


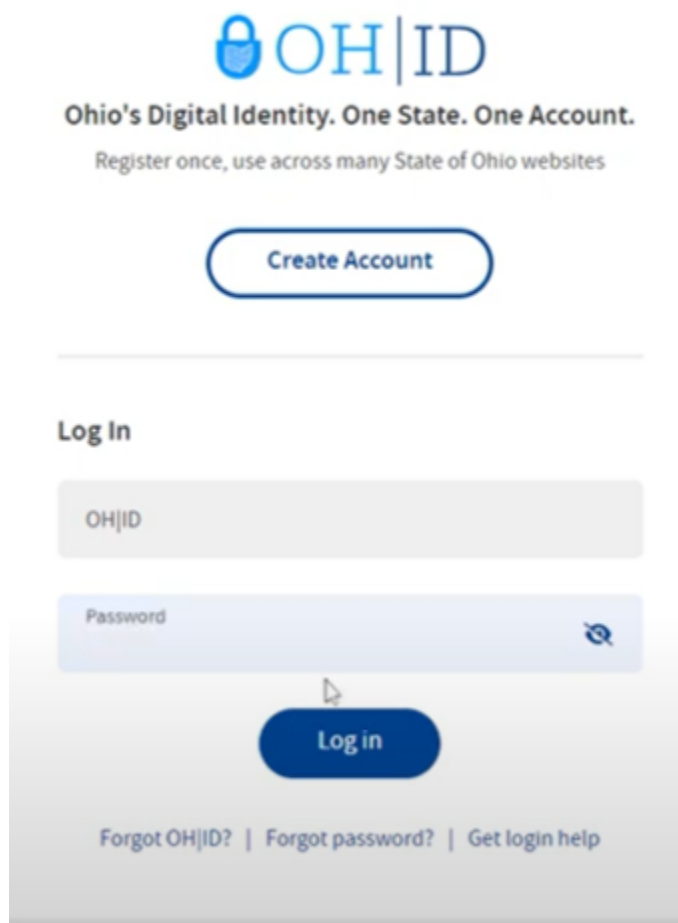
Ohio Means Jobs

Student Guide


STEP 1: Create a (Ohio identification number)

- Go to ohiomeansjobs.com or Click here ohiomeansjobs.com
- Click on “**For Students**”
- Under “**Explore Careers**”, click on “**Student’s Home**”
- Under “**Create A Profile**” click on “**Get Started**”
- You will be redirected to the OH/ID page 

A. Create ACCOUNT




The screenshot shows the OH|ID login interface. At the top is the OH|ID logo with the tagline "Ohio's Digital Identity. One State. One Account." and the instruction "Register once, use across many State of Ohio websites". Below this is a "Create Account" button. A horizontal line separates the account creation section from the login section. The login section is titled "Log In" and contains two input fields: "OH|ID" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a blue "Log in" button. At the bottom, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help".


Ohio's Digital Identity. One State. One Account.
Register once, use across many State of Ohio websites

