

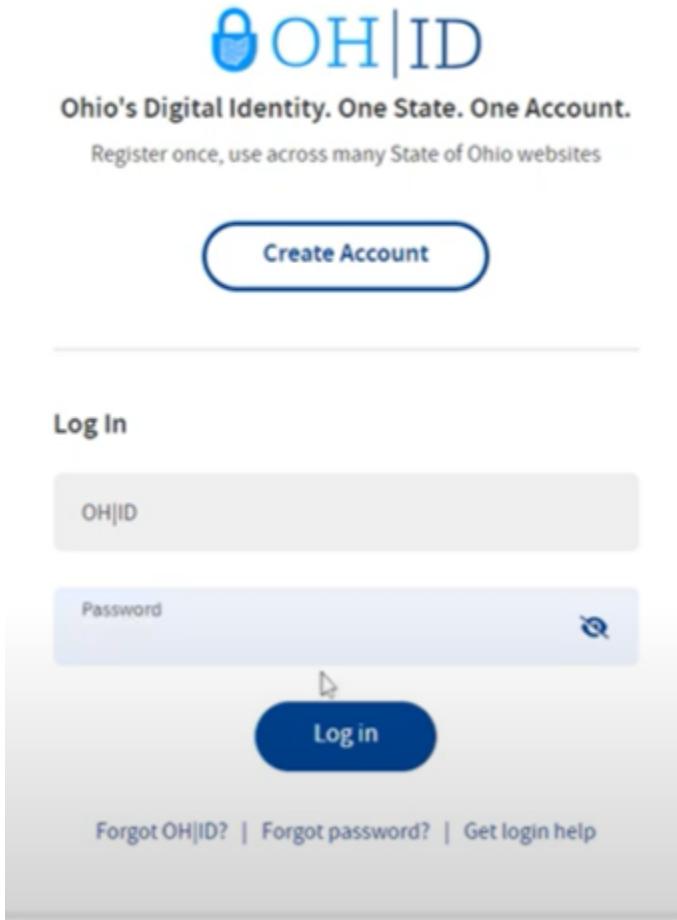
Ohio Means Jobs

Student Guide

STEP 1: Create a OH|ID (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  OH|ID

