



Today’s on-demand training goes over the “OhioMHAS iPortal.” It details how to gain access to the SOR SOS application.

This training is for grantees who receive funding from the Ohio Department of Mental Health and Addiction Services for the State Opioid and Stimulant Response grant program, also referred to as SOS 3.0.



DISCLAIMER

This presentation was made possible by Grant Number 1H79TI085753-01 from the Substance Abuse and Mental Health Services Administration (SAMHSA.)

The State Opioid and Stimulant Response (SOS 3.0, formerly SOR) is funded by the Ohio Department of Mental Health and Addiction Services (OhioMHAS). The evaluation for SOS 3.0 is being overseen by the Ohio Colleges of Medicine Government Resource Center (GRC.)

The contents are solely the responsibility of the authors and do not necessarily represent the official views of SAMHSA or OhioMHAS. This evaluation may include data provided by OhioMHAS, which should not be considered an endorsement of the evaluation or its conclusions.

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Here is the disclaimer information for this grant.

- SAMHSA is the federal funder.
- OhioMHAS is the agency who receives the SOS 3.0 grant in the state.
- GRC is who oversees the training and evaluation for Ohio.

The views expressed in this presentation are those of the GRC and not those of SAMHSA or OhioMHAS.



AGENDA/OUTLINE

1. Create an OH|ID to Log onto iPortal
2. Request access to SOR SOS application
3. Log into the iPortal with two-step authentication

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This training video is divided into three segments:

1. The first segment covers how to create an OH|ID to Log into the iPortal.
2. The second segment goes over how to make a one-time request for access to SOR SOS application.
3. The third segment goes over how to log into the iPortal with the two-step authentication.

Feel free to jump to relevant segments based on your needs.

1

CREATING AN OH|ID

Account log-in to access the
OhioMHAS iPortal platform

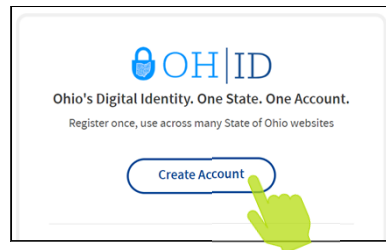


The first segment covers how to create a new OH|ID account for use when logging into the OhioMHAS iPortal.

CREATE AN OH|ID

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

Step 2: Click: **Create Account**



Step 1

To create an OH|ID, you need to navigate to the URL listed in the box at the top of the screen.

<https://ohid.ohio.gov/wps/portal/gov/ohid/login>

Step 2

Then, you will click Create Account as shown in the screenshot here.

CREATE AN OH|ID

Step 3: Fill in: **Email Address**

Click: **Send PIN**

The screenshot shows the 'Email Verification' step of the OH|ID account creation process. On the left, a sidebar lists the steps: 1. Email Verification (selected), 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 includes instructions: '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.' Below this, it states: '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.' There are two input fields: 'Email Address' and 'Confirm Email Address'. At the bottom of the form, there are 'Cancel' and 'Send Pin' buttons. A 'Keeping Your Information Safe' notice is at the very bottom.

Use your work
email address to
create the account

Send PIN

Step 3

The next screen will ask you to enter an email for verification, which you will want to use your work email address to create the account.

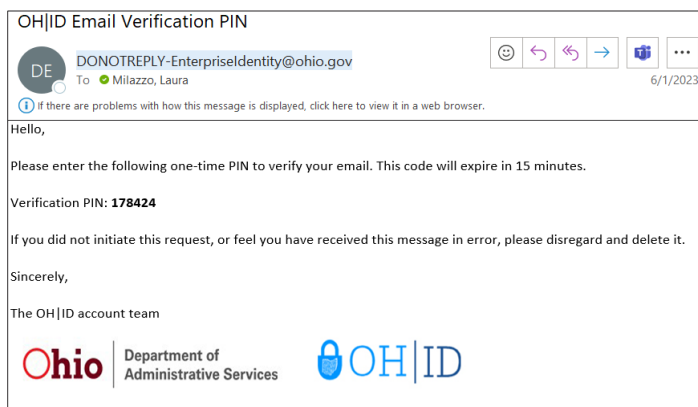
You may already have an OH|ID for personal use. You will want a separate OH|ID for the project.

