#EachChildOurFuture

College Credit Plus Funding Application

JANUARY 2020

Ohio | Department of Education

Contents

Before You Begin 3
Creating an OH|ID Account 3
Logging into the OH|ID Account 10
Gaining Access to the College Credit Plus Portal 14
Creating the College Credit Plus Application 24
FAQ 46
FAQ: After Funding is Awarded 47

Before You Begin

- You will need an OH|ID account to create a College Credit Plus Funding Application.
- To create the OH|ID account, you will need identification.
    - Note: if you already have an OH|ID account, you will use that account. There is no need to create a new account.
- The application must be created under the **parent or guardian's** OH|ID account.
- You will need a college acceptance letter or letter of good standing (for returning CCP students) to upload into the application. The application cannot be submitted until proper documentation has been uploaded.
- Homeschool parents: If your student is a returning College Credit Plus student, you must submit documentation that verifies your student's eligibility in the program. A copy of the student's grades or college transcript(s) must be uploaded before submitting the application. (Unofficial transcripts will be sufficient.)
- You must click SUBMIT at the end of the application to receive funding. The system can only award funding to an application that is in the SUBMITTED status.

IMPORTANT:

The following instructions provide the steps that you must complete to request funding for your student to participate in College Credit Plus. Screenshots are used to show what you will see on the screen through each step. Helpful red circles and arrows point out areas that you should click or notice.

Please avoid waiting until the last day to begin the application. Although this electronic funding application is intended to be user-friendly, it is possible that you will experience technical difficulties or unexpected delays. Please begin and then submit the application as soon as possible, preferably within a few days before the deadline.

Creating an OH|ID Account

Users can access the College Credit Plus Funding Application through the Ohio Department of Education's Web-secure portal known as OH|ID (formerly SAFE).

You can access the OH|ID Login link which is located at the top of the Ohio Department of Education home page, www.education.ohio.gov or you can click on this direct link: **https://OH|ID.ode.state.oh.us/portal** which will take you to Figure 2 on the next page).

Step 1:

- Click on "Login" at the top of the http://www.education.ohio.gov screen in Figure 1.

Figure 1

As shown in Figure 2, this screen will help you access the OH|ID PORTAL.

> *Note: You can follow the directions on these next few pages to create an OH|ID account or you can click on this link for a Step-by-Step guide.*

Step 2:

- Click on the "OH|ID PORTAL" button, as shown in Figure 2, to either create an account or log in (for existing users).

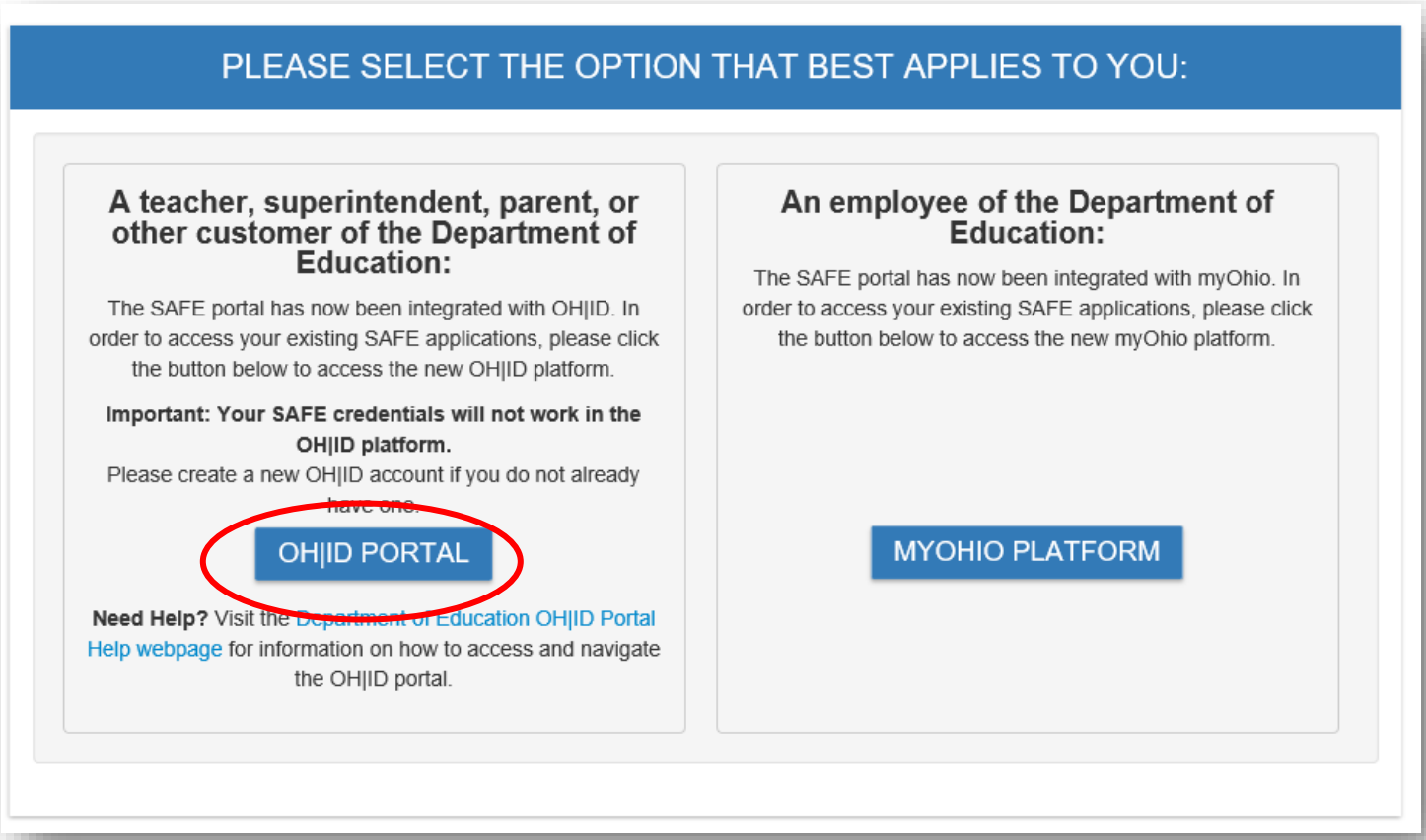


Figure 2

If you already have an OH|ID account, continue to Step #10, page 10.

If you do not have an OH|ID account, complete Step 3.

Step 3:

- Click on the “Create New Account” link, as shown in Figure 3:

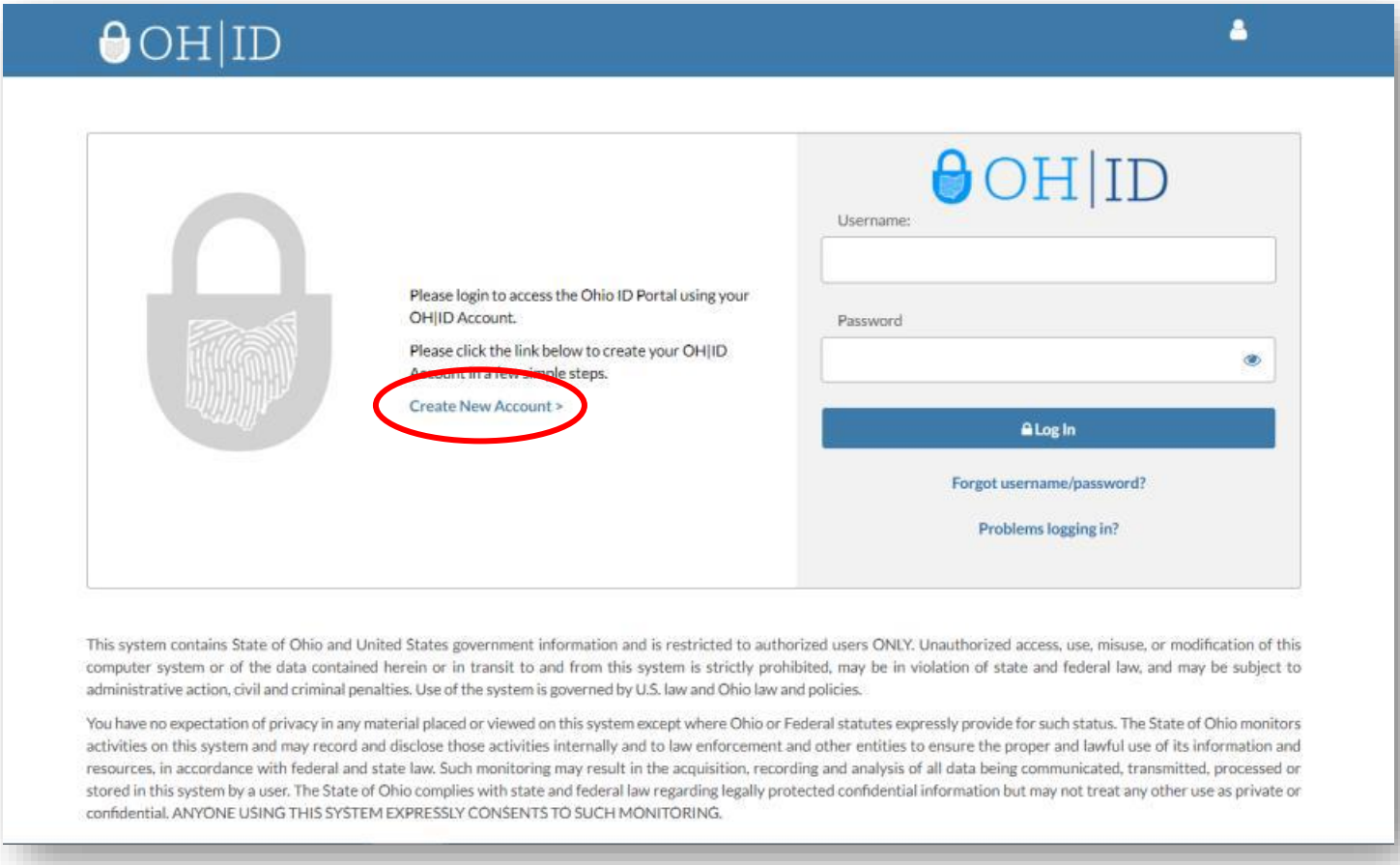


Figure 3

Step 4:

- Complete the information on the “Profile Information” page, as shown in Figure 4.
  Note: The OH|ID account must be for the ***PARENT, NOT THE STUDENT!***

Step 5:

- After completing the “Profile Information,” click on the blue “Next” button at the bottom of the screen.

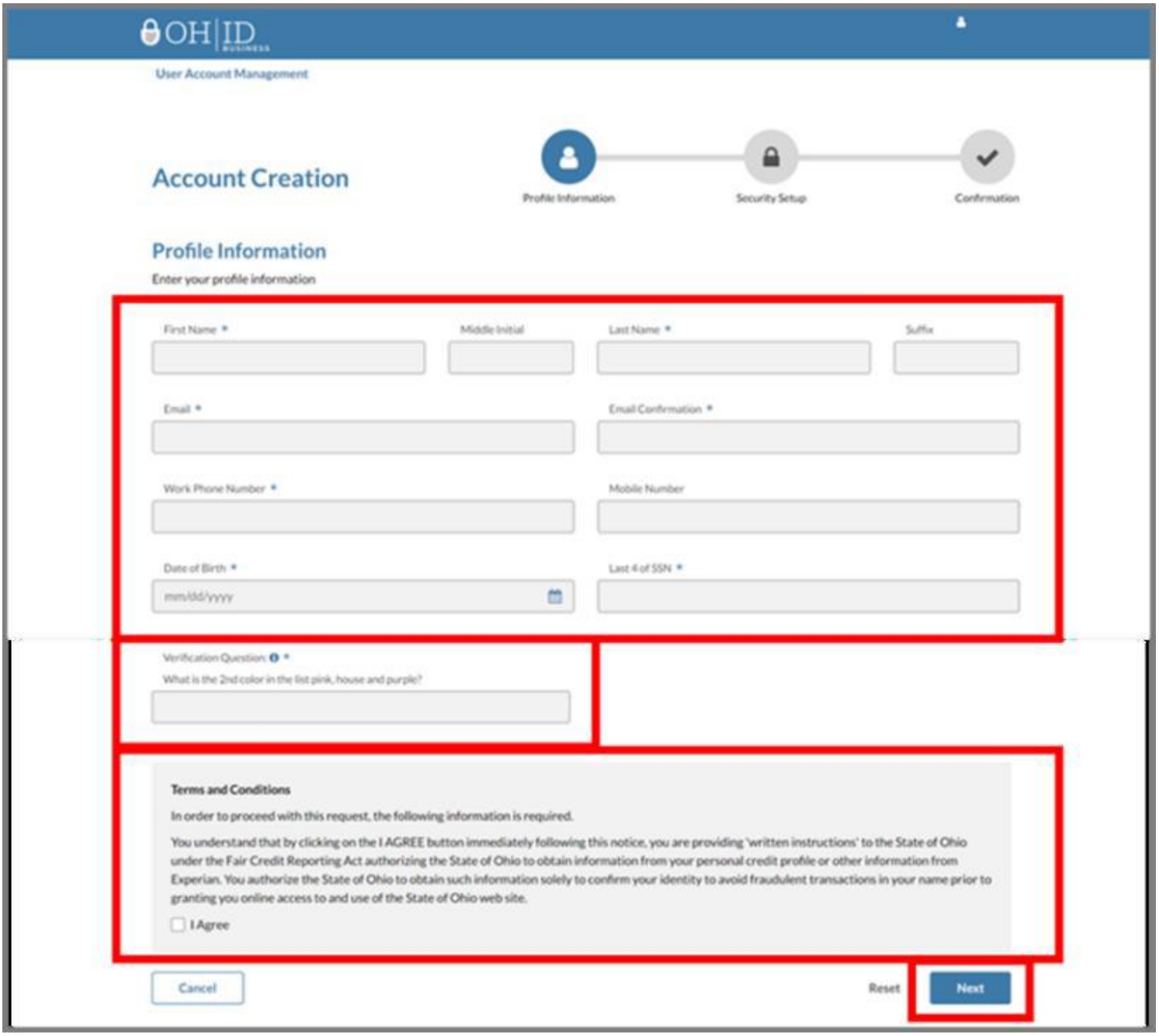


Figure 4

The “Security Setup” page will allow you to create your OH|ID “Username” and “Password” following the Password Guidelines on the screen, shown in Figure 5.

Step 6:

- Create a “Username.”
- Create a “Password” using the Password Guidelines.
- Re-type you’re your password in the “Confirm New Password” field.

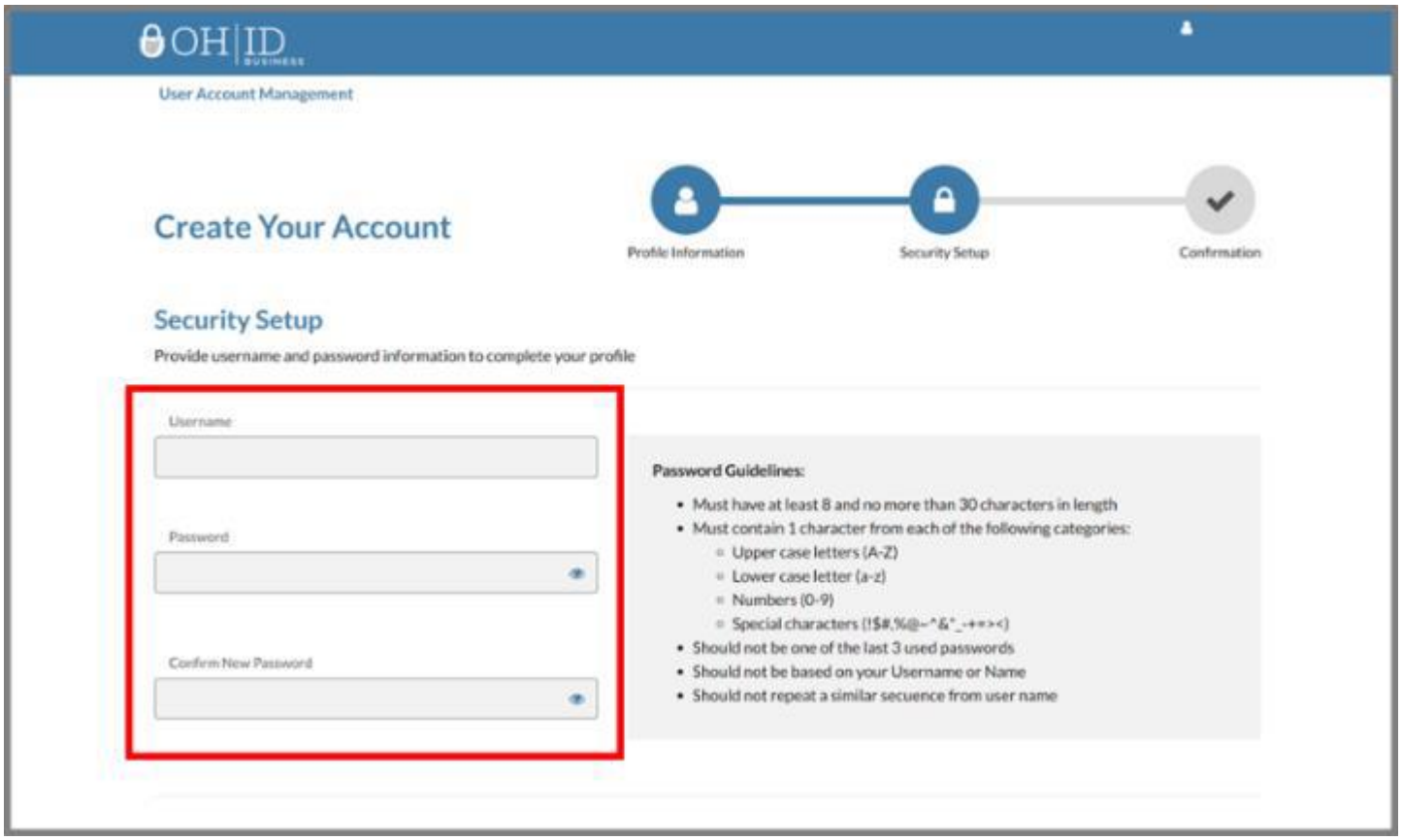


Figure 5

Next, select your “preferred password recovery method.” The options are:

- A temporary PIN that is sent to your email address
- A temporary PIN that is sent via text message, or
- Answering pre-selected security questions.

Step 7:

- Click on the corresponding “tile” under the Security Options header to choose your preferred option. (Note: A “tile” is a box with an image and description.)

  Important Note: Multiple options can be selected.

Step 8:

- Once you have clicked on the correct tiles and entered all the required information, click the blue “Create Account” button at the bottom of the screen to continue.

