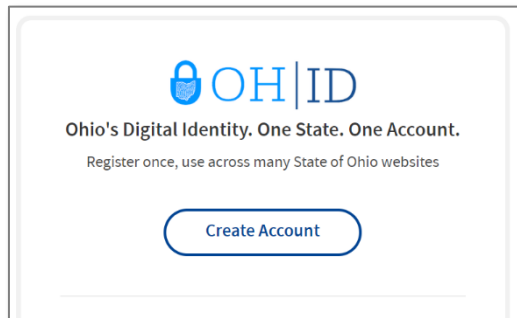


Obtaining an OH|ID and Accessing the iPortal

A. Create an OH|ID Account

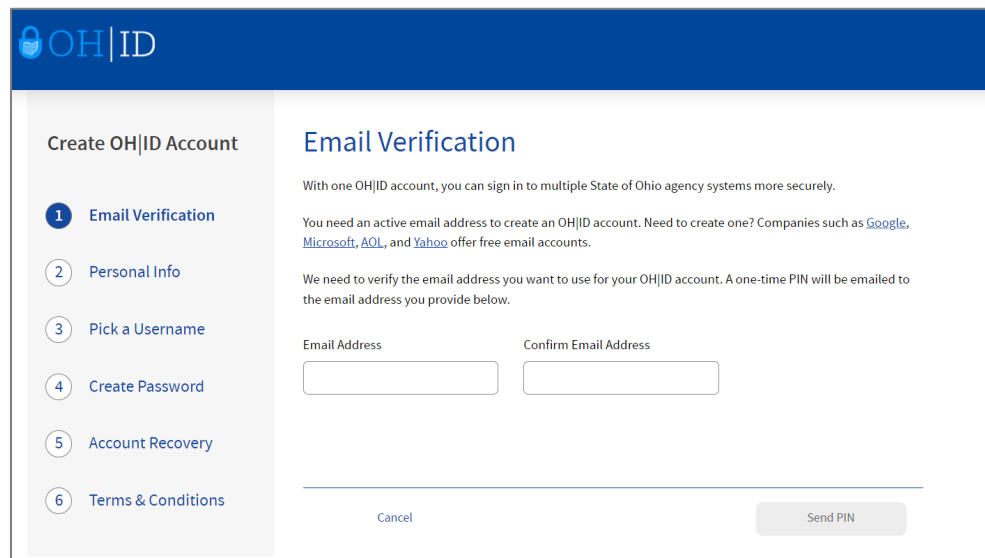
Step 1: Navigate to this URL: <https://ohid.ohio.gov/wps/portal/gov/ohid/login>

Step 2: Click **Create Account**



Step 3: Follow directions for steps 1-6 of creating an OH ID account

- Use your organization or agency email address to create this account rather than a personal email address such as @gmail.com or @yahoo.com

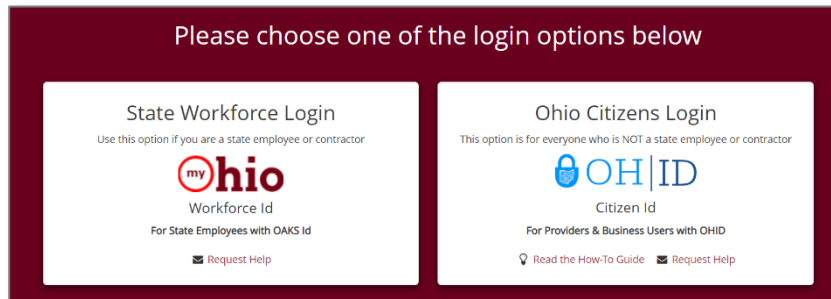
A screenshot of the OH|ID account creation process, specifically the 'Email Verification' step. The page has a blue header with the OH|ID logo. On the left side, there is a vertical navigation menu with six steps: 1. Email Verification (highlighted with a blue circle), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main content area is titled 'Email Verification' and contains the following text: 'With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely. You need an active email address to create an OH|ID account. Need to create one? Companies such as Google, Microsoft, AOL, and Yahoo offer free email accounts. We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.' Below this text are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom of the form are two buttons: 'Cancel' and 'Send PIN'.