You will enter the email twice, as directed on the screen.

Then once they match, the “**Send Pin**” button turns blue and you will want to click it.



LOOK FOR EMAIL WITH PIN



You will receive an email from the Ohio Department of Administrative Services.

It will have the subject line, **“OH|ID Email Verification PIN.”**

It will include a one-time PIN that you need to use to verify your email. The code expires after 15 minutes.

This email may end up in your spam, junk, or promotions folder.

CREATE AN OH|ID

Enter: **Personal Info**
Pick: **Username**
Create: **Password**
Enter: **Account Recovery**
Agree: **Terms & Conditions**

OH|ID

Create OH|ID Account

1 Email Verification

2 Personal Info

3 Pick a Username

4 Create Password

5 Account Recovery

6 Terms & Conditions

Email Verification

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](#), [Apple](#), [iCloud](#), [Outlook](#), 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.

Email Address

Confirm Email Address

Cancel

Keeping Your Information Safe

OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

Once you have your PIN, you will enter it into the box and then fill in the remaining requested information for questions 2-6, which includes

Enter: **Personal Info**

Pick: **Username**

Create: **Password**

Enter: **Account Recovery**


Agree: **Terms & Conditions**


Once you have all of that entered, click submit.



LOOK FOR EMAIL FROM InnovateOhio Platform

Your new OH|ID account has been created

 InnovativeOhio Platform <DoNotReply@das.ohio.gov>
To **Your Name**



 if there are problems with how this message is displayed, click here to view it in a web browser.

Welcome to OH|ID. This email confirms you created an OH|ID account for:

Name: First & last name
OH|ID: Username
Email: Email address

Return to your browser to continue to OH|ID login.

Please note, this email comes from a no-reply email address. Replies to this email are not monitored.

 Department of Administrative Services 

Keep this
email for
reference!

You will then receive an email from the Ohio Department of Administrative Services.

It will have the subject line, **“Your New OH|ID account has been created.”**

That email will have your name, your OH|ID username, and email that is associated with the account you just created.

Keep this email for future reference.

**NEED ADDITIONAL HELP
LOGGING INTO YOUR OH|ID?**

<https://ohid.ohio.gov/wps/portal/gov/ohid/help-center/help-logging-in>



If you need additional help or support with your OH|ID, including remembering a forgotten username or password, you will need to reach out to Ohio Department of Administrative Services.

- Navigate to the website:
<https://ohid.ohio.gov/wps/portal/gov/ohid/help-center/help-logging-in>
- Alternative, you may click on the QR code to go directly to the website

This concludes the first segment on how to create your OH|ID.

2

ACCESS TO THE SOR SOS APP

One-time request for access



The second segment in this training video will go over how to make a one-time request to access the SOR SOS Application in the iPortal.

LOGIN WITH OH|ID

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

Step 2: Click on Tile **Ohio Citizens Login**

Step 3: Log-in **OH|ID** email and password



Step 1

First you will want to navigate to the URL listed in the box at the top of the screen.
<https://apps.mha.ohio.gov/iPortal/>

Step 2

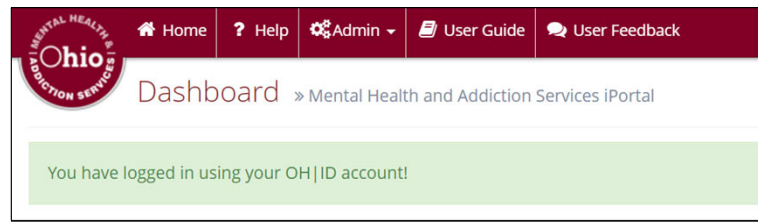
Click on the Tile called **Ohio Citizens Login**
It is the one with the blue paddle lock.

