

## Exhibit E - EIGS Application Access for New & Existing Users

All application users will need to have an OH|ID account through the DODD Portal in order to request access to any of DODD's Applications.

**Note:** If you already have an OH|ID username, please skip to page 3 "Requesting Access to DODD Applications". For any registration or login issues, please call the DODD ITS Call Center at 800-617-6733, Option 4.

### Creating an OH|ID account through the DODD Portal

1. Navigate to the DODD homepage (<http://dodd.ohio.gov>) and click the "Login" button (*highlighted below*) in the right hand corner.



2. On the page below, click the "Create New Account" button.

Please login to access the Ohio ID Portal using your OH|ID Account.  
Please click the link below to create your OH|ID Account in a few simple steps.

[Create New Account >](#)

Username:  
Password

Log In

[Forgot username/password?](#)

3. Enter your information into the form (*Name, etc.*). Once you read and agree to the disclaimer, click "I Agree" and then click "Next".

**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

Cancel      Reset      Next

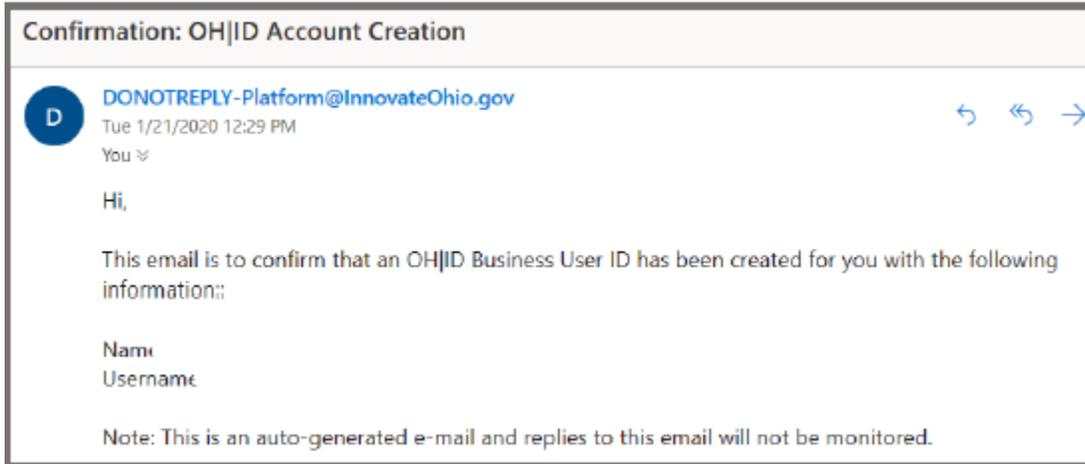
4. On the next screen you will create your username and password. **Save this information in a secure place, as you will use it to login to DODD applications. This is your OH|ID login information.**

The screenshot shows the 'Create Your OH|ID Account' page. The main heading is 'Create OH|ID Username and Password'. Below it, there is a sub-heading 'Provide username and password information to complete your profile.' There are three input fields: 'Username' with the value 'Rhigglej\_test', 'Password' with the value 'Joy@training1', and 'Confirm New Password' with the value 'Joy@training1'. Each field has a small blue icon to its right. On the right side of the form, there are labels 'User' and 'Pass' with bullet points.

5. Scroll down the page and locate a section titled *Choose Password Recovery Methods*. **These password recovery methods help you reset your password in case you forget it.** You must configure at least **one** recovery option, but DODD recommends that you configure all three. Once you have configured your recovery methods, the "Create Account" button will become active. Click the button.

The screenshot shows the 'Choose Password Recovery Methods' page. It has three options: 'Email' (with an envelope icon), 'Mobile Number' (with a phone icon), and 'Security Questions' (with a question mark icon). Below these is an 'Email' input field. At the bottom, there are 'Cancel', 'Back', and 'Create Account' buttons. A large blue box in the center says 'We are processing your request'. Below that, a confirmation message says 'A confirmation page will display. Click Go to Login'. At the very bottom, there is a 'Go to Login' button.