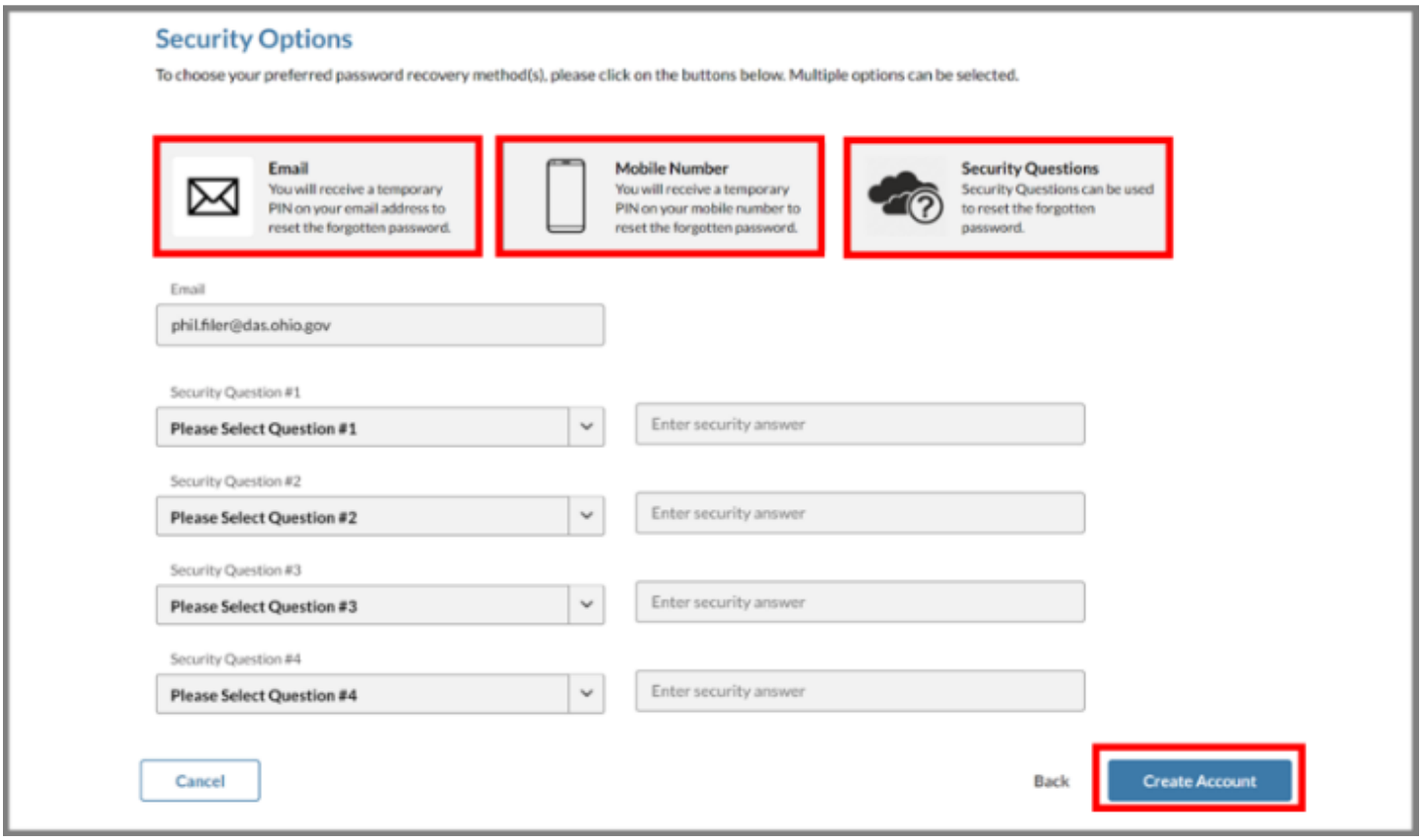


Figure 6

On the “Create Your Account” screen, as shown in Figure 7, you will receive a confirmation that your account has been created.

Step 9:

- Click the blue “Go to Login" button the navigate to the OH|ID login page.

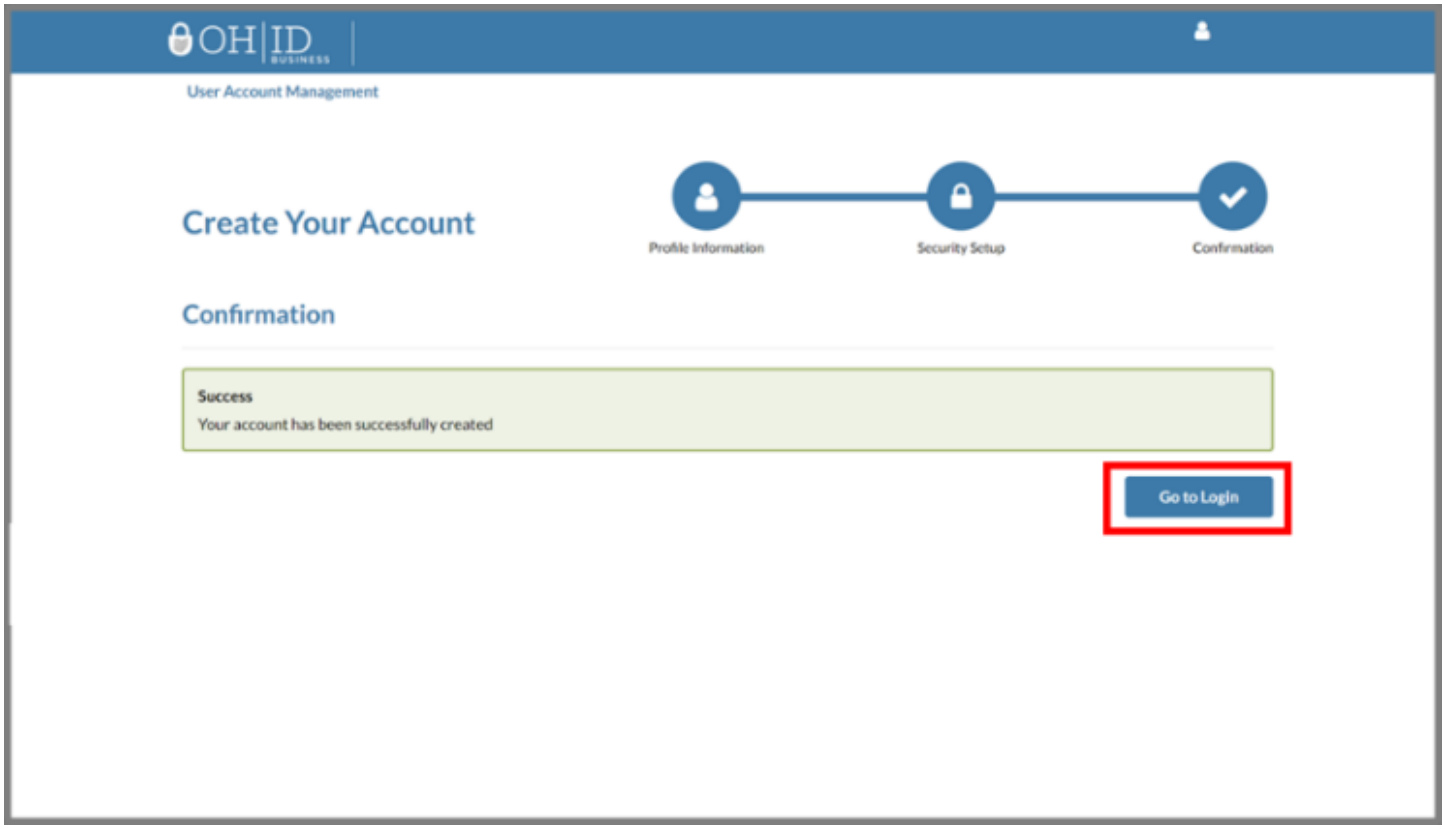


Figure 7

Step 10:

- On the “Login” screen (Figure 8), enter your OH|ID “Username” and “Password.”
- Click on the blue “Log In” button.

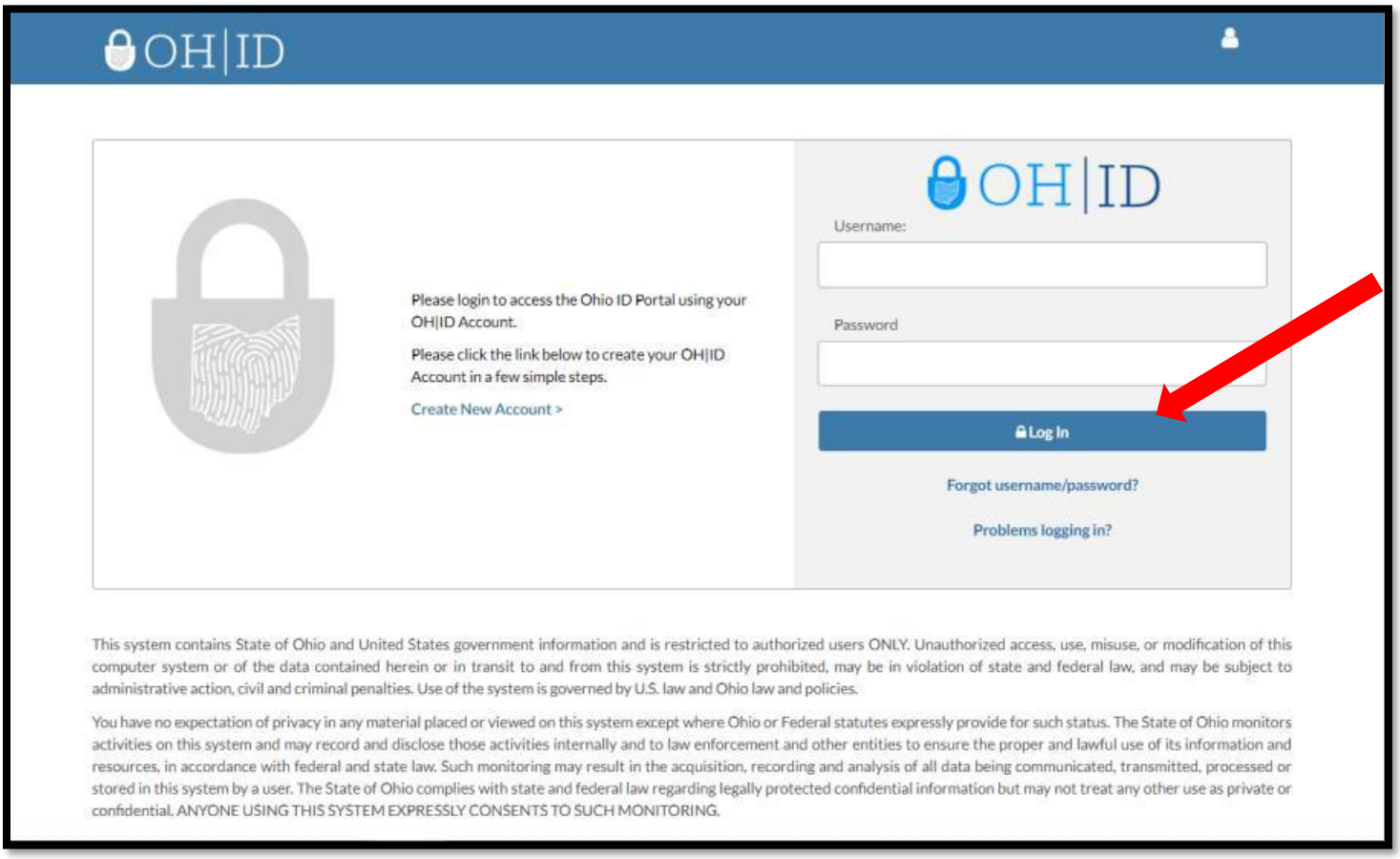


Figure 8

After you log into OH|ID, you will be directed to the “Home Page” as shown in Figure 9.

Step 11:

- Under “Available Apps,” click on the “Department of Education Profile Setup” button.

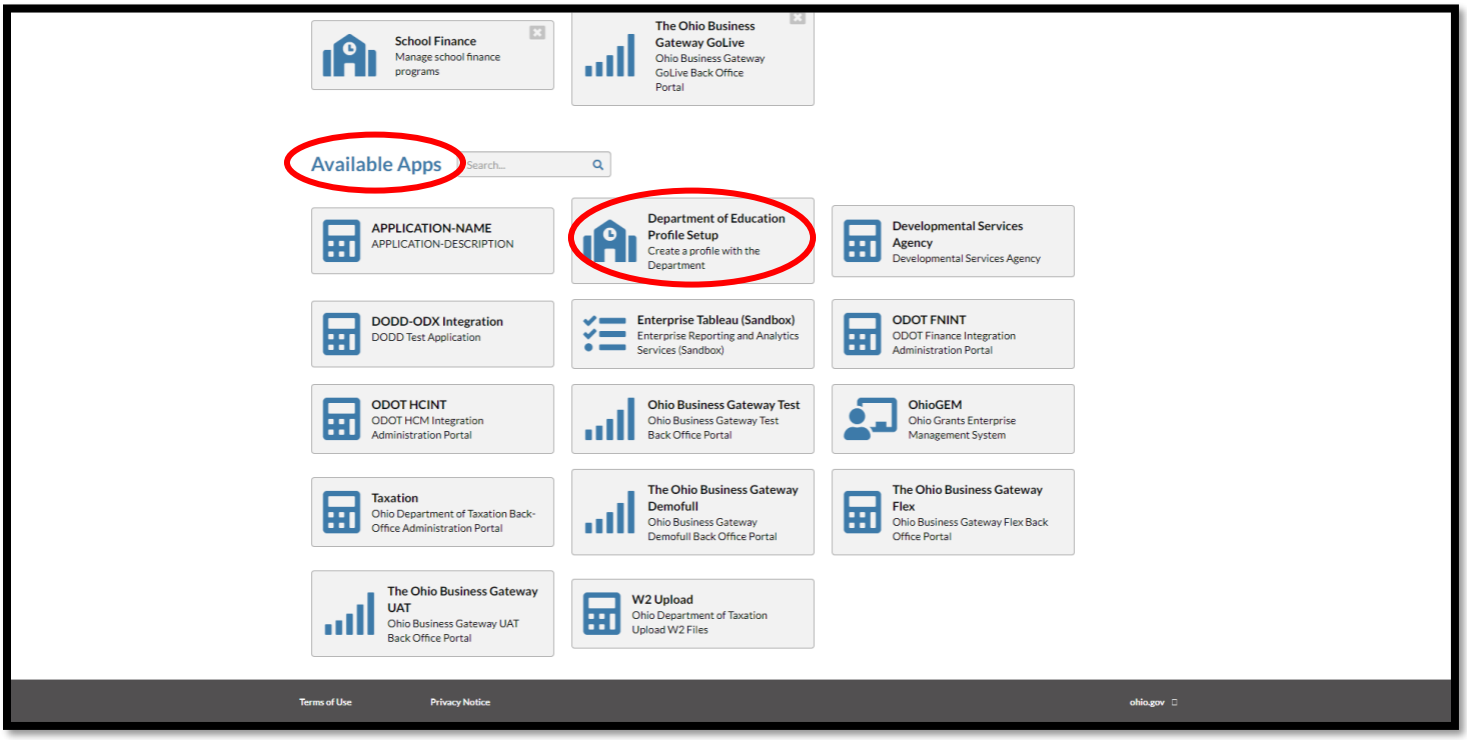


Figure 9

On the “Department of Education Profile Setup” page (Figure 10), you will need to accept the terms and conditions.

Step 12:

- After you have read and understand the information, click on the box next to “I Agree” to indicate that you will agree to these terms and conditions.
- Verify your Social Security Number by entering your last four digits in the box.
- Click on the blue “Request Access” box.

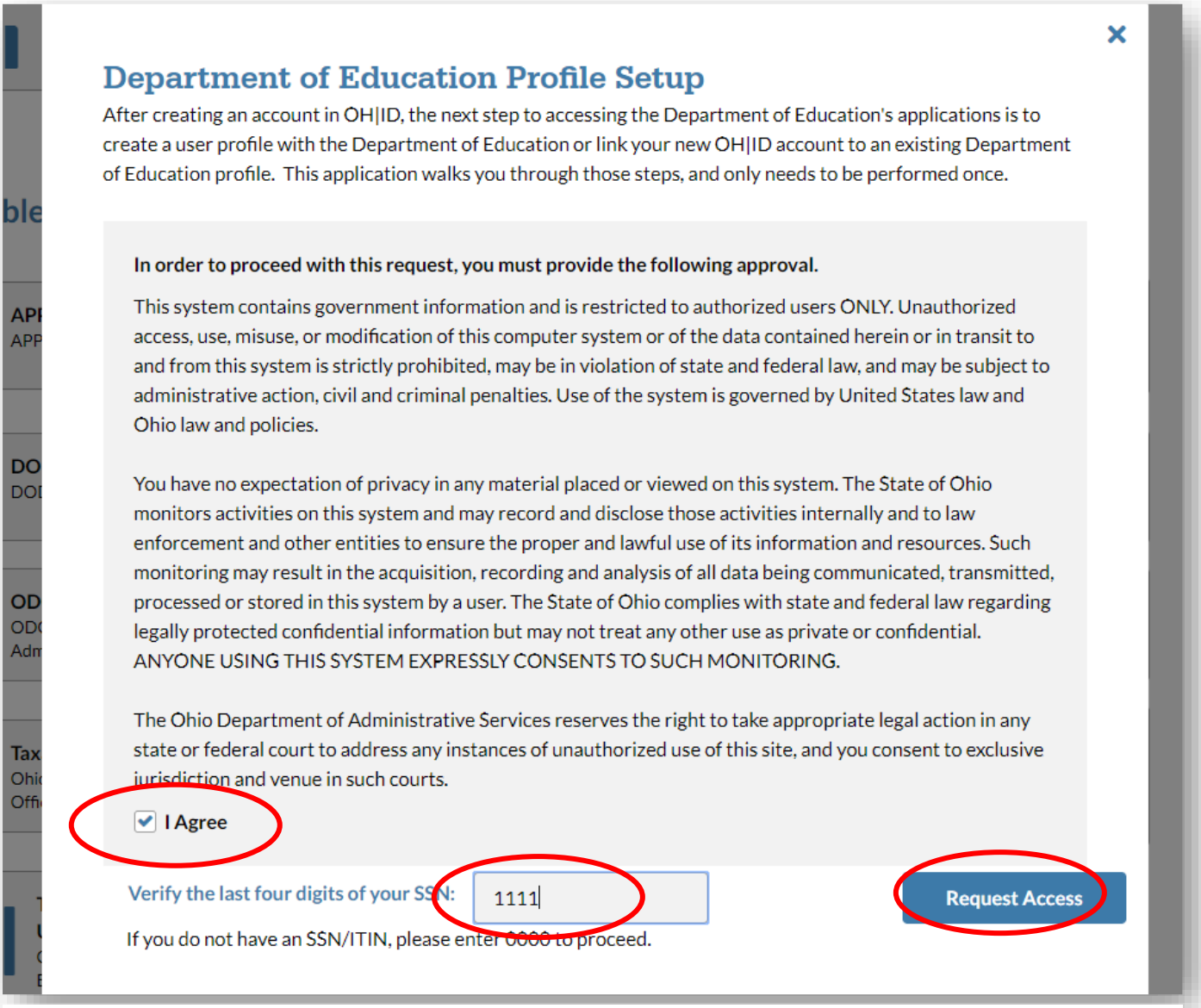


Figure 10

The screen, as shown in Figure 11, will confirm that your request to access the “Department of Education Profile Setup” has been submitted.

Step 13:

- Click on the blue “Return to Applications” button.

