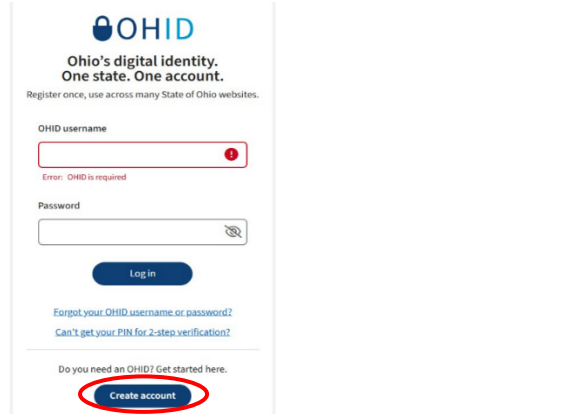


If you already have an OHID login, skip this step.

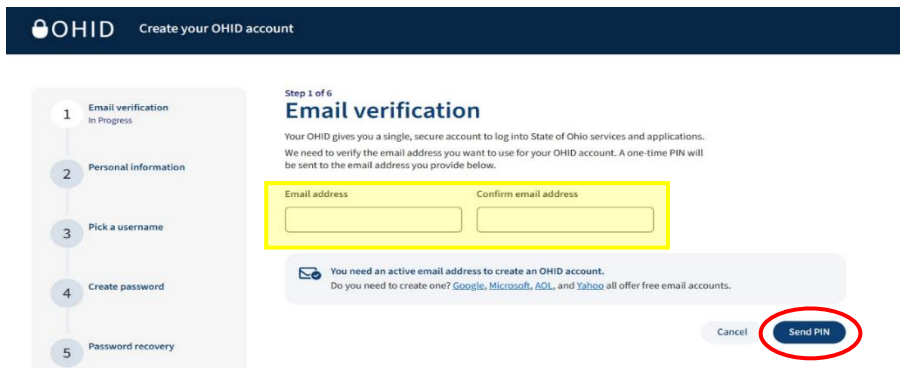
Initial Account Creation

1. Go to the [OHID Website Login Page](#) and click on “**Create Account**”



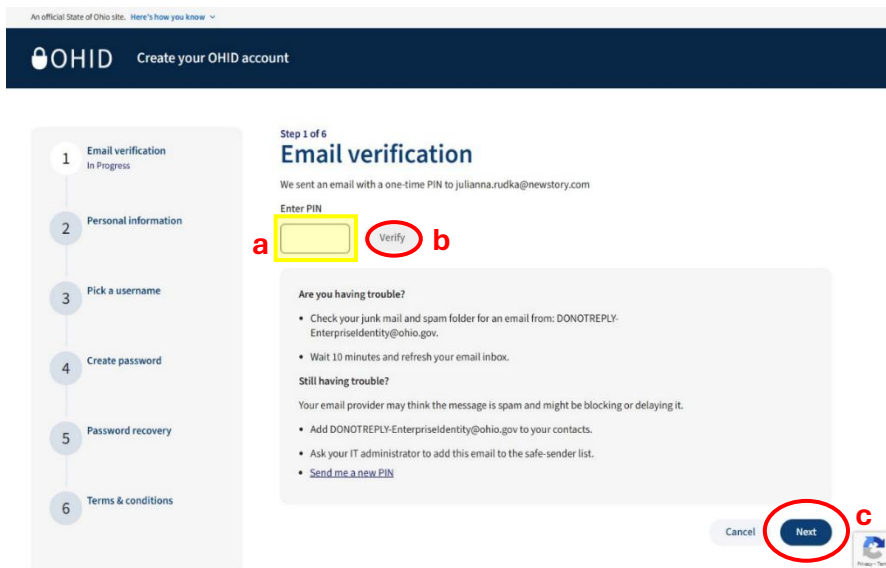
The screenshot shows the OHID login page. At the top, it says "OHID Ohio's digital identity. One state. One account." Below this, there are fields for "OHID username" and "Password". A red error message "Error: OHID is required" is visible under the username field. At the bottom, there is a "Log in" button and a "Create account" button, which is circled in red. There are also links for "Forgot your OHID username or password?" and "Can't get your PIN for 2-step verification?".

