**Ohio** | **Department of**
**Developmental Disabilities**

# MyLearning Instructions
# Early Intervention

Anyone with an OH|ID or DODD portal account can access MyLearning. This means anyone with access to EIDS or any other DODD application has access. If you do not have an account, here are the instructions to create one:

1. Navigate to dodd.ohio.gov

2. Click **Login**, located near the top of the page.

3. Enter your OH|ID username and password.

4. If you do not have an OH|ID, click Create New Account and follow the instructions. **Note: When asked to choose your profile, select "I want to be a DODD provider." When asked to choose your user job function, select "Agency employee."** This will result in your account being auto-approved.

5. Complete the email verification step to activate your account.

6. After logging in successfully, click **MyLearning**, located near the top of the page.

7. You can search for courses from the MyLearning Home page using either the title search or the keywords search. Or you can click the Early Intervention tile to launch the list of EI trainings.

8. Click the name of the training you want to attend.

9. Click View Course.

10. Click Enroll Me.

For help with technical issues, including help with usernames and passwords, contact the ITS Help Desk at 1-800-617-6733 or ITSCallCenter@dodd.ohio.gov.

## Verification of Course Completion

1. As of Fall 2020, MyLearning moved from issuing certificates for each course to providing a transcript that shows all course completions. The transcript has a separate page for each course.
2. For most courses, course completions are automatically transmitted to the Ohio Professional Registry (OPR) on OCCRRA's website.* For this process to work, your name and email must match exactly in the DODD and OCCRRA systems. Please review your profiles in each system to ensure the information matches.
3. To view your transcript, go to My Transcripts on your MyLearning dashboard and click View.

 *There are some exceptions. Please read course instructions carefully, as some courses are not automatically verified. In this case, you would need to upload your transcript to your OPR profile.


## Technical Requirements for MyLearning

To read the technical requirements for MyLearning, please see the Systems Requirements document on the MyLearning home page.