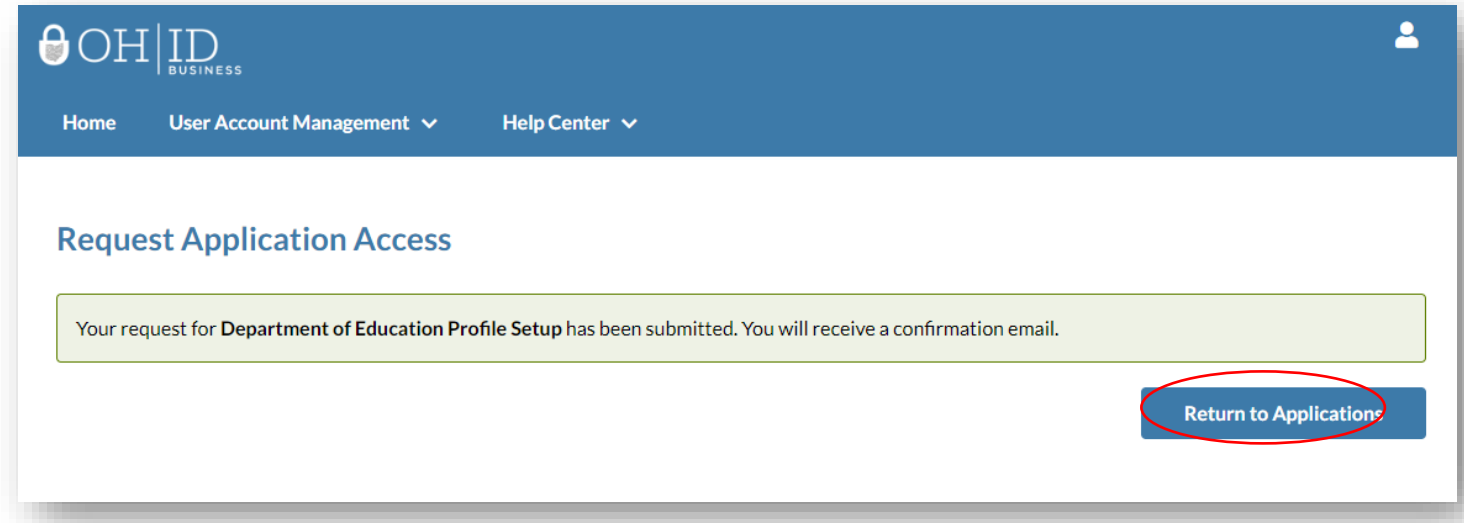


Figure 11

IMPORTANT!!

The confirmation you will receive is confirming the* OH|ID *account has been created, as shown in Figure 11.

This is NOT a confirmation that the funding application has been submitted.

Step 14:

- On the “My Apps” screen (shown in Figure 12), click on the “Department of Education Profile Setup” button **for a second time**.

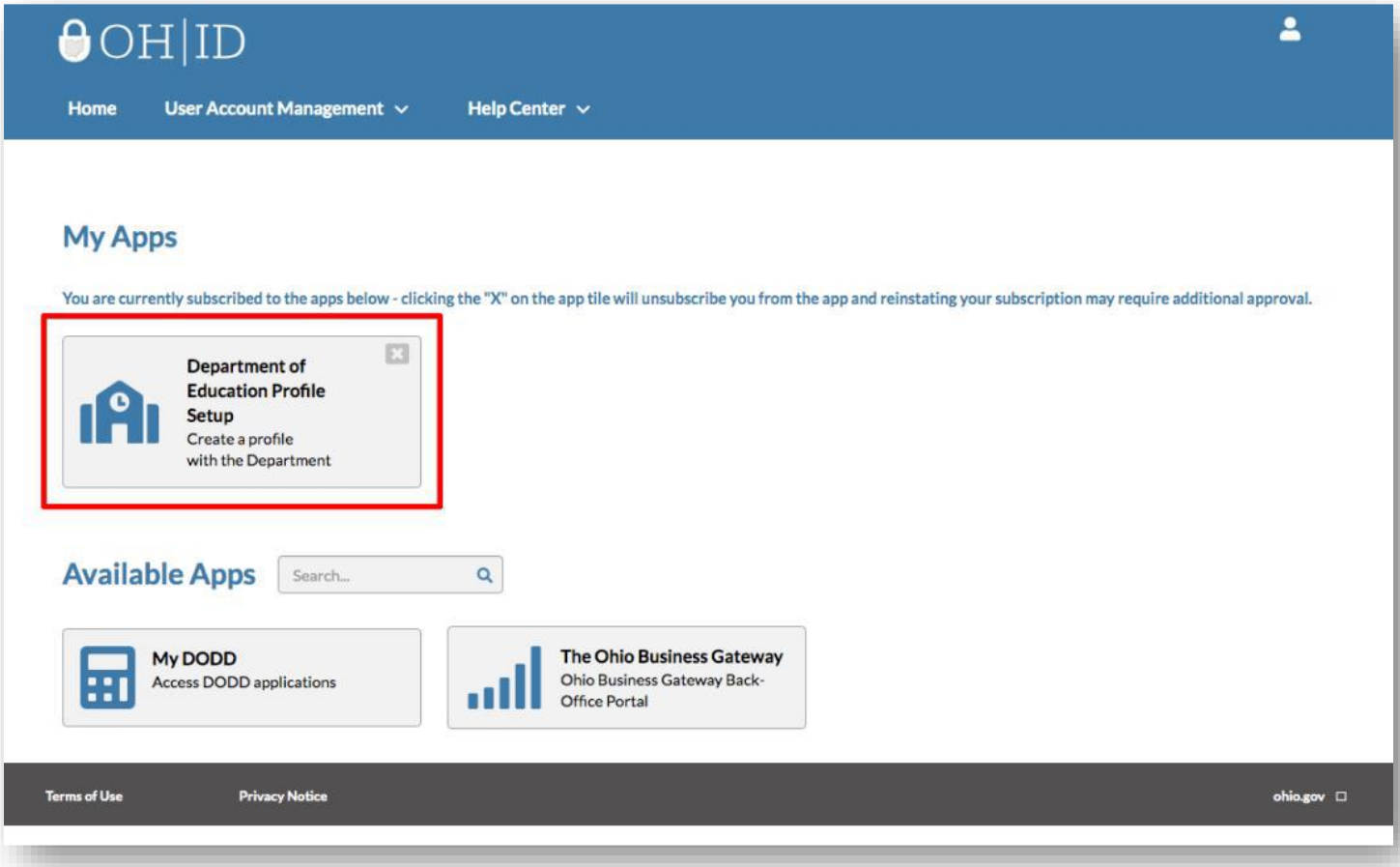


Figure 12

If a **"Department of Education Profile" is found**, you will see the "Profile" landing page, as show in Figure 13. *If you have a "Profile" landing page, that usually means that you have applied for funding in the past or you have an educator account or you work for another state agency.*

(See the next page, if you do not see the screen in Figure 13.)

Step 15:

- Click on "View Applications" to view your Department of Education applications.

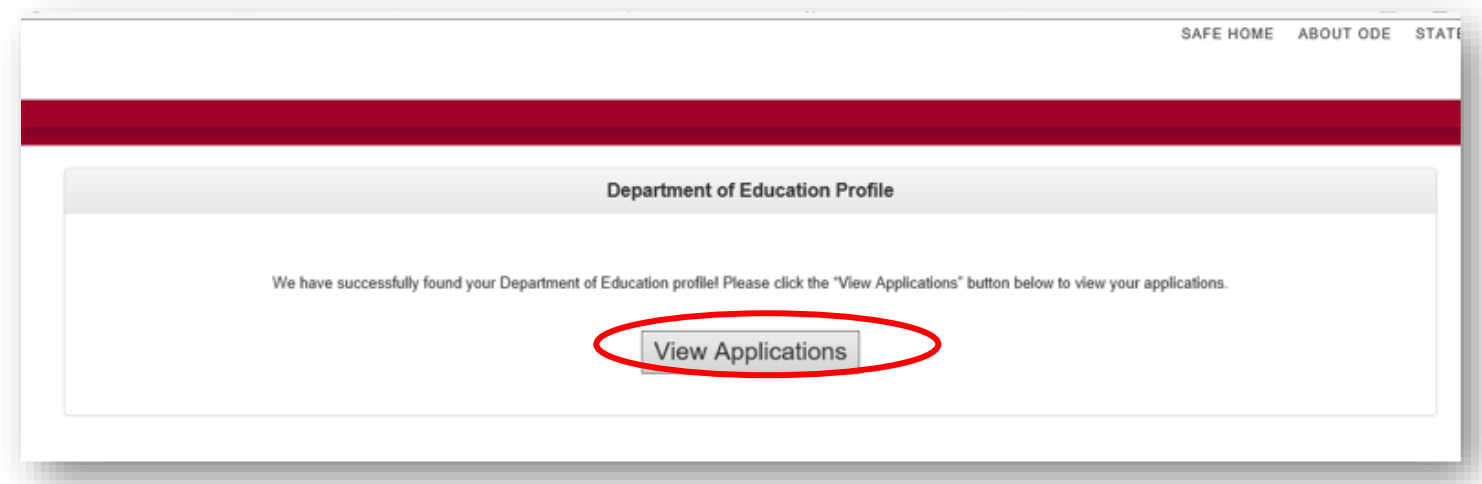


Figure 13

The Department of Education applications are ready to be accessed. Note: This example in Figure 22 has various applications examples. Yours will be unique to your account. You can proceed to page 20.

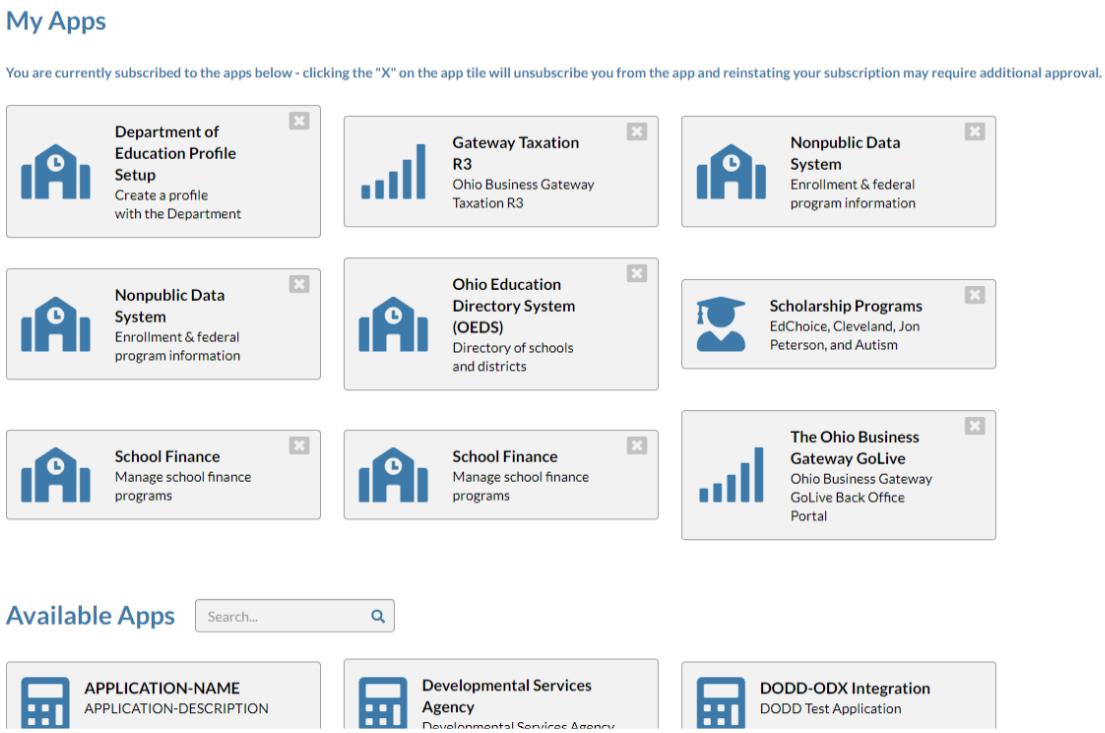


Figure 14

If a “**Department of Education Profile is not found,”** you will see this landing page, as shown in Figure 15.

Step 16:

- Click on “Create Profile” to create a Department of Education Profile.
- Continue to Step 17.

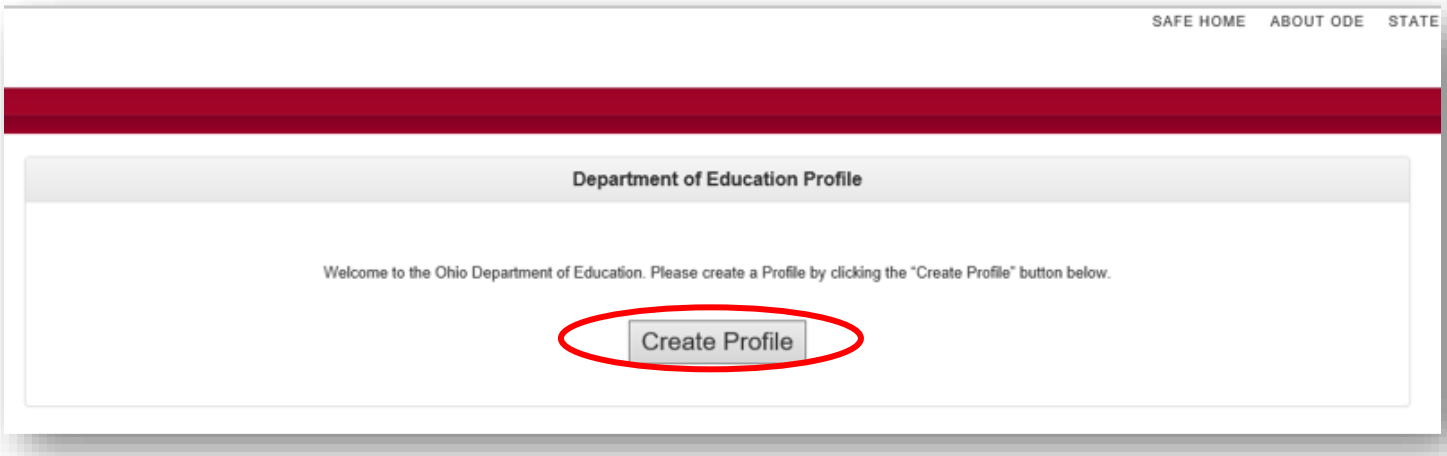


Figure 15

On the “Department of Education Profile Creation Page,” you will choose the best role for you, shown in Figure 16. NOTE: Depending on your prior access, there are steps you might skip. Follow the pages to find the screens that pop-up for you specifically.

Step 17:

- Check the box indicating you are “a parent signing up for the College Credit Plus program.”

Note: Remember, the OH|ID account must be in the parent’s name.

Steps 18 and 19:

- Complete the “Basic Information” fields as shown in Figure 16 (some fields might be automatically populated).
- Click on the blue “NEXT” button when all fields are completed.

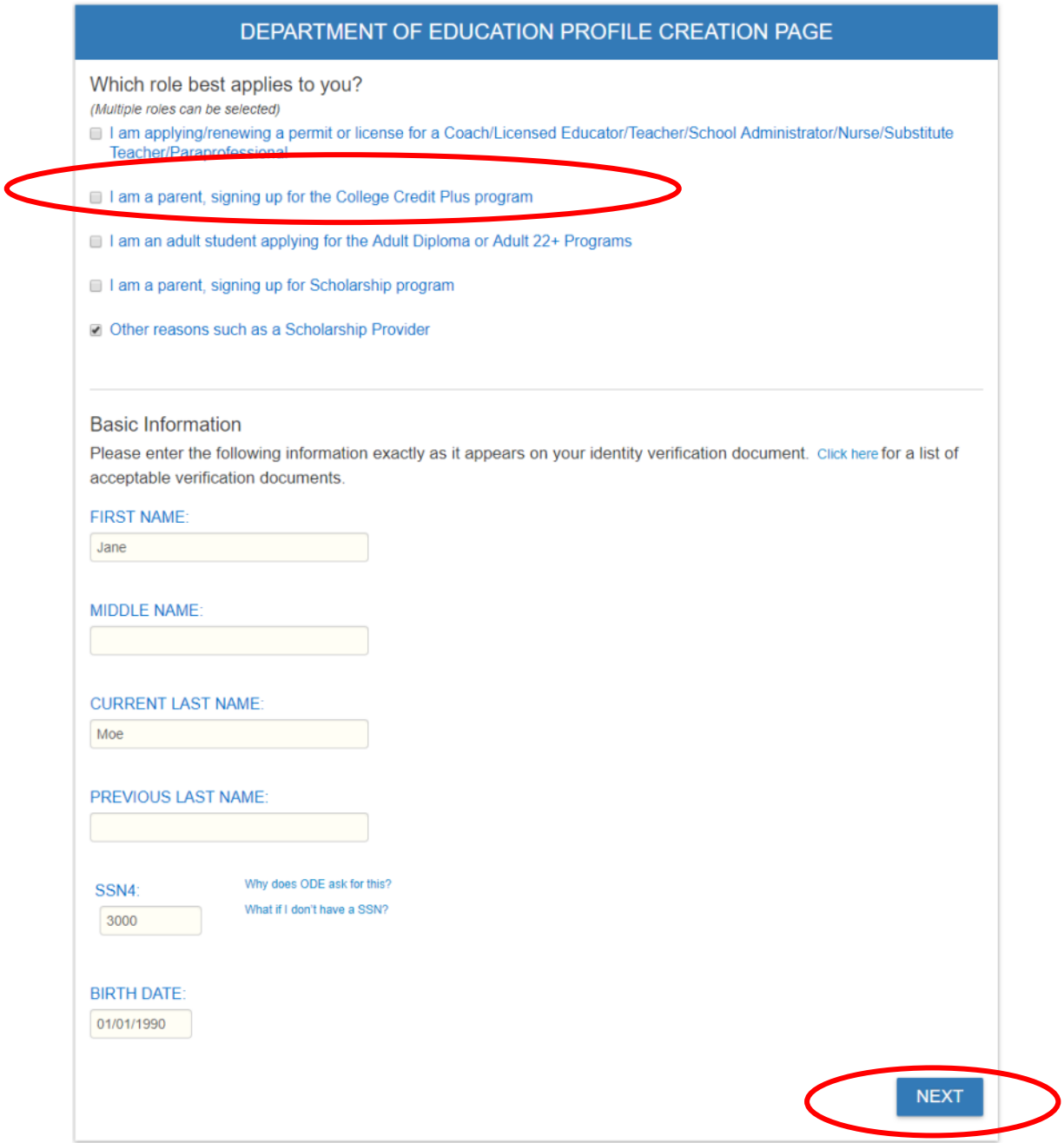


Figure 16

For the next “Creation Page,” complete the fields as shown in Figure 17.

Steps 20 through 24:

- Enter the information as identified for all of the fields.
- Enter the parent’s Ohio Driver’s License or State of Ohio ID number in the box OR
- Click on the “UPLOAD VERIFICATION DOCUMENT” if you do not have a license or state ID. You can also click on the “click here” list for the acceptable verification documents.
- Click on the box when you are ready to agree to ODE’s Terms of Service and Privacy Policy. (You can click on the “Terms of Service and Privacy Policy” to read the details.)
- Click on the blue “Next” button when all fields are completed.

