ADP Student Manual

November 2023

Ohio 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.

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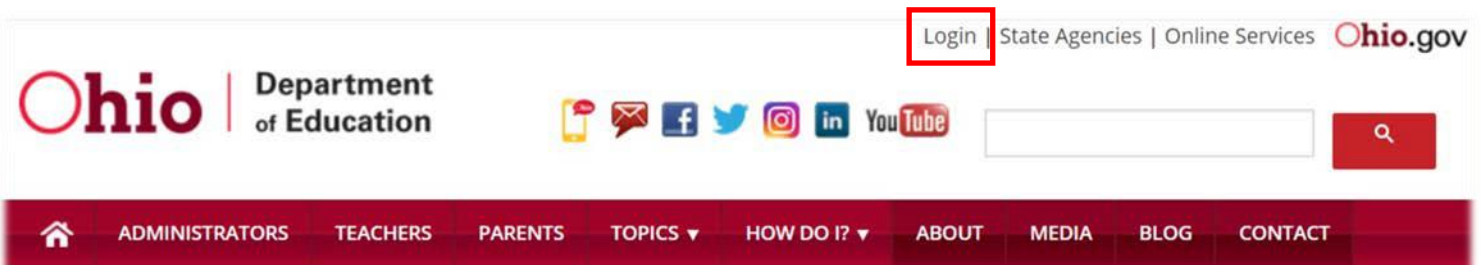
   To ensure accurate reimbursements to providers, student program changes should take place BEFORE invoicing begins. Career counseling at the very beginning is extremely important.

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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?*
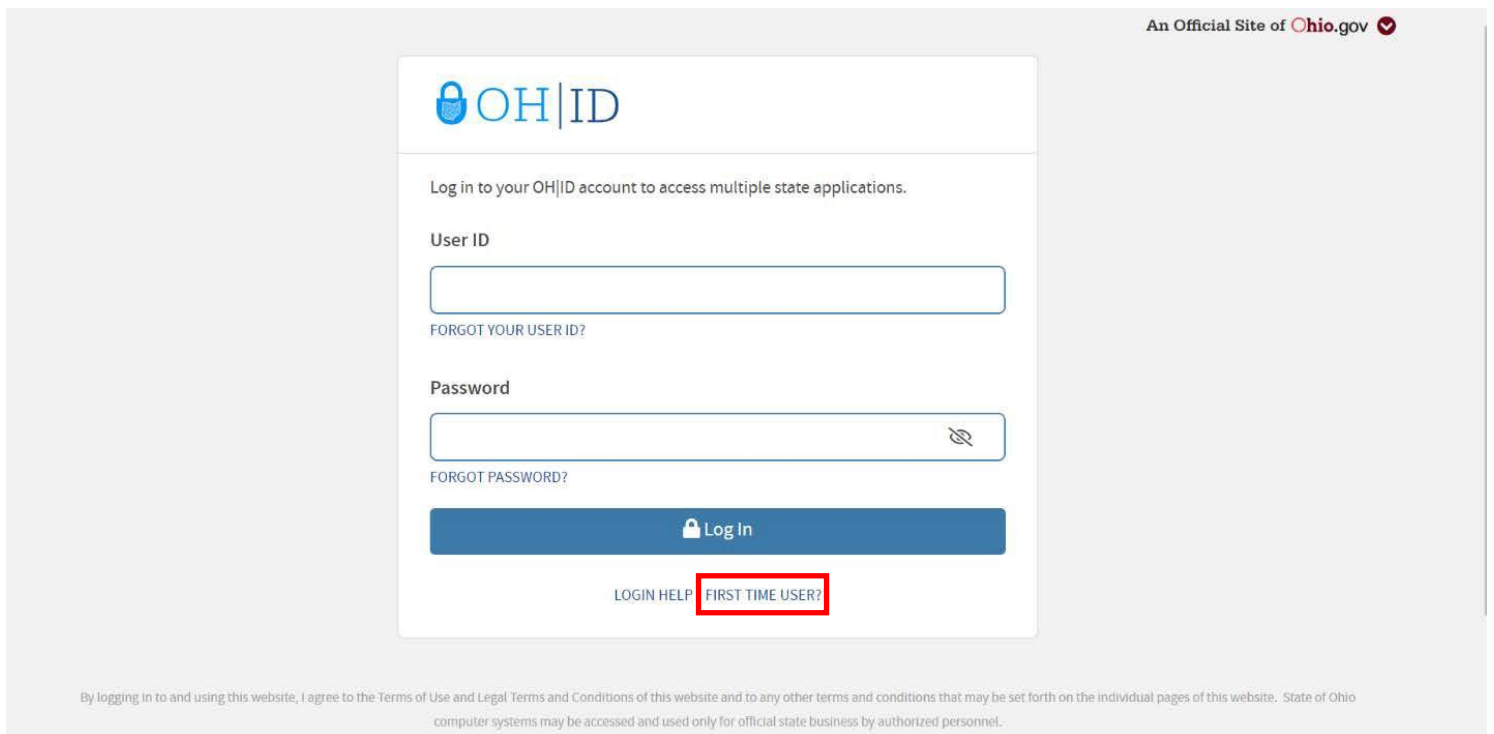
Step 3. Fill out the **Create OH|ID Account** page.

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

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

OH|ID account verification code

D 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

Ohio | Department of Administrative Services   **I♂P** | Innovate Ohio Platform

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🔒 OH|ID

An email with your PIN has been sent to your email address

PIN

[   ]

Are you having trouble? SEND NEW PIN

[**Verify**]

...ess you provide below.

...your email

test@education.ohio.gov   test@education.ohio.gov

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

You must validate Email

☐

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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?

[   ]

[Cancel   ]   [Create Account   ]

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

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.

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

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

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

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

Step 6. Click *Launch.*

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.

LAUNCH 🗗
https://ohid-stg.ohio.gov/fed...

UNSUBSCRIBE FROM APPLICATION GROUP

Step 7. Click *Create Profile.*

Department of Education Profile

Welcome to the Ohio Department of Education. Please create a Profile by clicking the "Create Profile" button below.

Create Profile

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

Home - Physical Address

ADDRESS LINE 1:

[Required]

ADDRESS LINE 2:

CITY:

[Required]

STATE:

[Required]

ZIP:

[Required]

ZIP4:

PHONE NUMBER:

3454645757

Home - Mailing Address

☐ IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE:

ZIP:

ZIP4:

Identity Verification Information

OFFICE EMAIL ADDRESS

Optional

HOME EMAIL ADDRESS

CONFIRM OFFICE EMAIL ADDRESS

Optional

CONFIRM HOME EMAIL ADDRESS

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER:

[   ] or

UPLOAD VERIFICATION DOCUMENT

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

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

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CONTACT US

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 ×

Ohio Department of Education <Profile.Help.QA@education.ohio.gov>   10:50 AM (42 minutes ago)
to me ▾

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://safeqa.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

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

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CONTACT US

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation
SSN4:

1234

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

HU-3247378

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.

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CONTACT US

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

Mike DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact ODE

The Department of Education is an equal opportunity provider of ADA services.

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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

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

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