- You will receive an email like the one below. The email will list your Name and your OH|ID username. You can save this email for future reference.



That's it! You now have an OH|ID username and password. You may now request access to DODD applications.

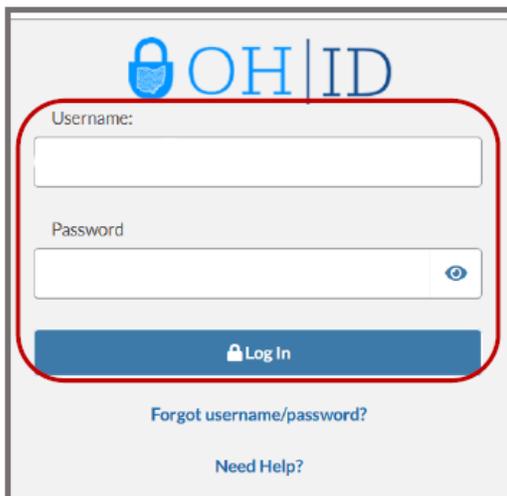
### **Requesting Access to DODD Applications**

**Note:** If you already have access to DODD applications such as EIGS, and have already established roles, please skip to page 12 "*Accessing EIGS*".

- Navigate to the DODD homepage (<http://dodd.ohio.gov>) and click the Login button (highlighted below) in the right hand corner.

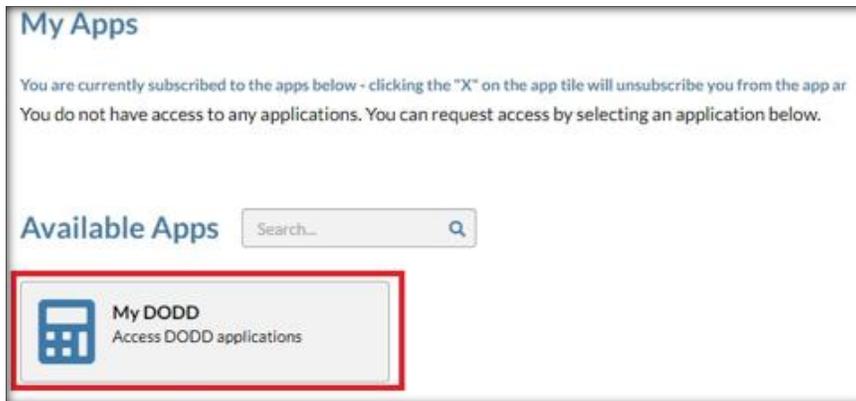


- You will be redirected to OH|ID login screen. Enter your **OH|ID username and password** for authentication.

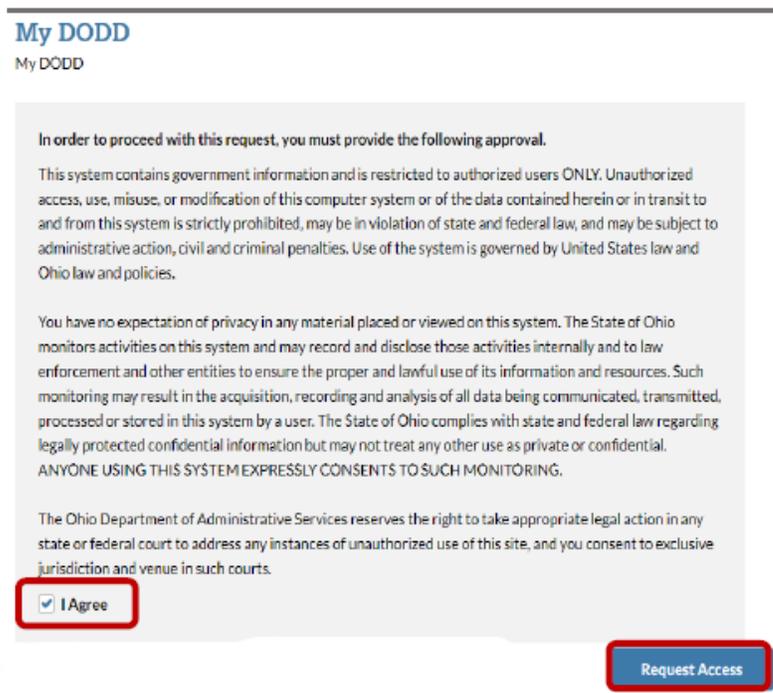


To request access to a specific DODD application, click on the **My DODD** Application tile (See below).