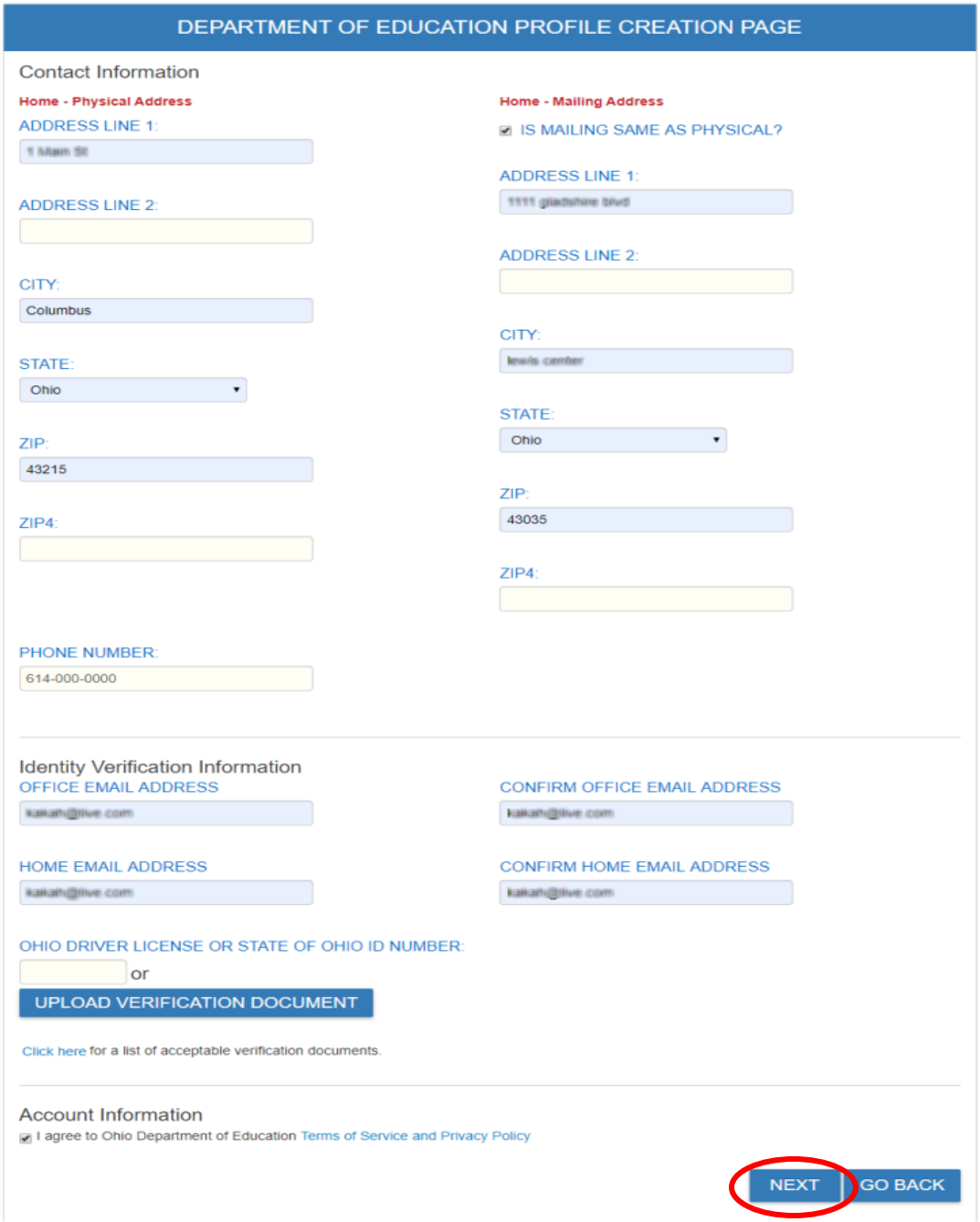


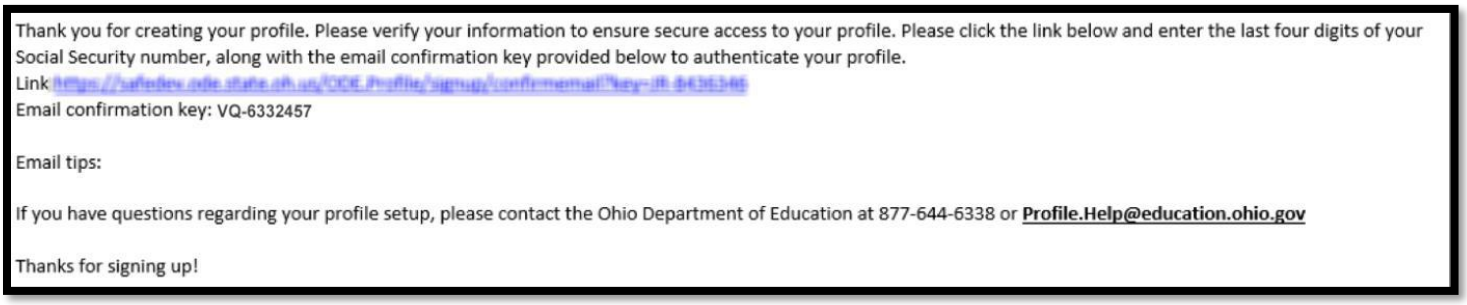
Figure 17

Step 25:

- Check your email account (provided in a previous screen) to find a confirmation email. There may be a slight delay in processing the account.

Step 26:

- Click on the **link** in the email, which is similar to Figure 18, which will take you to the next screen within the OH|ID portal.



Thank you for creating your profile. Please verify your information to ensure secure access to your profile. Please click the link below and enter the last four digits of your Social Security number, along with the email confirmation key provided below to authenticate your profile.
Link [illegible]
Email confirmation key: VQ-6332457

Email tips:

If you have questions regarding your profile setup, please contact the Ohio Department of Education at 877-644-6338 or **Profile.Help@education.ohio.gov**

Thanks for signing up!

Figure 18

On the “Confirm Your Email” screen, as shown in Figure 19, you will provide the final information to create your account.

Steps 27 through 29:

- Enter the last four digits of your Social Security number in the “SSN4” field
- Enter the “confirmation key” that was in your confirmation email (similar to Figure 15)
- Click “Continue.”

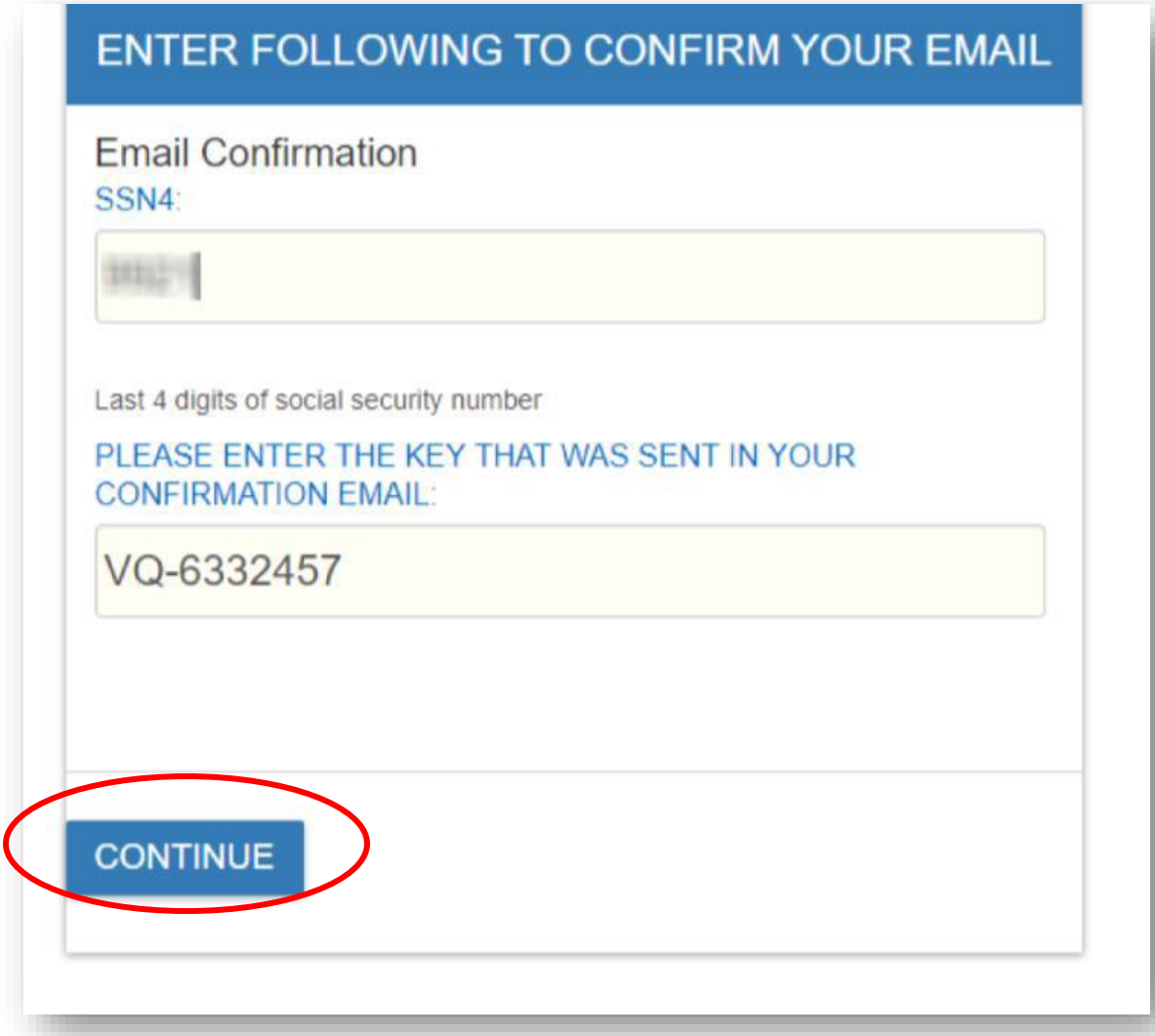


Figure 19

Please remember the OH|ID confirmation email <u>is not confirming submission of the funding application</u>**.**

If all information has been entered correctly and verified, approval will be granted.

There may be a slight delay in processing the account.

You can click on "Login" to continue.

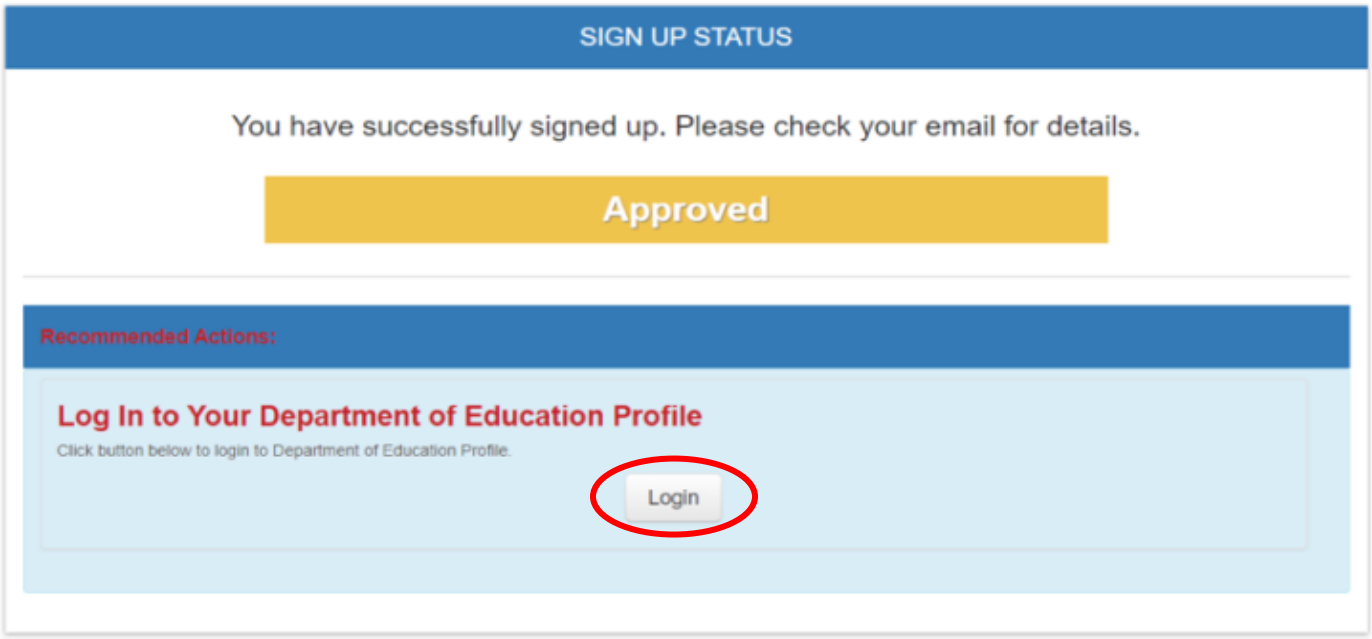


Figure 20

If information is entered incorrectly and/or cannot be verified, approval will not be granted, as shown in Figure 21. A member of the Department of Education Support Team will reach out if information needs verification.

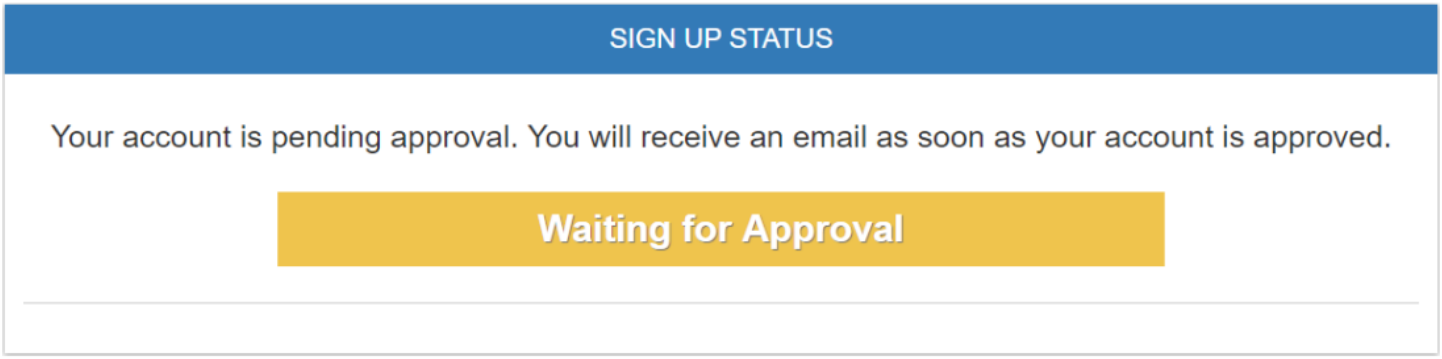


Figure 21

Once approved, you can begin the funding application.

As shown in Figure 22, you can log into the OH|ID portal.

Steps 30 through 32:

- Type in your Username in the field.
- Type in your Password.
- Click on the blue “Log In” box.

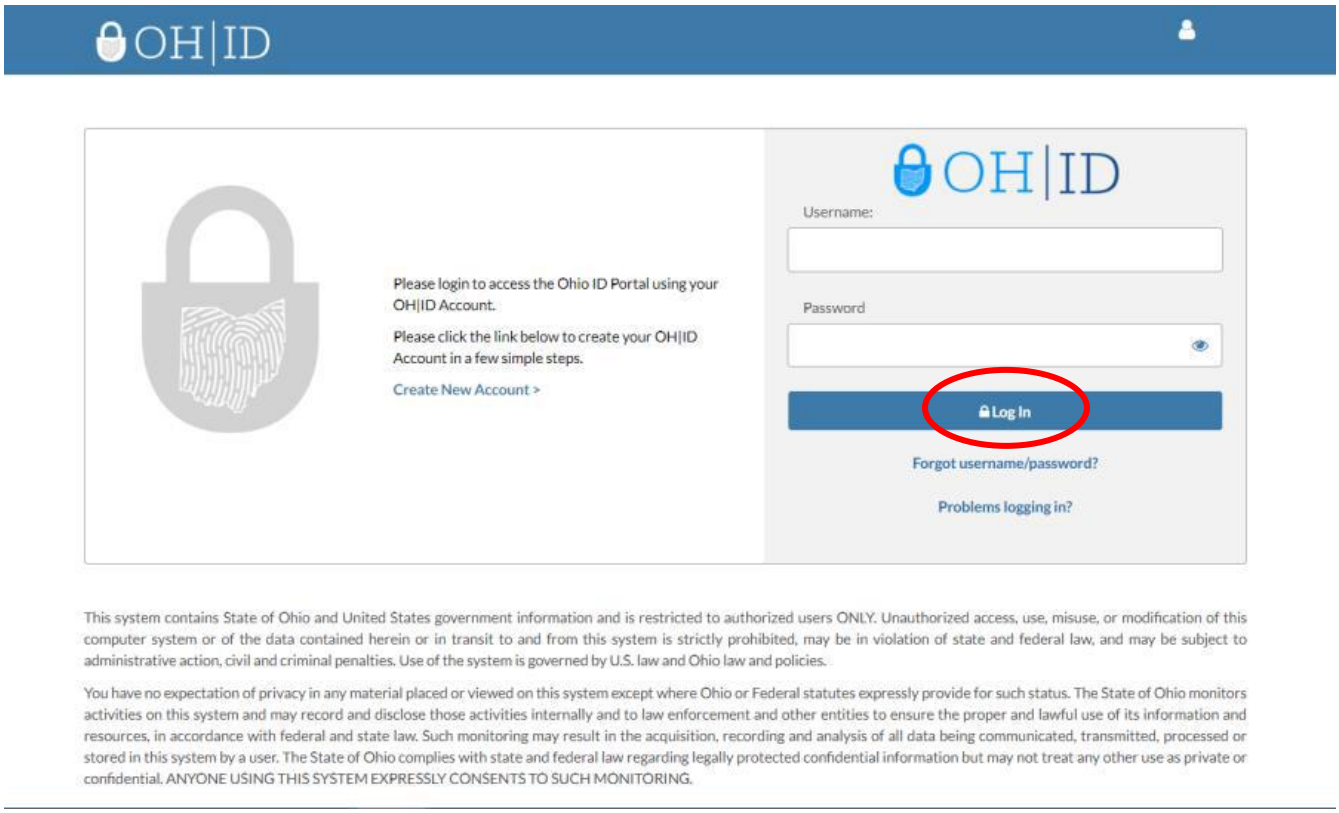


Figure 22

On the “My Apps” screen, shown in Figure 23, you will see the “applications” available in the OH|ID portal. This example in Figure 23 has various applications examples. Yours will be unique to your account.

To access the College Credit Plus funding application, click on the College Credit Plus tile.

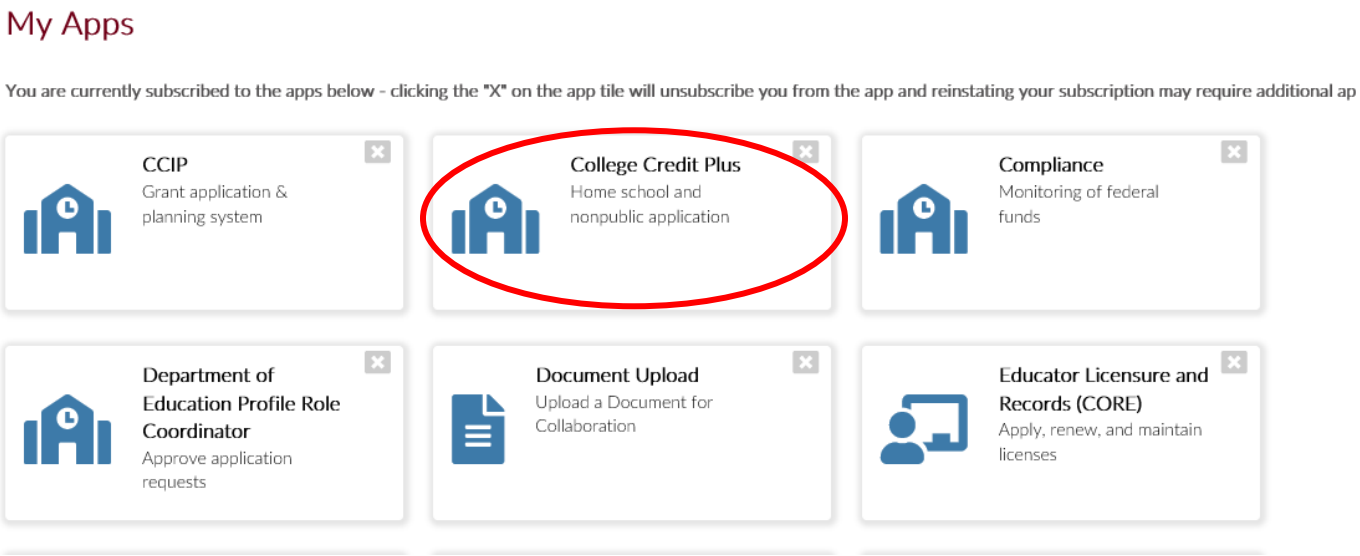


Figure 23

CREATING THE COLLEGE CREDIT PLUS APPLICATION

Once you have entered the College Credit Plus portal, there will be a “College Credit Plus Parent Dashboard” with a list of any student associated with your OH|ID account (as shown in Figure 24).

