

# Parent Portal User Manual

Autism Scholarship Program

Jon Peterson Special Needs Scholarship



**MARCH 2022**

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# Autism Scholarship Program

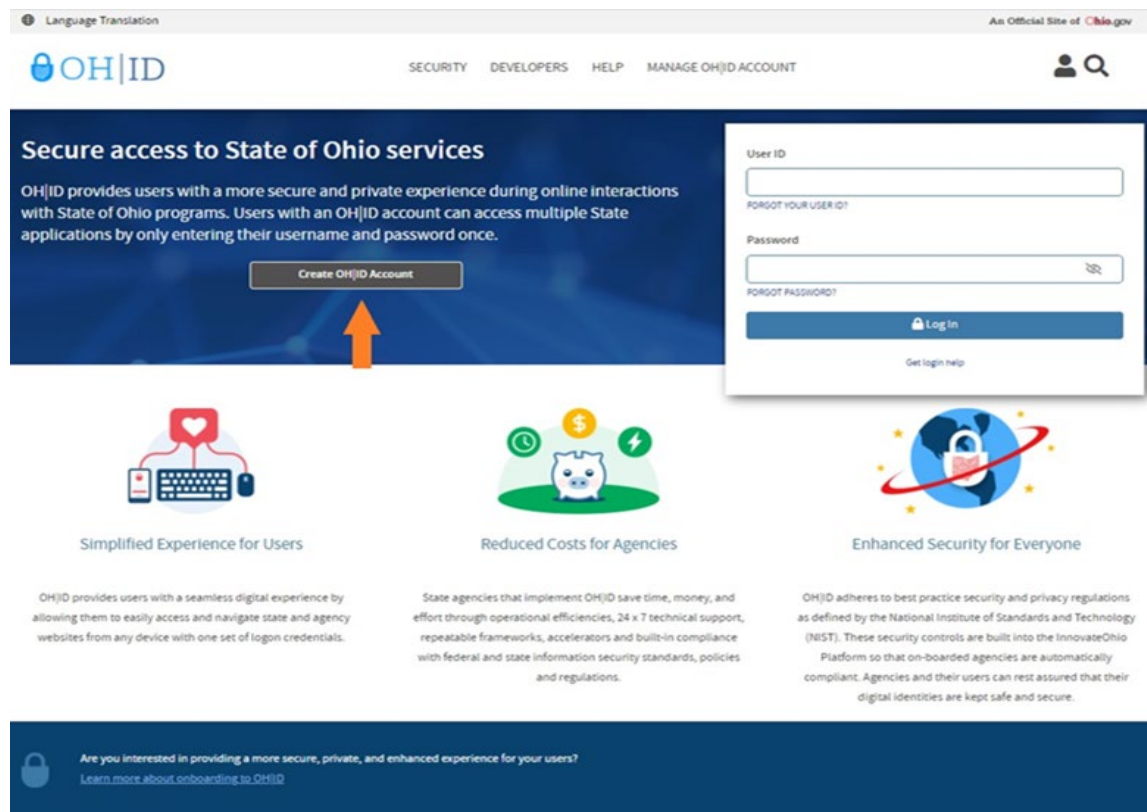
## Jon Peterson Special Needs Scholarship Program

### Create an OH|ID Account

Access to the Ohio Department of Education’s parent portal is available through the Department’s OH|ID portal. The OH|ID portal is an identity solution from the InnovateOhio Platform. The goal of OH|ID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OH|ID, Ohio Department of Education users can access Department of Education and other statewide applications in a more secure, streamlined way.

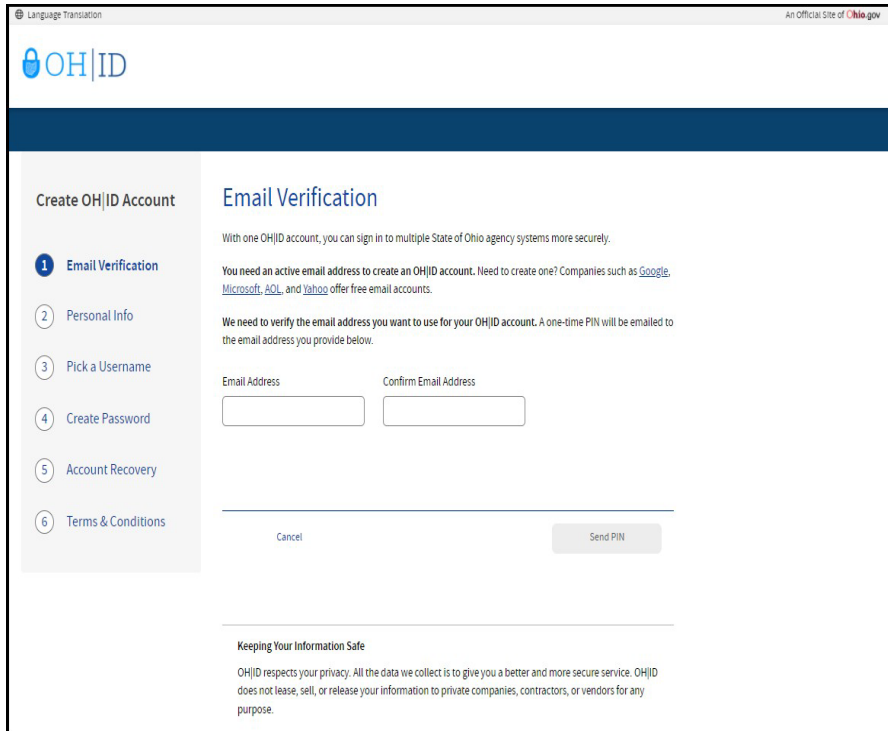
**Parents/Legal Guardians must create an OH|ID account and a Department of Education Profile to access the parent portal.** Begin by navigating to <https://ohid.ohio.gov/>.

