

ADP Student Manual



November 2023



**Department of
Education &
Workforce**

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Adult Diploma Program

Program Overview

The Adult Diploma Program provides job training and a new pathway for adults, ages 18 or older, to earn a high school diploma AND industry credentials aligned to one of Ohio's in-demand jobs.

What makes this program different from a traditional high school setting is the delivery of instruction to adults. Instead of measuring academic achievement through clock hours, seat time, or credits earned, the focus is on a competency-based approach that provides a self-paced option. Once competencies have been learned, adults then demonstrate mastery of skill. Each eligible adult works with the provider to create a customized Student success plan.

Eligibility

Adults must meet the following criteria to participate in the Adult Diploma Program:

- Be at least 18 years of age;
- Have not received a valid high school diploma or a general educational development (GED) certificate; and
- Be a resident of Ohio.

Guidance

- Providers shall develop an individual Student Success Plan with each adult learner.
- Adult learners are required to successfully complete a Student Success Plan to earn a high school diploma.
- Providers are required to give career counseling to adult learners.
- A high school diploma is awarded to an adult learner who satisfies the required WorkKeys scores, satisfactorily passes the career training program and earns the in-demand industry credential(s) for the program.

The guidance information included in this manual provides a step-by-step process for creating an OH|ID account and other Participant responsibilities associated with the ADP program.

IMPORTANT INFORMATION

1. The adult student **MUST** have an OH|ID account* **BEFORE** providers can begin a student application**.

*This means the adult student must create **AND** confirm the OH|ID account via email.

**It is the provider's responsibility to complete and submit the student application.

2. It is important that **ALL** information for the student application is entered accurately before submitting, including the student's career training program.

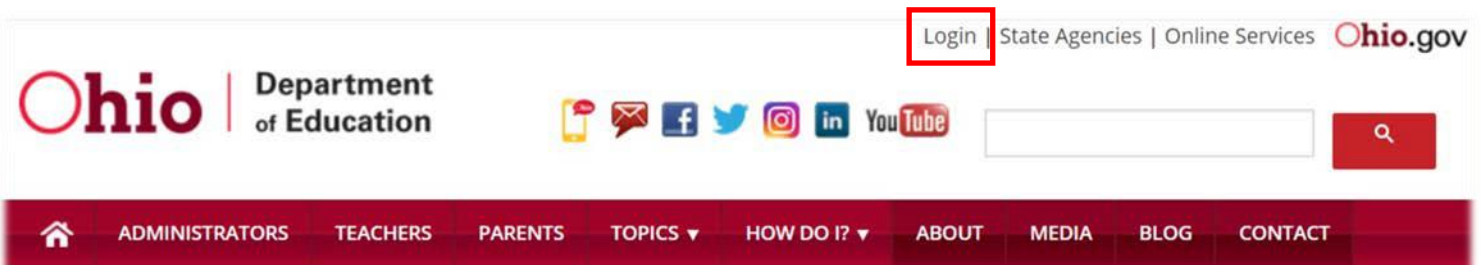
To ensure accurate reimbursements to providers, student program changes should take place **BEFORE** invoicing begins. Career counseling at the very beginning is extremely important.