If there is any “Student Detail” for the associated student, you can review any prior activity for the student by clicking on the blue “VIEW” button as shown in Figure 24.

To create a new application, proceed with these steps.

Step 33:

- Click on the “Select Program” menu on the top left of the screen (as seen in Figure 24).

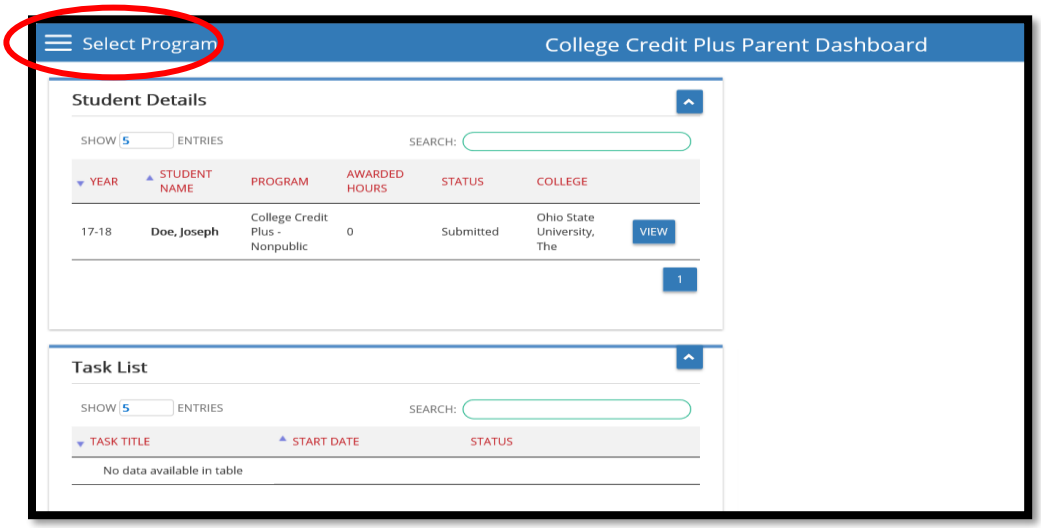


Figure 24

You will see choices for “Select Program” in a drop-down list (as shown in Figure 25).

Step 34:

- Click on “College Credit Plus - Home School” <u>or</u> “College Credit Plus – Nonpublic” as it pertains to your student.

Note: Non-chartered/non-tax supported schools (“08”) must choose “College Credit Plus – Nonpublic.”

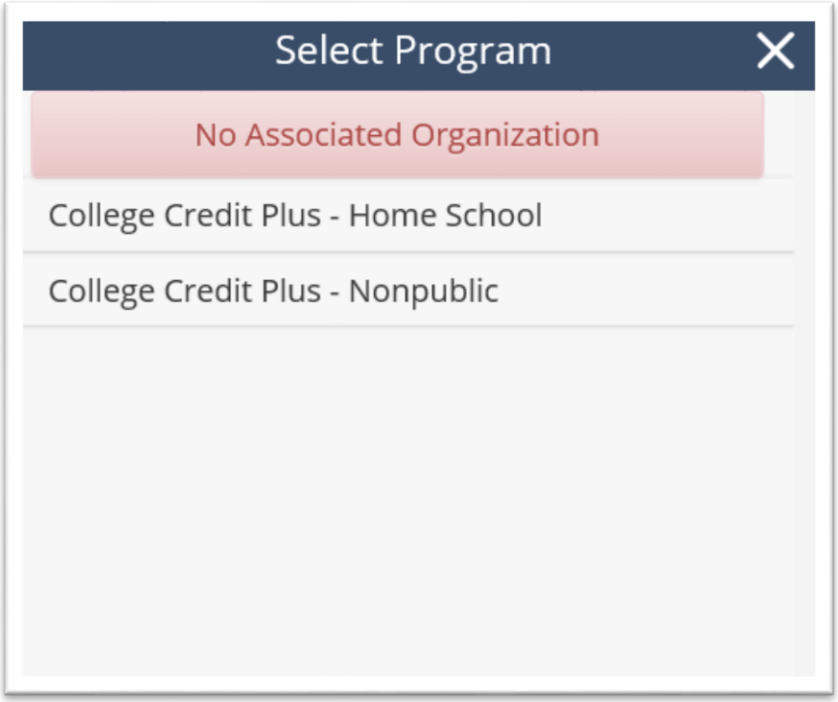


Figure 25

In the next screen, you will begin by searching for your student (Figure 26). This action is done in order to ensure that there are not duplicate student records.

On this screen, there are two primary steps to complete: SEARCH and CREATE.

Step 35:

- **SEARCH**: To search for your student, enter your student's first name in the "Student First Name" field and the student's last name in the "Student Last Name" field.
- Click the blue "Search" button.

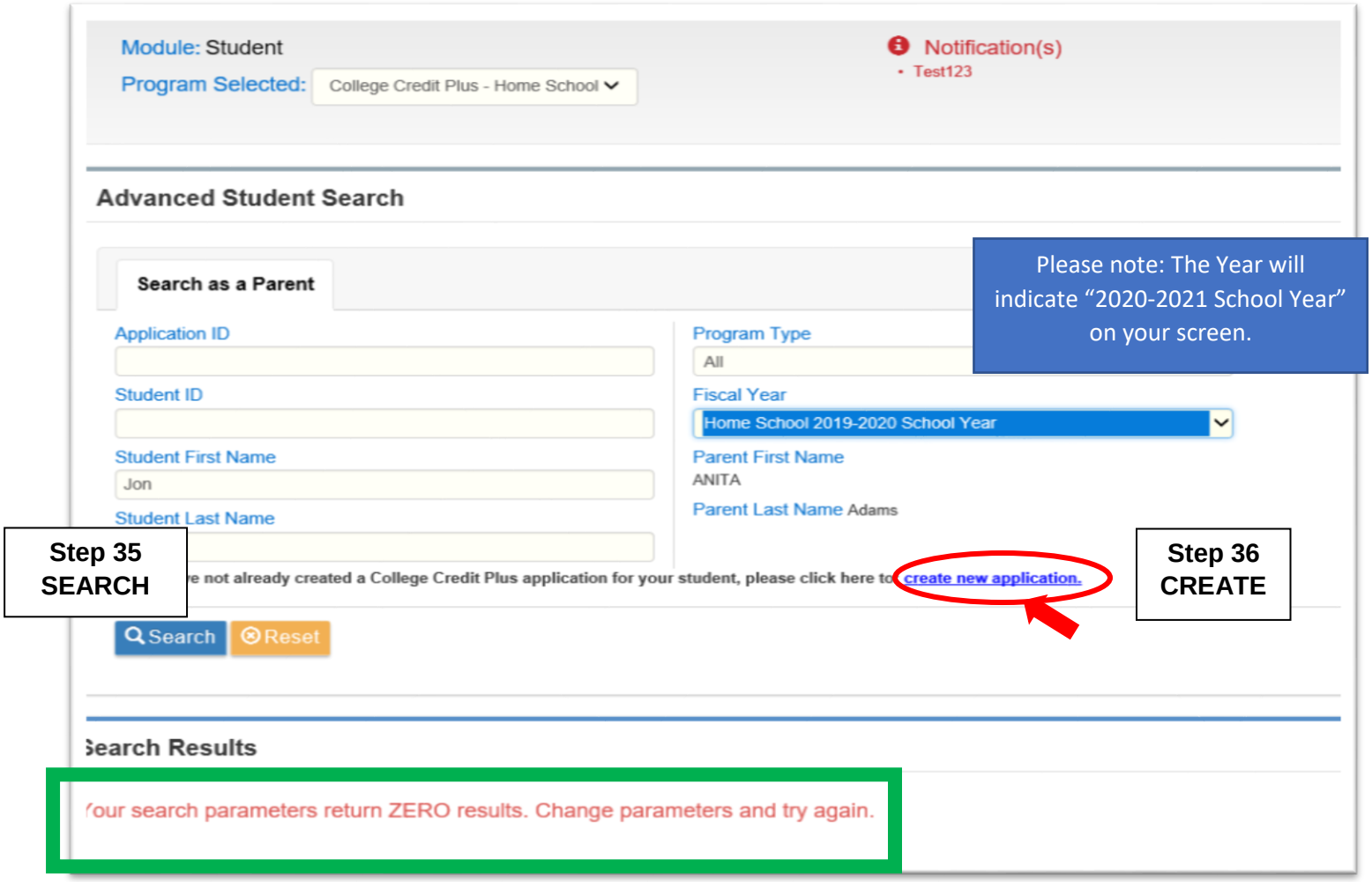


Figure 26

Note: If there are no duplicate records, then you will see the "Your search parameters return ZERO results. Change parameters and try again" as shown in Figure 25 near the bottom of the screen (green box area).

Step 36:

- **CREATE:** Click on "**create new application**" as shown in Figure 26 with a red circle and arrow.

Note: Any students associated with your OH|ID who has a current application in the system will be listed at the bottom of the page under "Search Results."

The next screen (Figure 27) will ask you to provide information about the student for whom you need to create a new application.

Steps 37 and 38:

- Type in the “Student Date of Birth,” “Student First Name,” and “Student Last Name” in the appropriate fields.
- Click on the blue “Search” button.

The system will search for a 2020-2021 application.

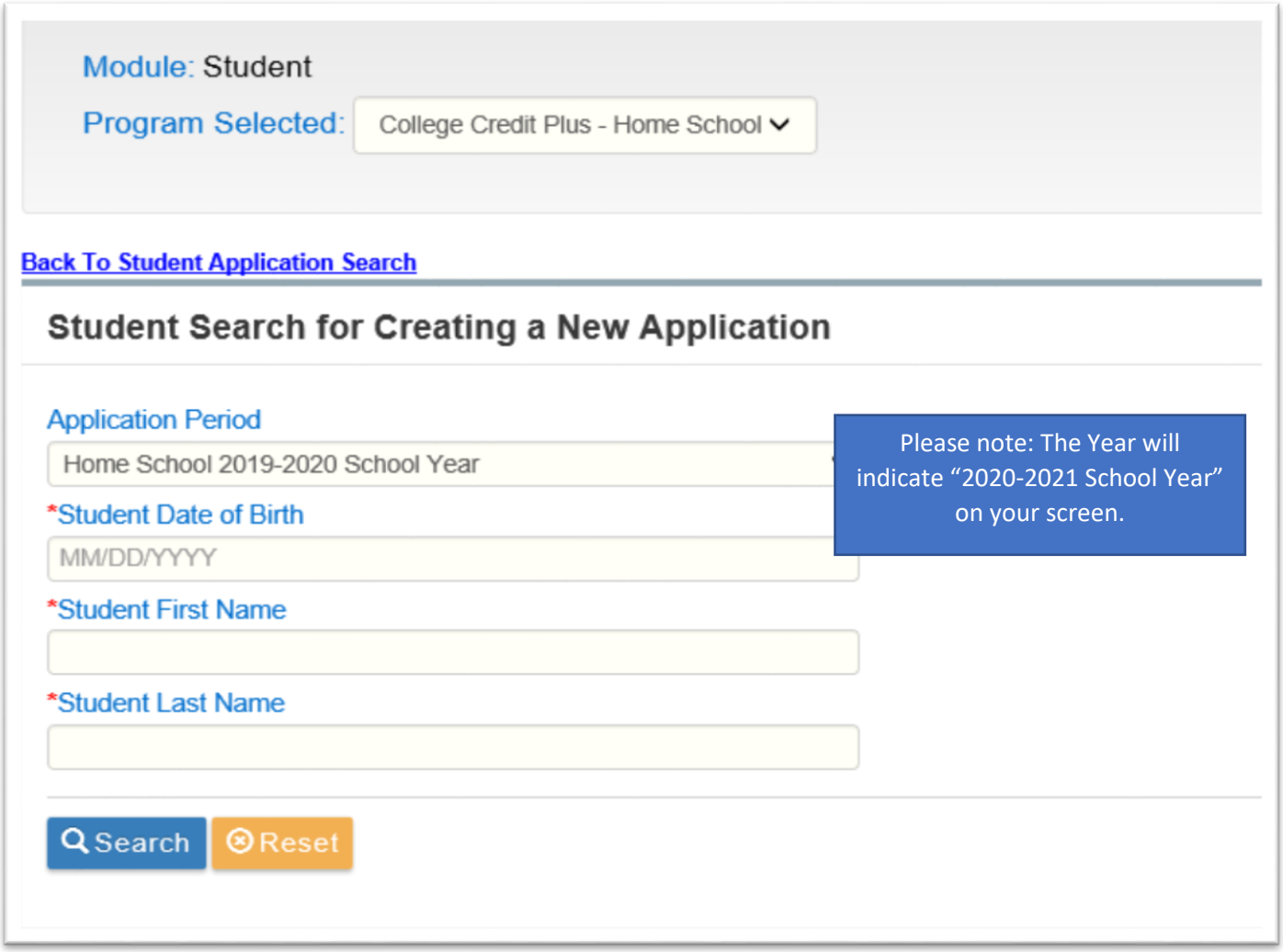


Figure 27

Please make sure there is not an application for the upcoming year already in the system for your student. Creating duplicate student records will delay the approval process. Following these steps to search will prevent creating duplicate student records.

Step 39:

- Click on the red "**HERE**" link to add the student in the system (as shown in Figure 28).

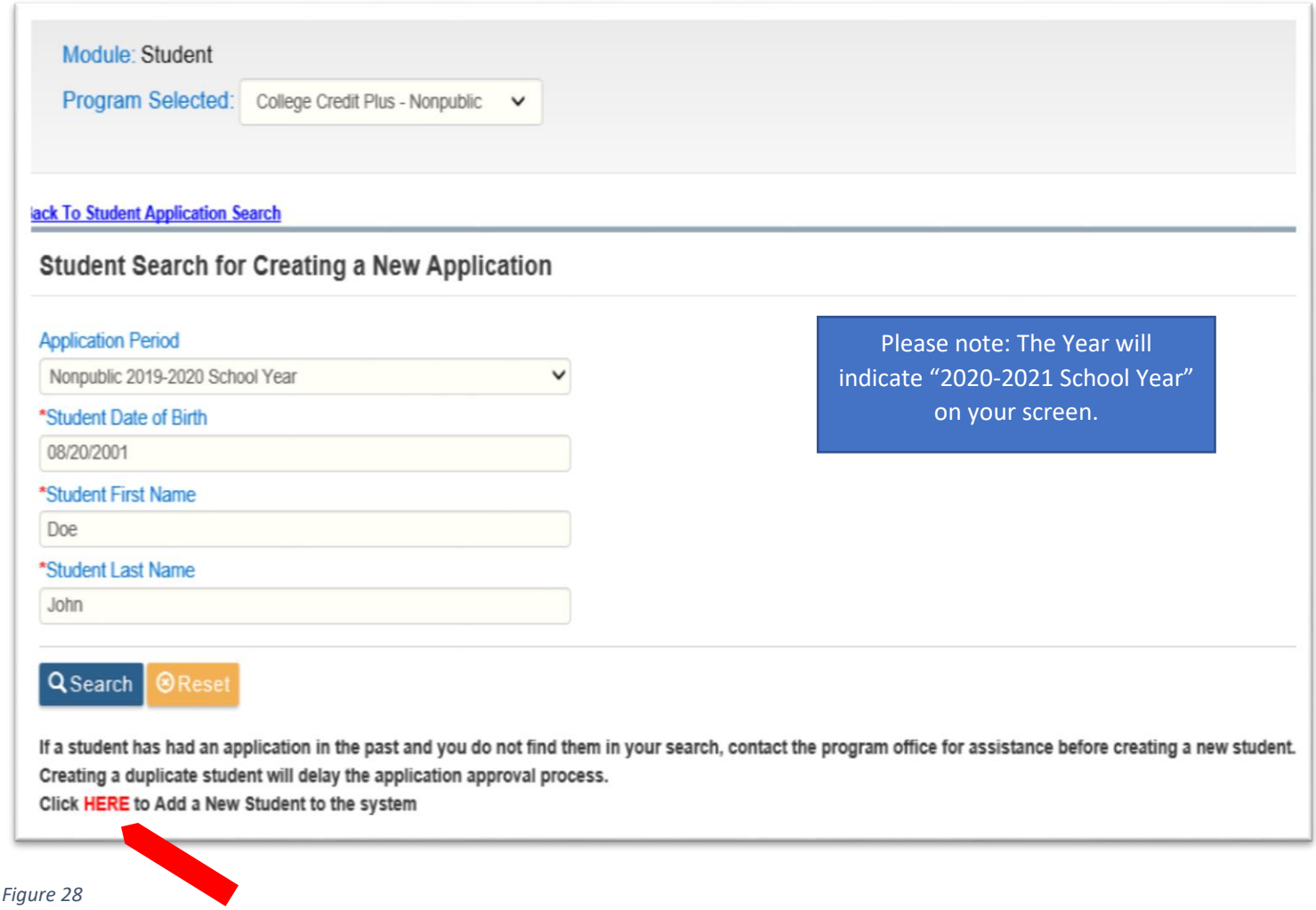


Figure 28

You will then see the Student Information, Student Home Mailing Address, and Application Information (Figure 29). Some fields will be automatically populated.

Step 40:

- Type in or select any information that is currently blank. If there is a red * next to a field then the field is required.

Note: Non-chartered/non-tax supported schools ("08") must type in "136846" for the Nonpublic School IRN as shown in Figure 29. Do not search for a school name.

