Updating Personal Information in OH|ID

Using screenshots, this guide provides a step-by-step process for changing information such as email addresses, names, addresses, and phone numbers for programs under the Office of Nonpublic Educational Options.

Changing your personal information in the state's OH|ID system does not update information in the scholarship, income verification, or ACE systems. All program participants must use their SAFE account to update program information. Your SAFE account can be accessed through the SAFE Portal as seen below. Once information is updated through the SAFE portal, program information should update automatically.

Changing information in the SAFE portal:

- 1. Click on Department of Education and Workforce OHID Portal Help.
- 2. You should then see "My Home Page." You can change your name, email, address, and phone number under "Account Settings."

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Department of Education & Workforce	Welcome :	LOCOUT				
		CONTACT US				
	MY HOM	E PAGE				
Your Name Your Email Your Phone Number Your Address Account Settings						
Manage Name Manage Email Manage Address Manage Phone						
Web Systems Dr	escription					

3. For example, if you wish to change your email address, please click "Manage Email."



Your Name	
Your Email	
Your Phone Number	
Your Address	
Account Settings	
Manage Name	
Manage Email	
Manage Address	
Marca Diana	
Manage Phone	

4. Select "Edit" on the email address that needs updated:

Department of Education &			Home About O	W State Agencies Online Services Ohio.go	
Workforce				CONTACT	
RETURN TO PAGE	E EM	AIL ADDI	RESS	EMAIL RULES	
Address	Туре	Primary?	1	 A e-mail is required. Your e-mail will act as your 	
yourOLDemail@something.com		Primary	EDIT DELETE	unique ⊟identifier and will be used as the log-in ⊟for your profile.	
			EDIT DELETE	 Your e-mail can only be use for one profile. 	
				 You cannot have multiple email addresses associated with an profile. 	

5. Enter the new email address, select "Email Type" as "Home," check as primary email, then save.

Manage Email			X
Change Email ADDRESS	NEWemail@something.com		
EMAIL TYPE	Home 🗸		
	PRIMARY EMAIL?		
		Save	Cancel

6. Repeat these steps as needed to update your email, name, phone number, and/or address.