**Step 1.** Click Create OH|ID Account



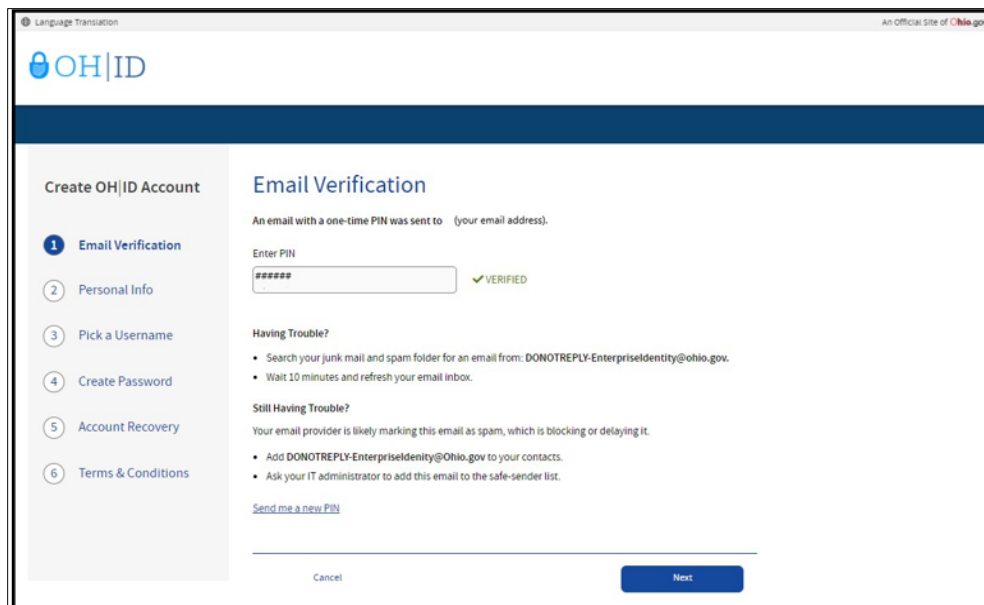
(Figure 1 OH|ID Login Page)

**Step 2.** Enter your email address and click **Send PIN** to have a one-time only PIN sent to the email you provided for verification.



(Figure 2 Create OH|ID Account Email Verification)

**Step 3.** Enter the PIN you received in the next window and click Verify. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send me a new PIN to invalidate the previous PIN and send a new one to your email. Once your email is verified, click Next.



(Figure 3 Create OH|ID Account Email Verification PIN)

**Step 4.** Enter your personal information and click Next.

The screenshot shows the 'Personal Info' step of the OH|ID account creation process. On the left, a vertical sidebar titled 'Create OH|ID Account' lists six steps: 1. Email Verification (checked), 2. Personal Info (highlighted), 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Personal Info' and contains four input fields: 'Legal First Name', 'Legal Last Name', 'Date of Birth' (with a placeholder 'mm/dd/yyyy'), and 'Last 4 digits of SSN (optional)'. Below these fields is a note: 'Be sure to use your real date of birth, you may need it for account recovery later.' At the bottom, there are 'Cancel' and 'Next' buttons.

**Step 5.** Create a username for your OH|ID account and click **Next**.

The screenshot shows the 'Pick a Username' step of the OH|ID account creation process. The sidebar on the left is updated: 'Email Verification' and 'Personal Info' are checked, 'Pick a Username' is highlighted, and 'Create Password', 'Account Recovery', and 'Terms & Conditions' are listed below. The main content area is titled 'Pick a Username' and features a section for 'Username Requirements' with a bulleted list: 'Must be between 6-64 characters', 'Cannot start or end in a special character', 'Cannot contain only numbers', and 'Only . \_ - or @ No other special characters'. Below the requirements is a single 'Username' input field. At the bottom, there are 'Cancel' and 'Next' buttons.

(Figure 5 Create OH|ID Account Pick Username)

**Step 6.** Create a password for your OH|ID account and click **Next**.

(Figure 6 Create OH|ID Account Password)

**Step 7.** (Optional) Enter your mobile phone number to set up your mobile/text account recovery method for your OH|ID account and click **Next**.

(Figure 7 OH|ID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OH|ID Account Recovery screen and click **Verify**. Once it is verified, click **Next**.



**Step 8.** Place a check mark next to “**I Agree**” to the terms and conditions of your OH|ID account and answer the prompt to confirm you are not a robot. Click **Verify**. Then click **Create Account**.

Language Translation

OH|ID

Create OH|ID Account

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

## Terms & Conditions

In order to proceed with creating your account, you must agree to the following terms and conditions.

By clicking “I Agree” and creating an OH|ID account, 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.

I Agree

Confirm you are not a robot

What is forty six thousand and fifty eight as a number?

Verify

Cancel Create Account

(Figure 8 OH|ID Terms & Conditions)

After you click **Create Account**, you will see a prompt to check the email address you provided when setting up your OH|ID account. Click **log in to OH|ID** to access your OH|ID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click **Log in**.