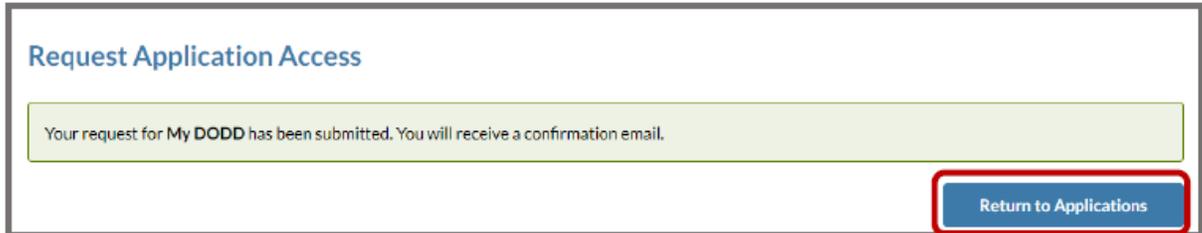
If you **have not accessed the DODD application tile before**, locate the **Available Apps** section and add it. This section houses tiles for applications that you have access to but have not yet configured.



3. After you click on the **My DODD** tile, the terms and conditions for the application will pop up. Once you have scrolled to the bottom of the pop up, click the box next to "I Agree." After accepting the terms and conditions, click the "Request Access" button to request access to the application.



4. After submitting your access request, you will receive a confirmation email that your access request has been received and needs to be approved by the administrator. Once approved, click the "Return to Applications" button to access the Applications menu.



5. You will receive an email when your account is ready. This may take a day or two. Once the email arrives, log back into the DODD portal using steps 1 & 2 above. (See below)



If you are presented with the below screen, a tile will be listed under the My Apps section. If the tile is not available under your My Apps section **and you have already received the above email**, contact the DODD ITS Call Center by calling **800-617-6733 Option 4**.

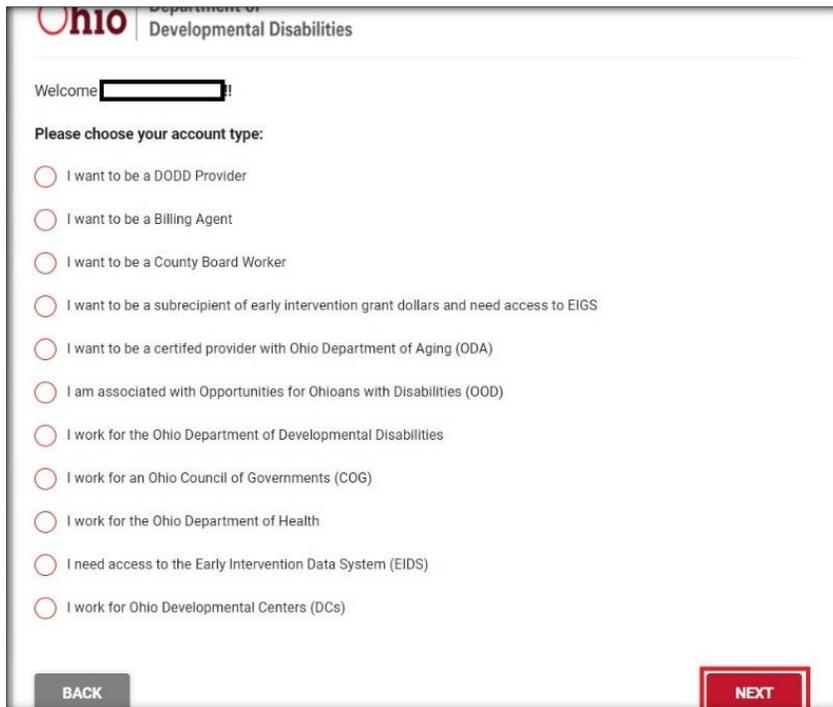




If you have previously established roles within the DODD portal you will see the identifier page below.



