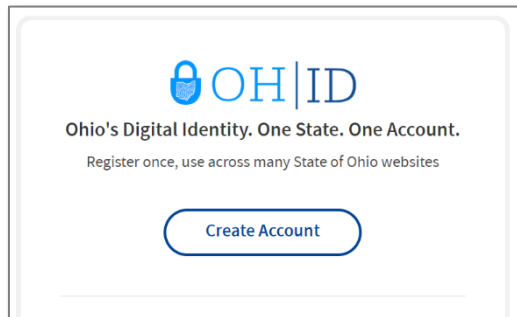


# Obtaining an OH|ID and Accessing the iPortal

## A. Create an OH|ID Account

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

**Step 2:** Select **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

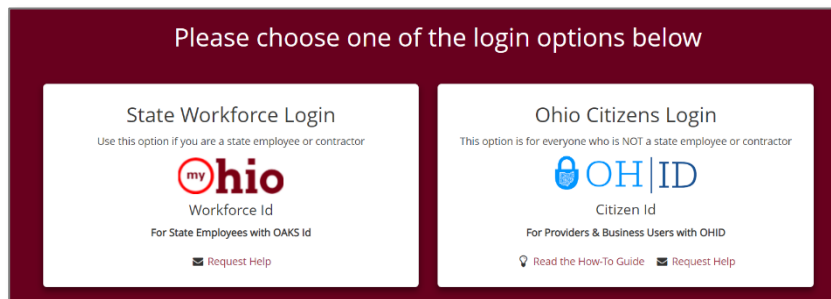
A screenshot of the OH|ID account creation page. The page has a blue header with the 'OH|ID' logo. On the left, there is a sidebar with a list of steps: 1. Email Verification (highlighted), 2. Personal Info, 3. Pick a Username, 4. Create Password, 5. Account Recovery, and 6. Terms & Conditions. The main 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, there are two buttons: 'Cancel' and 'Send PIN'.

- Look for an email confirmation that your account has been created

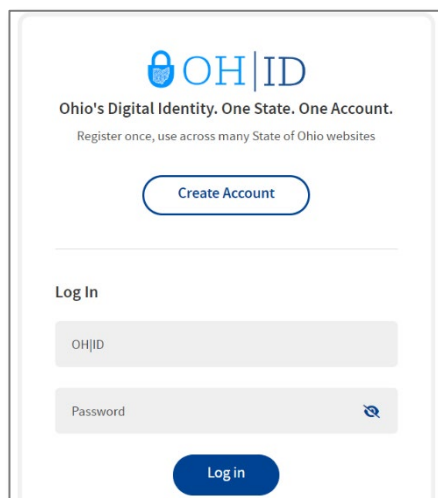
## B. Make a One-time Request for Access to the SOR SOS iPortal App

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

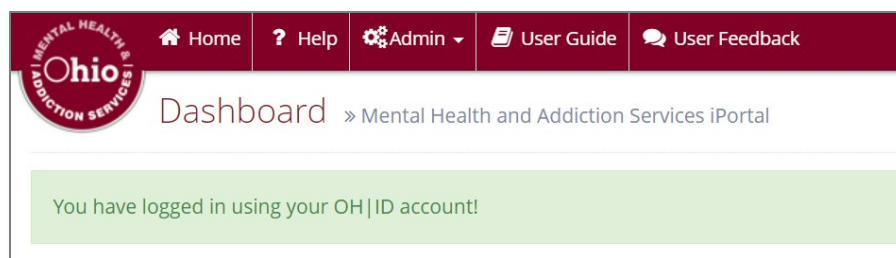
**Step 2:** Click on the **Ohio Citizens Login** tile