2. Enter and confirm your email address and click “**Send PIN**”



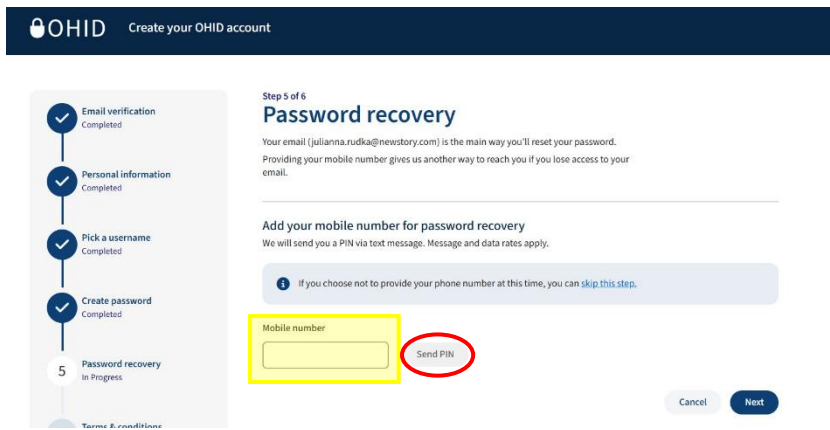
The screenshot shows the "Email verification" step of the account creation process. It includes a progress bar on the left with steps: 1. Email verification (In Progress), 2. Personal information, 3. Pick a username, 4. Create password, and 5. Password recovery. The main content area has the heading "Step 1 of 6 Email verification" and a text box explaining that a one-time PIN will be sent to the email address. There are two input fields: "Email address" and "Confirm email address". Below these fields, there is a "Send PIN" button circled in red, and a "Cancel" button.

3. Wait to receive an email with the PIN number, once received
 - a. Enter provided PIN number
 - b. Click “**Verify**” and wait for Confirmed check mark.
 - c. Click “**Next**”



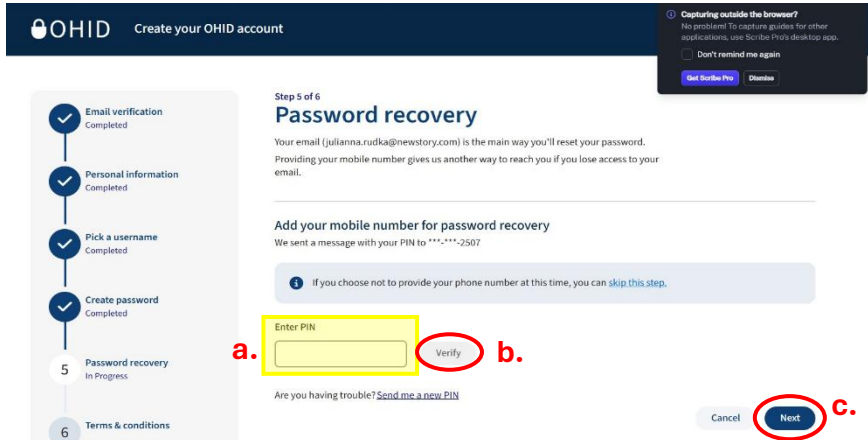
The screenshot shows the "Email verification" step after the user has received a PIN. The progress bar now shows "1. Email verification (In Progress)" and "6. Terms & conditions". The main content area has the heading "Step 1 of 6 Email verification" and a text box stating "We sent an email with a one-time PIN to julianna.rudka@newstory.com". There is an "Enter PIN" field circled in red with a yellow box around it, labeled 'a'. To the right of this field is a "Verify" button circled in red, labeled 'b'. Below this, there is a "Next" button circled in red, labeled 'c', and a "Cancel" button.