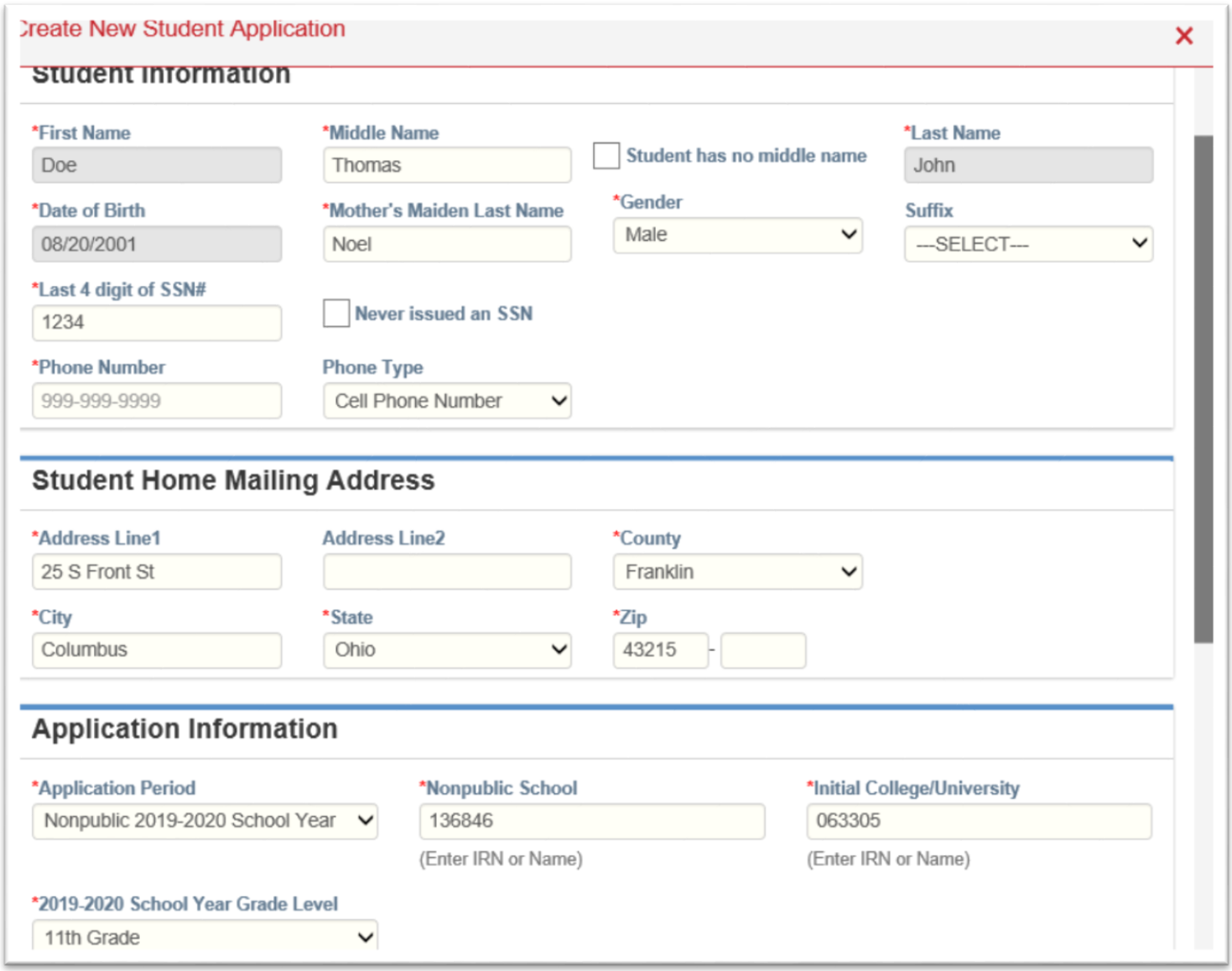


Figure 29

Scroll down the page until you see the “Intent to participate in the College Credit Plus (CCP) program” box (Figure 30).

Steps 41 and 42:

- Read the information and click on the box if you certify the information as stated in the box.
- Click on the green “CREATE NEW STUDENT APPLICATION” button.

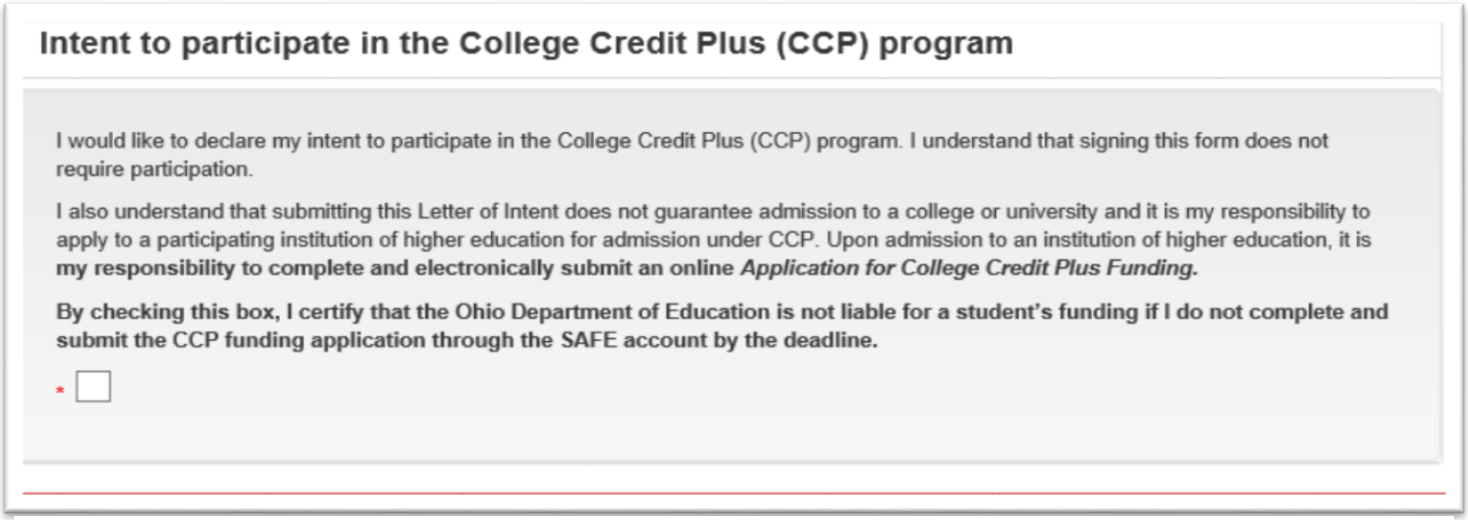


Figure 30

New for the 2020-2021 school year— Parents must declare, on behalf of their student, the student’s intent to participate. This is now only completed electronically within this funding application process; paper or emailed copies cannot be accepted.

Homeschool parents: If your student is a returning College Credit Plus student, you must submit documentation that verifies your student’s eligibility in the program. Be prepared to submit a copy of the student’s grades or college transcript(s) before submitting the application.

NOTE: You are entering your student’s grade level for the upcoming **2020-2021** school year.

Students may participate in College Credit Plus only one year as a 12th grader. If your student has participated in the past as a 12th grader, he or she may not be eligible to participate again

Once the application is created, the student's College Credit Plus ID will be in the center above the tabs, and the status of the application will be in the opposite corner (shown in Figure 31).

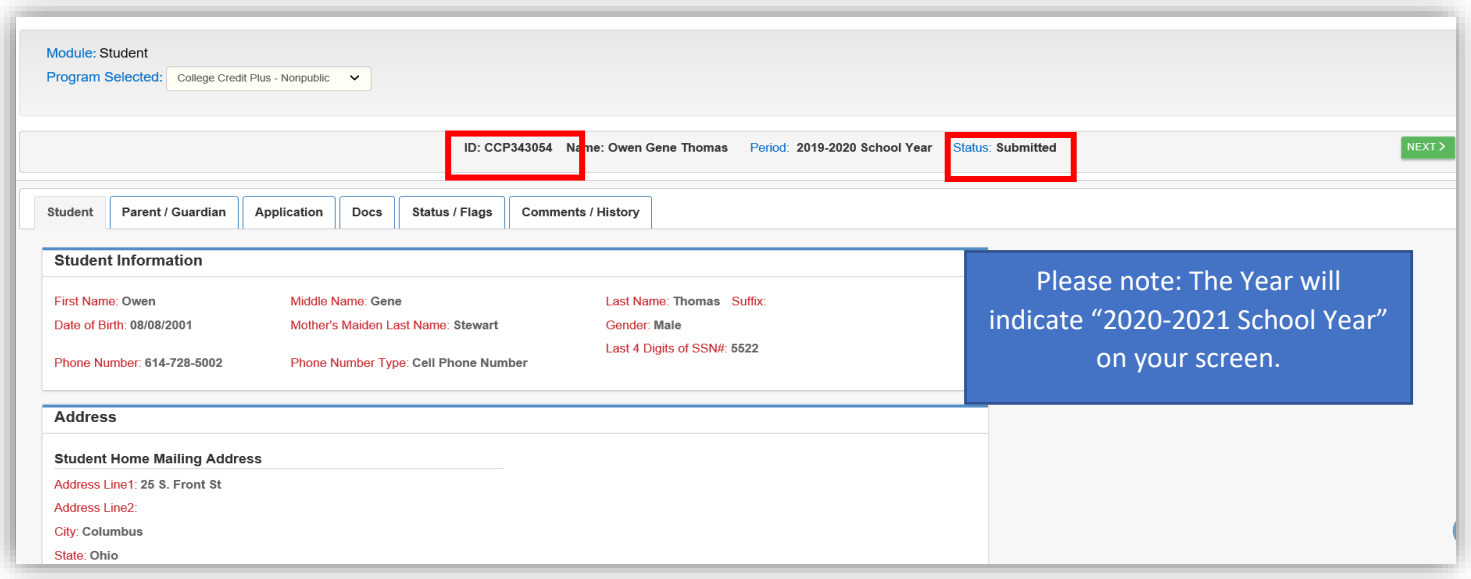


Figure 31

Notice the six tabs below the ID, Name, and Period. These tabs: Student, Parent/Guardian, Application, Docs, Status/Flags and Comments/History have information for you to either complete or review.

The first screen or "tab" is showing you the information you just provided as "Student Information."

To continue working on the application, you will click on the tabs.

Step 43:

- Click on the "Parent/Guardian" tab.

The screen changes and shows the information recorded for the parent/guardian associated with this application (Figure 32).

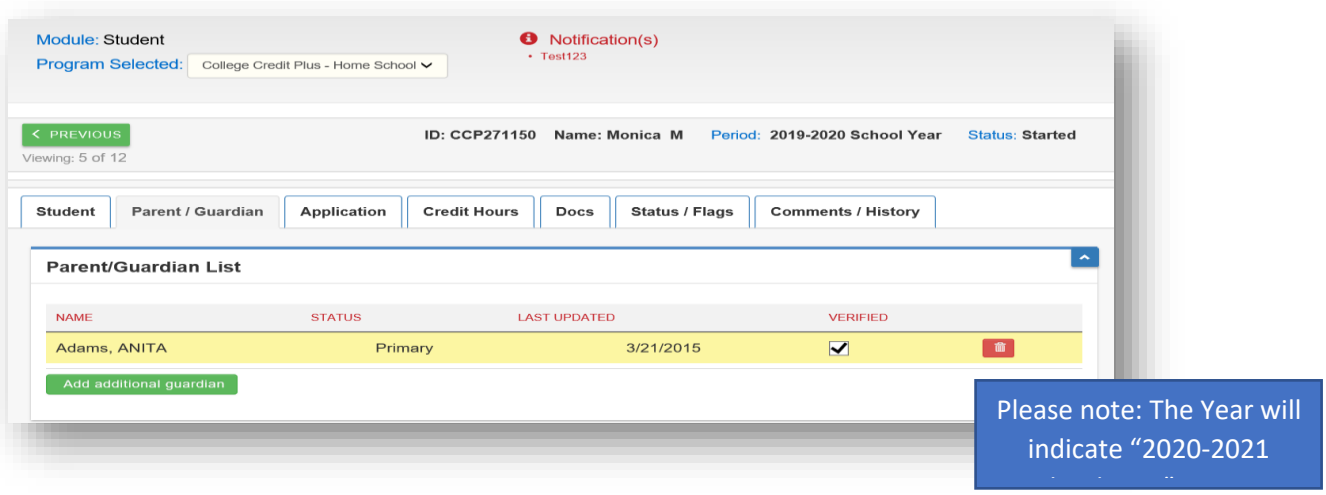


Figure 32

Step 44:

- Type the information within the fields under the headings “Current Home Physical Address” and “Current Home Mailing Address” (Figure 33).

BE SURE TO COMPLETE THE PHYSICAL ADDRESS, even if it is the same as the student’s address. This will ensure the award letter is correctly created when the awarding occurs.

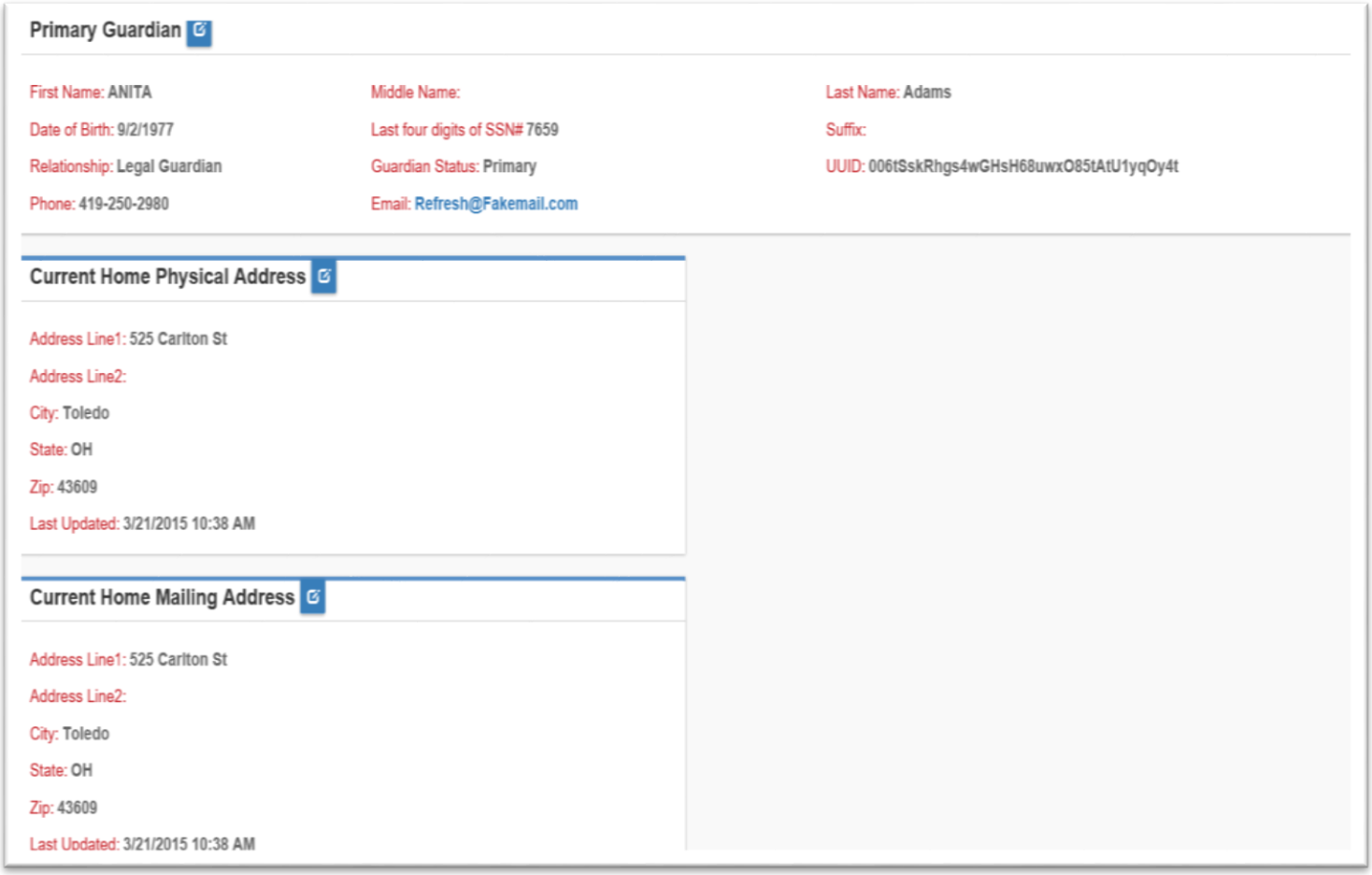


Figure 33

Step 45:

- Click on the “Application” tab

Review the “Application Information” as shown in Figure 34.

Step 46:

- On the “Application” tab screen, click on the small blue square image next to the word “Information” as show in red circle in Figure 34.

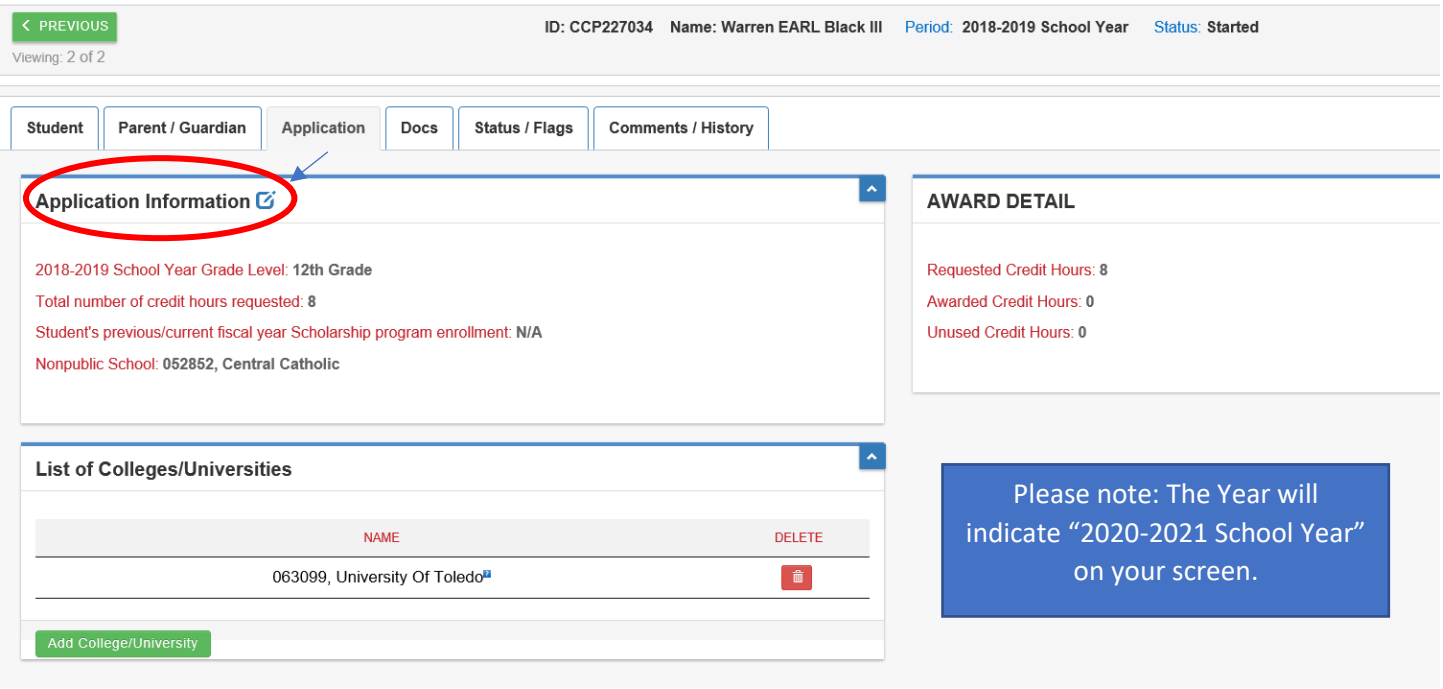


Figure 34

Within the “Edit Student Application” box, review the information (as shown in Figure 35).

Step 47:

- Type in the **total number** of credit hours requested for the entire 2020-2021 school year (summer, fall, and spring) (Figure 35).

The maximum number of hours that can be requested is 30; however, this is dependent on the number of high school courses the student is also taking. See the FAQ #5 on page 46.

Step 48:

- After you have added the total number of credit hours requested, click on the green “UPDATE STUDENT APPLICATION” button.