1.0 Creating an OH|ID Account

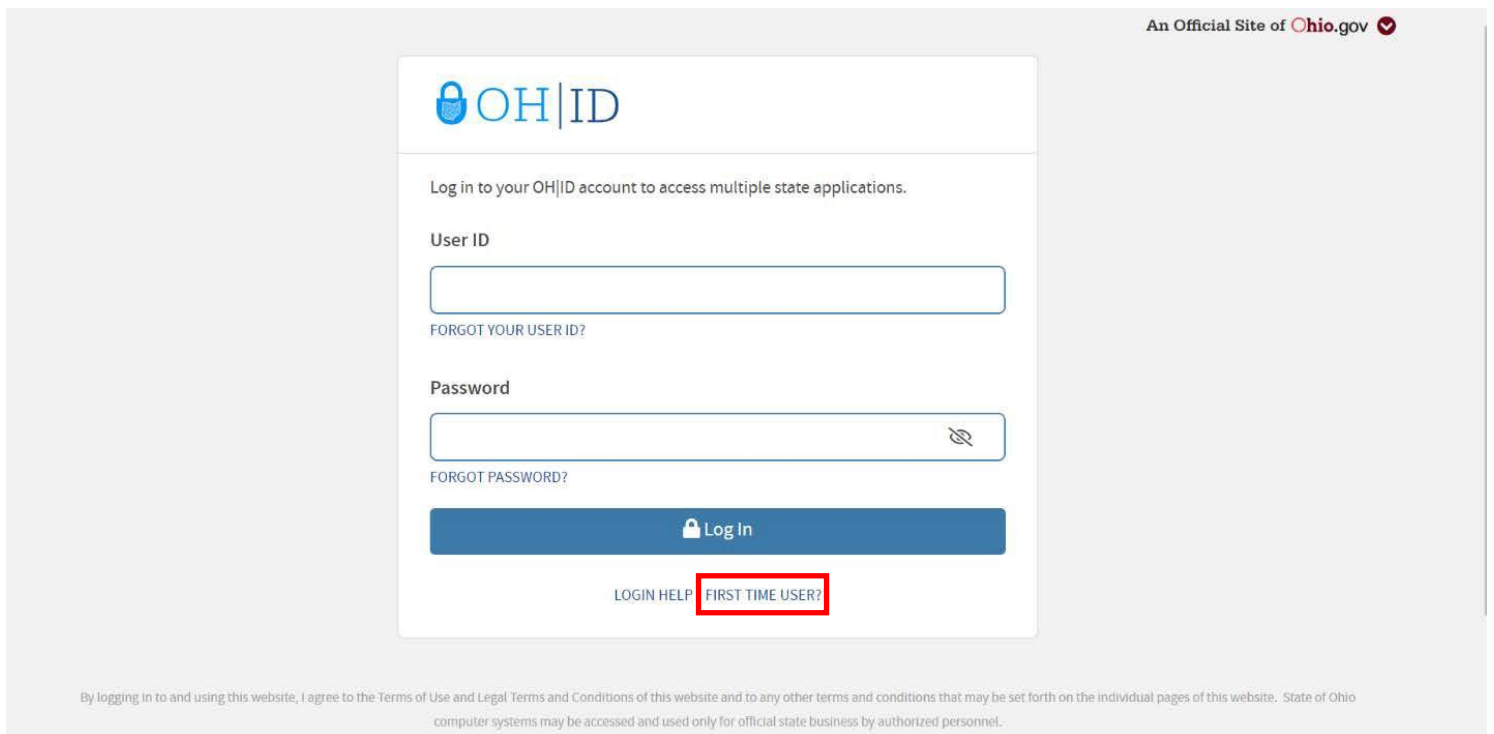
This section explains the OH|ID account creation process for students. This section also shows how to successfully login to an OH|ID account and access the Ohio Department of Education application.

*If a student already has an OH|ID account please move to Step 8 which outlines the OH|ID log in process.


Step 1. Navigate to <https://ohid.ohio.gov/>



Step 2. Click *First Time User?*



Step 3. Fill out the [Create OH|ID Account](#) page.

An Official Site of [Ohio.gov](#) 


With one account
Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.
[Learn more about OH|ID](#)

Create OH | ID Account

Already have an OH|ID?

Personal Information

All fields are required unless labeled (optional).


First Name	Middle Initial (optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix (optional)	<input type="text"/>	
Work Phone Number (optional)	Mobile Number (optional)	
<input type="text"/>	<input type="text"/>	
Date of Birth	Last 4 digits of SSN (optional)	
<input type="text" value="MM/dd/yyyy"/> 	<input type="text"/>	

Step 4. Type your email address into the *Email Verification* field and wait for a temporary pin to be sent.

Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email	Please re-type your email
<input type="text" value="test@education.ohio.gov"/>	<input type="text" value="test@education.ohio.gov"/>

 **Email Validation**
We will email you a temporary PIN.

Step 5. Once receiving an email containing a temporary pin, enter it into the pop-up field.

OH|ID account verification code



DONOTREPLY-EnterpriseIdentitySTG@ohio.gov

To Kandru, Mallika

Hello,

Please enter the following verification code when prompted. The code will expire in 15 minutes.

Verification code: **508075**

If you did not initiate this request, or feel you have received this message in error, please disregard and delete it.

Sincerely,

The OH|ID account team



Department of
Administrative Services



Innovate
Ohio
Platform

The screenshot shows a web interface with a white pop-up window. The pop-up has the OH|ID logo at the top, followed by the text "An email with your PIN has been sent to your email address". Below this is a text input field labeled "PIN" which is highlighted with a red border. Underneath the input field is a link that says "Are you having trouble? [SEND NEW PIN](#)". At the bottom of the pop-up is a blue button labeled "Verify". In the background, there are two email address input fields, both containing "test@education.ohio.gov". At the bottom of the page, there is an "Email Validation" section with a checkbox and the text "We will email you a temporary PIN." and "You must validate Email".

Step 6. Enter account details in the *Profile Information* form and agree to terms and conditions. Click *Create Account* once completed.