7. Enter your mobile phone number and click “Send PIN”

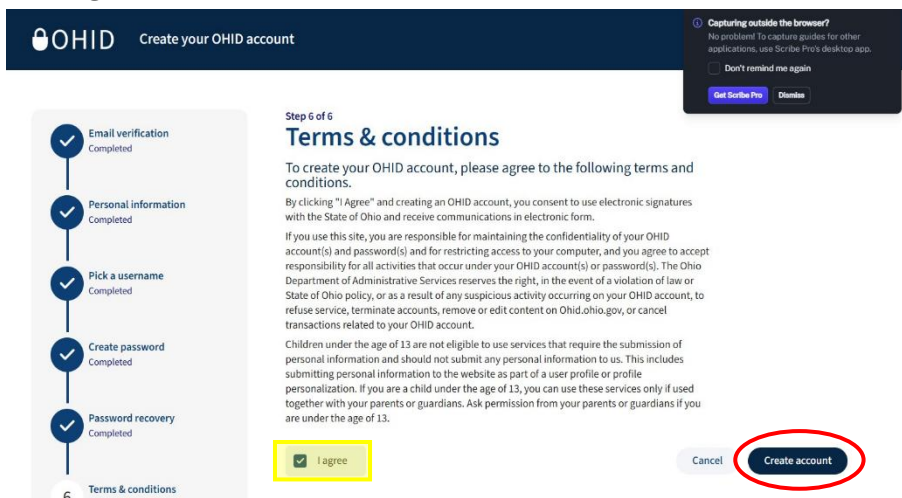


8. Wait to receive a text to your mobile phone with the PIN number, once received

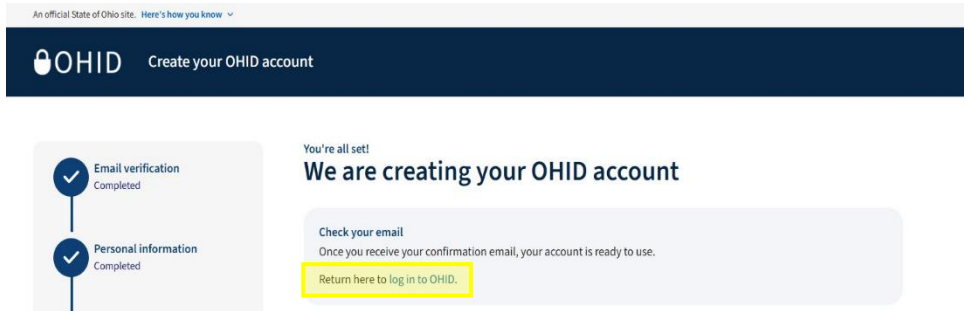
- Enter provided PIN number
- Click “**Verify**” and wait for Confirmed check mark.
- Click “**Next**”



9. Check the *I agree* box and click “**Create Account**”

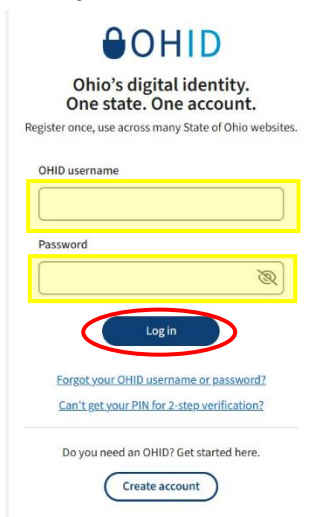


10. You will now receive a confirmation email that your account was created. Once you receive the email return to the log in screen.

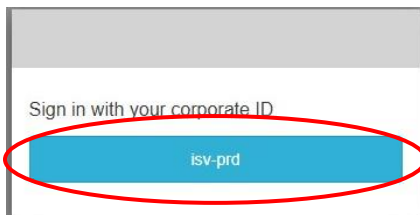


First Log In and Connecting to Core

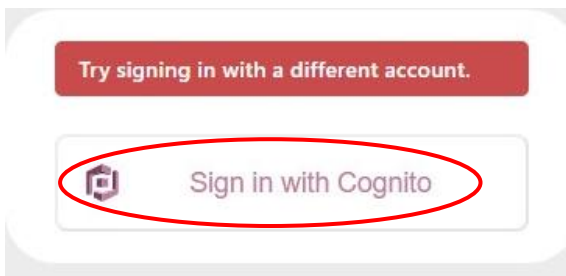
1. Type in your newly created *Username* and *Password* and click “**Log in**”