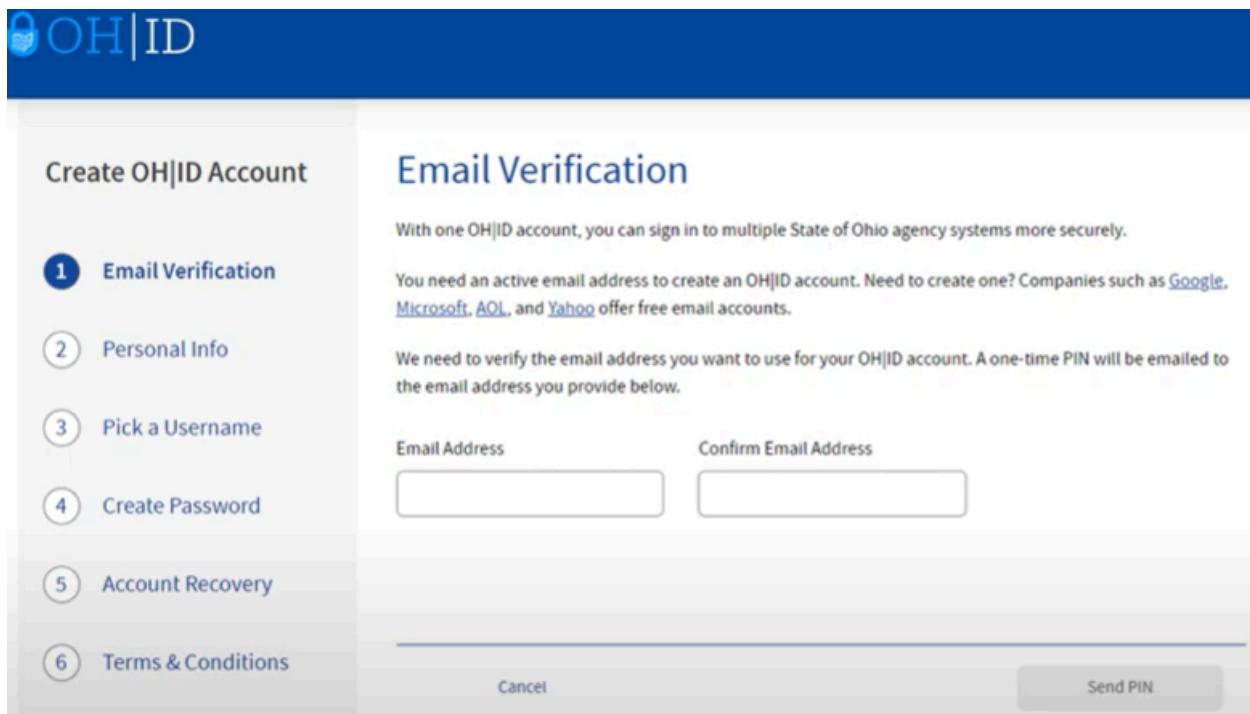
A. Create ACCOUNT



The image shows the OH|ID login page. At the top, the OH|ID logo is displayed with the text "Ohio's Digital Identity. One State. One Account." Below the logo, a subtext says "Register once, use across many State of Ohio websites". A "Create Account" button is visible. The main login form is titled "Log In". It contains two input fields: "OH|ID" and "Password", with a "Forgot OH|ID?" link next to the first field. Below the password field is a "Log in" button with a cursor icon pointing to it. At the bottom of the form, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help".

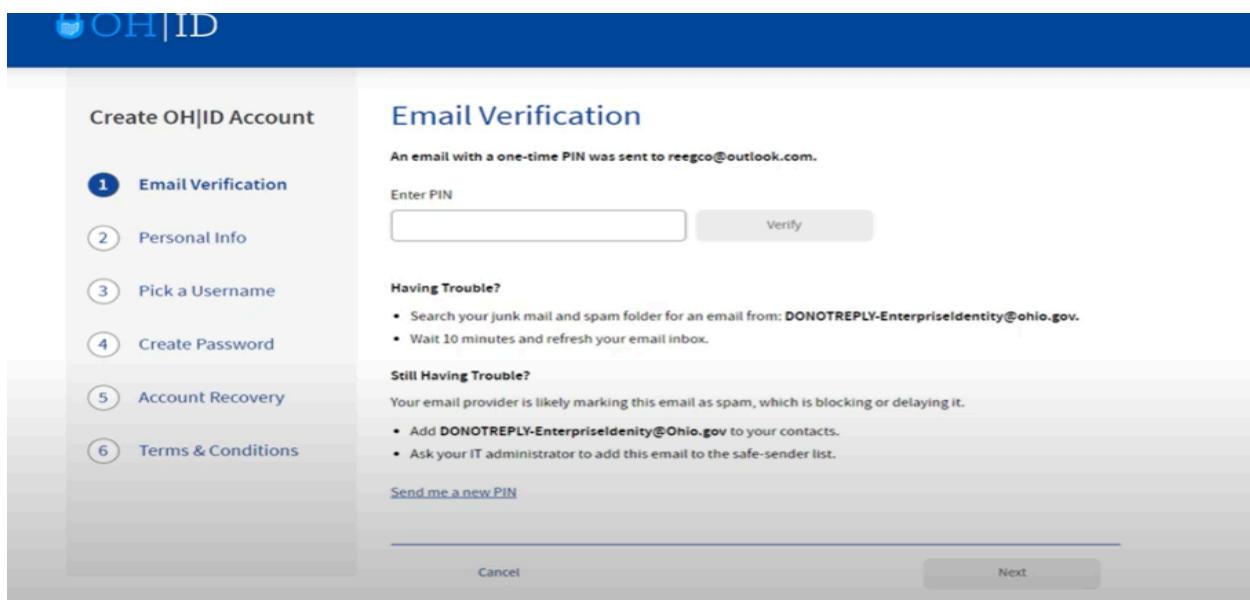
B. Email Verification

- enter your school email and confirm
- check your email and **COPY** the PIN provided



The screenshot shows the 'Email Verification' step of the OH|ID account creation process. The left sidebar lists steps 1 through 6: 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 contains the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely.' It also states: '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.' Below this, it says: '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.' There are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom are 'Cancel' and 'Send PIN' buttons.