Create Account

Log In

OH|ID

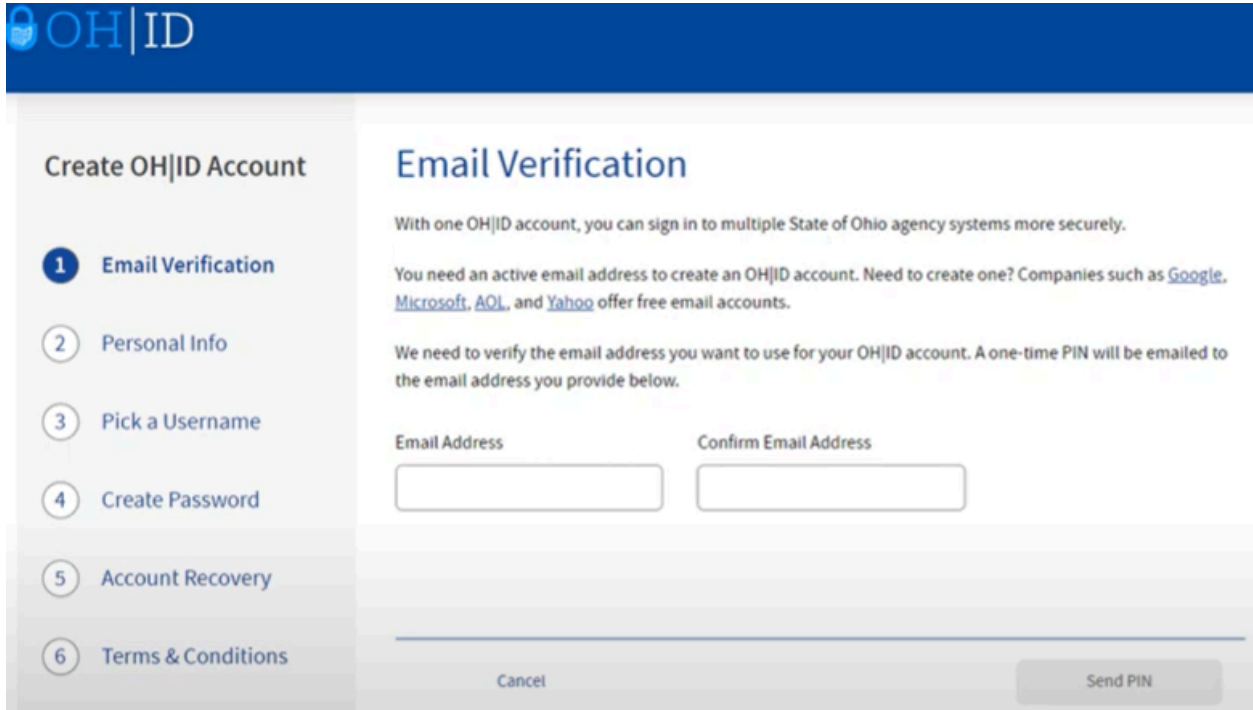
Password 

Log in

[Forgot OH|ID?](#) | [Forgot password?](#) | [Get login help](#)

B. Email Verification

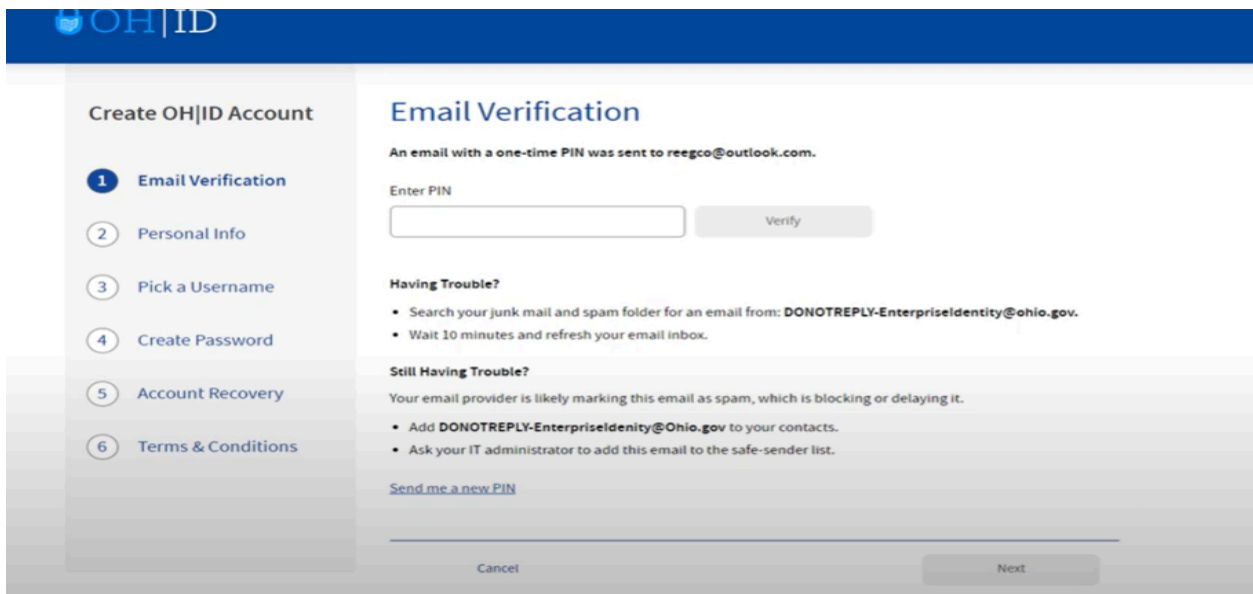
- enter your [school email](#) and confirm
- check your email and COPY the PIN provided