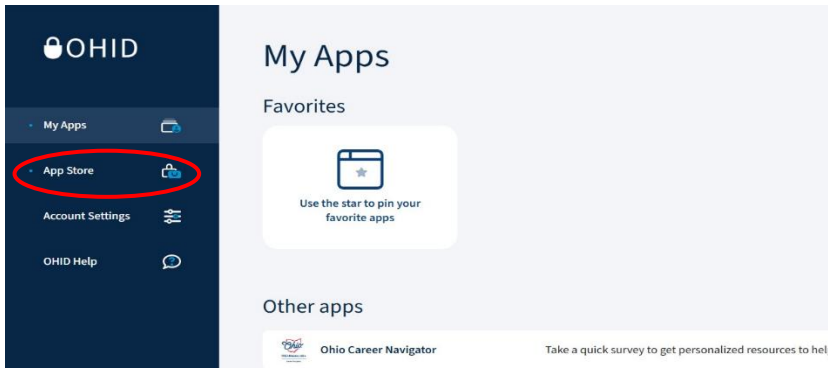
2. (will not always happen) If a pop up appears click on “**isv-prd**”



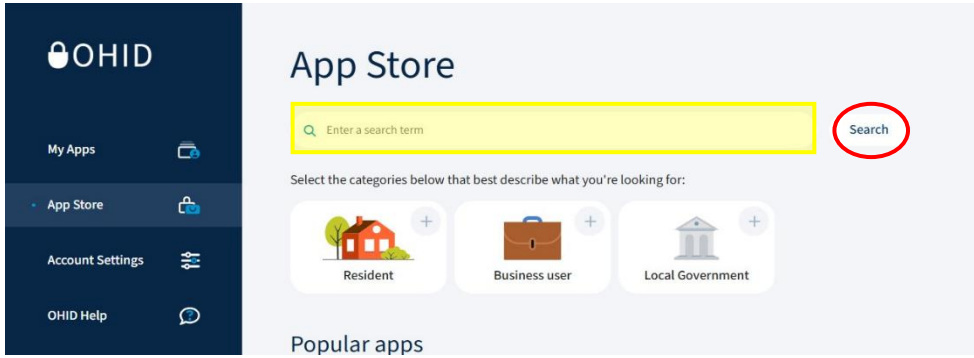
3. (will not always happen) If another pop up appears click on “**Sign in with Congnito**”



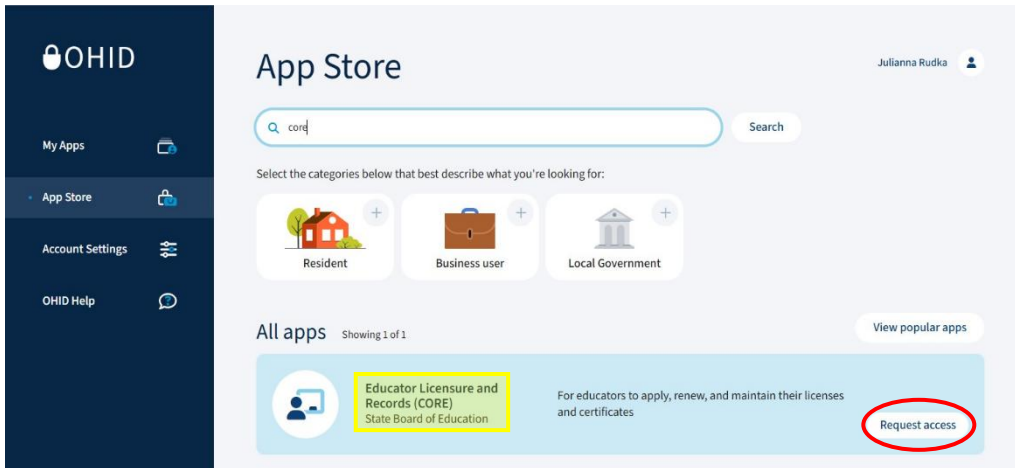
4. Once logged in click on the “App Store”



