Human Capital Essentials Video Series Access Guide

(These steps are applicable for those with an Ohio, K-12 education license.)

Step 1: Log into your OH ID Portal (this can be found by selecting Login in the upper right-hand corner of the <u>Ohio Department of Education webpage</u>)

Home About ODE State Agencies Online Services Ohio.gov		
Ohio Department or Education	⊖OH ID	
CONTACT US	Log in with your OH ID	
PLEASE CHOOSE A LOGIN OPTION		
If you are an Ohio Department of Education employee, please click the "Ohio Department of Education Employees" button. Ohio Department of Education Employees	Password	Complete
If you are a superintendent, principal, teacher, school administrator, parent or other user, please click the "All Other Users" button. All Other Users	FORCOT PASSWORD?	
	Get togin help Create an OH()D account	

Step 2: Open My Apps



Step 3 & 4: Click on **BLUE ARROW** (if the LMS app is not on the first page) Step 3 & 4: Locate LMS app and select **Open App**



**Please note – if the LMS is not an available application in your OH|ID account and you have an active or pending Ohio, K-12 license, you may need to complete the set-up of your OH|ID account by selecting and completing the Department of Education Profile Set-up application if it appears and the LMS application does not. Please complete that application to connect your account to state education applications. Once completed, the LMS application may be immediately available by refreshing your OH|ID page (and following previous steps) or it can take up to 24 hours to connect.

Step 5: From your LMS homepage, select Course Catalog



Step 7: Select Human Capital Essentials Video Series



Step 8: Click on "Log in to enroll"



Step 9: After selecting the specific course or the Program and selecting "Log in to enroll":



- This will enroll you in the course you can now refresh your LMS homepage (in the open tab) and the course will be available under "My Courses".
- You will also have the option to "Launch Course" and this will open the course in the LMS in a new tab.