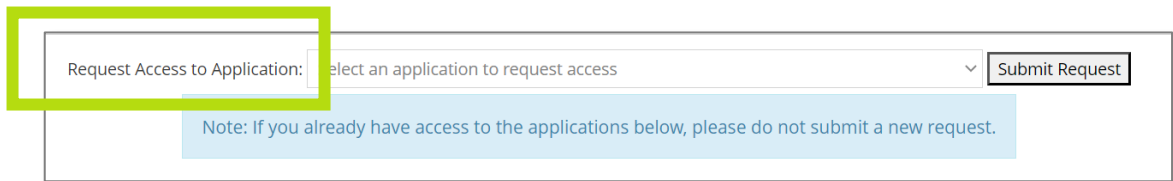
**Step 3:** Log in with your **OH ID** account



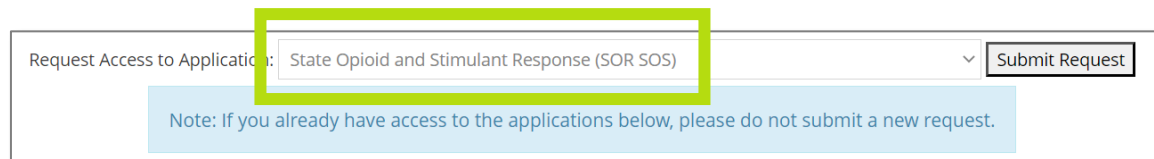
**Step 4:** Look for the statement **“You have logged in using your OH|ID account”** to the OhioMHAS iPortal Dashboard



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



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



**Step 7:** Click **Submit Request**

- Your request will be sent to the OhioMHAS iPortal Help Desk
- You will receive email confirmation when access has been 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

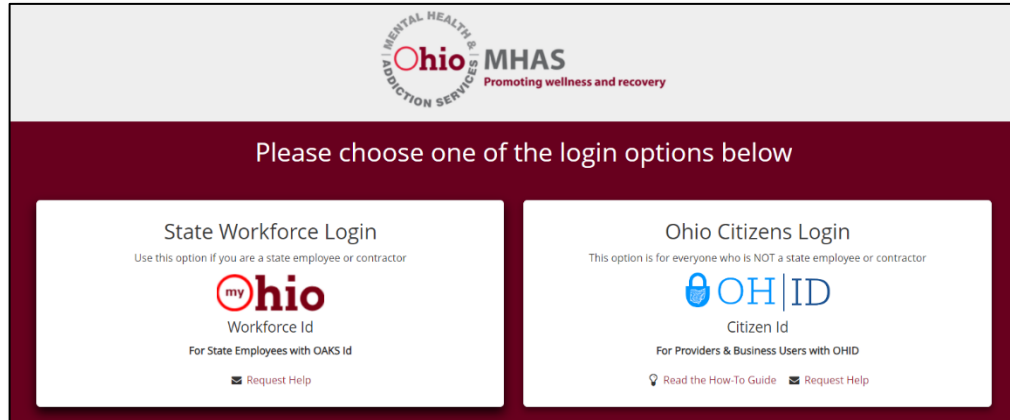


This concludes the one-time request for the SOR SOS Application tile.

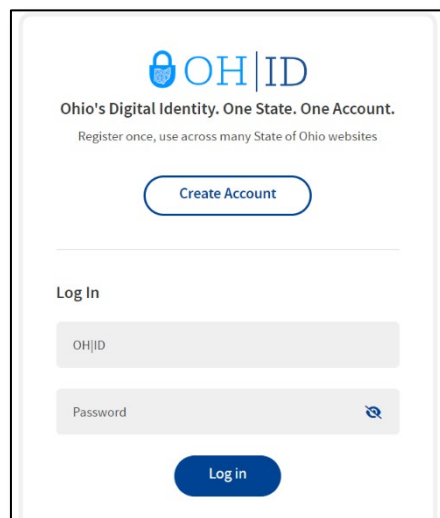
## C. Log into the iPortal – Two-step Authentication

**Step 1:** Go 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 GPRA Data Collector application tile to begin the two-step authentication