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

Password Guidelines:

- 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"

Password

Confirm Password

Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

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.

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 to refuse service, terminate accounts, remove or edit content, or cancel transactions.

I agree to the terms and conditions

Verification Question

Bee, chin, ankle, leg and dog: how many body parts in the list?

Step 7. The account has now been successfully created. Click *Continue* to go to the login page.

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

[Learn more about OH|ID](#)



Success!

✔ You have **successfully** created your OH|ID account.

You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications.


Click 'Continue' to go to the login screen and enter your new credentials. Once you log, in update your Security Information in order to liberate your OH|ID account.


Continue

2.0 Accessing Department of Education Profile Setup via OH|ID

*If a Participant already has access to all desired applications, please move to [4.0 Completing the Student Application](#)

Step 1. Log in to your account with your login information.

An Official Site of [Ohio.gov](#) 




Log in to your OH|ID account to access multiple state applications.

User ID

[FORGOT YOUR USER ID?](#)

Password

[FORGOT PASSWORD?](#)

 **Log In**

[LOGIN HELP](#) | [FIRST TIME USER?](#)

Step 2. Once on the dashboard, click *Add/View* more to add favorite applications to the dashboard.

The screenshot shows the OH|ID dashboard. At the top left is the OH|ID logo. The top navigation bar includes links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. Below this is a secondary navigation bar with DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main content area starts with a 'Hello!' greeting and the title 'Your favorite OH|ID sites and applications'. A red box highlights the 'ADD/VIEW MORE' button. Below the title, there are tabs for 'Basic', 'Intermediate', and 'Advanced'. A message states: 'Once you add an OH|ID application to your favorites, you will see it here. If you would like to see all the Sites and Applications that you can access with your account [access the catalog here.](#)' On the left, there is a sidebar with account management options: EDIT NAME, CHANGE PASSWORD, EDIT EMAIL, and ACCOUNT SETTINGS.

Step 3. Search for the *Department of Education Profile Setup* and click on it.

The screenshot shows the 'Other Sites & Applications under OH|ID' page. At the top, it says 'There are currently no applications which you have accessed...'. Below this is the section title 'Other Sites & Applications under OH|ID' and a subtitle 'A list of all the other sites and applications available that require an OH|ID account to sign in'. There is a search bar labeled 'Search by Site or Application Name'. Below the search bar are two filter sections: 'Filter by Categories' with a dropdown menu showing 'ALL CATEGORIES x', and 'Filter by State Agencies' with a dropdown menu showing 'DEPARTMENT OF EDUCATION x' (highlighted with a red box). Below the filters is a horizontal list of letters from A to Z. To the right of the letters are two grid icons and a 'RESET' button. Below the filters, it says 'Your filter is showing 1 results'. A red box highlights the search result for 'Department of Education Profile Setup', which includes a house icon with a clock and the text 'Create a profile with the Department'.

Step 4. Click on *Request Access to Group*.

The screenshot shows the OH|ID dashboard with a dark blue header. The navigation menu includes 'DASHBOARD', 'SITES & APPLICATIONS', 'SECURITY LEVEL', 'RECENT ACTIVITY', and 'DEVICES'. The 'SITES & APPLICATIONS' section is active, showing a 'Department of Education' profile. A red box highlights the 'REQUEST ACCESS TO GROUP' button in the top right corner.

OH|ID SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY DEVICES

< BACK TO SITES & APPLICATIONS

Department of Education Profile Setup

Department of Education

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

REQUEST ACCESS TO GROUP

Step 5. Read and agree to the terms and conditions. Click *Request Access to Group*.

The screenshot shows the OH|ID dashboard with a modal window titled 'Department of Education Profile Setup' and 'Terms and Conditions'. The modal contains text about government information, privacy, and consent. At the bottom of the modal, two buttons are highlighted with red boxes: 'Agree to Terms' and 'Request Access to Group'.

