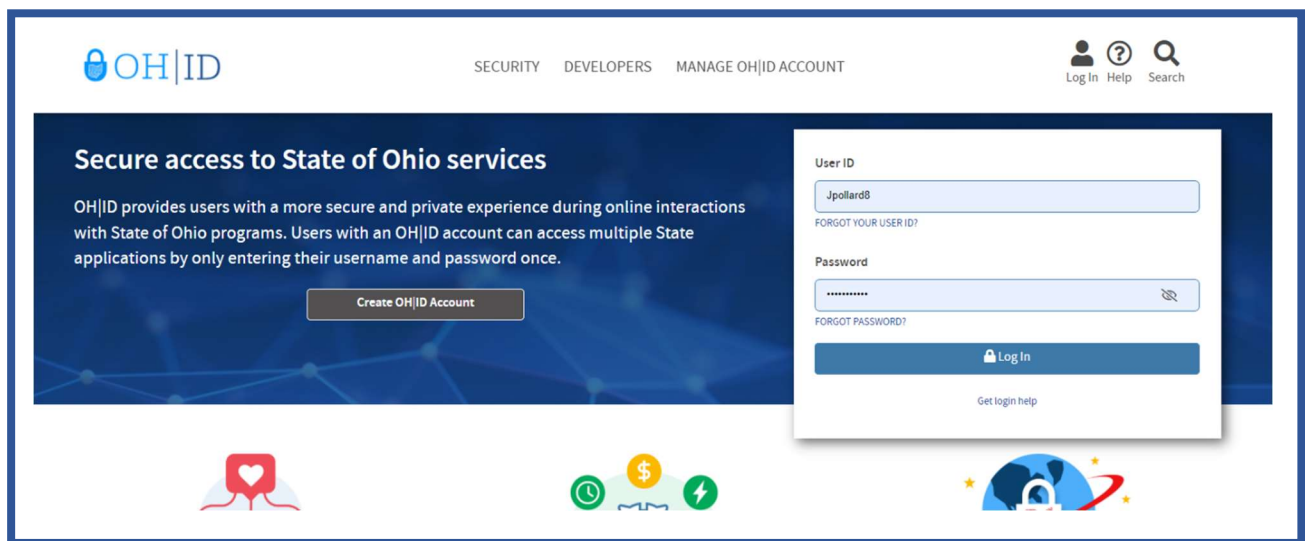


Ohio Learn Instructions

Finding and completing OOD Web-Based Training (WBT) in the Ohio Learn Citizen Portal

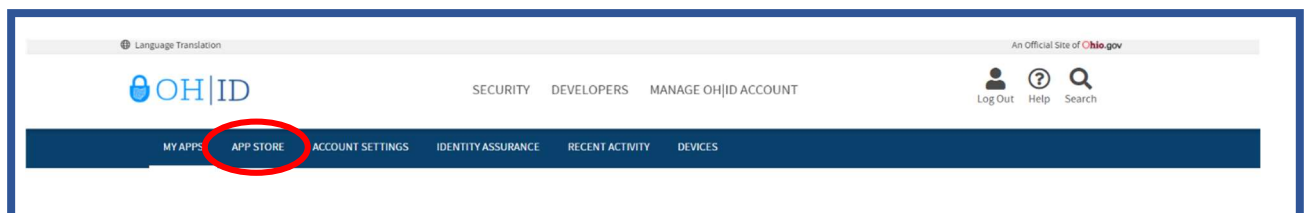
Accessing Ohio Learn

1. Log into OH|ID portal using your User ID and password. If you do not have an account, visit the [OH|ID account management page](#) to create an account.

