

Ohio Learn Citizen Learners Job Aid

This job aid guides Ohio Learn Citizen users through the following processes:

- Creating an OHID Account and accessing the Ohio Learn Citizen Portal.
- Accessing the Ohio Learn Citizen Portal using an existing OHID account.

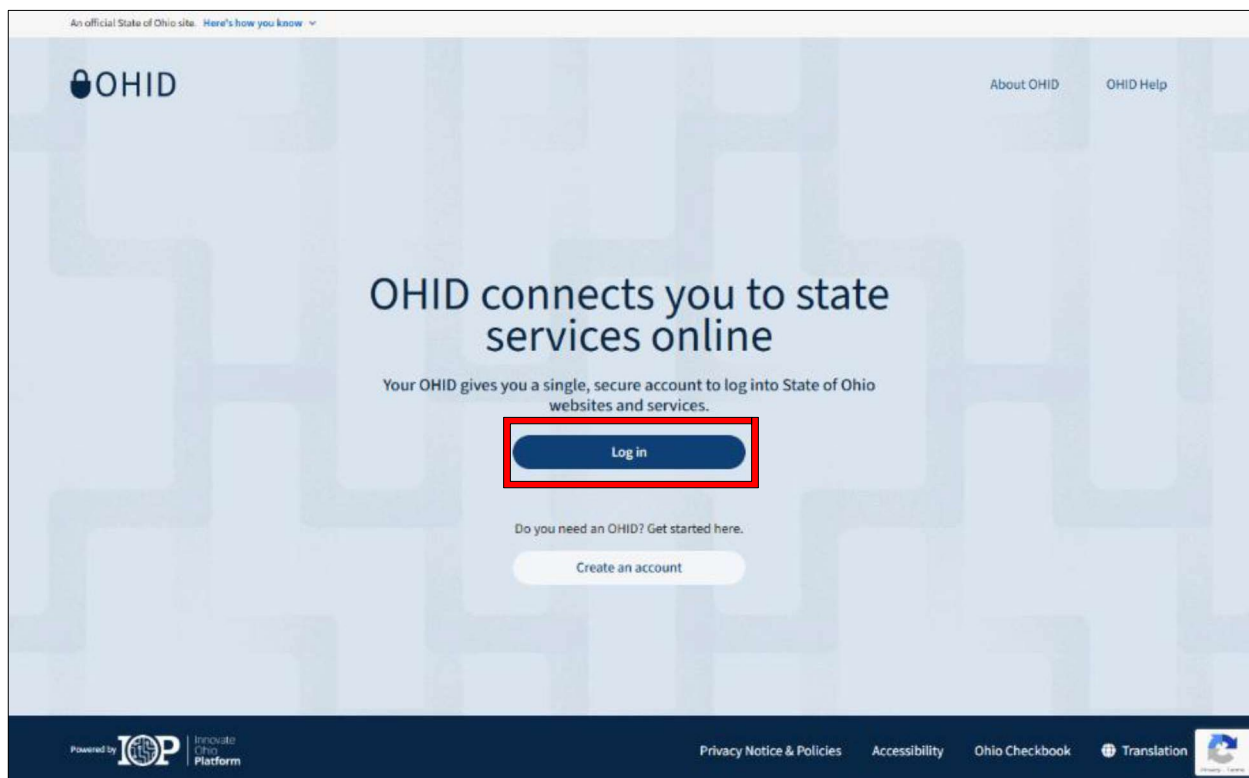
Creating a new OHID Account

To access Ohio Learn from the OHID Citizen Portal, navigate to <https://ohid.ohio.gov>.

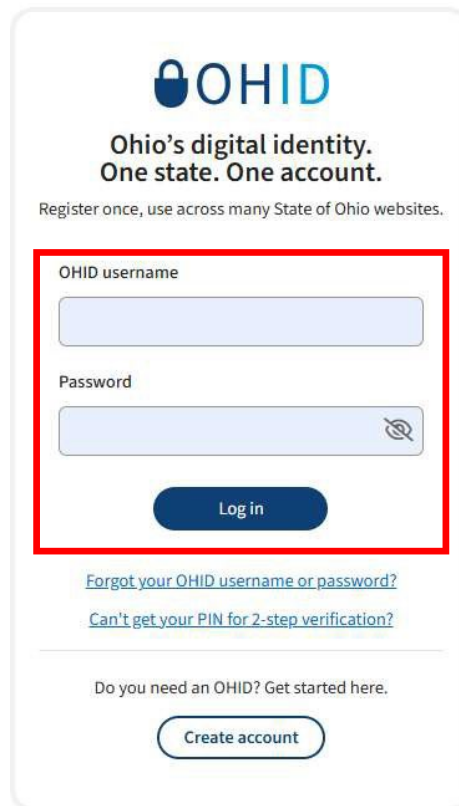
If you do not have an OHID account, refer to the OHID Help Center for instructions on creating an OHID account. <https://ohid.ohio.gov/help-center>