If the screen you see is the screenshot below, user roles will need to be established prior to application use.



### Configuring/ Establishing User Roles

1. To establish user roles prior to application use, select your account type and click “Next”.
2. Choose your profile and then click “Next”. Individuals that are employed by a county board of developmental disabilities would select “I want to be a County Board Worker” if this is the first time, they are attempting to access DODD applications. Individuals who don’t work for county boards of DD will select “I want to be a subrecipient of early intervention grant dollars and need access to EIGS”.

Ohio | Department of Developmental Disabilities

Welcome .

Please choose your profile:

- Go To My Learning
- I want to be a DODD Provider
- I want to be a Billing Agent
- I want to be a County Board Worker
- I want to be a subrecipient of early intervention grant dollars and need access to EIGS
- I want to be a certified provider with Ohio Department of Aging (ODA)
- I am associated with Opportunities for Ohioans with Disabilities (OOD)
- I work for the Ohio Department of Developmental Disabilities
- I work for an Ohio Council of Governments (COG)
- I work for the Ohio Department of Health
- I need access to the Early Intervention Data System (EIDS)
- I work for Ohio Developmental Centers (DCs)

NEXT

3. **Users:** Select the correct county and then select the correct Primary Job function from the drop-down box as shown below.

Ohio | Department of Developmental Disabilities

Welcome

Select your County affiliation,

- SELECT —
- Adams
- Allen
- Ashland
- Ashtabula
- Athens
- Auglaize
- Belmont
- Brown
- Butler
- Carroll
- Champaign
- Clark
- Clermont
- Clinton
- Columbiana
- Coshocton
- Crawford

Select your County and click **NEXT**.

NEXT

Ohio | Department of Developmental Disabilities

Welcome

You selected affiliation as,

Select your primary job function

- SELECT —
- Behavior Support (BSC) / Human Rights (HRC)
- Budget Support
- Business Manager
- Customer Guide
- Eligibility
- Finance Agreement Coordinator
- Finance Manager
- Foundation
- Investigative Agent
- IT Specialist
- MUI Manager
- Nurse
- Quality Assurance
- SSA

Select your role and click **NEXT**.

NEXT

Ohio Department of Developmental Disabilities

Welcome

You informed us that you **worker** for Ohio Department of Developmental Disabilities (DODD)

You selected affiliation as, **DODD**

Select your primary job function

--- SELECT ---

- Foundation
- IT-Application Development
- IT-Application Managers
- IT-Application Security
- IT-Application Support
- IT-Application Test
- MDA\_Account\_Examiner2
- MDA\_Account\_Examiner3
- MDA\_Exempt\_Staff
- MDA\_Fiscal\_Specialist1
- MDA\_HSPC
- MDA\_Management\_Analyst
- MDA\_MHA
- MDA\_MHSA
- MDA\_Office\_Assistant3
- MDA\_RPS
- MUI-MHA
- CPSR-MHA
- CPSR-Program-Admin
- PSD-Mgmt-Analyst
- PSD-MHA
- PSD-Project-Manager
- PSD-RPS

Select your primary job function from the drop-down list, and click **NEXT**.

**NEXT**

- Once you have selected your options, you will see the below screen that will prompt you to create a *Temporary PIN*. **The PIN is not your password and is only used once.** Enter a Temporary PIN, click the acknowledge and accept checkbox and then click Submit.