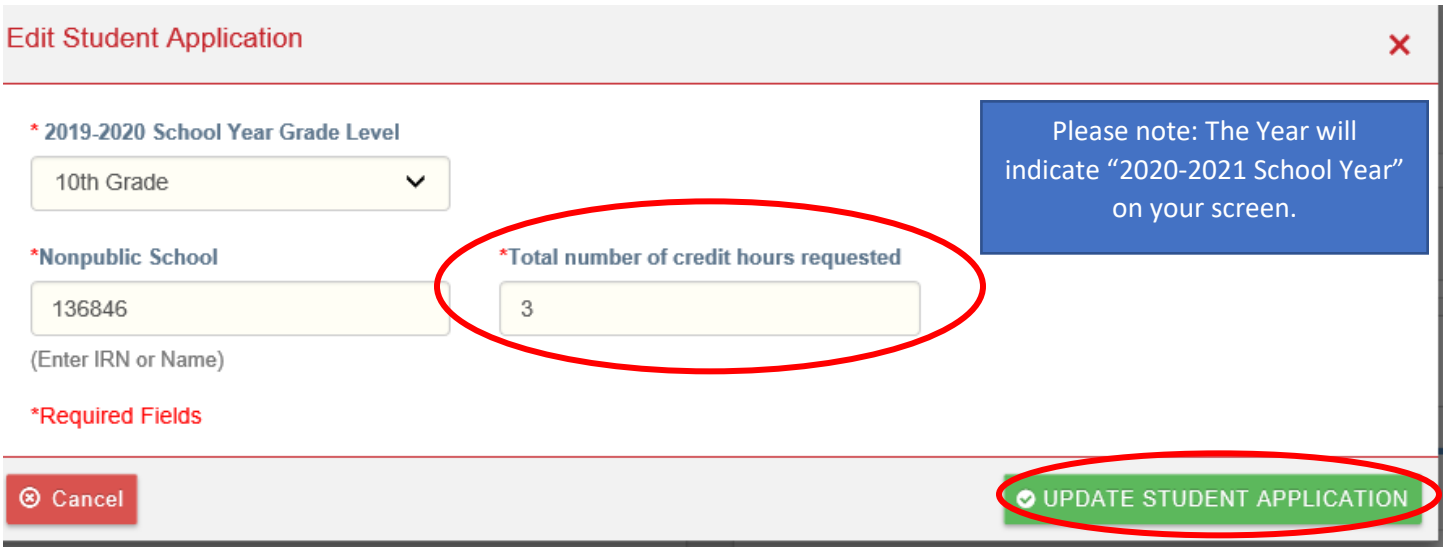


Figure 35

NOTE**:**

- Remember that this is a **requested** number of credit hours; there is no guarantee this amount will be awarded.
- This is the amount needed for the ENTIRE school year, not just a term. There is one round of funding per school year.
- You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester. Check with the college if you are not sure.

Anticipate the number of credit hours needed for the ***ENTIRE*** school year before entering a number. For instance, if a student is considering two courses per semester and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best guess possible. The maximum number of credit hours that can be requested is 30. See FAQ #5 on page 46.

There is no guarantee that a student will be awarded the requested number of hours. The process for determining the number of credit hours awarded is in Ohio Administrative Code 3333-1-65.8.

On the Application tab screen (Figure 36), you will add the college at which your student will enroll.

Step 49:

- Click on the green “Add College/University” if you need to add another college to the application.

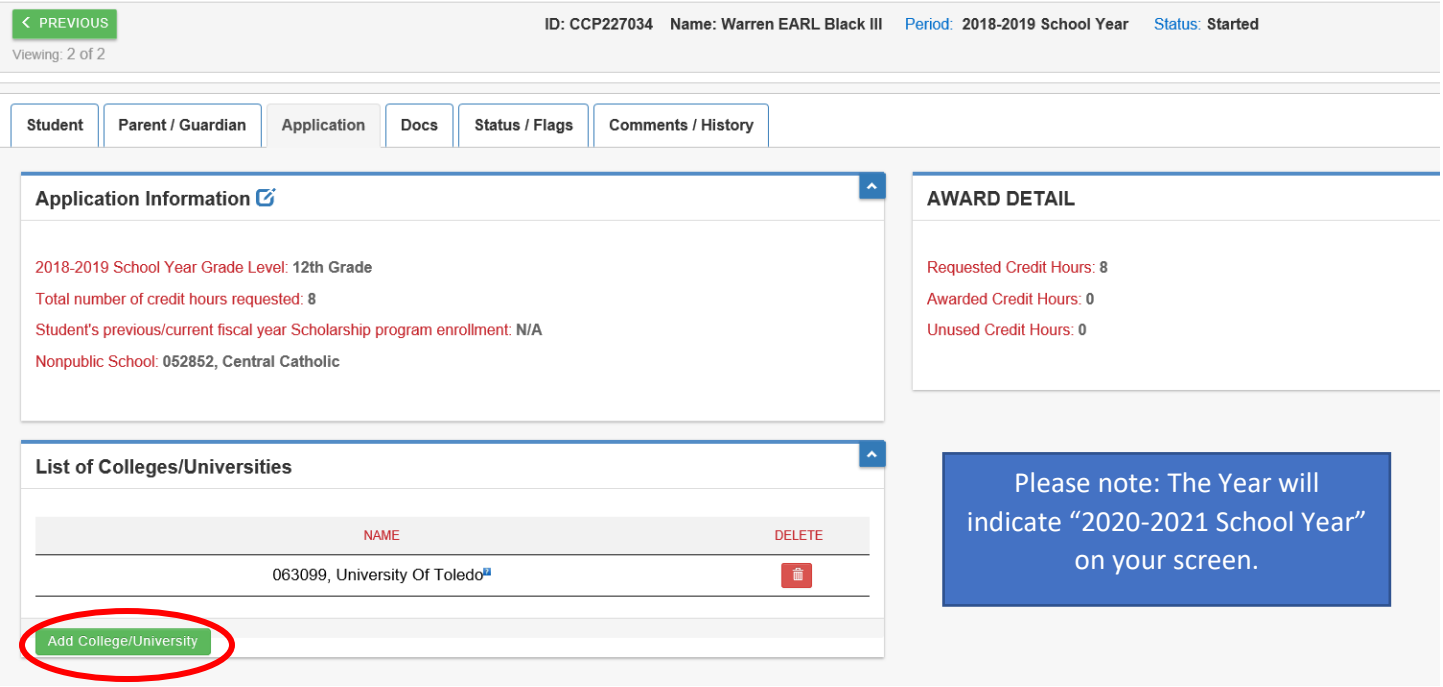


Figure 36

NOTE: University of Cincinnati Blue Ash does not have a different IRN than the University of Cincinnati main campus. Students attending Cincinnati Blue Ash should choose University of Cincinnati, IRN 062927, for the Blue Ash campus. **This is similar for all universities that have regional campuses.**

When you begin to type in the name of the institution, a drop-down list will appear.

Step 50:

- As you type the name, click on the name of the college from the list. The IRN will be added automatically to the field.

The school's Information Retrieval Number (IRN) and name will appear in the LIST OF COLLEGES AND UNIVERSITIES box.

If your student will attend more than one college or university, click the "Add College/University" button again and search for the additional institutions.

Step 51:

- When finished added colleges, click "ADD COLLEGE/UNIVERSITY."

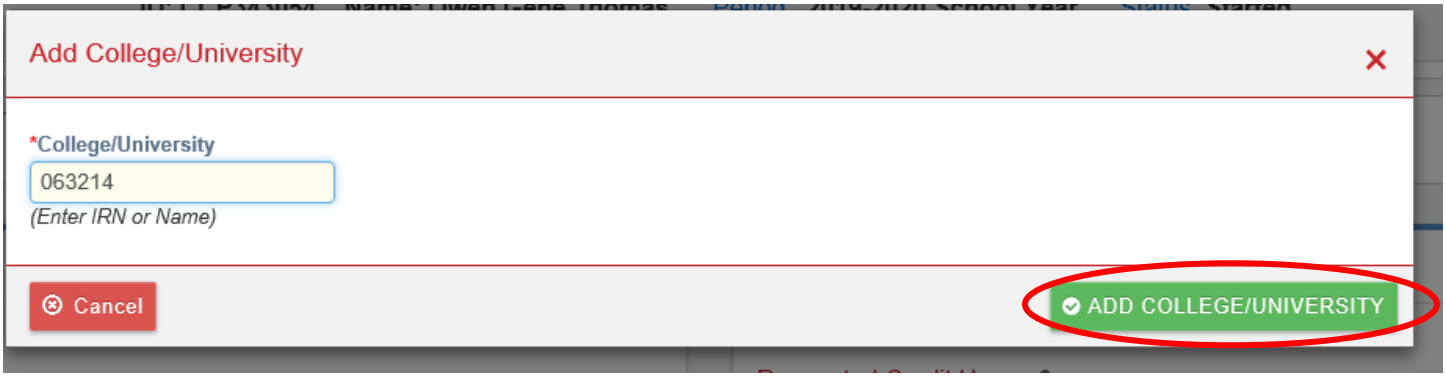


Figure 37

To continue completing the application, you will now upload required documents.

Step 52:

- Click on the "Docs" tab.

You will see the screen as shown in Figure 38.

Step 53:

- Click on the blue "Upload Document(s)" link in the "Documents On File" box to upload the college acceptance letter.

Note: If you do not have a final acceptance letter available, a conditional letter (i.e., one that states a student will be accepted if he or she meets certain criteria) will be acceptable temporarily. A final acceptance letter must be uploaded by May 30.

If the student is a returning College Credit Plus student, a letter of good standing or some other document from the college must be uploaded to show that the student is still enrolled and will continue to enroll in the 2020-2021 school year.

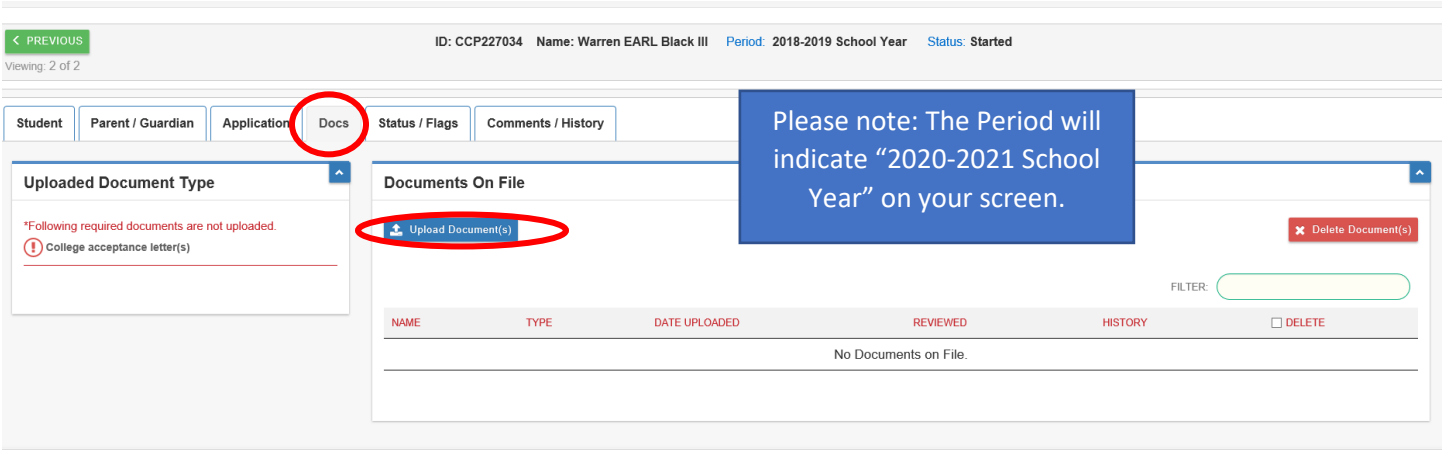


Figure 38

ADDITIONAL STEPS FOR HOMESCHOOL STUDENTS

Additional Steps:

- Homeschool families will need to upload the letter from the superintendent of your school district excusing your student from compulsory attendance. Your family likely received this at the beginning of the current school year.
- Returning homeschooled CCP students are required to upload a copy of their grades or college transcript(s) to ensure with compliance with the underperforming student rule, OAC 3333-1-65.13. Students must have a GPA of 2.0 or above and not withdraw from two or more courses in one term. (Unofficial college transcripts are acceptable. Ensure that this document includes a college logo or some other identifier.)

Figure 39 illustrates the “pop-up message” you will receive if you have not uploaded a required document. All students must provide the college acceptance letter (or a returning student provide a good academic standing document).

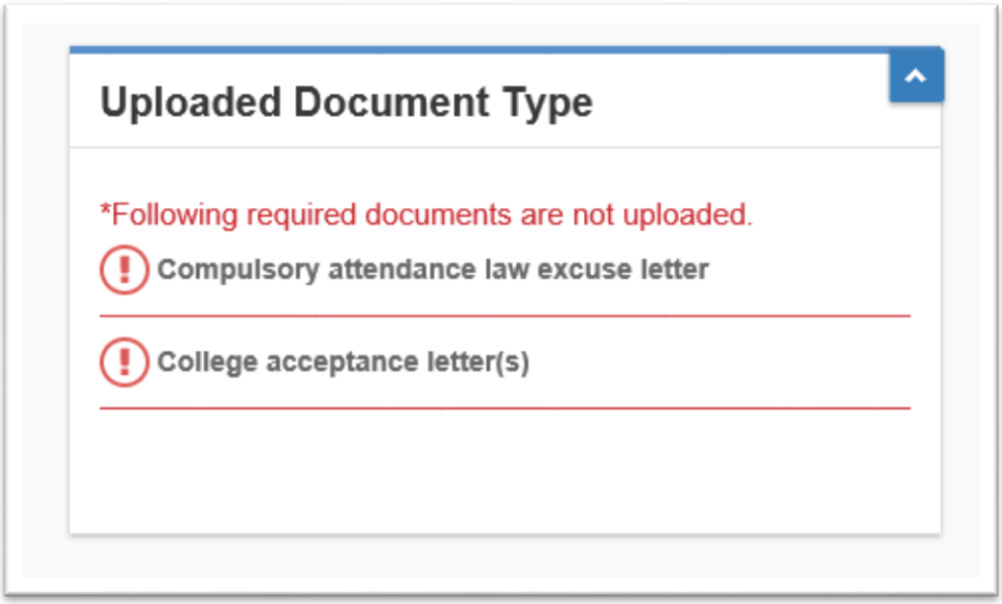


Figure 39

NOTE: If required documents are not uploaded, the system will not allow you to submit the application.

On the “Document Upload” screen, Figure 40, you will select the type of document and the files to upload.

Steps 54 and 55:

- Click on the small “v” (down arrow) to select the “Document Type.”
- Click anywhere in the white box to browse for a file or drag and drop the file from your desktop. Once the file has been selected from your computer, upload or drag it into the white box.

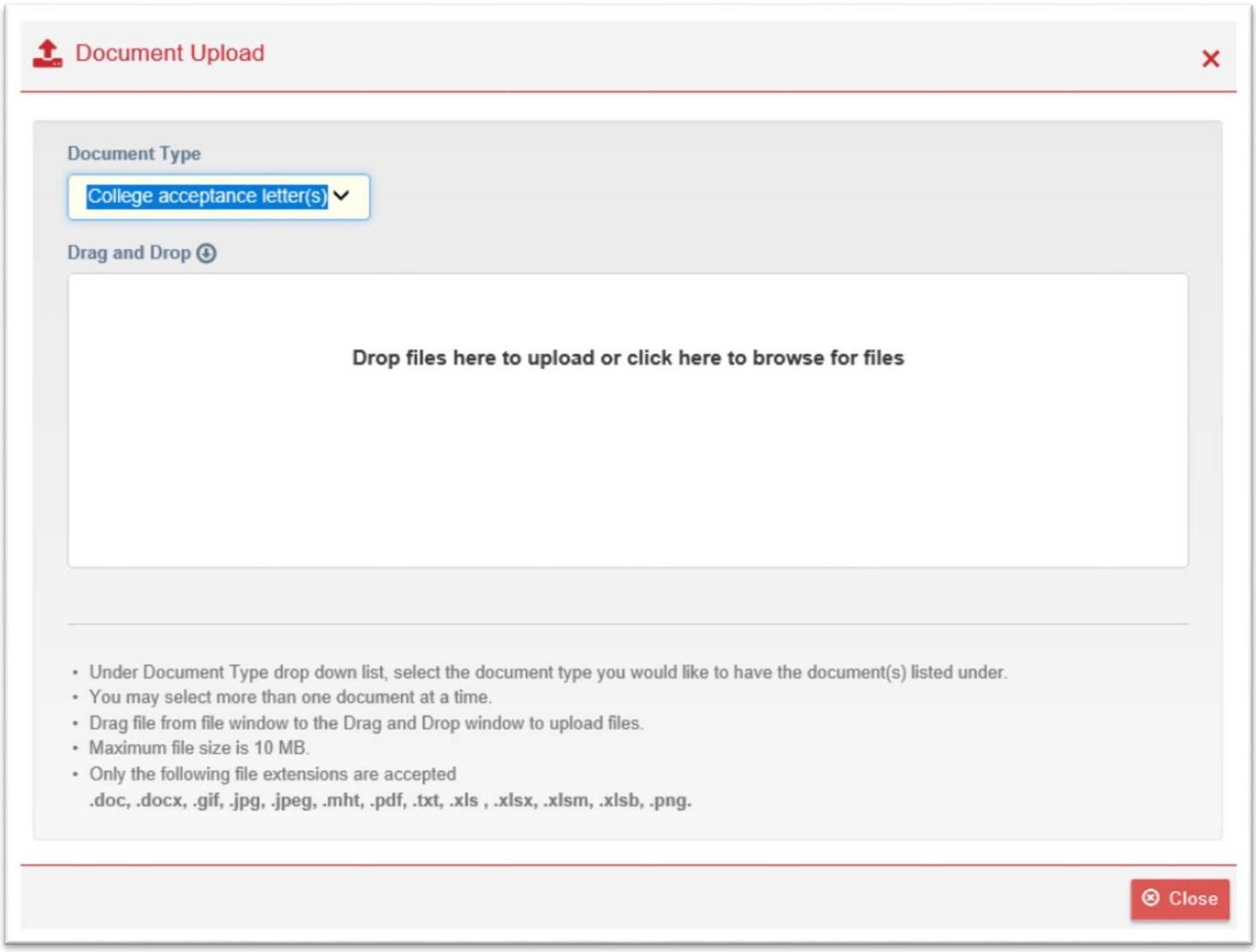


Figure 40

When the upload is complete, the screen will look like this (Figure 41):

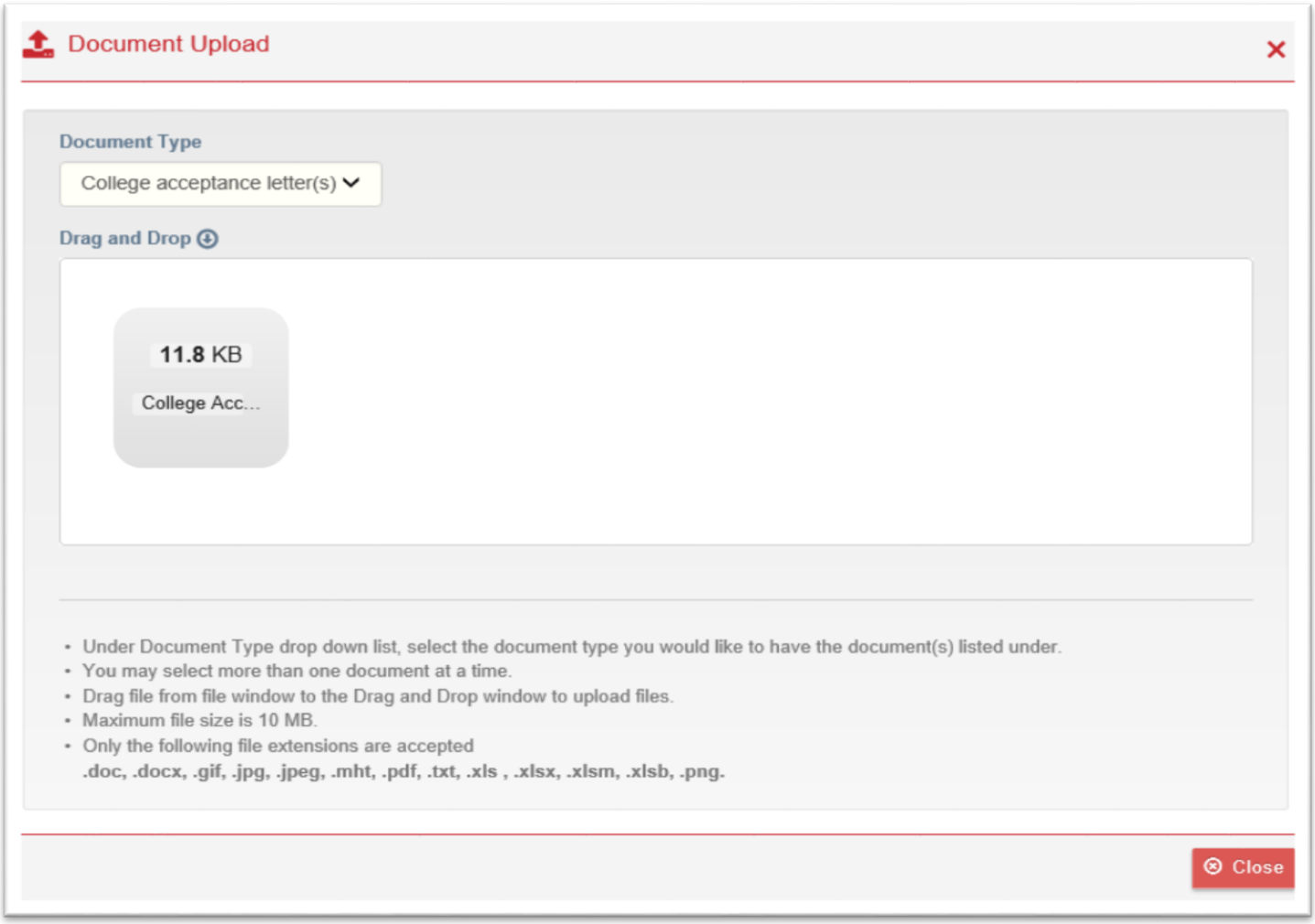


Figure 41

When you have uploaded all of the required documents, to continue:

Step 56:

- Click the red “Close” button.