Accessing the Citizen Portal using an existing OHID account

1. Navigate to <https://ohid.ohio.gov> and select the **Log in** button.

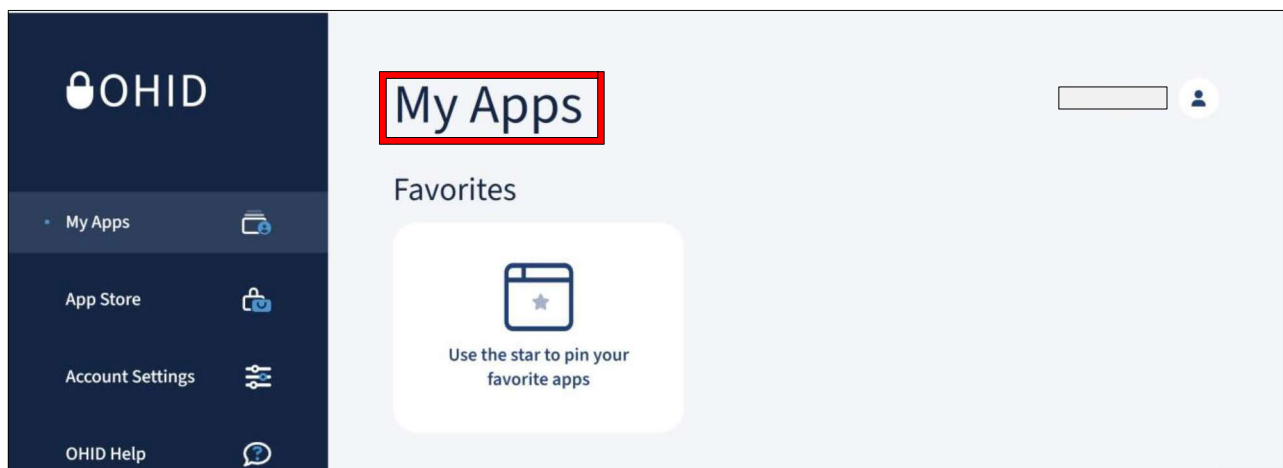


2. Enter your **OHID username** and **Password** and select the **Log in** button.



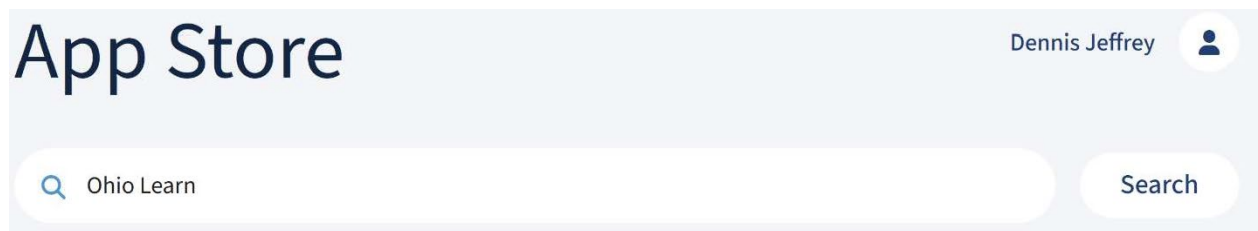
The screenshot shows the OHID login interface. At the top, it features the OHID logo and the text "Ohio's digital identity. One state. One account." Below this, a sub-header reads "Register once, use across many State of Ohio websites." The main form area is enclosed in a red border and contains two input fields: "OHID username" and "Password". The "Password" field includes a toggle icon for visibility. A dark blue "Log in" button is positioned below the fields. Underneath the form, there are two links: "Forgot your OHID username or password?" and "Can't get your PIN for 2-step verification?". At the bottom of the form area, a link says "Do you need an OHID? Get started here." with a "Create account" button below it.

The first section of the OHID homepage is the My Apps section. This section displays tiles for applications that you have previously accessed. Note that dashboards may vary from screenshot shown.