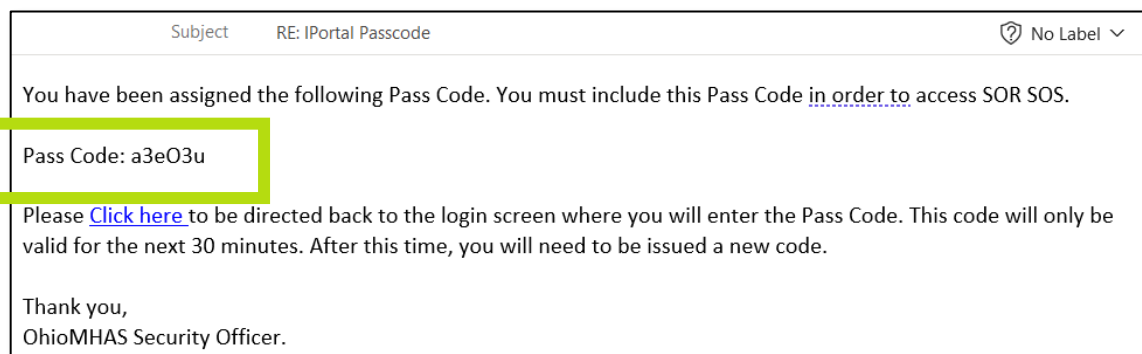


**Step 5:** Notice the Pass Code Authentication box appears and asks for a Pass Code

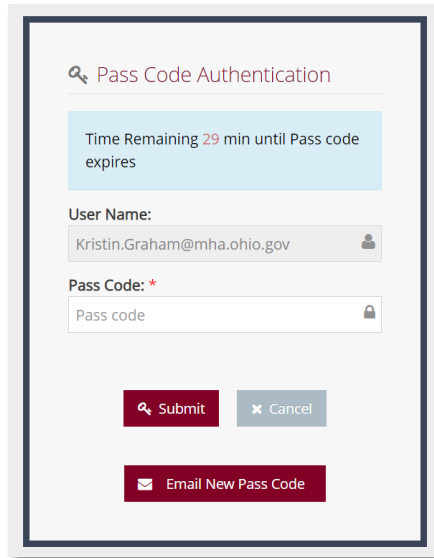
**NOTES ABOUT THE PASS CODE:**

- ✓ It will be sent from [MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov)
- ✓ It is time sensitive and expires 30-minutes after being sent.
- ✓ It is a 6-digit alphanumeric code. It is case-sensitive and must be entered as sent by email.
- ✓ Copying and pasting the code is best practice.
- ✓ It is not your OH|ID password.
- ✓ A new Pass Code will be sent at each log in attempt.

**Step 6:** Go to email and look for an e-mail from [MHAS.iPortal@MHA.ohio.gov](mailto:MHAS.iPortal@MHA.ohio.gov)  
Double-click on the Pass Code and copy it (Ctrl C)



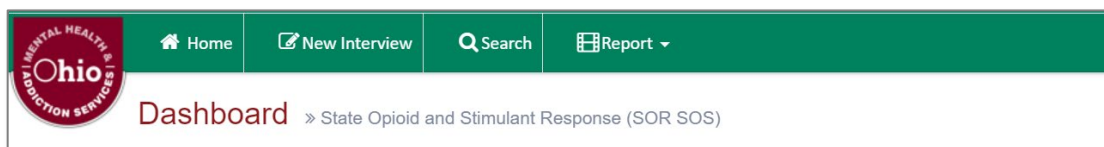
**Step 7:** Paste the Pass Code in the box and click **Submit**



The screenshot shows a web form titled "Pass Code Authentication". At the top, a blue box indicates "Time Remaining 29 min until Pass code expires". Below this, the "User Name:" field is populated with "Kristin.Graham@mha.ohio.gov". The "Pass Code:" field is empty, with a red asterisk indicating a required field. At the bottom, there are three buttons: a red "Submit" button, a grey "Cancel" button, and a red "Email New Pass Code" button.

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.