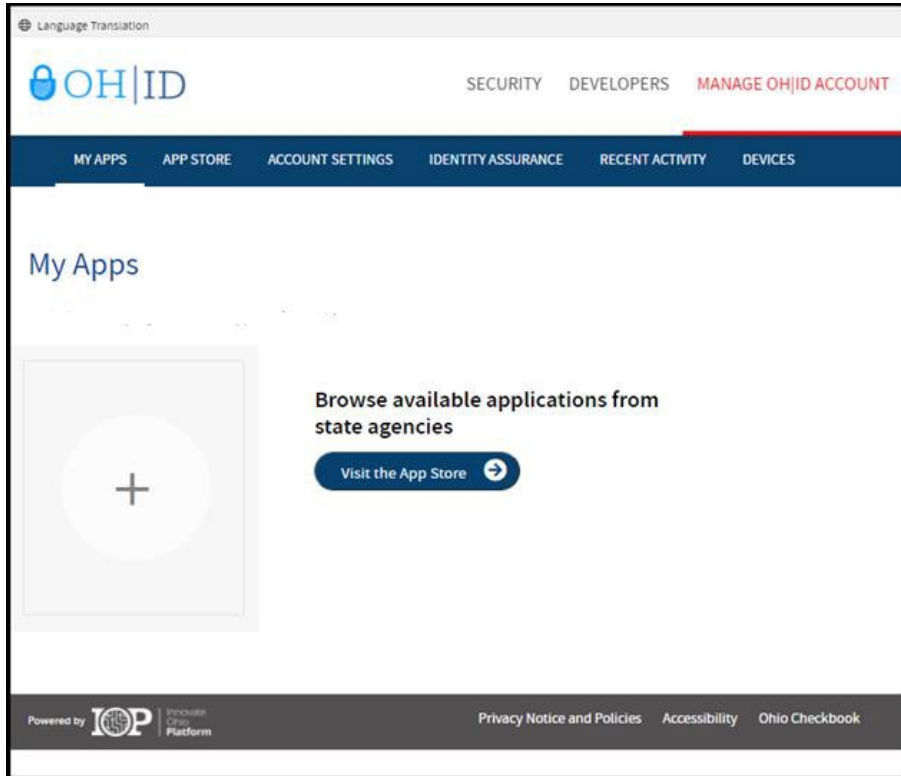
**NOTE:** If you encounter any error messages during this process, please email [profile.help@education.ohio.gov](mailto:profile.help@education.ohio.gov) with the error message and a summary of what you are trying to accomplish.

Parent/Guardian’s next step is to create a Department of Education profile or link your new OH|ID account to your existing Department of Education profile. Please proceed to the **Department of Education Profile Setup** section of this manual for instructions.

# Department of Education Profile Setup

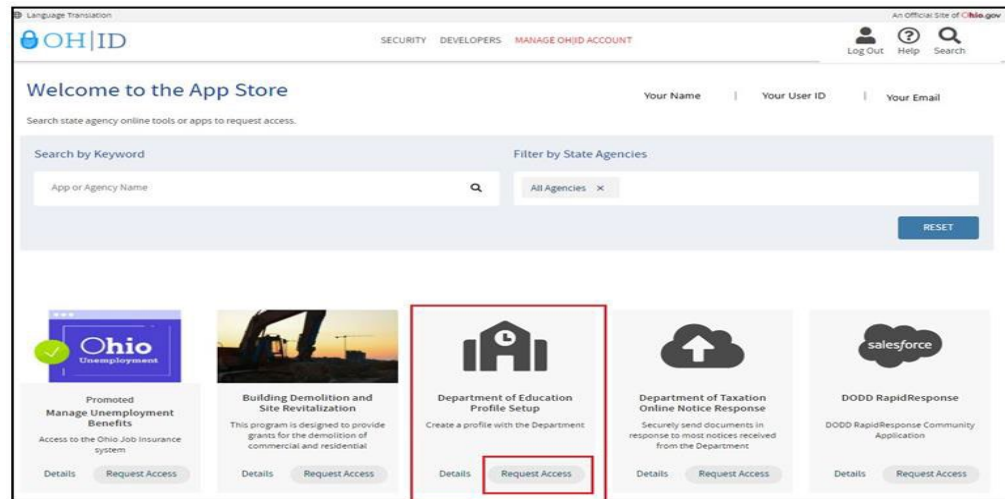
You will create your Department of Education profile (or link to your existing Department of Education profile) after setting up your OH|ID account. Go to <https://ohid.ohio.gov/> to log in to your OH|ID account. Then follow the directions below.

**Step 1. Click Visit the App Store.**



(Figure 9 OH|ID My Apps)

**Step 2. On the Department of Education Profile Setup app tile select Request Access.**



(Figure 10 OH|ID App Store)