- For PIN, look for email from Ohio Department of Administrative Services with the subject line: "OH|ID Email Verification PIN"
- After agreeing to terms & conditions, look for an email from the Ohio Department of Administrative Services with the subject line: "Your New OH|ID Account has been Created"

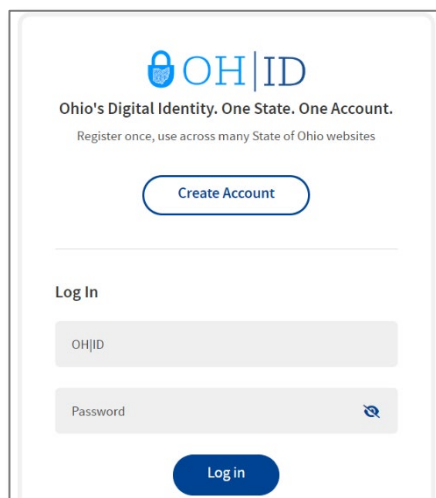
B. Make a One-time Request for Access to the SOR SOS iPortal App

Step 1: Navigate to this URL: <https://apps.mha.ohio.gov/iPortal/>

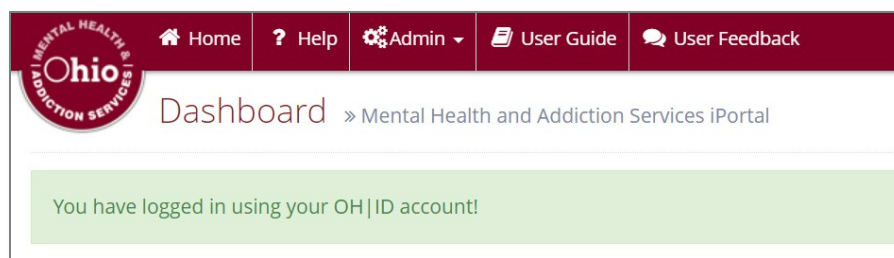
Step 2: Click on the **Ohio Citizens Login** tile



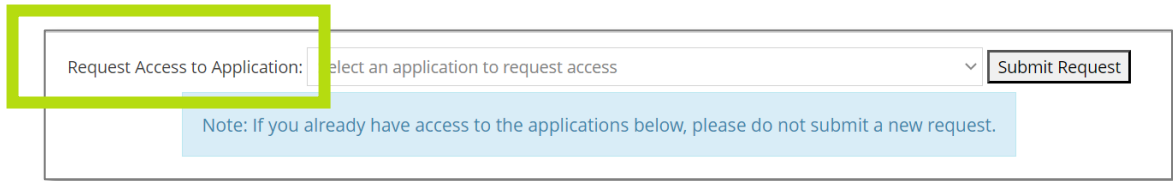
Step 3: Log in with your **OH|ID** username and password



Step 4: Verify log in and look for the statement **“You have logged in using your OH|ID account”** to the OhioMHAS iPortal Dashboard



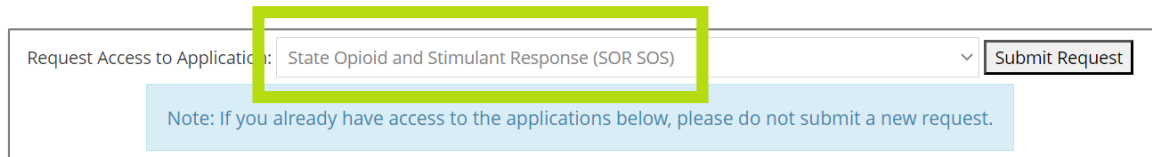
Step 5: Scroll to the “Request Access to Application” box in the middle of the screen



Request Access to Application:

Note: If you already have access to the applications below, please do not submit a new request.