C. Enter the PIN provided and click "Verify"



The screenshot shows the 'Email Verification' step of the OH|ID account creation process. The left sidebar lists steps 1 through 6: 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 contains the following text: 'An email with a one-time PIN was sent to reegco@outlook.com.' Below this is a 'Enter PIN' input field and a 'Verify' button. Under 'Having Trouble?', it says: 'Search your junk mail and spam folder for an email from: DONOTREPLY-EnterpriseIdentity@ohio.gov. Wait 10 minutes and refresh your email inbox.' Under 'Still Having Trouble?', it says: 'Your email provider is likely marking this email as spam, which is blocking or delaying it.' Below this are two bullet points: 'Add DONOTREPLY-EnterpriseIdentity@ohio.gov to your contacts.' and 'Ask your IT administrator to add this email to the safe-sender list.' At the bottom are 'Cancel' and 'Next' buttons.

OH|ID

Create OH|ID Account

1 Email Verification

2 Personal Info

Email Verification

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

Enter PIN

664308

Verify

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

OH|ID

Create OH|ID Account

1 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)

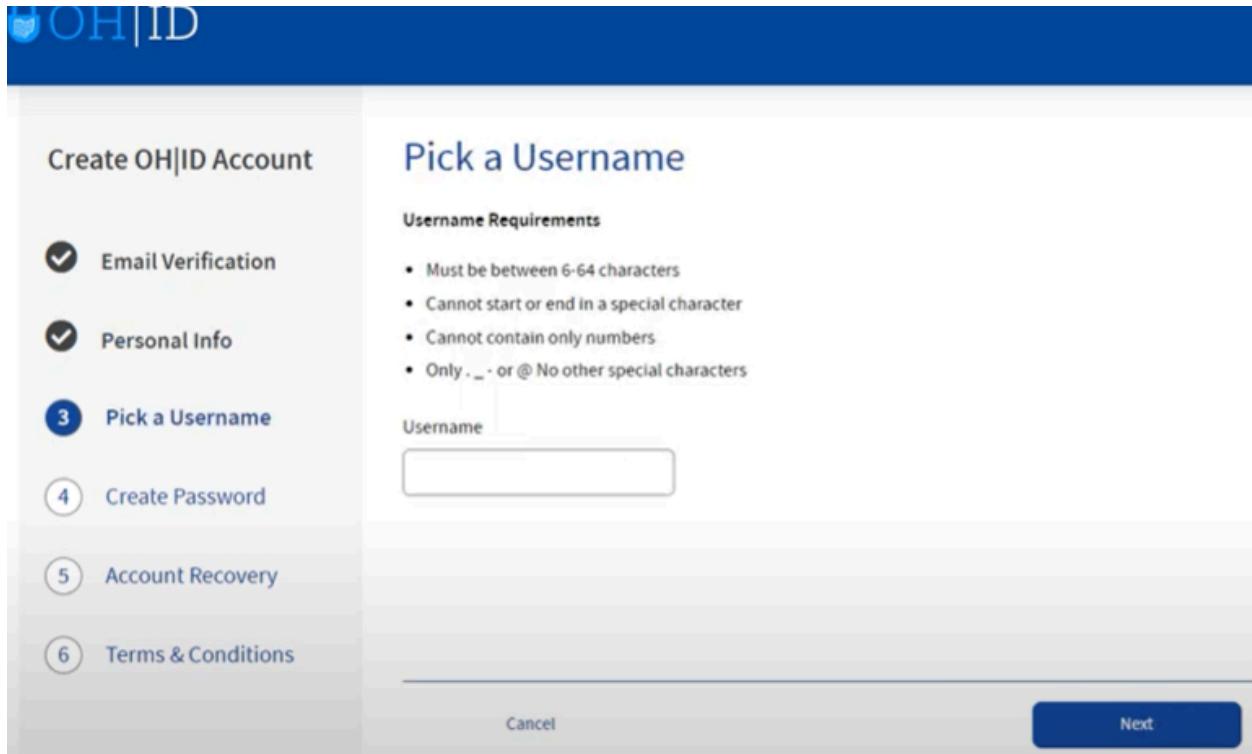
mm/dd/yyyy

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

Cancel

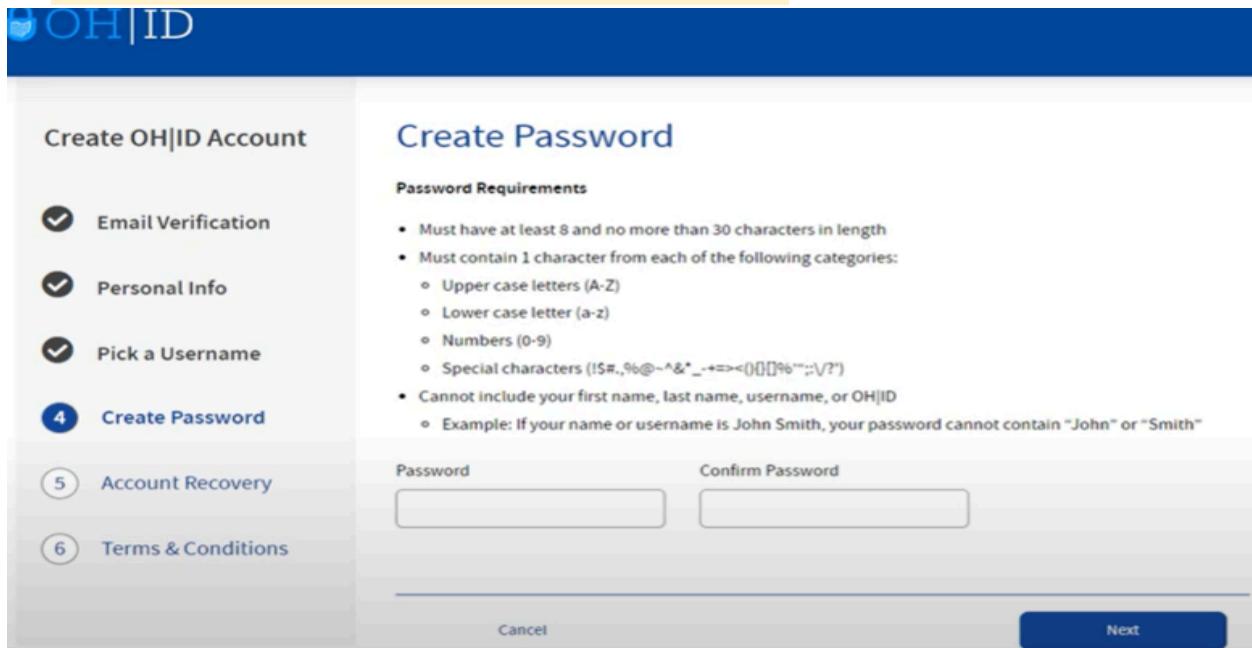
Next