Step 3

Then, you will want to enter the work OH|ID username and password that you just created.

OhioMHAS iPORTAL DASHBOARD

Step 4: Verify log in OhioMHAS iPortal Dashboard



Step 4

Once you logged in, here is a view of what the dashboard looks like.

You can verify by looking for the message: **You have logged in using your OH ID account.**

REQUEST ACCESS TO SOR SOS APP

Step 5: Scroll to the **Request Access to Application**

Step 6: Select
State Opioid and Stimulant Response (SOR SOS)

Step 7: Click **Submit Request**

Request Access to Application: State Opioid and Stimulant Response (SOR SOS) Submit Request

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

Look in the drop-down menu for **State Opioid and Stimulant Response (SOR SOS)**

The request will be sent to the OhioMHAS iPortal Help Desk.
OhioMHAS will ask you for information about your organization and role.

Look for a final confirmation email with the subject line: SOR SOS Access Granted

Step 5

As a one-time ask, you will need to scroll to request access to the application for the State Opioid and Stimulant Response (SOR SOS) Grant.

Right below the announcements banner, is a place for you to select from a drop-down menu. When you click it, you will see three options related to the SOS initiative.

Step 6

You want to select the one that says **State Opioid and Stimulant Response (SOR SOS)**

Step 7

Then Click: **Submit Request**

A request will be sent to the OhioMHAS iPortal Help Desk. OhioMHAS will send you an email and ask to confirm a few things, including the name of your organization and role.



After you reply, you will then receive a final confirmation email with the subject line, "**SOR SOS Access Granted.**"

VIEW THE SOR SOS APPLICATION TILE

Step 8: Notice **SOR SOS application**
(to access the application and enter GPRA interviews)



Roles:

-  SOS GPRA Data Collector
-  SOS GPRA Behavioral Health User

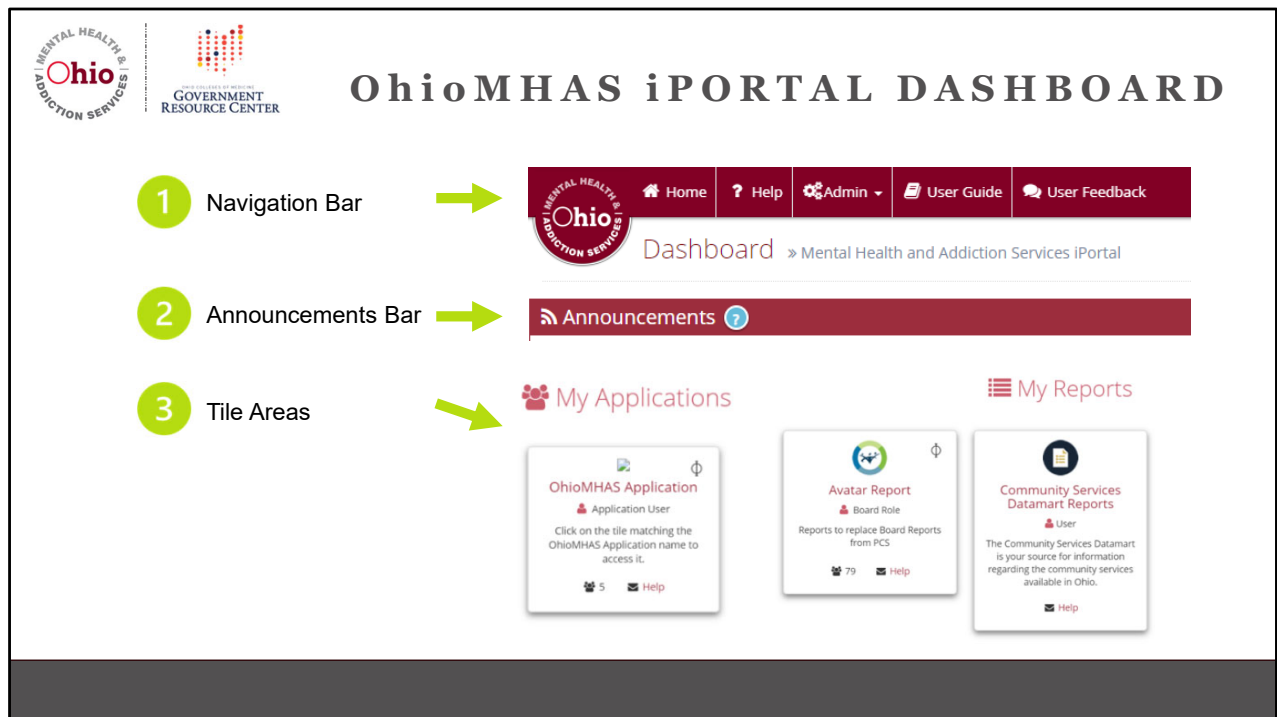
Step 8

The next time you log in, the SOR SOS application tile in the iPortal will now be displayed on your dashboard.

Your role will depend on your designated responsibilities.

For example, most of you will be **SOS GPRA Data Collectors**.

There is also a role called **Behavioral Health User**, which is reserved for supervisors. It allows them to see multiple GPRA data collectors within an organization and access some reporting features. Access for this role may be requested by emailing SOSEval@osumc.edu.



Once you have your OH|ID and access to the SOR SOS application, here is a screenshot of what the iPortal Dashboard looks. OhioMHAS operates and manages this platform.

The dashboard has

1. A navigation bar at the top
2. An announcements bar with a carousel of updates from OhioMHAS
3. A tile area with your application and report tiles, depending on your role and credentials.

This concludes the second training segment on requesting the one-time access to the SOR SOS application in iPortal.

3

LOGGING INTO iPORTAL

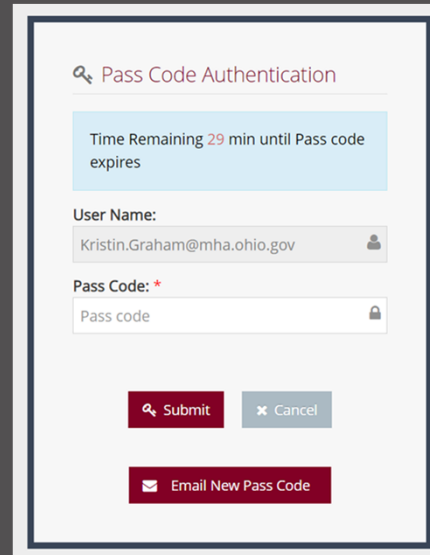
Doing a two-step authentication
with each login



The third segment of the training goes over the two-step authentication process.

TWO-STEP AUTHENTICATION

A requirement every time
you log in due to the
protected health information

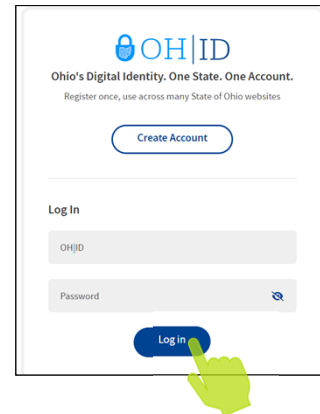
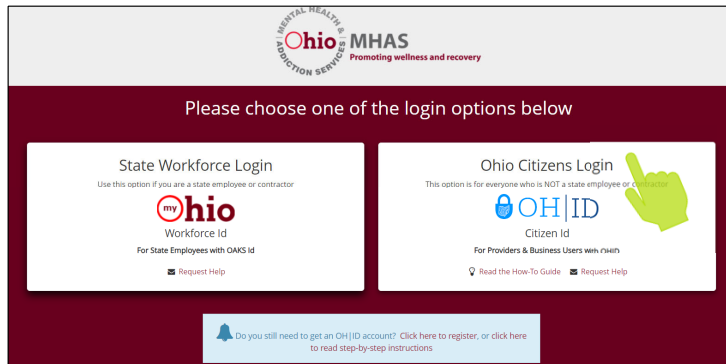