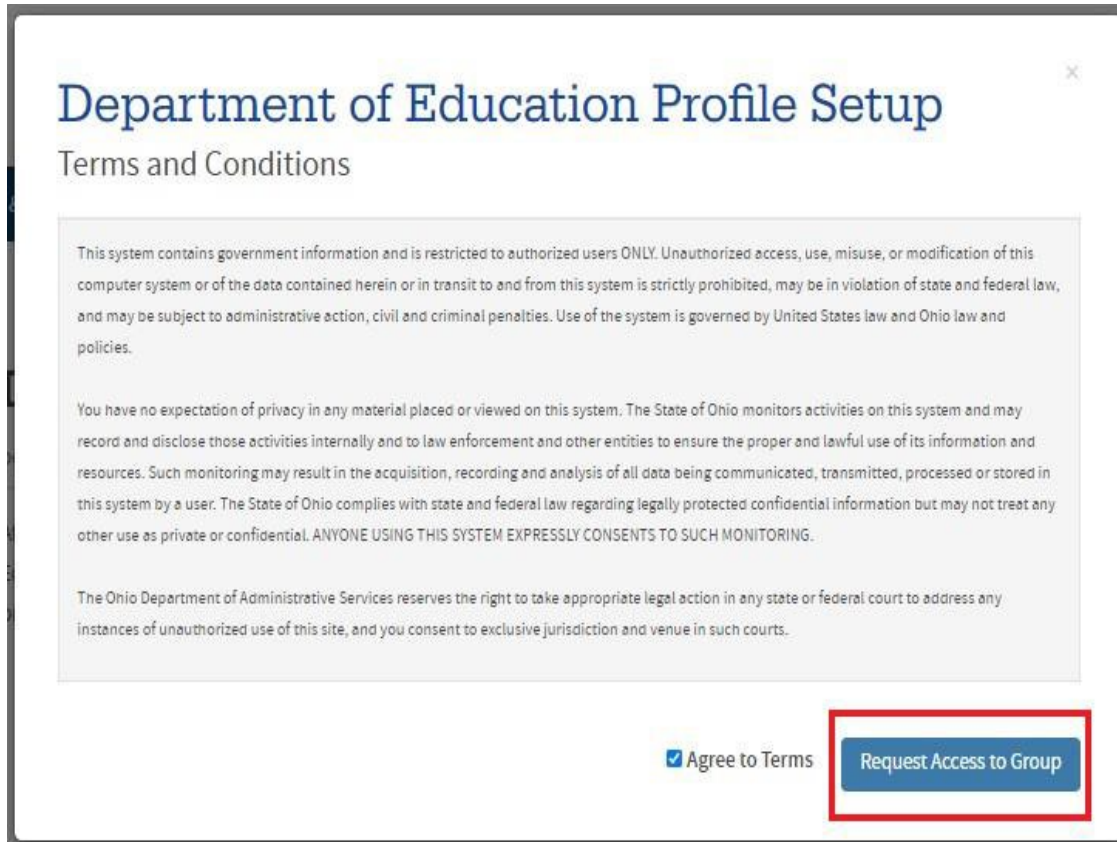


**Step 3. Select Request Access to Group.**



(Figure 11 Department of Education Profile Setup Request Access)

**Step 4. A pop-up will appear containing the Terms and Conditions. Check the box next to **Agree to Terms** and select **Request Access to Group** to proceed.**



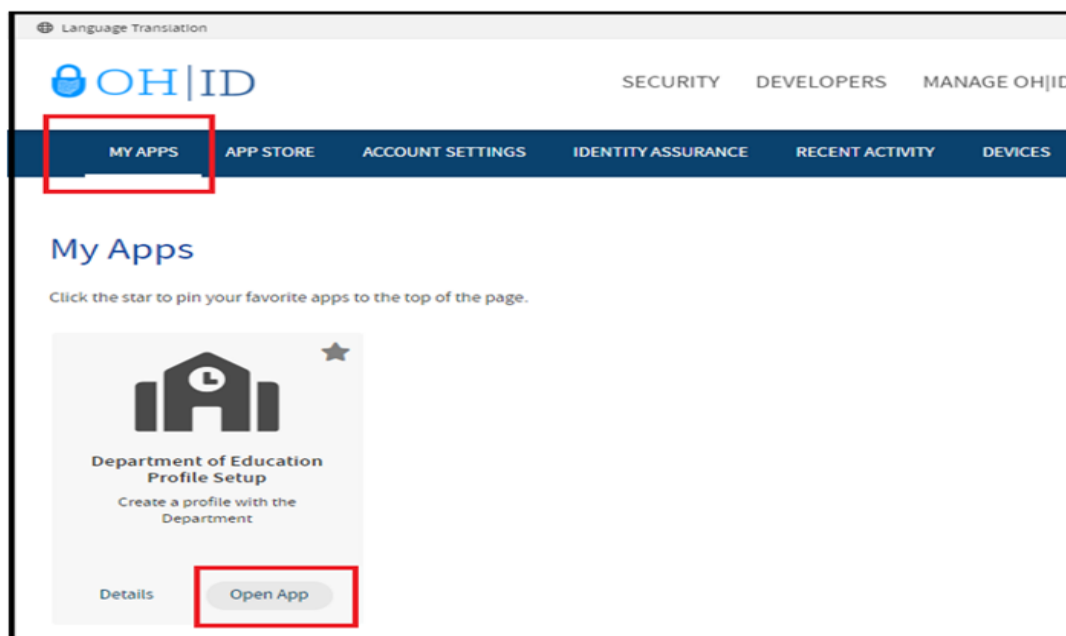
(Figure 12 Terms and Conditions)

You will receive notification that your request to access the Ohio Department of Education Profile has been submitted. Check the email you used when setting up your OH|ID account to verify your request has been granted.



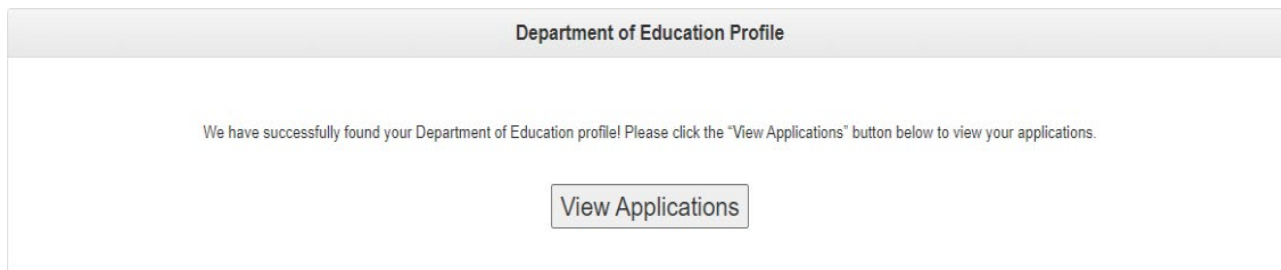
(Figure 13 Department of Education Profile Setup Request Submitted)

**Step 5.** Once you receive the email verifying your request has been granted, click **“My Apps”** on your OH|ID dashboard. Then click **“Open App”** in the Department of Education Profile Setup tile.



(Figure 14 Department of Education Profile Setup)

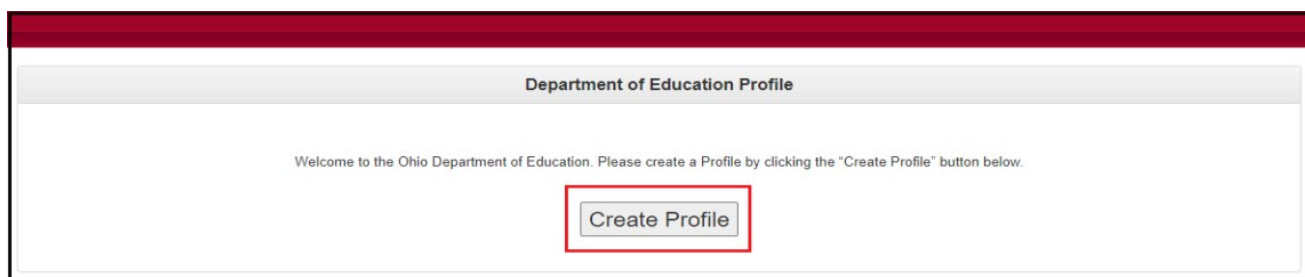
**Step 6a.** If a Department of Education profile is found, you will be prompted to view your Department of Education apps. Click **“View Applications”**.



