

Seeing your Waiting List Assessment via “MyPortal”

To begin MyPortal registration:

You will need to ask your Service Coordinator for an invite

Upon your request your Service Coordinator will send you an invite via:

idservice@dodd.ohio.gov

Be sure to check your SPAM folder if you & if do not get your invite you can contact your Service Coordinator who will resend your invite.

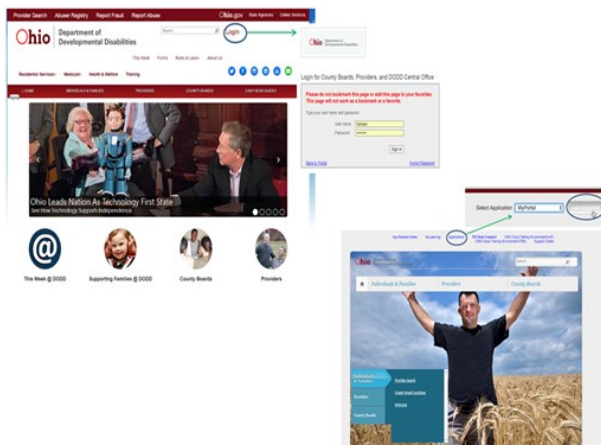
The invite email will have:

- A temporary pin to use to create your account
- A link to click which will take you to the registration page to type in the pin & create a password

To log into MyPortal :

Go to dodd.ohio.gov, click “Login”, enter your username/password as prompted.

Pick “Applications” from the options at the top, select “MyPortal” from the drop down, & click “Load Application” If prompted, click the Single Sign-On button) which takes you to MyPortal.



USER ACCOUNT REGISTRATION

This form is an essential step in verifying your account request.

Welcome back, Star Levya! Not you? Please follow [this link](#) to register your own account.

Please enter the temporary PIN that you received in the email to set your password. Your password must be a minimum of 8 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character.

Your Temporary PIN:

Create your New Password:

Retype your New Password:

Show Passwords

- 8 characters
- mix of upper/lowercase letters
- At least 2 special characters (like % or !)

To complete MyPortal registration:

Click create new password & the screen will let you know that you’ve created a new password.

You will get a new email with your DODD portal name– Be sure to make note of your portal name & password for future use.

Accessing the Waiting List Assessment in MyPortal:

Once in MyPortal you will see the individuals name with a list of options at the top & clicking the “More” option will reveal a “Waiting List Assessment” option.

This will bring up a link that you can click to bring up the Assessment-The assessment has a save option at the top if you would like to save a copy.