OH|ID

DASHBOARD SITES & APPLICATIONS

< BACK TO SITES & APPLICATIONS

Department of Education Profile Setup

Terms and Conditions

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

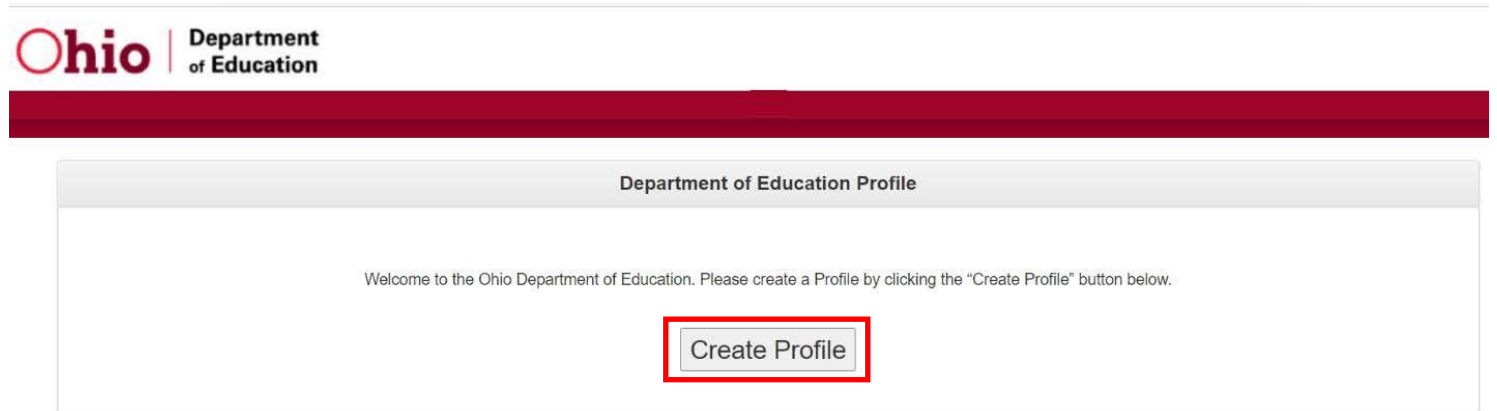
Agree to Terms **Request Access to Group**

Step 6. Click *Launch*.



The screenshot shows the OH|ID dashboard. At the top, there is a navigation bar with links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. Below this is a dark blue header with menu items: DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. A link for '< BACK TO SITES & APPLICATIONS' is visible. The main content area is titled 'Department of Education Profile Setup' and includes a house icon with a lock. The text explains that after account creation, the next step is to create a user profile with the Department of Education or link a new OH|ID account to an existing Department of Education profile. A red box highlights the 'LAUNCH' button, which contains the URL 'https://ohid-stg.ohio.gov/fed...'. Below it is an 'UNSUBSCRIBE FROM APPLICATION GROUP' button.

Step 7. Click *Create Profile*.



The screenshot shows the Ohio Department of Education profile creation page. The header features the 'Ohio Department of Education' logo. Below the header is a red bar. The main content area is titled 'Department of Education Profile' and contains the text: 'Welcome to the Ohio Department of Education. Please create a Profile by clicking the "Create Profile" button below.' A red box highlights the 'Create Profile' button.

Step 8. Fill out the *Basic Information* section. Then click *Next*.

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 for Scholarship program
- Other reasons such as Scholarship Provider

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:

MIDDLE NAME:

CURRENT LAST NAME:

PREVIOUS LAST NAME:

SSN4:

[Why does ODE ask for this?](#)

[What if I don't have a SSN?](#)

Required

BIRTH DATE:

06/16/1990

NEXT

Step 9. Fill out the *Contact Information*, upload any verification documents, then click *Next*.

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Contact Information

<p>Home - Physical Address</p> <p>ADDRESS LINE 1: <input type="text" value="Required"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text" value="Required"/></p> <p>STATE: <input type="text" value="[Required]"/></p> <p>ZIP: <input type="text" value="Required"/></p> <p>ZIP4: <input type="text"/></p> <p>PHONE NUMBER: <input type="text" value="3454645757"/></p>	<p>Home - Mailing Address</p> <p><input type="checkbox"/> IS MAILING SAME AS PHYSICAL?</p> <p>ADDRESS LINE 1: <input type="text"/></p> <p>ADDRESS LINE 2: <input type="text"/></p> <p>CITY: <input type="text"/></p> <p>STATE: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>ZIP4: <input type="text"/></p>
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Identity Verification Information

<p>OFFICE EMAIL ADDRESS <input type="text" value="Optional"/></p> <p>HOME EMAIL ADDRESS <input type="text"/></p> <p>OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER: <input type="text"/> or</p> <p>UPLOAD VERIFICATION DOCUMENT</p>	<p>CONFIRM OFFICE EMAIL ADDRESS <input type="text" value="Optional"/></p> <p>CONFIRM HOME EMAIL ADDRESS <input type="text"/></p>
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[Click here for a list of acceptable verification documents.](#)

Account Information

I agree to Ohio Department of Education [Terms of Service and Privacy Policy](#)

NEXT **GO BACK**

Step 10. Once user clicks on next, wait for email confirmation.