**(Figure 15** Department of Education Profile Found)

At this point the Parent/Guardian is ready to access the Scholarship Programs Application.

**Step 6b.** If a Department of Education profile is not found, click **Create Profile** to create your Department of Education Profile.



**(Figure 16** Create Department of Education Profile)

**Step 7a.** Complete the Department of Education Profile Creation Pages. In the **“Which role best applies to you?”**, for Autism and Jon Peterson Special Needs Parents/Guardian(s) select the option **“I am a parent signing up to access a scholarship application”**.

**Step 7b.** You must use your State of Ohio ID card or Ohio driver’s license when setting up the account. When filling in your personal information, the **name must match exactly** to what is on your Ohio driver’s license. If you do not have an Ohio driver’s license, please reference in Figure 18 “Click here for acceptable verification documents” and upload the verification document, this will become a manual approval.

**NOTE:** If you have a former SAFE profile, you will be able to link your profile to your new OH|ID account once your account is established.

Which role best applies to you?

(Multiple roles can be selected)

- I am applying for an initial (or renewing a previously issued) Ohio Department of Education license or permit
- I am a parent, signing up for College Credit Plus program
- I am an adult student applying for the Adult Diploma or Adult 22+ Programs
- I am a parent signing up to access a scholarship application.
- Other reasons such as Scholarship Provider
- I am a parent signing up to submit income documents for scholarship and/or ACE

Parent signing up to access a scholarship application

Basic Information

Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:

Bobtest

MIDDLE NAME:

CURRENT LAST NAME:

User

PREVIOUS LAST NAME:

SSN#:

Why does ODE ask for this?

1234

What if I don't have a SSN?

BIRTH DATE:

08/01/1988

NEXT

(Figure 17 Department of Education Selection of Role Profile Creation)

(Figure 18 Department of Education Profile Creation Page)

**Step 8.** After you have completed the Department of Education Profile Creation pages, you will receive a validation code in a confirmation email. Enter the information requested, including the validation code, in the confirmation dialog box and click **Continue**.

At this point the Parent/Guardian is ready to access the Scholarship Programs Application. Please proceed to the Scholarship Application section of this manual.

## Request Access to Scholarship Application

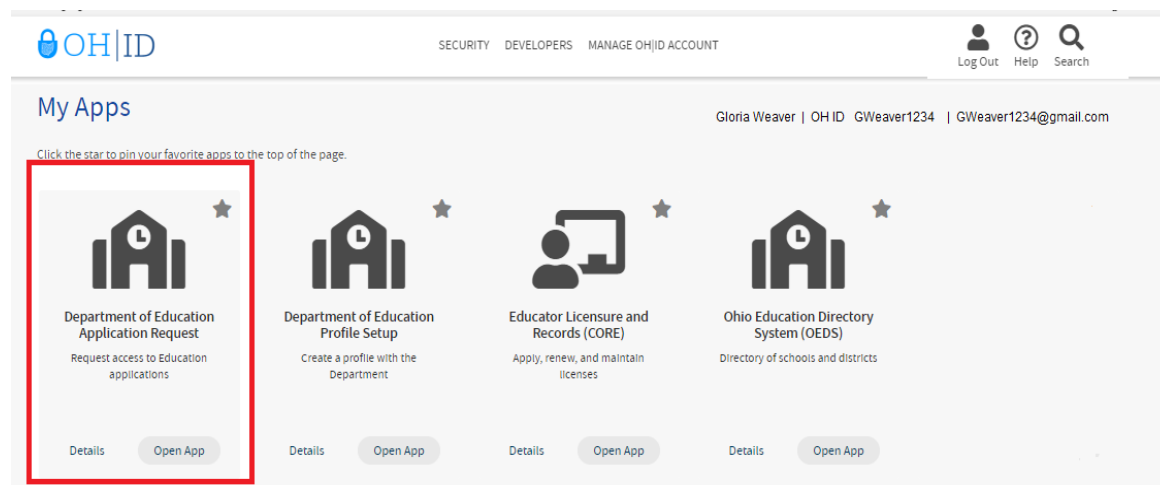
The parent portal is now available for parents to view their child’s online Autism and Jon Peterson Special Needs scholarship information. The portal has been developed to improve communication and transparency. Parents will now be able to have real-time access to scholarship information such as application status, progress reports and monthly invoices.

Please complete the following steps to request access to Scholarship Programs application:

**Step 1.** First, you must have an OH|ID account and create a Department of Education Profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OH|ID Account** section of this manual.

**Step 2.** After you have created an OH|ID account and Department of Education Profile, navigate to <https://ohid.ohio.gov/> and log in to your OH|ID account.

**Step 3.** Open the **Department of Education Application Request** app under **My Apps**.



(Figure 19 OH|ID My Apps)

**Step 4.** In the “Application” dropdown select “Scholarship”

(Figure 20 Application Request)

**Step 5.** In the “Membership Requested” dropdown, select “Scholarship Parent” option. In the “Reason:” enter “Parent” then select “Submit”.

My Applications

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone: - Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

Current Membership:

\*Reason:

\*Required

(Figure 21 Parent application request)

**Step 6.** View of a completed Scholarship Parent access request.

My Applications

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name:  \*Email:

Phone: - Extension:

**REQUEST INFORMATION**

\*Application:  \*Membership Requested:

In the reason box, if you are a student, state the school name and program (ADP or 22+). If you are a school employee, state the school name and your job title. Current Membership:

\*Reason:

\*Required

**Requests**

	Application	Membership Requested	Requested Date	Approved By	Processed Date	Approver Comments	Status
<a href="#">Remove Request</a>	Scholarship	Scholarship Parent	3/22/2022			<input type="text"/>	Approved

(Figure 22 Parent completed the application request)



Please Note: If nothing appears in the “Membership Requested” drop down, this means you already have that access and you should see “Current Membership:” message noted in the red box below.