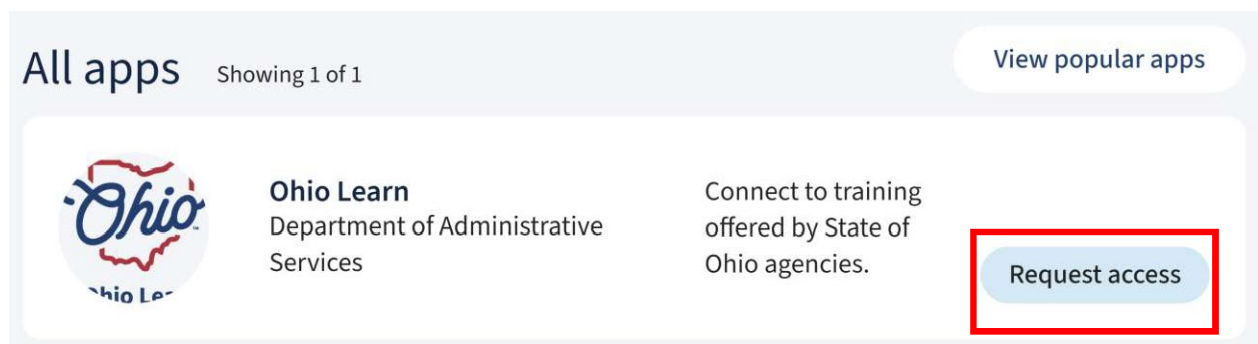


On the menu on the left side of the screen, there is a button for the App Store. This is where you can request access to applications that are available to you but that you have not yet requested.

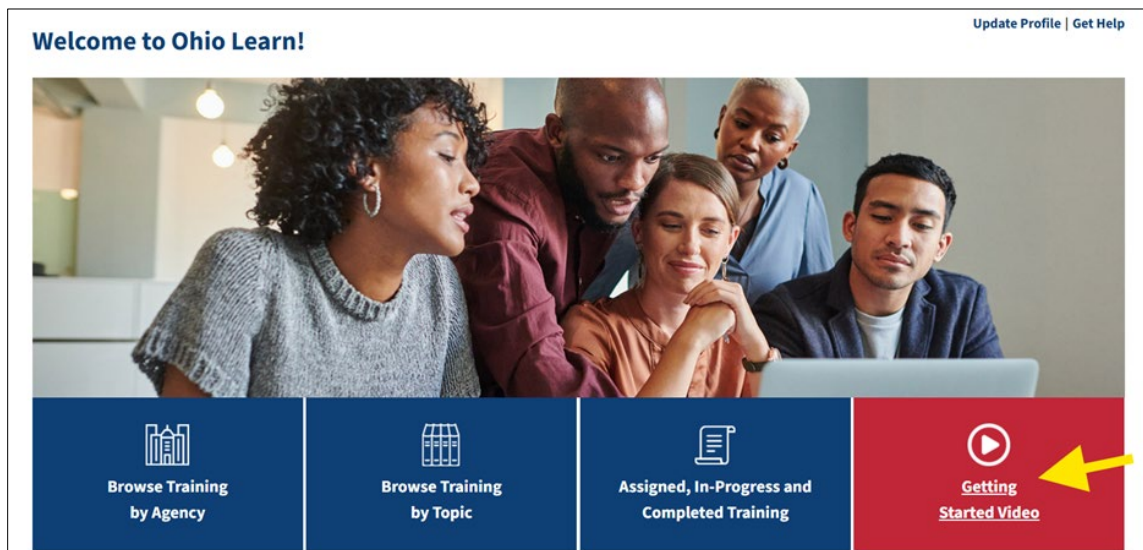
3. Type "Ohio Learn" into the Search bar and then select Search.



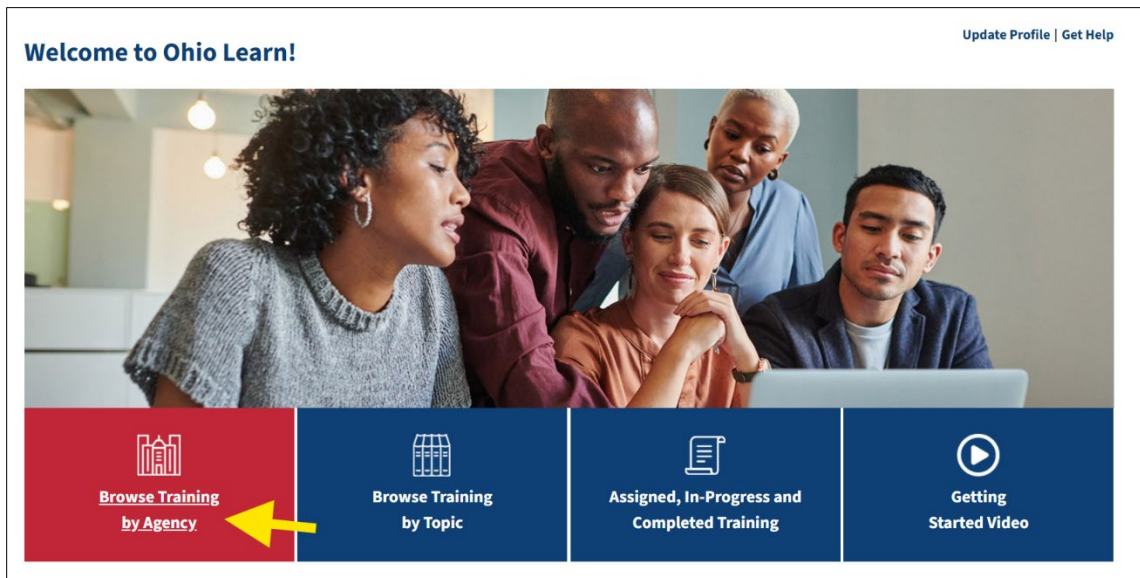
4. The Ohio Learn tile will appear under All apps. Select the Request access button to add it to your apps.



