ABLE Guidance for Student Registration on OhioMeansJobs (OMJ)

Per HB64 Section 3333.92: *Beginning January 1, 2016, each participant in an adult basic and literacy funded education training or education program shall create an account with OhioMeansJobs at the twelfth week of the program. This does not apply to any individual who is legally prohibited from using a computer, has a physical or visual impairment that makes the individual unable to use a computer, or has limited ability to read, write, speak or understand a language in which OMJ is available.*

** The OMJ website is only in English. Limited English proficient students are not required to register but if they choose to, they may do so at the OMJ center where interpreters are available to assist.

When to Register Students

ABLE programs have flexibility on when students register as long as it is done prior to the twelfth week of enrollment. Since most students will require some guidance, staff time and access of computers need to be considered. For example, ABLE programs with staff and computer access may choose to register students as part of the orientation and intake process. For larger programs, it may not be feasible to help students register during orientation. Some programs may choose to wait a few months and register students as part of the portfolio review and transition plan. Use whatever system works best for your staff and students. The expectation is that all sites within a program use the same procedure.
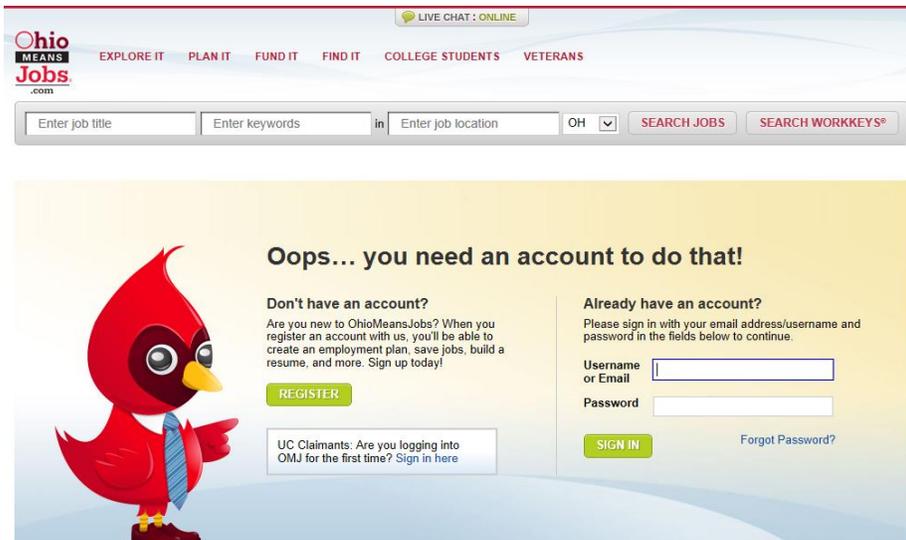
OMJ Registration:

1. Ask the student if he already has an OMJ account. If the student is an Unemployment Compensation claimant, he likely already has an account. Please contact your local Department of Job and Family Services for assistance.

2. On OhioMeansJobs.com, the easiest way to sign in or register is to go directly to the Backpack icon.
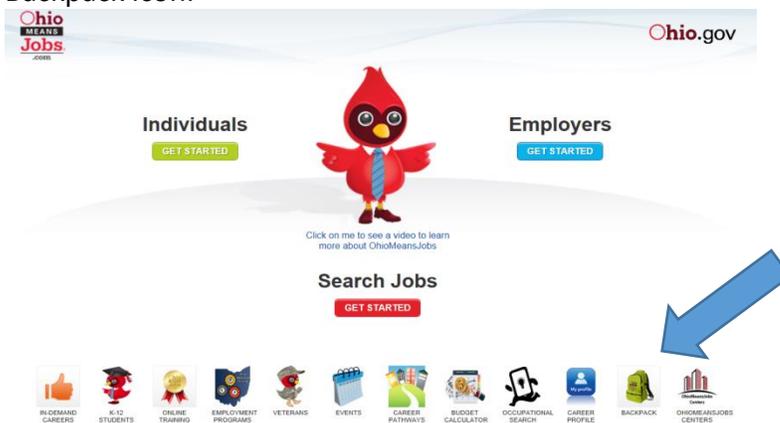
   ** Chrome or Mozilla search engines work best

3.   New Students - Click on Register

4.   For registration, the student needs to have an email address and provide basic demographic information and employment and career information.

** A Gmail account is recommended but not required

** Another source of assistance is the LIVE CHAT: ONLINE button at the top of the screen

Documenting Student OMJ Registration

1.   Document student registration on the Student Exit Form

2. And in ABLELink