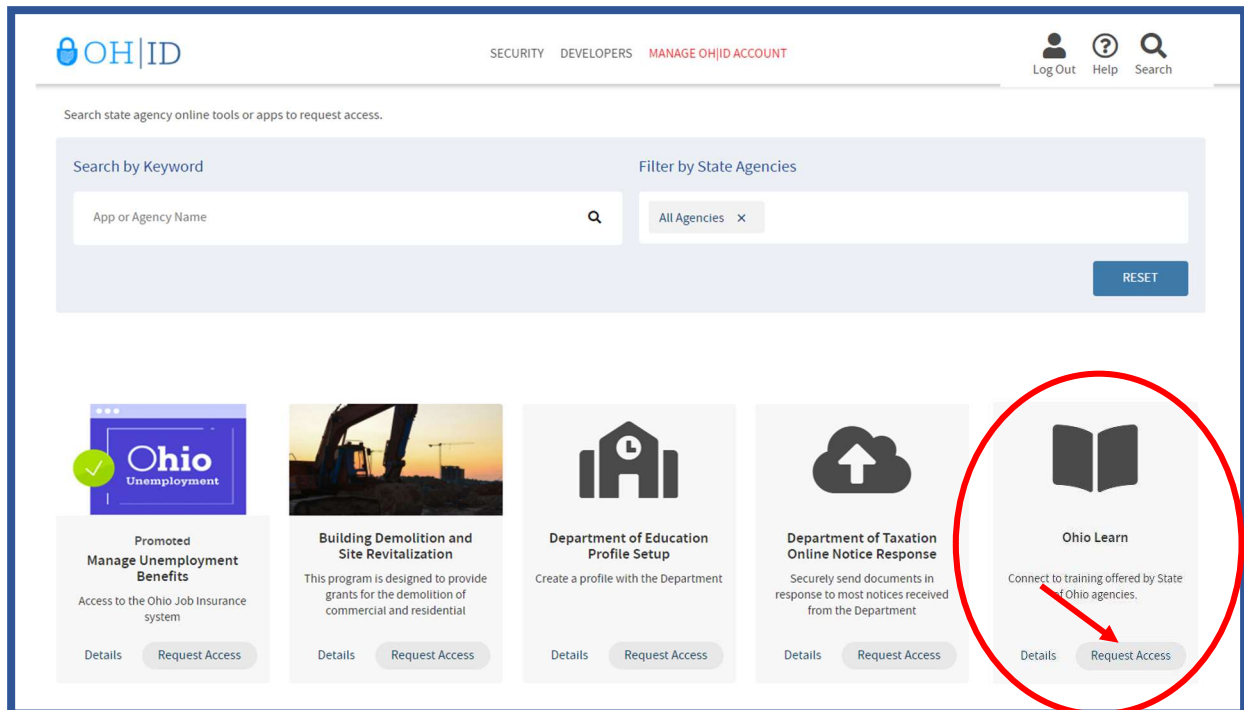


The screenshot shows the OH|ID login interface. On the left, a blue banner reads "Secure access to State of Ohio services" and "OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once." Below this is a "Create OH|ID Account" button. On the right, a white login box contains fields for "User ID" (with the example "Jpollard8") and "Password" (masked with dots). Links for "FORGOT YOUR USER ID?" and "FORGOT PASSWORD?" are provided. A "Log In" button and a "Get login help" link are at the bottom of the login box. The top navigation bar includes "SECURITY", "DEVELOPERS", and "MANAGE OH|ID ACCOUNT", along with "Log In", "Help", and "Search" icons.

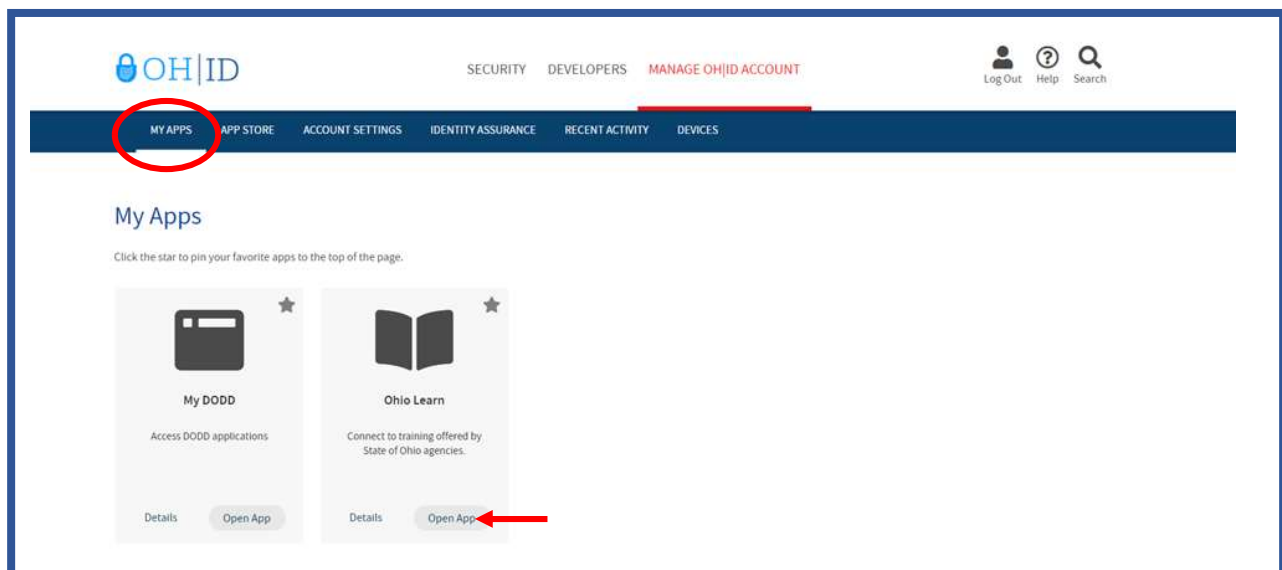
2. Go to **"App Store"** in the navigation bar.