Step 6: Select “State Opioid and Stimulant Response (SOR SOS)” from the drop-down menu



Request Access to Application:

Note: If you already have access to the applications below, please do not submit a new request.

Step 7: Click **Submit Request**

- Request will be sent to the OhioMHAS iPortal Help Desk
- Receive a final confirmation email from OhioMHAS with the subject line, “SOR SOS Access Granted”

Step 8: Notice that the next time you log into the OhioMHAS iPortal dashboard, the SOR SOS iPortal application tile will appear on your dashboard

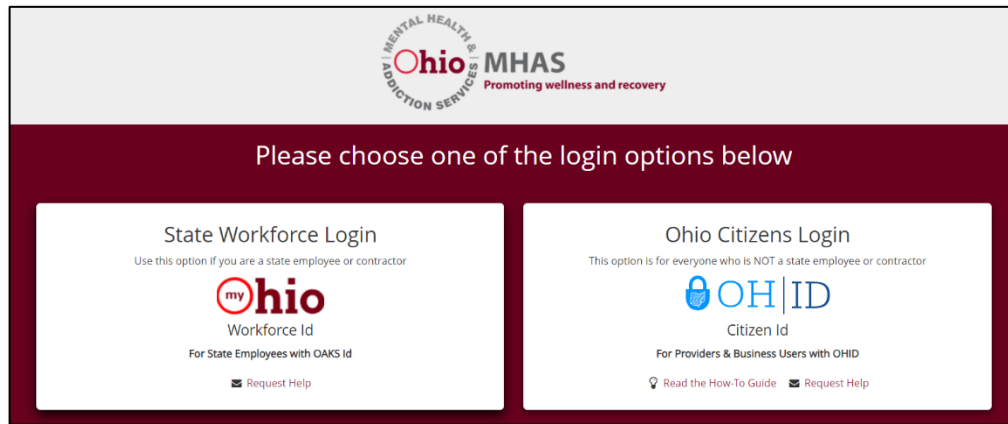


This concludes the one-time request for the SOR SOS Application tile.

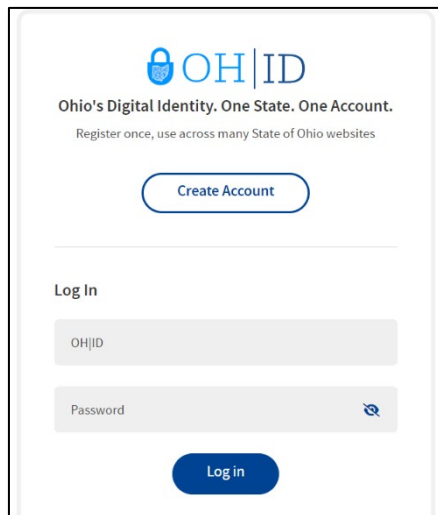
C. Log into the iPortal – Two-step Authentication

Step 1: Navigate to URL: <https://apps.mha.ohio.gov/iPortal/>

Step 2: Click on: **Ohio Citizens Login with OH|ID**



Step 3: Enter credentials and click **Log in**



Step 4: Click on the **SOR SOS application tile** to begin the two-step authentication