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name: Gloria Weaver \*Email: GWeaver12345@yahoo.com

Phone: 614-555-1212 Extension:

**REQUEST INFORMATION**

\*Application: Scholarship \*Membership Requested:

**Current Membership: Scholarship Parent**

\*Reason:

\*Required Submit

(Figure 23 Request for access was previously granted)

**ALERT:** Scholarship parents should NEVER select “Scholarship Provider Application” as a request for access.

**SAFE Application Request**

**CONTACT INFORMATION** \*Change contact information if needed for request purposes only\*

Name: Bobtester User \*Email: bobj4172@yahoo.com

Phone: 614-555-1212 Extension:

**REQUEST INFORMATION**

\*Application: Scholarship \*Membership Requested: Scholarship Provider Applicant

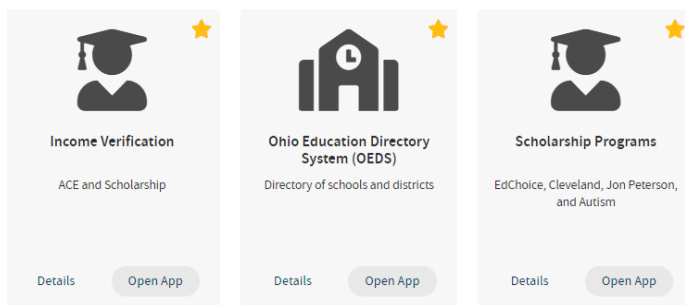
In the reason text box please define your entity (nonpublic school, public school, business owner, certificated professional, etc.) and your job title. Current Membership:

\*Reason:

\*Required Submit

(Figure 24 Parent’s should not request a provider role)

In OH|ID you will now find the Scholarship Programs application that you requested.

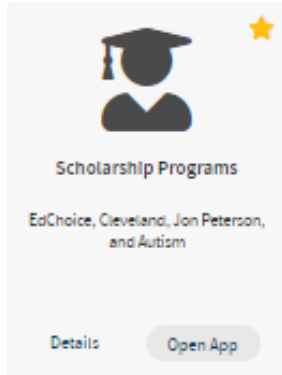


(Figure 25 Scholarship Income Verification Tile)

The parent/guardian is now ready to access the Scholarship Programs application.

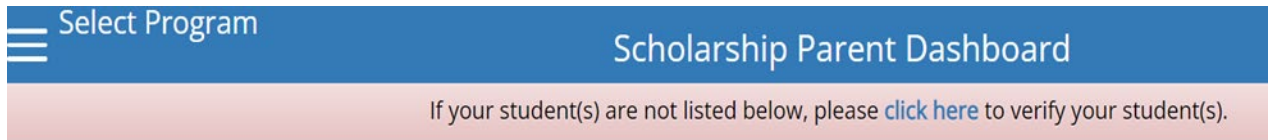
# Scholarship Programs Application

**Step 1.** Select the “Scholarship Programs” application from My Apps within OH|ID.



(Figure 26 Scholarship Programs Tile)

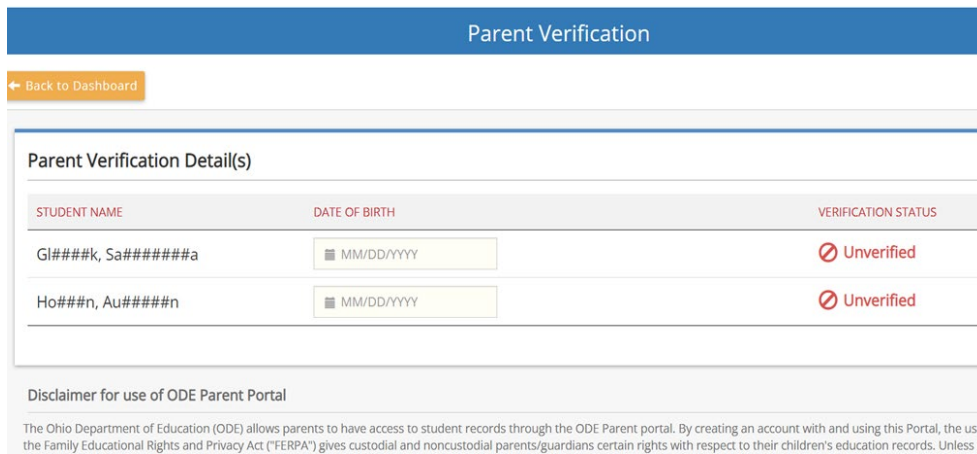
The scholarship parent dashboard should now be displayed. If this is your first time accessing the scholarship system or if you have not yet verified your child's data click the link to verify your child.



(Figure 27 Scholarship Parent Dashboard)

**Step 2.** Read the disclaimer for use of the ode parent portal located at the bottom of the page. Once you have read the disclaimer in its entirety you may begin the verification process.

In the parent verification details box illustrated below a partial of your child name should appear. Please enter your child's date of birth in the following format: MM/DD/YYYY. Once the date of birth has been entered, the system will determine if the date entered matches the students online application record.



(Figure 28 Parent Verification)

If the date of birth matches, the Verification Status will be updated to Verified. If the date of birth entered does not match our records, an invalid date of birth message will display. You will then have another opportunity to re-enter the date of birth. If after multiple attempts you are unsuccessful with verifying your child, please contact the scholarship office for assistance.

If you have multiple children participating in the scholarship programs, complete these steps until all children have been verified.

**Step 3.** Once your child is in Verified status, click the Back to Dashboard button.

## Scholarship System Guide

### Student Module

**Step 1.** Use the tabs along the top of your child’s scholarship record to view different types of information. Currently, the student application is read-only. If information needs to be updated, please contact your primary provider.