E. Create a Username- Remember this!



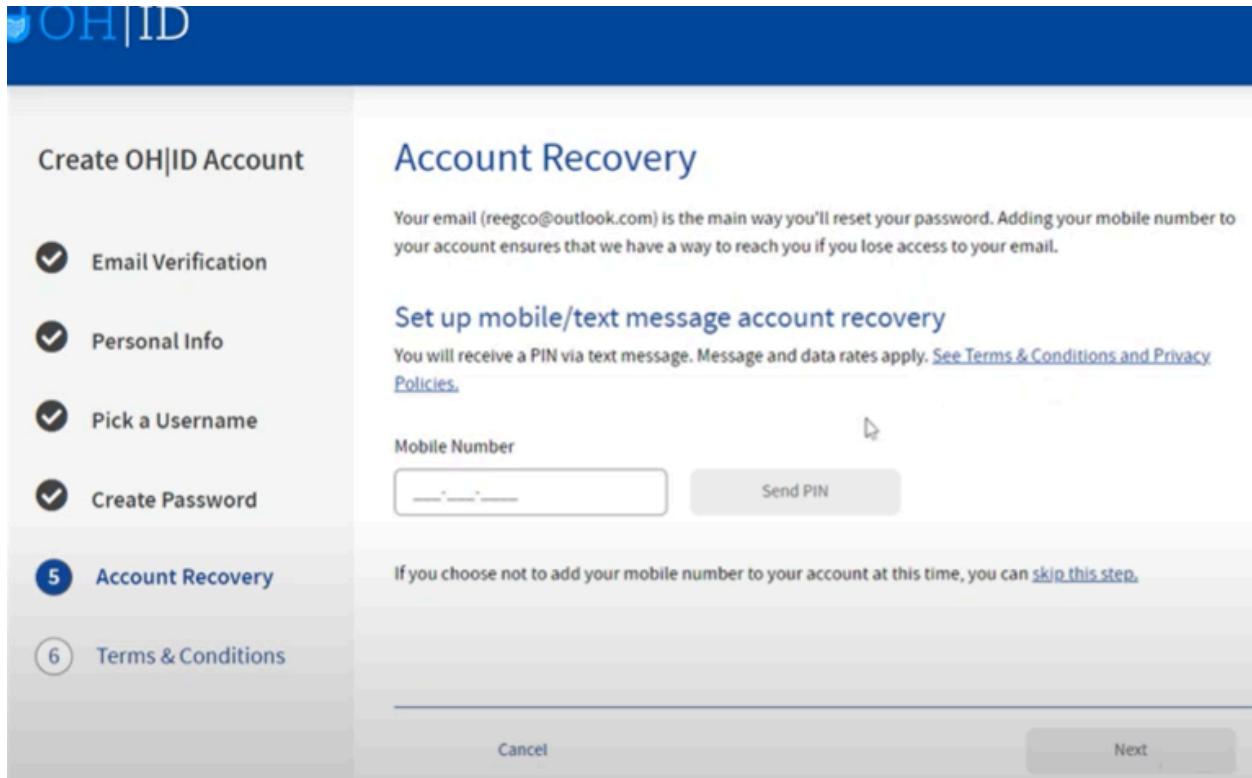
The screenshot shows the 'Create OH|ID Account' process at step 3, 'Pick a Username'. The left sidebar lists steps 1 through 6: Email Verification (checked), Personal Info (checked), Pick a Username (selected), Create Password (disabled), Account Recovery (disabled), and Terms & Conditions (disabled). The main area is titled 'Pick a Username' and contains 'Username Requirements' with a list: Must be between 6-64 characters, Cannot start or end in a special character, Cannot contain only numbers, Only . _ - or @ No other special characters. A 'Username' input field is present. At the bottom are 'Cancel' and 'Next' buttons.