Welcome [redacted]

You informed us that you **are a Provider**

You selected an affiliation as, **DODD**

You selected primary job function as **Independent**

**Temporary PIN**

Create your own 5-digit numeric PIN for account verification. You will need this later in the verification process.

Please read the information carefully before you submit,

It is the responsibility of every user to understand and comply with the following:

- You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
- You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
- You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
- You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
- You must not violate rules and regulations concerning access to controlled areas.
- You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
- You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
- You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
- You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.
- You agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any violations of this agreement may result in the cancellation of your security access and possible referral to the Office of the Attorney General for disposition pursuant to all applicable laws and rules. By requesting for a user account, I acknowledge that I have read and understand the DODD Policies on data security and confidentiality.

I hereby acknowledge and accept

**BACK** **SUBMIT**

5. Once you click Submit, a confirmation page is displayed.

The screenshot shows a confirmation page with the following text:

Welcome

Thank you for submitting your account to register with us. You will receive an email shortly that will guide you through the next step. If this process require an approval you would be notified.

You informed us that you **worker for** [redacted]

You selected an affiliation as [redacted]

You selected primary job function as [redacted]

You created temporary PIN as **12345**

If you do not see the email in your inbox, please check your spam or junk folder as it may have found its way there in error. If you find it please be sure to identify the email as "not junk" non-spam email. You'll also want to add our email address to your safe sender list.

**CONTINUE**

A confirmation screen will display. Click **CONTINUE.**

**Note:** Users may require review by an Approver for additional roles. If so, below is the screen that will display.

The screenshot shows a pending approval screen with the following text:

Ohio | Department of Developmental Disabilities

Welcome **Webb, Kingsley !!**

**Your account is currently pending approval!**

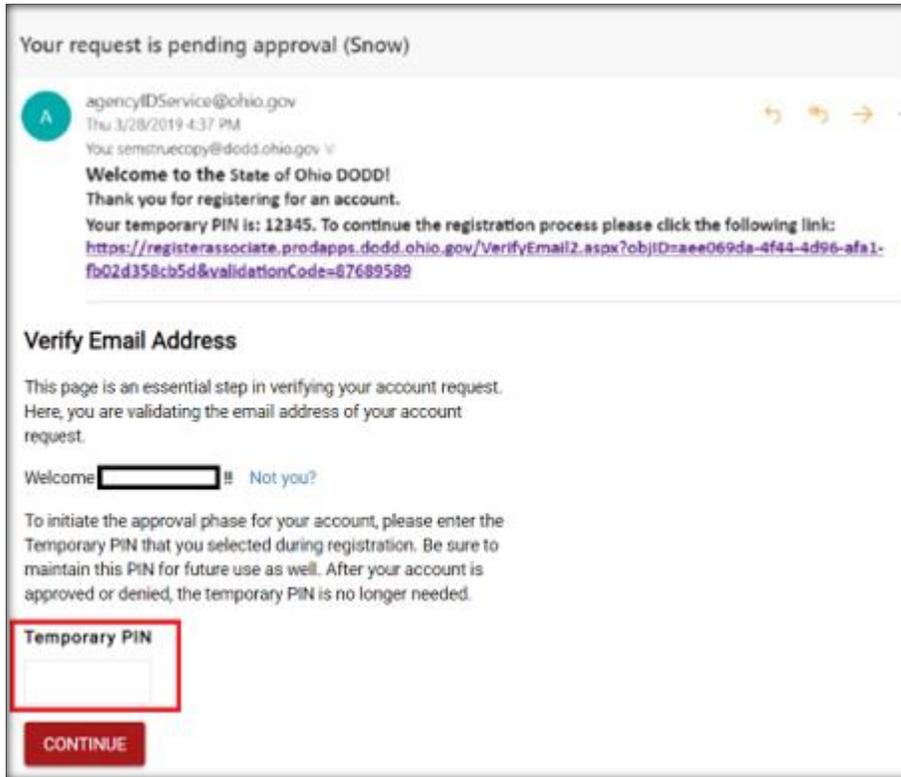
You will receive an e-mail when your account has been approved. If your account has not been approved within five business days your request will no longer be valid and must be resubmitted.