(Figure 29 Student Application Tabs)

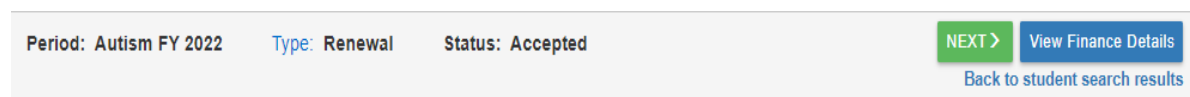
Tab	Description
<b>Student</b>	This tab contains basic student information (student name, date of birth, etc.)
<b>Parent/ Guardian</b>	This tab contains the information of the primary and second parent/guardian.
<b>Application</b>	This tab contains information related to the student’s provider and district of residence.
<b>IEP</b>	This tab contains information related to your child’s Individualized Education Program (IEP dates, summary, services, goals/objectives, etc.).
<b>Docs</b>	This tab contains documents related to your child’s scholarship (scholarship application, IEP, Acceptance Form, etc.).
<b>Status/Flags</b>	This tab contains information related to the current status of your child’s application.
<b>Comments/ History</b>	This tab contains comments from the provider, district or scholarship office.

(Figure 30 Student Application Descriptions)

## Finance Module

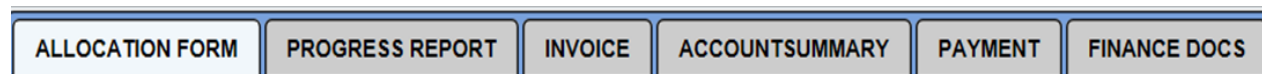
Once your child's scholarship is in Accepted status, you can view the finance module of the scholarship record.

**Step 1.** To access your child's finance information, click the *View Finance Details* button (illustrated below). The finance section of your child's scholarship record should now be displayed.



(Figure 31 View Finance Details)

**Step 2.** Use the tabs along the top of your child's scholarship record to view different types of finance information.



(Figure 32 Fiance Details Tabs)

Tab	Description
<b>Allocation Form</b>	This tab contains the amount of the scholarship that allocated to each provider. This tab also contains the monthly allocations, quarterly caps and monthly caps.
<b>Progress Report</b>	This tab contains the quarterly progress reports.
<b>Invoice</b>	This tab contains the monthly invoices submitted by each provider.
<b>Account Summary</b>	This tab contains a record of accepted invoices and payments.
<b>Payment</b>	This tab contains a record of the scholarship payments including payment status and payment dates.
<b>Finance Docs</b>	This tab contains a copy of the Reallocation Form (if applicable).

(Figure 33 Finance Details Descriptions)

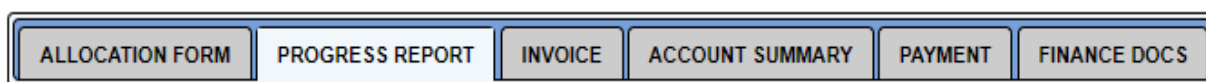
## Progress Report

Providers submit progress reports on a quarterly basis through the online scholarship system. Progress reports are due at the end of September, December, March and June. The progress reporting quarters are as follows:

- Summer Quarter: July - September
- Fall Quarter: October - December
- Winter Quarter: January - March
- Spring Quarter: April - June

To view and print a progress report, complete the following steps:

**Step 1.** Select the Progress Report tab (illustrated below).



(Figure 34 Progress Report Tab)

**Step 2.** Next, select the Generate Annual Progress Report button (illustrated below).

The image shows a table with columns: QUARTER, PROVIDER, STATUS, SUBMITTED DATE, GOTO, DELETE, and PRINT. Below the table are two buttons: 'Add Quarterly Progress Report' and 'Generate Annual Progress Report'.

QUARTER	PROVIDER	STATUS	SUBMITTED DATE	GOTO	DELETE	PRINT
Spring 2022	Heartland Christian School	Progress Report Accepted	5/24/2022 10:10:03 AM			
Winter 2022	Heartland Christian School	Progress Report Accepted	3/14/2022 2:24:43 PM			
Fall 2021	Heartland Christian School	Progress Report Accepted	12/8/2021 12:04:30 PM			
Summer 2021	Heartland Christian School	Progress Report Accepted	9/23/2021 2:26:42 PM			

(Figure 35 Progress Report Details)

**Step 3.** The progress report should now be displayed. Select print.

The image shows a browser window displaying a progress report. Red callout boxes point to the 'Print Report' button in the top right, the 'Scroll Pages' button in the top left, and the 'Export' button in the top center. The report content includes the Ohio.gov logo, 'Annual Progress Summary Report', and a table of goals and progress.

Annual Progress Summary Report  
Student Application Id:  
Student Name:

IEP (05/07/2015 - 05/05/2016)

GOAL	SUMMER	FALL	WINTER
1. When grade level text will increase his reading fluency and comprehension by answering questions, summarizing and compare/contrast with 80% accuracy on 4 out of 5 trials by the next annual review.	Limited Progress	Adequate Progress	
2. When given an assignment or multi-step task, will complete the task with no more than 2 verbal prompts with 80% accuracy on 4 out of 5 trials by the next annual review.	Adequate Progress	Adequate Progress	
<b>OVERALL PROGRESS</b>	Limited Progress	Adequate Progress	

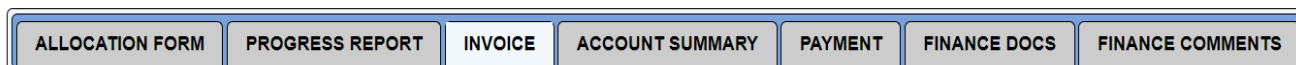
(Figure 36 Progress Report Generated)

## Invoice

Providers can invoice monthly, quarterly, etc. The invoicing window for providers opens every month on the 1<sup>st</sup> and closes on the 10<sup>th</sup>. Providers can invoice for any pervious month in the scholarship year. Special education services can be invoiced individually within the same invoice.