5. After you've launched the Ohio Learn app, you will be taken to the Ohio Learn Citizen Portal site. To learn more about the site and access to training, watch the **Getting Started Overview video**.



- After completing the video you may **Browse Training by Agency** and look for the Department of Public Safety



- If you are a citizen looking to access statewide courses i.e. Alcohol Server Knowledge (ASK), the Distracted Driver course, Human Trafficking Awareness or the Parent/Guardian Orientation for Beginning Drivers, please skip the form and select **Browse all training** to search courses.
- If you are a public service professional associated with the Department of Public Safety department, you must select **fill out User Profile to gain access to training content** and go to steps numbered 9 and 10.

Agency	Access Training
All content may not be available immediately. User processing may take up to 6 hours before all content is available.	
Department of Behavioral Health (DBH)	Browse all training First time users: fill out User Profile to gain access to training content
Department of Commerce (COM)	Browse all training
Department of Rehabilitation and Corrections (DRC)	Browse all training
Department of Taxation (TAX)	Browse all training
Department of Transportation (ODOT)	Browse all training
Department of Youth Services (DYS)	Browse all training
Environmental Protection Agency (EPA)	Browse all training
Office of Budget and Management (OBM)	Browse all training
Opportunities for Ohioans with Disabilities (OOD)	Browse all training
State Library of Ohio (LIB)	Browse all training
Department of Public Safety (DPS)	Browse all training First time users: fill out User Profile to gain access to training content
Department of Education and Workforce (DEW)	Browse all training First time users: fill out User Profile to gain access to training content

9. Public service professionals may complete the form by selecting all the items that apply to the affiliation they have with the Department of Public Safety.

Affiliation with ODPS (Select All that Apply) *

- Administrative Services
- Board Member or Commissioner
- City
- Consultant Private
- County
- Deputy Registrar
- Driver Training
- Emergency Management Agency
- Emergency Medical Services
- FEMA
- Federal Government
- Fire
- Fire and Transportation Services
- Government Administration
- HazMat
- Health Care
- Higher Education
- Law Enforcement
- Mental Health and Addiction Services
- Motorcycle Ohio
- National Guard
- Natural Resources
- Other
- Private Investigator
- Public Education
- Public Health
- Public Safety
- Red Cross
- Rehabilitation and Correction
- School Safety
- Security Guard
- State
- Student in FF/EMS Program
- Transportation Services
- Voluntary

10. Public service professionals may select the Division, Program Unit, or Sections that apply to the affiliation they have with the Department of Public Safety. Also include the various credentials in the appropriate boxes. Skip the boxes that do not apply to your role. Select **Submit** when you complete the form.

Register Under Which Division, Program, Unit, Section (Select All That Apply) *

- Automated Title Processing System (ATPS)
- Bureau of Motor Vehicles (BMV)
- Emergency Management Agency (EMA)
- Emergency Medical Services (EMS)
- Ohio Homeland Security (OHS)
- Ohio Criminal Justice Services (OCJS)
- Ohio State Highway Patrol (OSHP)
- Ohio Investigative Unit (OIU)
- Ohio Narcotics Intelligence Center (ONIC)
- Ohio School Safety Center (OSSC)
- Ohio Traffic Safety Office (OTSO)
- Private Investigator Security Guard Services (PISGS)

FEMA SID #

EMA County

EMS/FF Certificate State

EMS/FF Certificate #

Law Enforcement Department

Originating Agency Identifier (ORI)

11. Please note, the system updates the information entered in the form 4 times a day, 6am, 12pm, 6pm, and 12am. **It is after this update when users will be able to Browse all training and access courses.**