SUBSCRIPTION RECEIVED    EMAIL VERIFIED    PENDING APPROVAL    FINAL PROCESSING

To continue to MyLearning, please click button below.

**CONTINUE TO MYLEARNING**

6. For **DODD** users: You will receive an email like the one below. Click the link in that email and enter in the *Temporary PIN* that you created in the previous step. Click Continue.



7. Once you enter your *Temporary PIN* which thereby verifies your email address, you will see a green thumbs up page. **NOTE: It can take up to 30 minutes before your applications become available. Additionally, some role requests have to be approved. You will receive an additional email when your account is approved.**



That's it! You have now created a DODD account to be used to login to DODD applications.

## Accessing EIGS

1. Log into the DODD Portal by entering your username and password.

The screenshot shows the OH|ID login interface. At the top is the OH|ID logo. Below it are two input fields: 'Username:' and 'Password'. The 'Password' field has a small eye icon to its right. A blue button with a lock icon and the text 'Log In' is positioned below the fields. At the bottom of the form area are two links: 'Forgot username/password?' and 'Need Help?'.

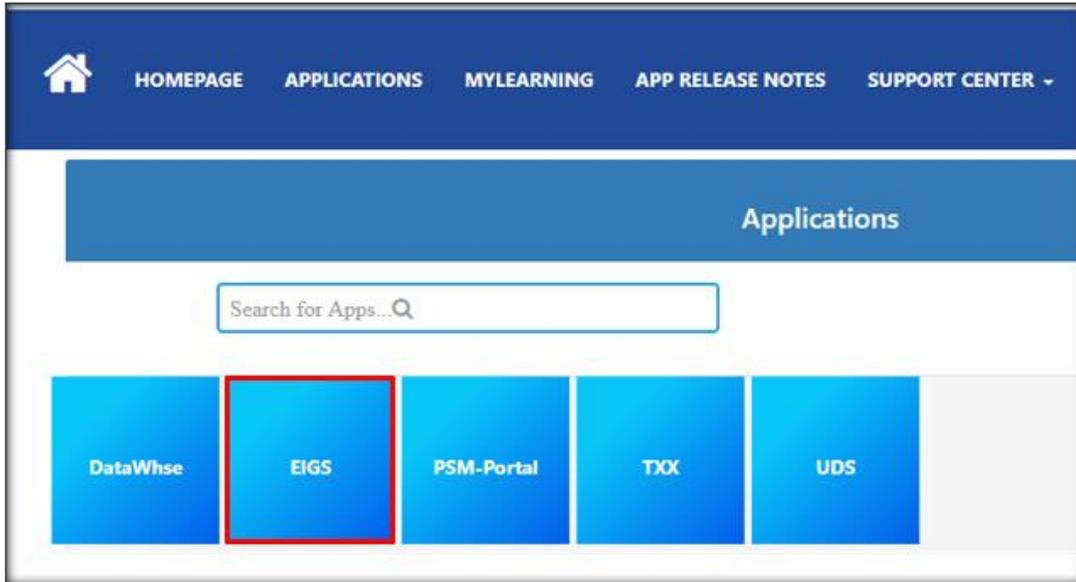
2. Click continue

The screenshot shows the account selection page. At the top left is the Ohio logo and 'Department of Developmental Disabilities'. Below that is a 'Welcome' message followed by a redacted name. A 'Please select following option to proceed:' section contains three radio button options: 'Continue with Logged In User Account' (selected), 'Continue with Another Existing Account', and 'Create an additional New Account'. The 'Continue with Another Existing Account' option has a dropdown menu labeled 'Switch to one of your other accounts'. At the bottom left is a red 'CONTINUE' button, and at the bottom right is a gear icon.

3. Click "Applications" at the top of the page



4. Click the "EIGS" tile



You did it! You should now be able to view your roles associated dashboard.