5. In the search bar type in “Core” and click “Search”



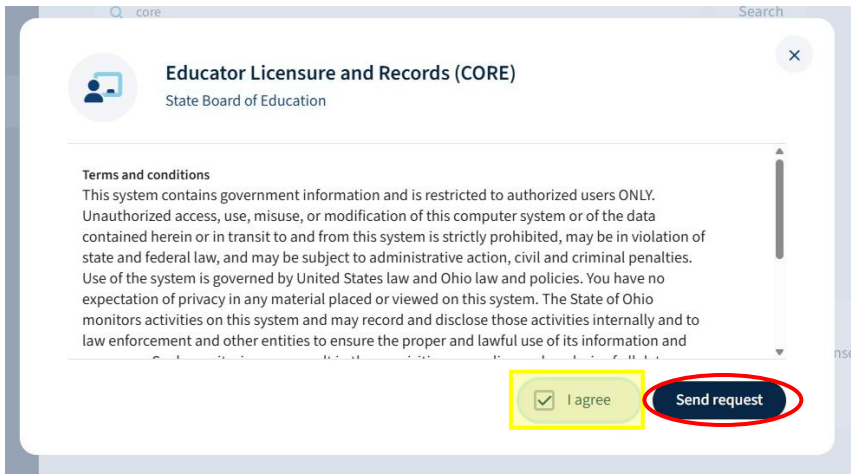
6. Look for the search result that says *Educator Licensure and Records (CORE)* and click on “Request Access”



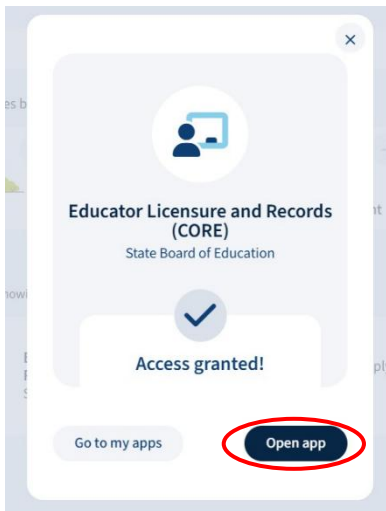
7. Click “Request Access”



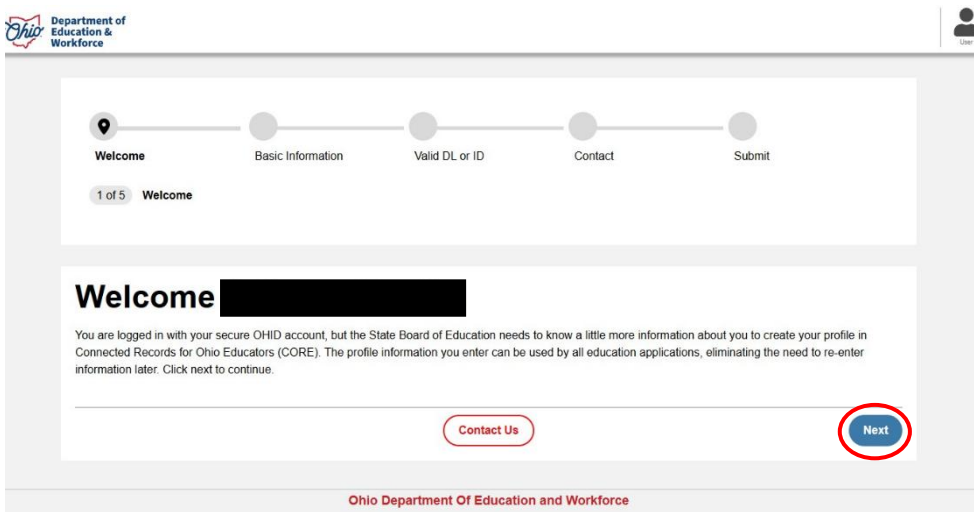
8. Check the *I agree* box and click “Send Request”



9. Click on “Open App”



10. Click “Next”



11. Confirm all personal information

- a. Enter full SSN Number
- b. Click “Next”

Add Basic Information

First, we need some basic information about you. Fields marked with an asterisk are required. To help avoid creating a duplicate profile:

- Please enter your legal name where indicated, even if that is not what you normally use. For example, Robert instead of Bob or Elizabeth instead of Beth.
- Providing your full SSN or ITIN is required. If you do not have an SSN or ITIN, please check the "I do not have an SSN or ITIN" checkbox.

*(Required)

*Legal First Name Middle Name

*Current Legal Last Name Previous Last Name

Suffix (e.g. Jr., I, II, III) *Date of Birth

a.