3. Browse or search for the **“Ohio Learn”** app. Once you find the Ohio Learn app, select **“Request Access.”** After agreeing to the terms and requesting access, you will receive an email stating you have been granted access.



4. Next, go to **“My Apps”** in the navigation bar and Click **“Open App.”**



Finding Web-Based Training

1. In the site navigation, go to **“State of Ohio Training.”** Select **“Opportunities for Ohioans with Disabilities”** and then **“OOD Catalog.”**



2. In the search/find box under the **“Search OOD Catalog”** heading, enter the title or keywords for the specific training you want to access, and go to the **“find”** button.
3. In the search results, go to the **“Launch Course”** link next to the course you want to access. If using a screen reader, you may find it helpful to navigate by list to jump to the search results list, then then use tab to get to the launch link.

The screenshot shows the Ohio LEARN CITIZEN PORTAL interface. At the top, there are navigation links: Home, State of Ohio Training, Training History, and Help. Below this, a breadcrumb trail reads: YOU ARE HERE: HOME / STATE OF OHIO TRAINING / OOD. The main header features the 'OOD Training' title and a 'Visit the OOD website' button. A 'JUMP TO' section contains links for 'OOD Catalog', 'My OOD Learning Plans', 'My OOD In-Progress Training', and 'My OOD Transcript'. The 'OOD Catalog' section includes a search bar with 'Summer Youth' entered and a 'FIND' button. To the left of the search results is a 'NARROW RESULTS' sidebar with filters for 'ITEM TYPES' (Course (1)), 'CATEGORIES' (Citizen - Vocational Rehabilitation (1)), and 'ILT LOCATIONS' (Enrollments with Seats Available (0)). The search results show 'Summer Youth Provider Training 2021' with a 'Launch Course' button circled in red. Below the title, there is a description: 'All OOD providers are required to complete this on-demand Summer Youth Provider Training if they did not attend the live webinar on 01/26/21. This training is a... more'. At the bottom, there is a table with columns for STATUS, CATEGORY, ADDED DATE, and AUTHOR.

STATUS	CATEGORY	ADDED DATE	AUTHOR
Incomplete	Citizen - Vocational Rehabilitation	February 5, 2021	N/A

Completing Web-Based Training

1. Web-based training will typically open in a new browser tab or window, but some courses may load on the same page as embedded content.
2. Follow the instructions in the course to complete the training.
3. To view a list of your in-progress OOD training from the **Ohio Learn Citizen Portal** homepage, go to "**State of Ohio Training**" in the site navigation, choose "**Opportunities for Ohioans with Disabilities (OOD)**" and then "**My OOD In-Progress Training**."
4. Once completed, a course will move from your in-progress list to your transcript. To access your OOD transcript from the **Ohio Learn Citizen Portal** homepage, go to "**State of Ohio Training**" in the site navigation, choose "**Opportunities for Ohioans with Disabilities (OOD)**" and then "**My OOD Transcript**."
5. The transcript contains a list of all completed training, with the most recently completed listed first, by default.