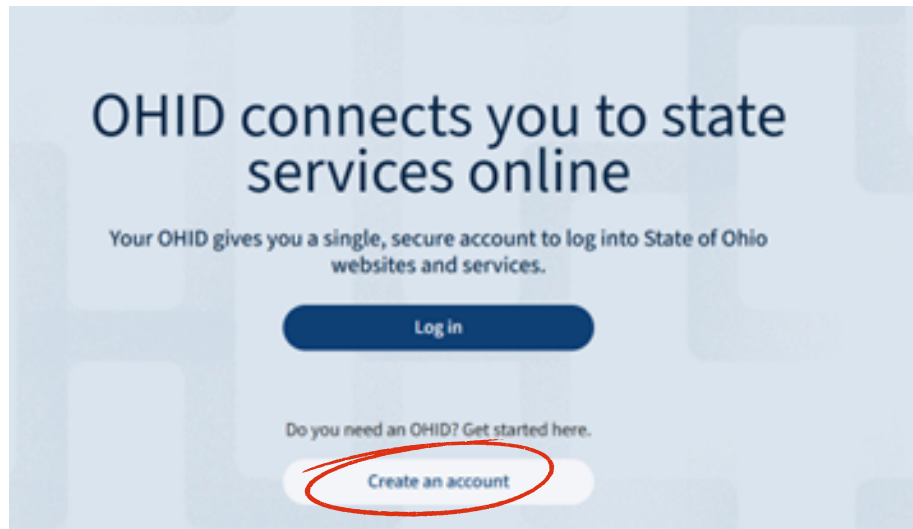


# How to Set up your OH ID Profile

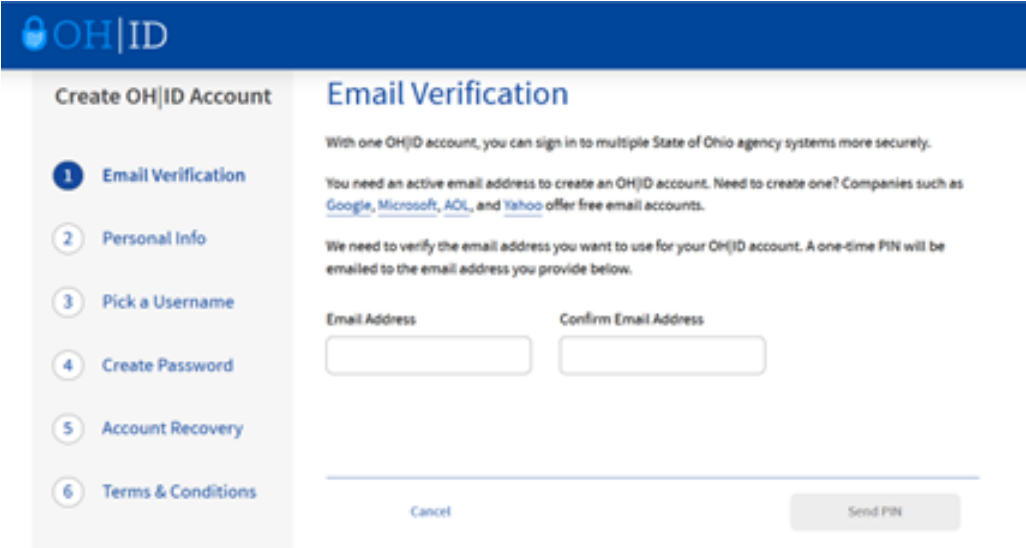
Begin by visiting the Ohio Department of Education & Workforce website at [www.education.ohio.gov](http://www.education.ohio.gov)

From the top right-hand corner (to the left of the Ohio logo), select "**Login**"

Select  
**Create Account**



Follow the prompted steps to finish setting up your profile.



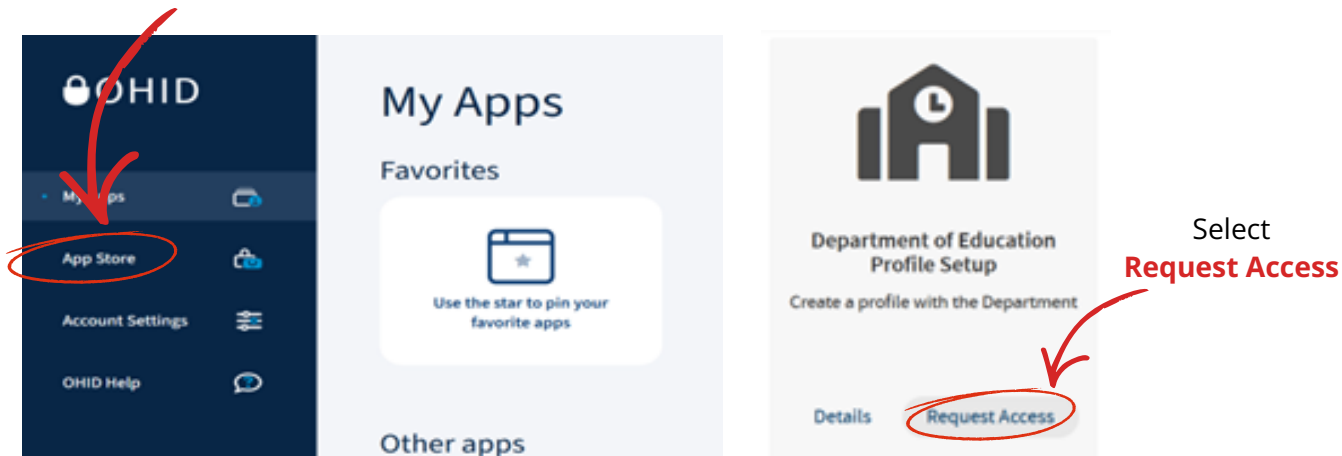
Verify your new OH ID account by following the prompts on the confirmation email sent to you at the email address linked to your OH ID profile.

**You are now ready to begin setting up your OH ID profile.**

# Setting up your profile

Once your account has been created and confirmed, Log-in to your profile.

Go to "**App Store**" tab and find the "**Department of Education Profile Setup**" icon



Once granted access, open the app from your "**My Apps**" dashboard and provide the requested information.

From description options, select "***I am a parent requesting the Scholarship Program...***" and "***I am a parent request the Income Verification Scholarship...***" Provide all the necessary information.

### **Please note:**

- 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 phone number requires dashes

You will receive two emails:

- The first email confirms the creation of your profile
- The second email asks you to confirm your email address and the last four digits of your social security number.  
*The second email may be sent to your spam folder.*

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 log in again.

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 each
- Refresh your Screen
- Go to "**My Apps**" Dashboard
- Open App