F. Create a Password- Remember this!



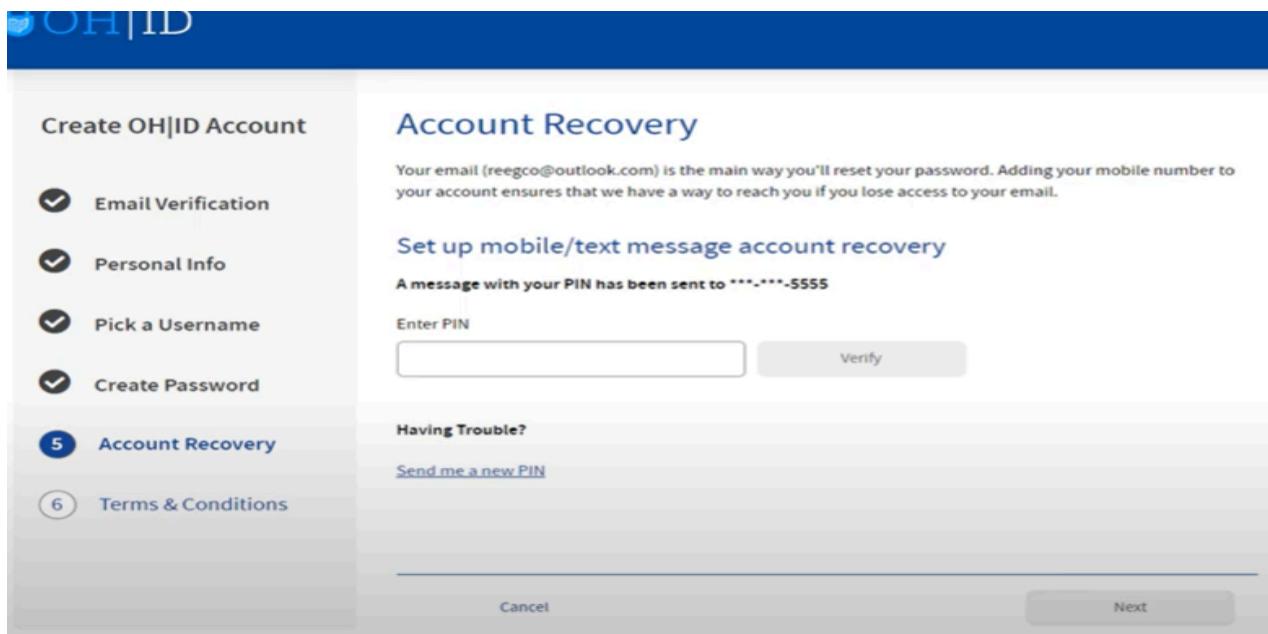
The screenshot shows the 'Create OH|ID Account' process at step 4, 'Create Password'. The left sidebar lists steps 1 through 6: Email Verification (checked), Personal Info (checked), Pick a Username (disabled), Create Password (selected), Account Recovery (disabled), and Terms & Conditions (disabled). The main area is titled 'Create Password' and contains 'Password Requirements' with a list: 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 are 'Password' and 'Confirm Password' input fields. At the bottom are 'Cancel' and 'Next' buttons.

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



The screenshot shows the 'Account Recovery' step of the OH|ID account creation process. On the left, a vertical navigation bar lists steps 1 through 6: Email Verification, Personal Info, Pick a Username, Create Password, Account Recovery (which is selected and highlighted in blue), and Terms & Conditions. The main content area is titled 'Account Recovery' and contains the sub-section 'Set up mobile/text message account recovery'. It explains that a PIN will be sent via text message and provides a 'Mobile Number' input field with a placeholder '____-____-____-' and a 'Send PIN' button. A note below the input field says, 'If you choose not to add your mobile number to your account at this time, you can [skip this step](#)'. At the bottom are 'Cancel' and 'Next' buttons.

H. Enter Pin provided from text message



The screenshot shows the 'Account Recovery' step of the OH|ID account creation process. The left navigation bar is identical to the previous screenshot, showing steps 1 through 6. The main content area is titled 'Account Recovery' and contains the sub-section 'Set up mobile/text message account recovery'. It states that a message with the PIN has been sent to '***-***-5555'. Below this is an 'Enter PIN' input field and a 'Verify' button. A 'Having Trouble?' section includes a link 'Send me a new PIN'. At the bottom are 'Cancel' and 'Next' buttons.