The screenshot shows a web interface for "Pass Code Authentication". At the top, there is a search icon and the title "Pass Code Authentication". Below this, a light blue box contains the text "Time Remaining 29 min until Pass code expires". Underneath, the "User Name:" field is populated with "Kristin.Graham@mha.ohio.gov" and has a user icon. The "Pass Code: *" field is empty and has a lock icon. At the bottom, there are three buttons: a red "Submit" button with a search icon, a grey "Cancel" button with an 'X' icon, and a red "Email New Pass Code" button with an envelope icon.

Due to the sensitive nature of the protected health information about clients, you must complete a two-step authentication process every time you log into the iPortal. It may take several minutes or longer to complete the authentication.

LOGGING ONTO THE iPORTAL

- Step 1: Navigate to: <https://apps.mha.ohio.gov/iPortal/>
- Step 2: Click **Tile for Ohio Citizens Login with OH|ID**
- Step 3: Enter **credentials and click login**



Step 1

The first step is to navigate to the iPortal URL, which is listed on the screen.
<https://apps.mha.ohio.gov/iPortal/>

This should take you to a login page that looks similar to the screenshot on the left.

Step 2

You will click on the **Ohio Citizens Login** tile.

Step 3

You may or may not be prompted to re-enter your OH|ID credentials because it may auto-populate.

Once you have the credentials entered click log in.

SOR SOS APPLICATION TILE IN iPORTAL

Step 4: Click tile **SOR SOS application**
(to access the application and enter GPRA interviews)



Symbol

Any application containing protected health information (PHI) will have this symbol in the upper right corner of the tile.

It will require a two-step authentication.

Clicking the tile begins the two-step authentication process, which OhioMHAS requires every time you log into the iPortal

Step 4

When you get to this page, you will see your SOR SOS application tile.

You will see a symbol in the upper right corner, which appears on any tiles for applications with protected health information (PHI) on clients.

You will need to complete a two-step authentication process before being allowed into the iPortal app.

Once you click on the SOR SOS application tile, it automatically begins the two-step authentication. Clicking this tile will send your request to OhioMHAS to email you a Pass Code.

NAVIGATING TWO-STEP AUTHENTICATION

Step 5: Notice **Pass Code Authentication Box**

Step 6: Check **Email for Pass Code**

Copy/Enter: **Authentication Pass Code**

Step 7: Paste Pass Code and Click **Submit**

Pass Code Authentication

Time Remaining 29 min until Pass code expires

User Name:
Kristin.Graham@mha.ohio.gov

Pass Code: *
Pass code

Submit Cancel

Email New Pass Code

You have been assigned the following Pass Code. You must include this Pass Code for access

SOR SOS.

Pass Code: sfeOMv

Please [Click here](#) to be directed back to the login screen where you will enter the Pass Code. This code will only be valid for the next 30 minutes. After this time, you will need to be issued a new code.

Thank you,
OhioMHAS Security Officer.

Only If Necessary

apps.mha.ohio.gov says

Would you like to get new pass code?

OK Cancel

Please note that the pass code may take several minutes, or longer, to reach your email inbox.

Step 5

Notice the Pass Code Authentication box. It is prompting you to enter a Pass Code.

Step 6

To find that code, you need to check your OH|ID email and look for one that has come from MHA.ohio.gov. It has a 6-digit alphanumeric code after the words Pass Code. Highlighted in green is a sample email with the Pass Code. Please be patient waiting for the code to arrive. It can take several minutes or longer to come through.