*Full SSN or ITIN I do not have an SSN or ITIN

b.

c.

12. Next Step Depends on if you have an Ohio Drivers License. If Yes, follow steps in 12a. If no skip to 12b.

a. Enter and Re-Enter your Ohio Drivers License Number and click on “**Verify my identification**” (Continue to Step 13)

Progress: Welcome ✓ Basic Information ✓ **Valid DL or ID** Contact Submit

3 of 5 Valid DL or ID

Identity Verification

To create your profile, please enter your Ohio driver's license or Ohio ID issued by Ohio Bureau of Motor Vehicles (BMV). Click on **Verify my identification** button once you entered your DU/ID.

Ohio Driver's Number or ID Re-enter Ohio Driver's Number or ID

Verify my identification

Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification.

I agree to the Department's data privacy policy - [Privacy](#) | Ohio Department of Education and Workforce.

Back **Contact Us** **Next**

b. Click the Checkbox where it says *Click here if you either do not have an Ohio driver's license or you are getting an error when verifying your identification*, and then click “**Upload Verification Document**”

c. Upload pictures of the front and back of your drivers license and click “Next”

13. Click the Checkbox where it says *I agree to the Department's data privacy policy*, and then click “Next”

14. Enter your contact information

- a. Personal Phone
- b. Personal Email
- c. Home Address
- d. Click “Next”

Contact Info

Please update your contact information. It is especially important for new profiles that require identity verification so we can contact you if there are problems.

*Required

a. b.

Home Physical Address

c.

Mailing Address is Different

d.

15. Confirm all information and click “**Submit**”

Department of Education & Workforce

Basic Information ✓

Name: Julianna Rudka | Previous Last Name: | SSN 4: 360929605 | Birth Date: 02-12-1997

Upload Verification Document ✓

1000019005.jpg, 1000019006.jpg

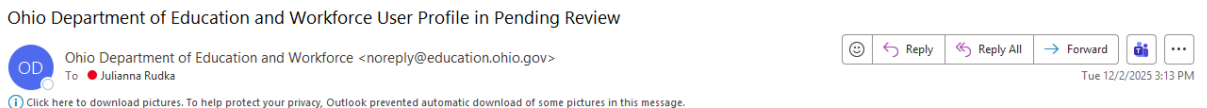
Contact ✓

Home Phone: 708-522-2507 | Home Email: julianna.rudka@newstory.com

Home Physical Address: 8003B Marlin Dr Clay, New York 13041

Ohio Department Of Education and Workforce
 Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
 1-877-644-6338 | Sign-up for Alerts | contact.center@education.ohio.gov
 Michael DeWine, Governor | Privacy | Jobs | Employees | Site Map | Contact DEW
 The Department of Education and Workforce is an equal opportunity provider of ADA services.

16. Once you submit you will receive an email stating that your User Profile is **Pending Review**, it will take about 3 days for your profile to be approved



WARNING! EXTERNAL EMAIL! Be careful handling links or attachments. In case of doubt, report any suspicious email using “Phish Alert”.

Your Ohio Department of Education and Workforce User Profile is **Pending Review**. You will receive an additional email once we have completed our review. If you have questions in the meantime, please contact Customer Service at 1-877-644-6338 or contact.center@education.ohio.gov.

Thank You,

Ohio Department of Education and Workforce Customer Support

a. (This is an automated email, and this mailbox is not monitored, please do not reply)

17. Once your profile has been approved you will receive an email notifying you that it will be approved

Ohio Department of Education and Workforce User Profile is Approved



nt of Education and Workforce <noreply@education.ohio.gov>
To Julianna Rudka



Wed 12/3/2025 8:36 AM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

WARNING! EXTERNAL EMAIL! Be careful handling links or attachments. In case of doubt, report any suspicious email using "Phish Alert".

Your Ohio Department of Education and Workforce User Profile has been **Approved**. You now have access to the Department application(s) you requested. Please contact Customer Support at 1-877-644-6338 or contact.center@education.ohio.gov if you have issues logging in to your new user profile.

Thank You,

Ohio Department of Education and Workforce Customer Support

- a. (This is an automated email, and this mailbox is not monitored, please do not reply)