The uploaded documents letter will appear under the “Documents On File” section, as shown in Figure 42.

Note: Remember that homeschooled students must also upload the letter excusing the student from the compulsory education and returning CCP students must have a document showing student grades/transcripts.

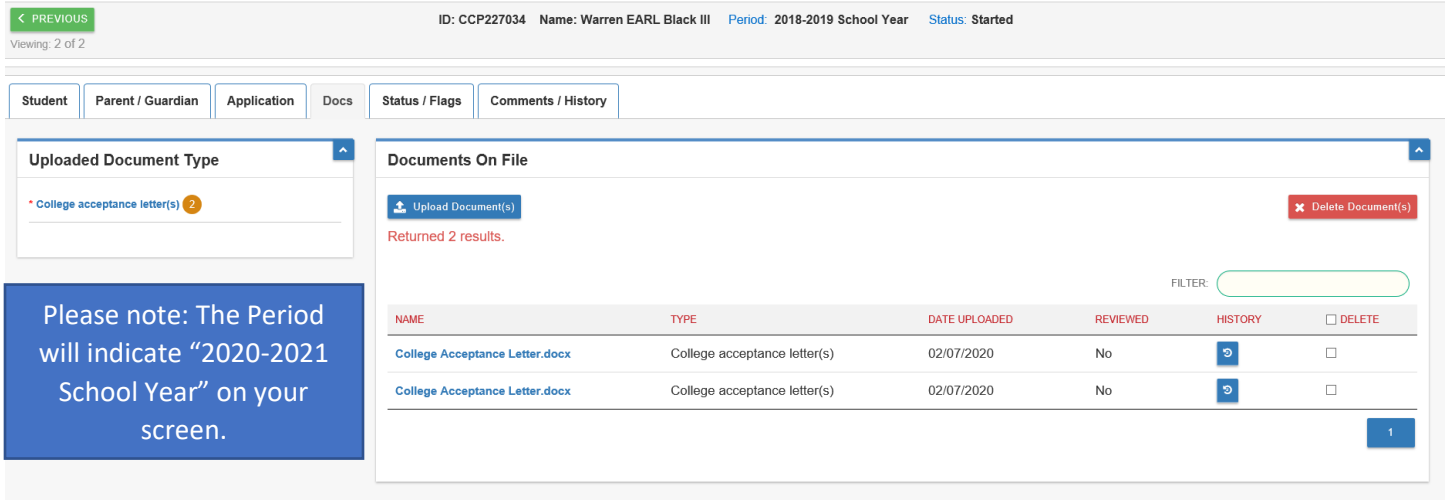


Figure 42

When you have completed and provided information for the first four tabs AND you are ready to complete the application process (as shown in Figure 43).

Step 57:

- Click on the "Status/Flags" tab.

Under "Status," you will see that the current application has been "Started" and now you can "Submit" the application.

Step 58:

- Click on the word "Submitted" under "Status."

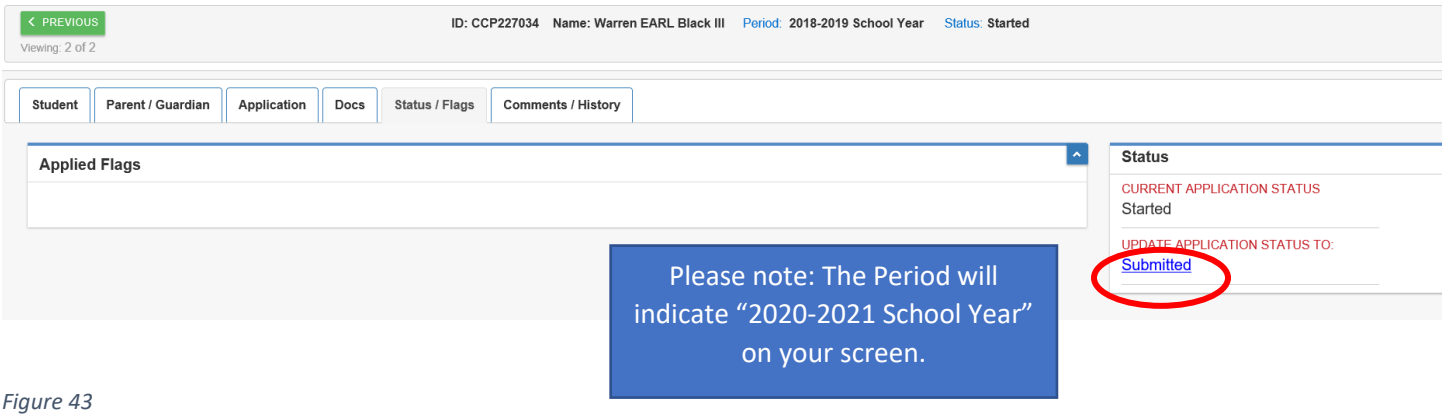


Figure 43

A pop-up message will appear. This message is for you to confirm that you are complying with the laws and regulations regarding College Credit Plus in addition to understanding the financial responsibility, Figure 44.

Step 59:

- Click “Yes” if you agree to the terms.

Note: Clicking “no” will not allow you to submit the funding application.

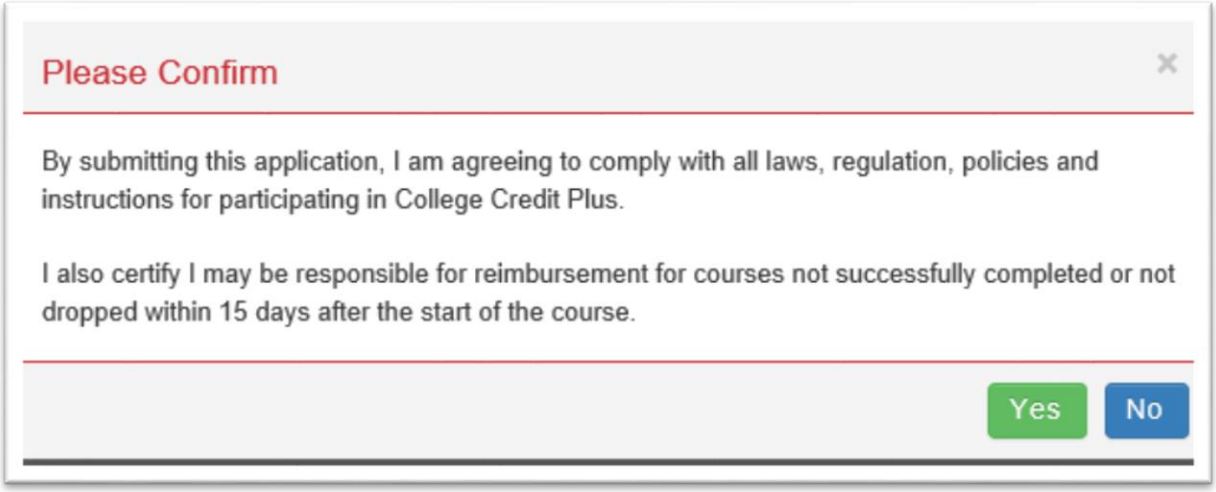
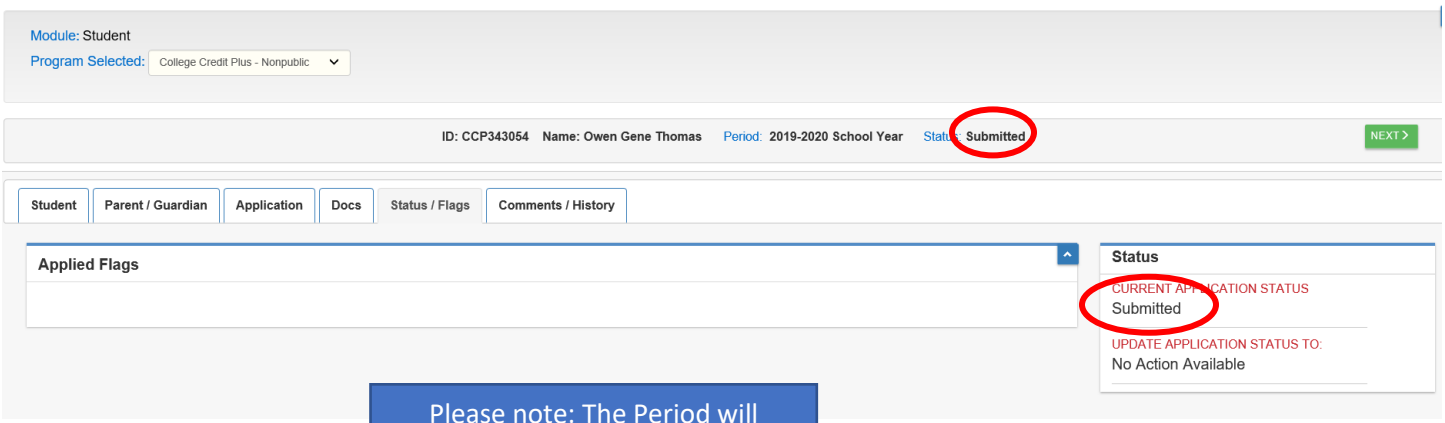


Figure 44

Reminder: The application MUST be in the Submitted status prior to the funding application deadline (April 1, 2020 at 5 p.m.) to be considered for funding.

After you have confirmed “yes” on the pop-up message, you will return to the application screen with the six tabs at the top. You will see that your “CURRENT APPLICATION STATUS” is now in the “Submitted” status.

This will be indicated in the “Status” box, as well as in the blue ribbon at the top of the page (see circled areas on Figure 45). An application MUST be in submitted status prior to the funding application deadline (April 1, 2020 at 5 p.m.) to be awarded funding.



Please note: The Period will indicate "2020-2021 School Year" on your screen.

Figure 45

A history of the application will be available under the "Comments/History" tab.

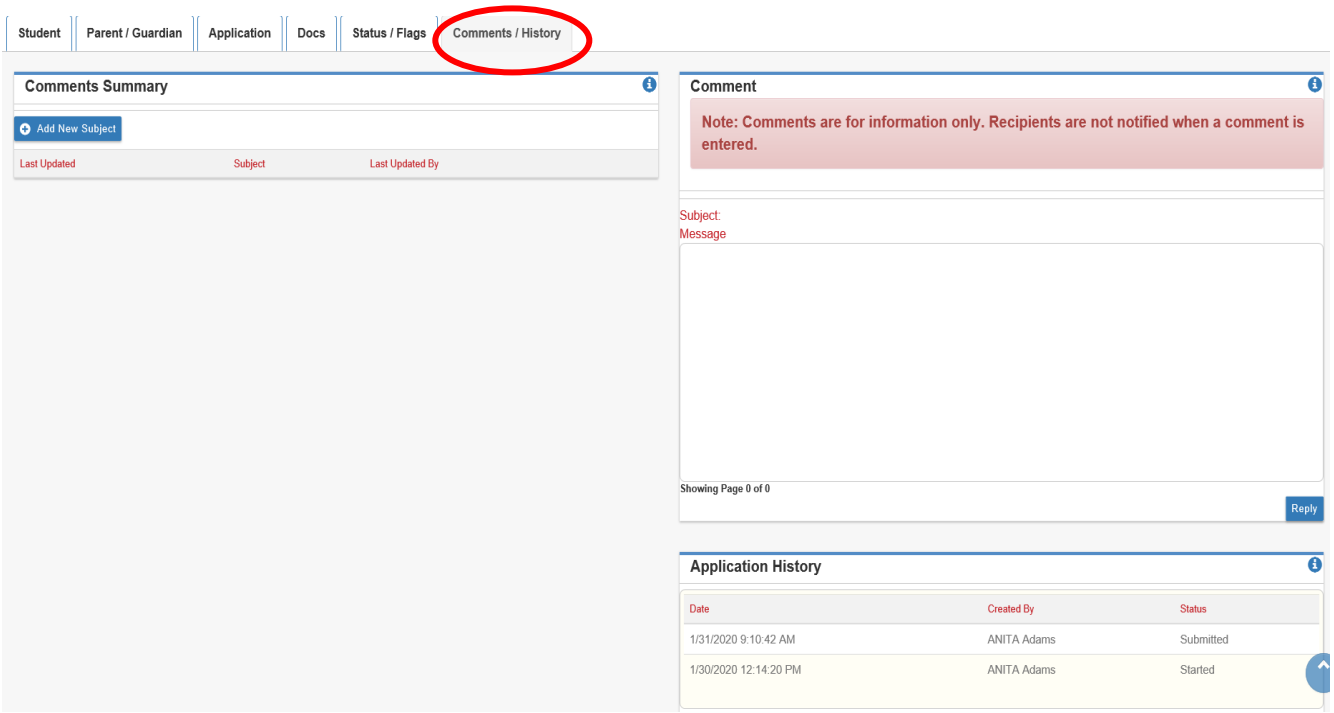


Figure 46

Congratulations! If you have completed all the steps and have changed the status to “Submitted,” you have completed the application.

- You will receive an email confirmation in the email account that you provided. This email confirms that the application has been submitted.
- You will also receive notifications in that email address for a variety of other messages such reminders of the deadlines.

Note: The funding award will be posted within the OH|ID system by May 6, 2020. You will receive a notification email when it has been posted.

FAQs:

1. I already sent in a paper application. Why do I have to complete one online also?

   The entire application process is electronic. Paper forms are neither available nor accepted.

2. We created an application last year. Do we need to do this again this year? If so, why?

   New funding is available each school year, and funding does not carry over from school year to school year. An application lets the Department know your student is participating, as well as how many credit hours for courses he or she would like to have funded. If an application for the upcoming school year has not been submitted, the system cannot award new funding.

3. Can my student complete the application in his or her own OH|ID account?

   No. The application must be created in the parent or guardian's OH|ID account.

4. What documents do I need?

   You will need a digital copy of your student's college acceptance letter or a conditional acceptance letter to complete the application. Returning students will need to submit a letter or document showing academic good standing instead of the college acceptance letter.

   Home school students will need their current 2019-2020 compulsory attendance excusal letters from their local districts. This is the letter every homeschool family should request from the district at the beginning of the school year. Returning home school students will also be required to upload a copy of the student's grades or college transcript(s) to comply with the provisions in the Ohio Administrative Code 3333-1-65.13 for underperforming students.

5. How many credit hours do we need to request?

   You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester.

   This is the amount needed for the ENTIRE school year, not just a term. There is one opportunity to request funding per school year.

   Anticipate the number of credit hours needed for the ENTIRE school year before entering a number. For instance, if a student is considering two courses and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best estimate possible. The maximum number of credit hours that can be requested is 30; however, if the student is taking high school courses only, in addition to College Credit Plus courses, you must calculate the maximum number with this formula:

   30 – (High school courses only x 3) = maximum number of credits. If the student is taking 3 high school courses, the calculation would look like this:

   30 – (3 x 3) = maximum

   30 – 9 = 21 maximum credit hours to be requested

   Note that this is a request for funding for credit hours. There is no guarantee on the number of credit hours that will be funded for a student.

6. I am receiving a message that says I cannot create an application for my student. What should I do?

   Because OH|ID is used for many programs, it is possible your student is linked to another scholarship program in the system, such as Jon Peterson or EdChoice. Contact ccp@education.ohio.gov with your student's name and any other programs that may be linked to him or her.

7. What is the absolute last day I can apply for funding?

   The last day you can apply for funding for the 2020-2021 school year is **April 1, 2020, at 5 p.m**. At this point, the system closes, and we cannot accept further applications. The Department is unable to give extensions due to the number of applicants and the time it takes to complete the award process.

8. How soon can we expect to receive our award letter?

   Per Ohio Administrative Code 3333-1-65.8, awards must be made available five weeks after the application deadline. Letters will be posted in the funding application in the Award Detail tab no later than May 6, 2020.

After Funding is Awarded FAQs

9. Why didn't my student receive all the requested funding?

   The Ohio General Assembly provides a set amount of funds for homeschool and private school students. The amount that can be awarded is dependent upon the amount of funds provided and the number of applicants.

10. I've read that the credits are awarded in "units." Why is a unit worth four credit hours?

    Higher education institutions have various numbers of credit hours assigned to different courses. Four credit hours will generally cover at least one course.

11. Can my student switch to private school from homeschool or home school to private school and have the funding go with him or her?

    No. The monies for private school students and homeschool students are separate funding sources; therefore, a student will not be able to transfer his or her awarded funding if they transfer during the academic year.

    In the case of a private school closing or a transfer from one private school to another, the student's funding still will be available.

12. Am I able to transfer my unused credits to another student?

    The transfer of credits between students is not available. Once a student is awarded funding, those monies are his or hers to use during the entire school year. If a student is awarded funds but chooses to attend public school, the funds would still be available should there be a change of plans in the student's education choice later in the school year.

13. Can I transfer my student to public school after the funds have been awarded?

    Yes, provided a letter of intent was submitted to the public school by April 1. If it was not, the principal will have to approve the student participating in the College Credit Plus program. This is a local decision that the Ohio Department of Education cannot influence. If a student transfers to a public school and is permitted to participate, the funding award for private or homeschooled students is forfeited for that school year.

If you have additional questions, please email ccp@education.ohio.gov. Please allow at least 48 hours for a response to due heavy volume of emails received.

If you are having issues with your OH|ID account, please contact the OH|ID administrator at 877-644-6338.