Step 7

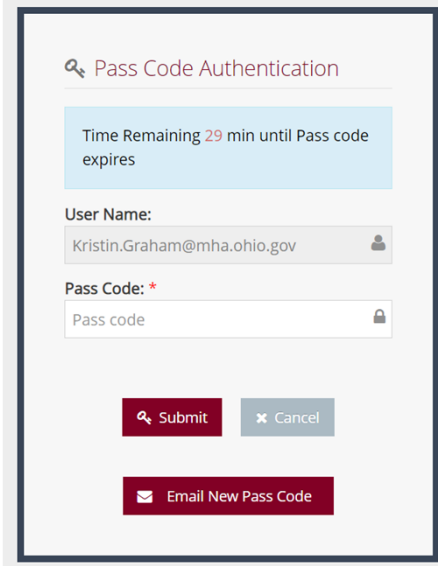
Once you have the Pass Code from your email, you will want to either copy and paste it into the Pass Code box or manually type it in. Then, you click the 'Submit' button. Please only do this once. It can take several minutes for the app to open.

Only If Necessary

If after several minutes, no email has arrived, you can hit Email new Pass Code. You will get a pop-up message that asks, "Would you like to get new pass code?" If you meant to hit the Email New Pass Code button, click ok. NOTE: You will need to wait for a new code to arrive because this request will invalidate all previous requests.

REMINDERS ABOUT TWO-STEP AUTHENTICATION

- Pass Codes are sent to email from MHAS.iPortal@MHA.ohio.gov
- Pass Codes expires after 30 minutes
- Pass Codes are 6-digit alphanumeric codes, case sensitive and entered as sent by email
- Pass Codes are not the same as OH|ID password
- A new Pass Code is sent for each login due to the protected health information in the iPortal



The screenshot shows a web interface for "Pass Code Authentication". At the top, there is a search icon and the title "Pass Code Authentication". Below this, a light blue box displays "Time Remaining 29 min until Pass code expires". The "User Name:" field contains "Kristin.Graham@mha.ohio.gov" with a user icon. The "Pass Code: *" field is empty and has 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.

Here are a few reminders about the two-factor authentication.

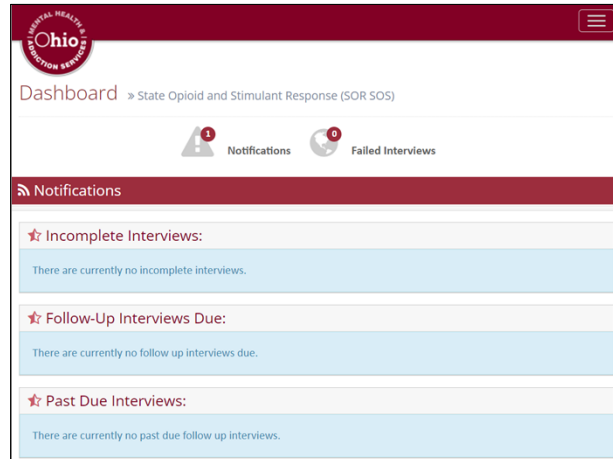
- The Pass Code comes from the email: MHAS.iPortal@MHA.ohio.gov
- It expires after 30 minutes
- It is case sensitive and a 6-digit alphanumeric code
- The Pass code is not the same as OH|ID password
- A new Pass Code is sent for each login due to PHI

Be patient waiting for the code to arrive in your email and after hitting the submit button.



SOR SOS APPLICATION IN iPORTAL

- Enter new interviews
- Review interviews
- Search for GPRA interviews



After you complete the two-step authentication, here is a view of what it looks like once you are in the SOR SOS application.

You can now

- Enter new interviews
- Review interviews
- Search for GPRA interviews

This concludes this third segment on completing the two-step authentication process.

HOW TO CONTACT US



SOSEval@osumc.edu



www.OhioSOSEvaluation.org



OHIO COLLEGES OF MEDICINE
GOVERNMENT RESOURCE CENTER

To close out this training, here is how to contact us.

If you have any questions, please feel free to reach out to us via email at **SOSEval@osumc.edu**

Our project website includes a variety of resources, along with upcoming training dates and is **www.OhioSOSEvaluation.org**

Thank you for your time.