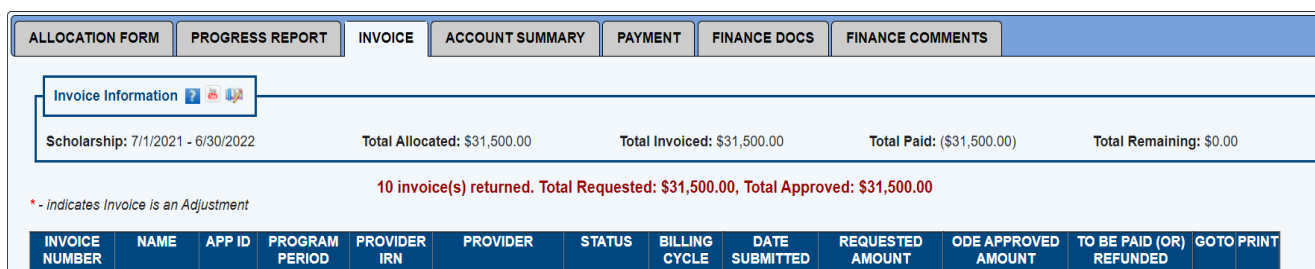
To view and print an invoice, complete the following steps:

**Step 1.** Select the Invoice tab (illustrated below).



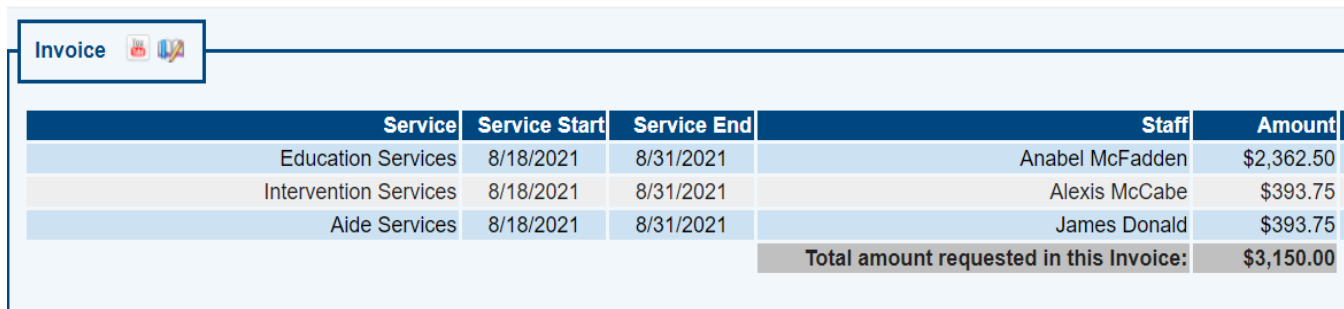
(Figure 37 Invoice Tab)

**Step 2.** Click the magnifying glass icon  in the GO TO column to access your child's invoices.



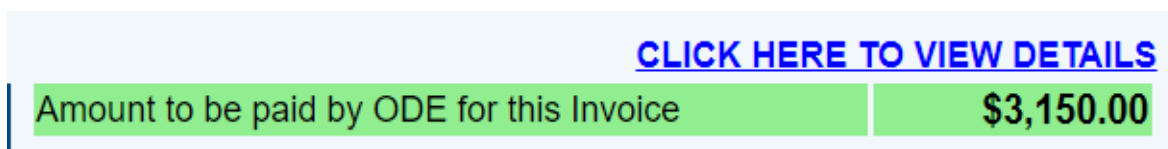
(Figure 38 List of Invoices)

**Step 3.** View services invoiced by staff and costs per month. Providers are required to give parents a fee schedule, which lists the costs of services.



(Figure 39 Services Listed on Invoice)

**Step 4.** Click [CLICK HERE TO VIEW DETAILS](#) to learn more about the invoice details.



(Figure 40 Click Here to View Details)



**Step 5.** The invoice details are current as of last invoice submitted by the provider(s).

[CLICK HERE TO HIDE DETAILS](#)

***Invoice details as of 9/2/2021 8:54:45 AM***

<b>1)</b> Total Annual amount allocated to the Provider in the Allocation Form	\$31,500.00
<b>2)</b> Total amount previously invoiced by the Provider	\$0.00
<b>3)</b> Total amount remaining for the Provider ( <i>subtract line 2 from line 1</i> )	\$31,500.00
<b>4)</b> Amount allocated for the Provider in the Allocation Form for Aug 2021 Billing Cycle	\$3,150.00
<b>5)</b> Total amount previously invoiced by the Provider in Aug 2021 Billing Cycle	\$0.00
<b>6)</b> Total amount remaining in Aug 2021 Billing Cycle ( <i>Subtract line 5 from line 4</i> )	\$3,150.00
<b>7)</b> Amount available for the Provider for this Invoice before carry forward ( <i>use lower amount from line 3, line 6</i> )	\$3,150.00
<b>8)</b> Amount carried over	\$0.00
<b>9)</b> Total amount available for the provider for this Invoice ( <i>add line 7, line 8</i> )	\$3,150.00
<b>10)</b> Total amount requested by the Provider for this Invoice	\$3,150.00
<b>11)</b> Total amount Approved by ODE in Aug 2021 Billing Cycle ( <i>use lower amount from line 9, line 10</i> )	\$3,150.00
<b>Amount to be paid by ODE for this Invoice (<i>use line 11</i>)</b>	<b>\$3,150.00</b>

(Figure 41 Invoice Details)

## Contact Information

Autism Scholarship

[Autismscholarship@education.ohio.gov](mailto:Autismscholarship@education.ohio.gov)

Jon Peterson Special Needs Scholarship

[Peterson.scholarship@education.ohio.gov](mailto:Peterson.scholarship@education.ohio.gov)

If you have questions, please call our office line at 614-728-3480.