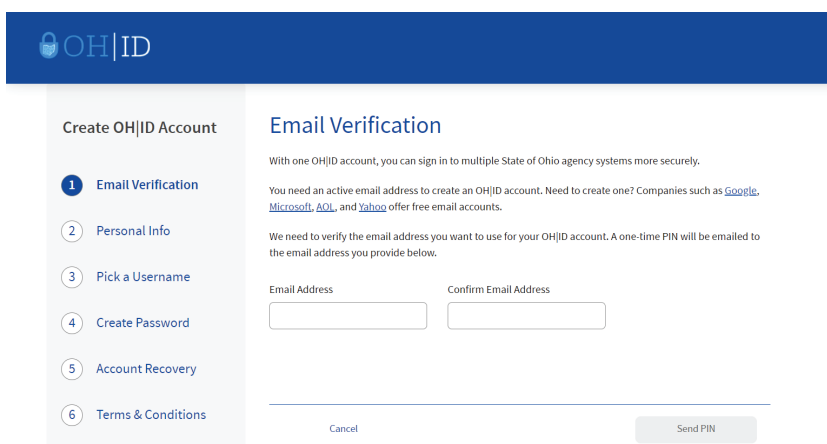
3 Select **ALL OTHER USERS**



4 Select **CREATE ACCOUNT**



5 Follow the prompts to complete the steps to set up your profile.



6

Verify your new OH ID account by following the prompts provided on your confirmation email sent to the email address linked to your OH ID profile.

You are now ready to set up your OH ID profile.

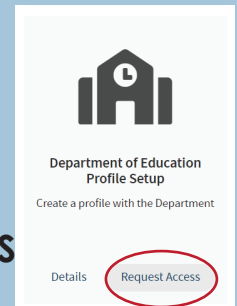
Setting up your OH ID Profile

Once your account has been created and confirmed, login to your profile.

Go to the **“APP STORE”** tab.



Find the **DEPARTMENT OF EDUCATION PROFILE SETUP** icon and **REQUEST ACCESS**



1 Once granted access, open the app from your “MY APPS” dashboard and provide the requested information.

2 From description options, select **“I am a parent requesting the Scholarship Program”** and **“I am a parent requesting the Scholarship Income Verification Program”**. Provide all of the required information.

Do not click on the “upload document” button unless you have an out of state driver’s license.

- Do not enter any information in the ZIP4 box
- Your contact telephone number requires dashes

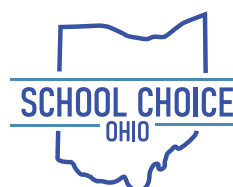
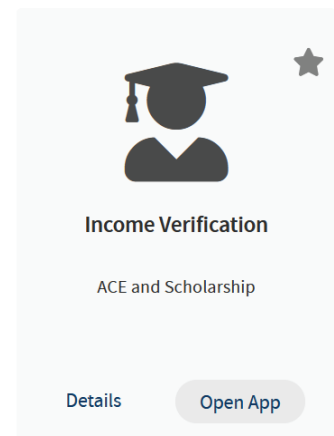
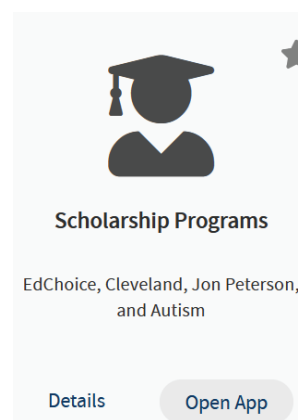
3 You will receive two emails: The first email confirms the creation of your profile. The second email will ask for confirmation of your email address as well as the last four digits of your social security number. *Be sure to check your spam folder for the second email.*

4 Once your profile setup is complete, refresh your page and return to the Home Page. *If your screen has timed out you may need to login again.*

5

Once you are logged in again, go to the App Store and find the **“SCHOLARSHIP PROGRAM”** app and the **“SCHOLARSHIP INCOME VERIFICATION”** app.

- Request access to both apps.
- Refresh your screen.
- Go to **MY APPS** dashboard.
- Open App.



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