SIGN UP STATUS

Email confirmation is required to complete Department of Education Profile sign up.
This request will expire after 30 days.

An email has been sent to you. Please check your email and follow the instructions to confirm your email.

Please check your junk folder if email is not in your inbox.

Waiting for Email Confirmation

Step 11. Users will receive an email similar to the one below. Click the link to verify the profile.

Please confirm your Ohio Department of Education Profile Inbox x



Ohio Department of Education <Profile.Help.QA@education.ohio.gov>
to me ▾

10:50 AM (42 minutes ago) ☆ ↶ ⋮

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: <https://safega.ode.state.oh.us/ODE.Profile/signup/confirmemail?key=HU-3247378>

Email confirmation key: HU-3247378

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! < br>

↶ Reply

➦ Forward

Step 12. Enter the email verification code along with the last 4 digits of your SSN. Click *continue*.

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation
SSN4:

Last 4 digits of social security number
PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:

CONTINUE

Step 13. A screen should appear that is similar to the one below. Your account is now pending approval by the Department. Once approved, you will have access to the Department application.

SIGN UP STATUS

Your account is pending approval. You will receive an email as soon as your account is approved.

Waiting for Approval

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 | [Sign-up for Alerts](#) 
contact.center@education.ohio.gov

State Board of Education of Ohio
Laura Kohler, President

3.0 Accepting the Student Application

Completing the Student Application is the Provider's responsibility. Providers may enroll Participants into the system once the application window is open and the Department approves the provider to award the Adult Diploma Program. The Participant **MUST** create and confirm their OH|ID account **BEFORE** providers can begin this process.

Step 1. Log in to your safe account and locate the Adult Learner link at the bottom of the [Account page](#).

Account Settings

- [Manage Name](#)
- [Manage Email](#)
- [Manage Address](#)
- [Manage Phone](#)

Web Systems	Description
Adult Learner	Adult Learner
Application Request	Application Request
ODE.CORE	Online Licensure System
OEDS	OEDS Application
STARS V2.0	STARS Professional Development and Technical Assistance System

Step 2. On the **Adult Dashboard**, locate the Task List. Click the *Proceed* button.

The screenshot shows the 'Adult Student Dashboard' interface. At the top, there is a blue header with a hamburger menu icon and the text 'Select Program' on the left, and 'Adult Student Dashboard' on the right. Below the header, there are two main sections: 'Student Details' and 'Task List'. The 'Student Details' section has a 'SHOW 5 ENTRIES' dropdown and a search bar. It contains a table with the following data:

YEAR	STUDENT NAME	PROGRAM	AWARDED AMOUNT	STATUS	SCHOOL	
19-20	crowne, beth Ezra Raymond	Adult Diploma Program	\$0.00	Awarded	Miami Valley Career Tech	VIEW

Below the table is a blue button with the number '1'. The 'Task List' section also has a 'SHOW 5 ENTRIES' dropdown and a search bar. It contains a table with the following data:

TASK TITLE	START DATE	STATUS	
Accept Or Decline Application 669041, Student Name: beth Ezra Raymond crowne	05/15/2020	Open	PROCEED

Below the table is a blue button with the number '1'.

Step 3. The Application will open. Locate the Status/Flags tab and click *Accepted*.

The screenshot shows the application status page. At the top, there is a navigation bar with tabs: 'Student', 'Application', 'Graduation Requirements', 'Student Success Plan', 'Assessment', 'Docs', 'Status / Flags', and 'Comments / History'. The 'Status / Flags' tab is selected. Below the navigation bar, there is a section titled 'Applied Flags' with a blue arrow icon. To the right of this section is a 'Status' panel with the following information:

Status

CURRENT APPLICATION STATUS: Awarded

UPDATE APPLICATION STATUS TO: [Accepted](#)

4.0 Submission Process

After the provider submits the student application, the Department will review the application. After the review is complete, the Department will move the application to Awarded. The Department will contact the provider via email or phone in the event something in the application is missing or needs corrected.

The Participant must log in and accept. Once the Participant accepts, the Finance Details button appears. See the Invoicing Manual for detailed invoicing instructions.

5.0 Student Graduation

After the final invoice is accepted, the Department will move the student application to *Requirements Passed*. The print function for the high school diploma is now active. The provider accesses the Diploma from the Graduation Requirements Tab in the Student's application. The Participant's graduation date is the date that the Department changes the status to *Requirements Passed*.

Contact Information

For questions regarding the Adult Diploma Program, please contact:

Dean Scheiderer

Education Program Specialist

Office of Career-Technical Education

614-387-2254

dean.scheiderer@education.ohio.gov