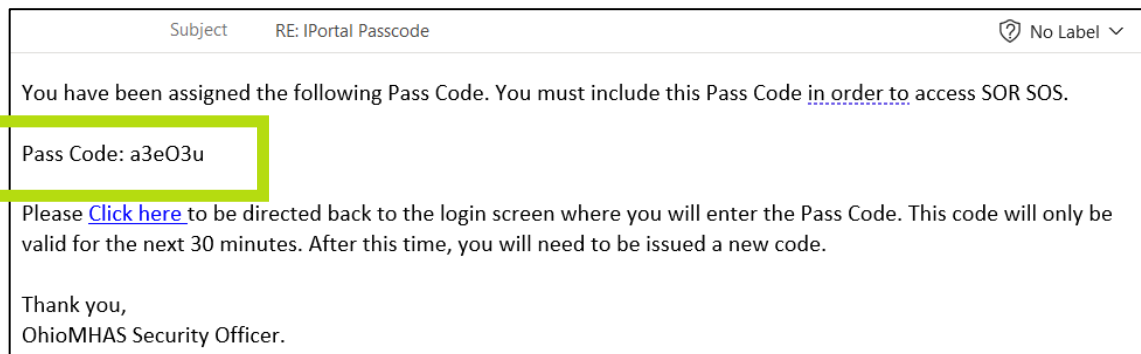
NOTE: Any application containing protected health information (PHI) will have this symbol in the corner of the tile. It will require a two-step authentication process.

Step 5: Notice the Pass Code Authentication box appears and asks for a Pass Code

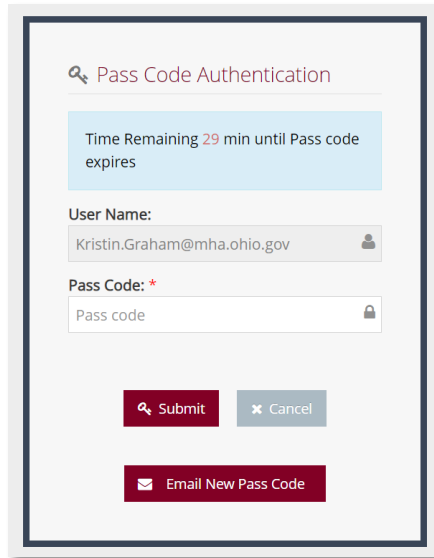
NOTES ABOUT THE PASS CODE:

- ✓ It will be sent from MHAS.iPortal@MHA.ohio.gov
- ✓ It is time-sensitive and expires 30 minutes after being sent.
- ✓ It is a 6-digit alphanumeric code that is case-sensitive and must be entered as sent by email.
- ✓ Be patient waiting for pass code to arrive. Clicking submit multiple times will invalidate previous requests and delay receipt of pass code.
- ✓ It is not your OH|ID password.
- ✓ A new Pass Code will be sent at each login attempt.

Step 6: Check email for one from MHAS.iPortal@MHA.ohio.gov Double-click on the Pass Code and copy it



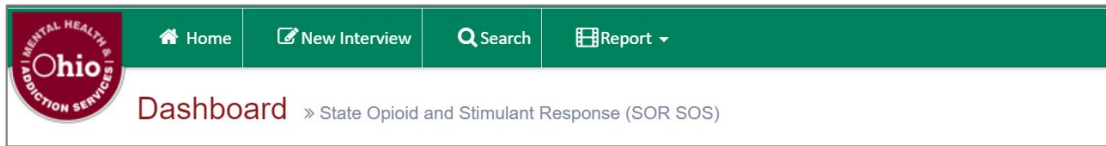
Step 7: Paste/Type the Pass Code in the box and click **Submit**



The screenshot shows a web form titled "Pass Code Authentication". At the top, there is a search icon and the title. Below that, a light blue box contains the text "Time Remaining 29 min until Pass code expires". The form includes a "User Name:" field with the email address "Kristin.Graham@mha.ohio.gov" and a user icon. Below is a "Pass Code: *" field with a lock icon. At the bottom, there are three buttons: a red "Submit" button with a magnifying glass icon, a grey "Cancel" button with an 'x' icon, and a red "Email New Pass Code" button with an envelope icon.

After hitting submit, please be patient waiting for the Pass Code email to arrive and then again when waiting to get into the iPortal

Step 8: Notice you are now logged in to the SOR SOS iPortal application. You may now enter, review, and search for GPRA interviews.



This concludes the steps for logging in to iPortal with two-step authentication, which must be completed every time due to having clients' personal health information.