



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.

Obtaining a Certificate

1. Click the plus sign (+) next to the course category.
2. Click View Course.
3. If the course was completed and passed, a certificate automatically becomes available.
4. Click the Certificate link.
5. Click the Get Certificate button.
6. Your certificate will display in a new window, and you can print or download it from there.