The screenshot shows the 'Email Verification' step in the 'Create OH|ID Account' process. On the left, a sidebar lists the steps: 1. Email Verification (selected), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and includes the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) offer free email accounts. We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.'

Below the text are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom of the form are two buttons: 'Cancel' and 'Send PIN'.

C. Enter the PIN provided and click “Verify”




The screenshot shows the 'Email Verification' step in the 'Create OH|ID Account' process, specifically the PIN entry stage. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Email Verification' and includes the following text: 'An email with a one-time PIN was sent to reegco@outlook.com.'

Below the text is a section labeled 'Enter PIN' with a single input field and a 'Verify' button. Below this is a section labeled 'Having Trouble?' with two bullet points: 'Search your junk mail and spam folder for an email from: [DONOTREPLY-Enterprisidentity@ohio.gov](#).' and 'Wait 10 minutes and refresh your email inbox.'

Below that is a section labeled 'Still Having Trouble?' with the text 'Your email provider is likely marking this email as spam, which is blocking or delaying it.' and two bullet points: 'Add [DONOTREPLY-Enterprisidentity@Ohio.gov](#) to your contacts.' and 'Ask your IT administrator to add this email to the safe-sender list.'

At the bottom of the form are two buttons: 'Cancel' and 'Next'.



Create OH|ID Account

Email Verification

An email with a one-time PIN was sent to reegco@outlook.com.


Enter PIN

Verify

1 Email Verification

2 Personal Info

D. Enter your first and last name, and birth date ex. 03/13/2004
- You **DO NOT** need you social security number



Create OH|ID Account

✓ Email Verification

2 Personal Info

3 Pick a Username

4 Create Password

5 Account Recovery

6 Terms & Conditions

Personal Info

Legal First Name

Legal Last Name

Date of Birth

Last 4 digits of SSN (optional)

Be sure to use your real date of birth, you may need it for account recovery later.

Cancel

Next

E. Create a Username- Remember this!

The screenshot shows the 'Pick a Username' step of the OH|ID account creation process. On the left, a sidebar titled 'Create OH|ID Account' lists six steps: Email Verification (checked), Personal Info (checked), Pick a Username (highlighted with a blue circle and the number 3), Create Password (4), Account Recovery (5), and Terms & Conditions (6). The main content area is titled 'Pick a Username' and lists 'Username Requirements':

- Must be between 6-64 characters
- Cannot start or end in a special character
- Cannot contain only numbers
- Only . _ - or @ No other special characters

Below the requirements is a text input field labeled 'Username'. At the bottom of the form are 'Cancel' and 'Next' buttons.

F. Create a Password- Remember this!

The screenshot shows the 'Create Password' step of the OH|ID account creation process. On the left, the same sidebar is shown, but 'Create Password' is now highlighted with a blue circle and the number 4. The main content area is titled 'Create Password' and lists 'Password Requirements':

- 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"

Below the requirements are two text input fields: 'Password' and 'Confirm Password'. At the bottom of the form are 'Cancel' and 'Next' buttons.