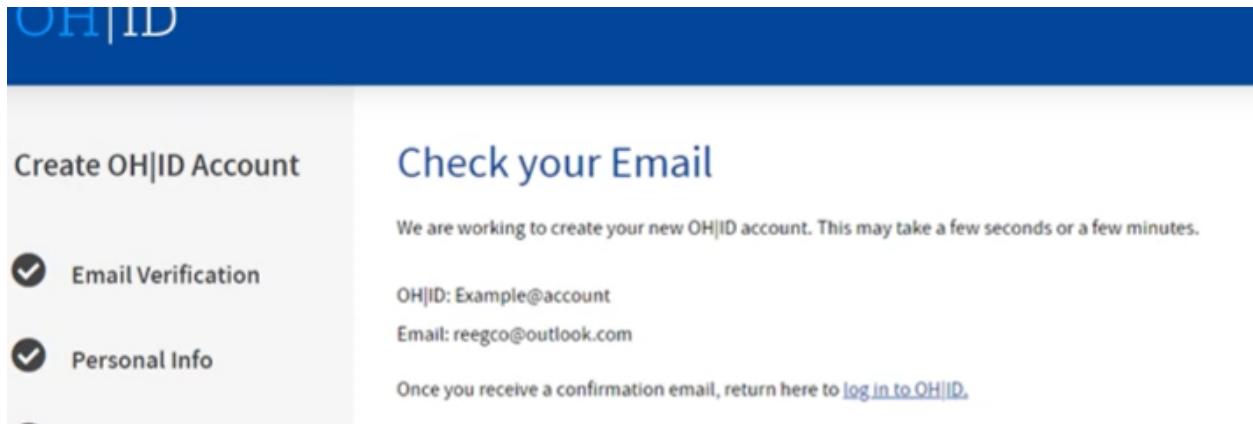
I. Agree to the “Terms and Conditions”

The screenshot shows a step in the OH|ID account creation process. On the left, a vertical list of steps is shown: 1. Create OH|ID Account, 2. Email Verification, 3. Personal Info, 4. Pick a Username, 5. Create Password, 6. Account Recovery, and 6. Terms & Conditions. The 'Terms & Conditions' step is highlighted with a blue circle and the number '6'. The main content area is titled 'Terms & Conditions'. It contains a note: 'In order to proceed with this request, you must agree to the following terms and conditions.' Below this is a detailed description of the terms: '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.' Another note states: '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.' A note about children under 13: '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 'I Agree' checkbox and a 'Next' button.

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

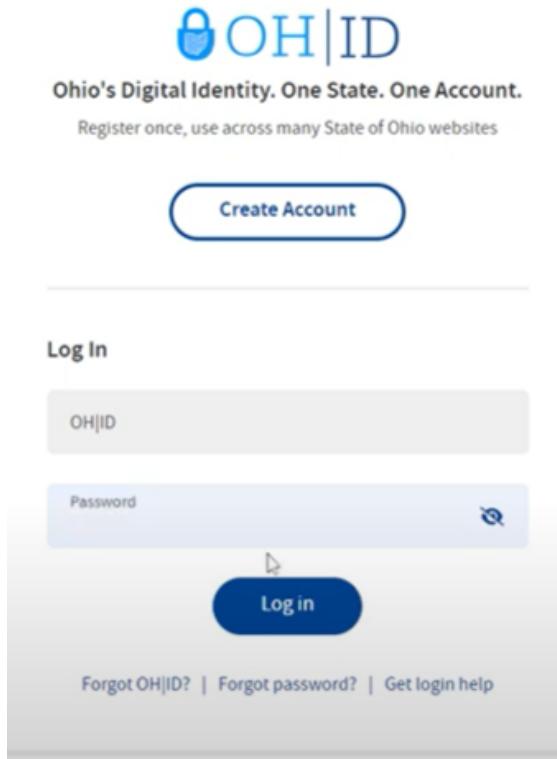
The screenshot shows the CAPTCHA verification step. It features a CAPTCHA question: 'Red, pants and pink: the 1st color is?' with a text input field and a 'Verify' button. Below the CAPTCHA are two buttons: 'Cancel' on the left and 'Create Account' on the right.

K. Check you email for Log-in credentials



L. Return to [Log-in OH|ID](#)

- Enter OH|ID and Password



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