G. Enter your **mobile number** (must be able to retrieve PIN)

The screenshot shows the 'Account Recovery' section of the OH|ID account creation process. On the left, a sidebar lists the steps: 'Email Verification', 'Personal Info', 'Pick a Username', 'Create Password', '5 Account Recovery' (highlighted), and '6 Terms & Conditions'. The main content area is titled 'Account Recovery' and includes a paragraph explaining that the email (reegco@outlook.com) is the primary method for password resets, but adding a mobile number provides an alternative. Below this, a section titled 'Set up mobile/text message account recovery' states that a PIN will be sent via text message. A 'Mobile Number' input field with a placeholder '---'-'---'-'---' is shown next to a 'Send PIN' button. A link to 'skip this step' is provided for users who do not wish to add a mobile number. At the bottom, there are 'Cancel' and 'Next' buttons.

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- 5 Account Recovery**
- 6 Terms & Conditions

Account Recovery

Your email (reegco@outlook.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.

Set up mobile/text message account recovery

You will receive a PIN via text message. Message and data rates apply. [See Terms & Conditions and Privacy Policies.](#)

Mobile Number

If you choose not to add your mobile number to your account at this time, you can [skip this step.](#)

H. Enter Pin provided from text message

This screenshot shows the next step in the 'Account Recovery' process. The sidebar remains the same, with '5 Account Recovery' highlighted. The main content area now displays a message: 'A message with your PIN has been sent to ***-***-5555'. Below this, there is an 'Enter PIN' label and an input field. A 'Verify' button is positioned to the right of the input field. A 'Having Trouble?' section with a link to 'Send me a new PIN' is located below the input field. The 'Cancel' and 'Next' buttons are at the bottom of the page.

Create OH|ID Account

- ✓ Email Verification
- ✓ Personal Info
- ✓ Pick a Username
- ✓ Create Password
- 5 Account Recovery**
- 6 Terms & Conditions

Account Recovery

Your email (reegco@outlook.com) is the main way you'll reset your password. Adding your mobile number to your account ensures that we have a way to reach you if you lose access to your email.

Set up mobile/text message account recovery

A message with your PIN has been sent to ***-***-5555

Enter PIN

Having Trouble?
[Send me a new PIN](#)

I. Agree to the “Terms and Conditions”

The screenshot shows the 'Create OH|ID Account' sidebar on the left with steps: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery, and **6 Terms & Conditions**. The main content area is titled 'Terms & Conditions' and contains the following text:

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, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OH|ID account, to refuse service, terminate accounts, remove or edit content on Ohid.ohio.gov, or cancel transactions related to your OH|ID account.

Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

At the bottom, there is an unchecked checkbox labeled 'I Agree'.

J. Confirm you are not a ROBOT, click “Verify”

The screenshot shows the 'Terms & Conditions' sidebar on the left, with step **6 Terms & Conditions** highlighted. The main content area contains the following text:

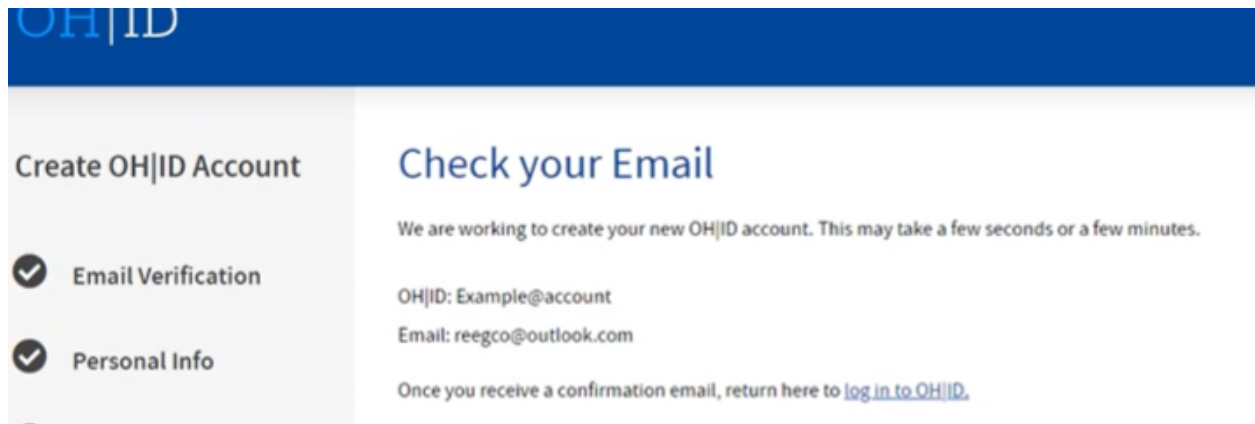
website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

Below this text is a checked checkbox labeled 'I Agree'.

The next section is titled 'Confirm you are not a robot' and includes the instruction: 'Red, pants and pink: the 1st color is?'. Below this is a text input field and a blue 'Verify' button.

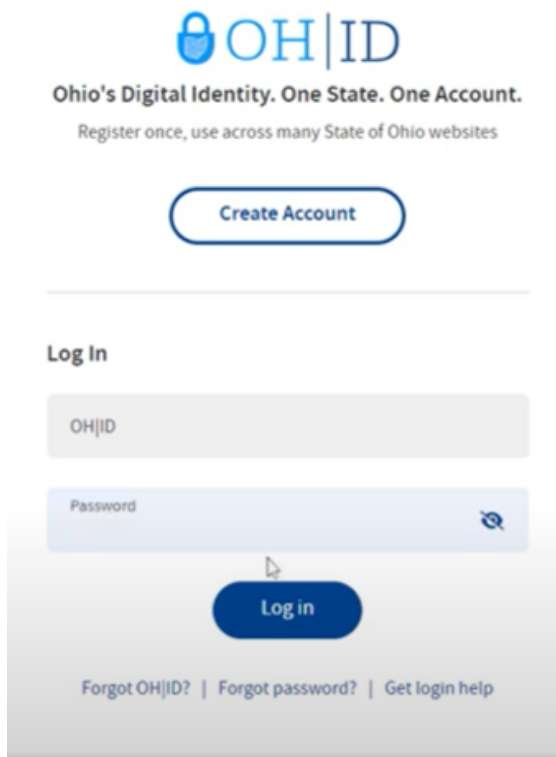
At the bottom of the page, there are two buttons: 'Cancel' and 'Create Account'.

K. Check you email for Log-in credentials



The screenshot shows the 'Check your Email' page for OH|ID. On the left, a sidebar titled 'Create OH|ID Account' lists 'Email Verification' and 'Personal Info' with checkmarks. The main content area has the heading 'Check your Email' and a message: 'We are working to create your new OH|ID account. This may take a few seconds or a few minutes.' Below this, it displays 'OH|ID: Example@account' and 'Email: reegco@outlook.com'. At the bottom, it says 'Once you receive a confirmation email, return here to [log in to OH|ID](#).'

L. Return to [Log-in OH/ID](#) - Enter OH/ID and Password



The screenshot shows the OH|ID login page. At the top is the OH|ID logo with the tagline 'Ohio's Digital Identity. One State. One Account.' and the text 'Register once, use across many State of Ohio websites'. Below this is a 'Create Account' button. A horizontal line separates the 'Create Account' section from the 'Log In' section. The 'Log In' section has two input fields: 'OH|ID' and 'Password'. Below the 'Password' field is a 'Log in' button. At the bottom of the 'Log In' section are links for 'Forgot OH|ID?', 'Forgot password?', and 'Get login help'.

Go to the next activity in Buzz for directions on how to set up your profile.