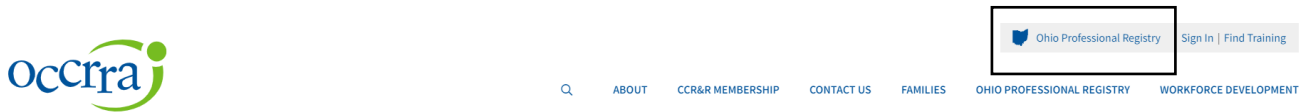


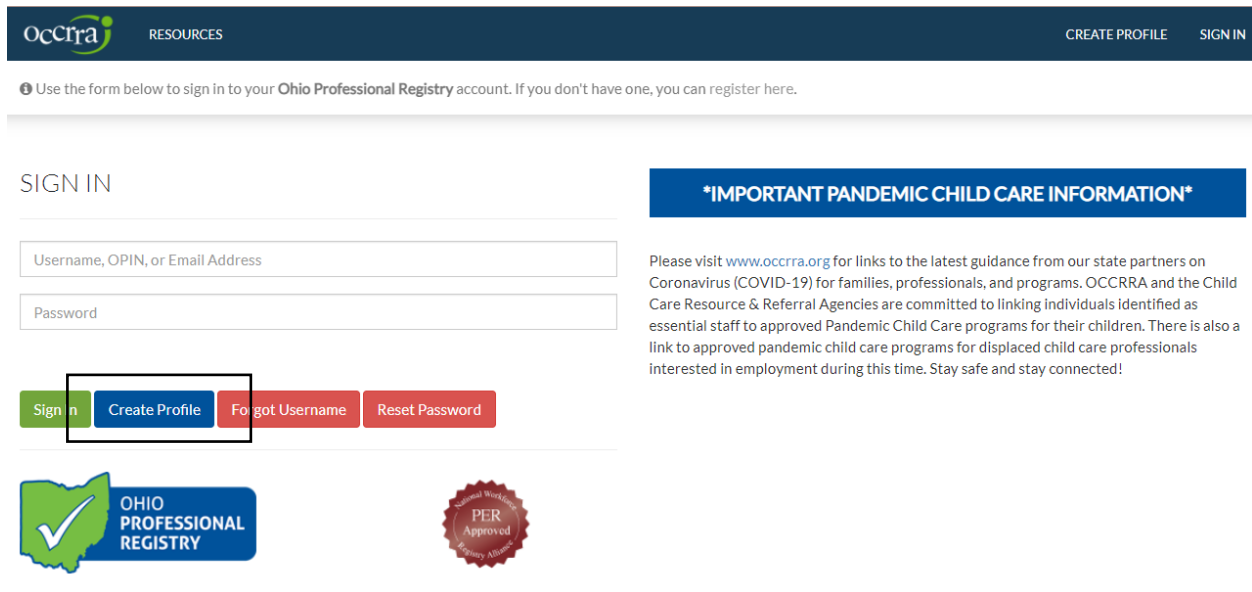
Create Profile User Guide

To use the Ohio Professional Registry (OPR) and register for trainings, a professional must create a profile. If you think you have a profile already and need to obtain log in credentials, please contact the Ohio Professional Registry at 1-877-547-6978 option 1. Please only create one OPR profile.

1. Go to www.occrra.org and click “Ohio Professional Registry” on the top right of the page.



2. Click “Create Profile”.





3. Enter an email address that is unique to you. A verification email will be sent to this email address so you must be able to log into the account to access the email the OPR sends to you.

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter a unique e-mail address to create a profile.

Note: If you previously created a profile and cannot sign in, **DO NOT CREATE A NEW PROFILE***. Contact the Ohio Professional Registry staff at 877-547-6978, option 1. OPR staff will assist you with log in issues and password resets.

**Duplicate profiles cannot be linked and you may lose verified education, training and/or credentials.*

Email Validation (A unique email is required)

Personal Email *

you@email.com

4. If you have entered an email address already used in the system or an invalid email format, you will see an error message. Please verify the email address you typed in is correct. If it is, the email address is currently being used in the system by someone else and you must reset your password via the link provided.

Email Validation (A unique email is required)

Invalid Personal Email *

Email address entered is linked to a current profile. **DO NOT CREATE A NEW PROFILE.**

Click the **Reset Password** button.

If you no longer have access to the e-mail address, contact the OPR staff at 877-547-6978, option 1 for assistance.

Reset Password

5. If the email address is not already being used in the OPR, you will be prompted to re-enter the email address. You will also see a green “Valid” indicator letting you know the email address is not being used in another profile.

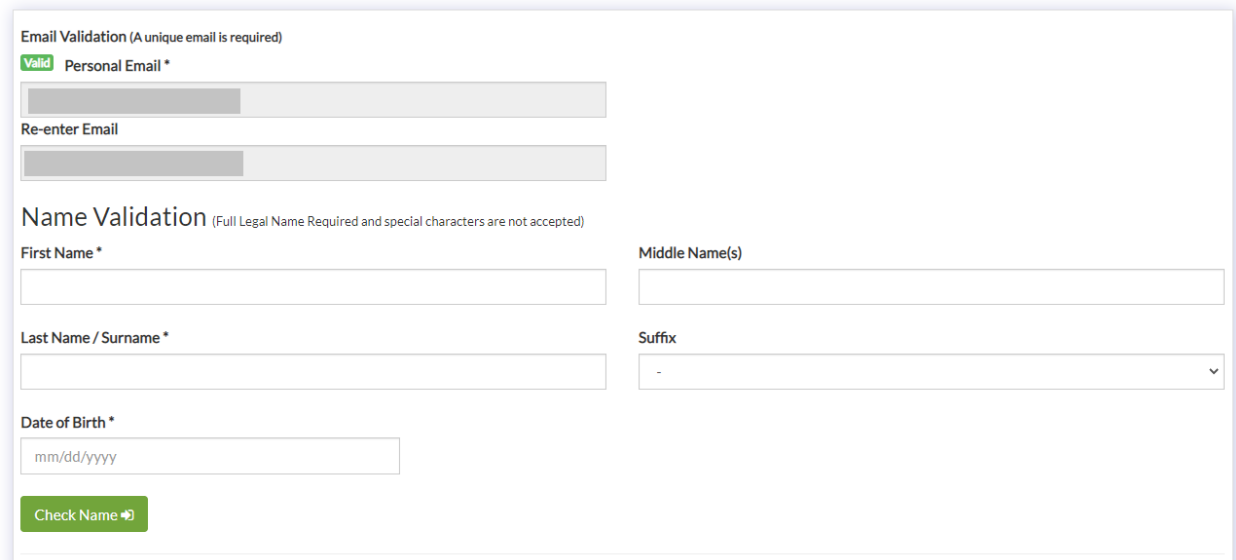


Email Validation (A unique email is required)

Valid Personal Email *

Re-enter Email

6. Enter the same email address again. A Name Validation box is now available. This checks the OPR for a current profile matching your first name, last name, and birthdate. Complete each box and select the green “Check Name” button.



Email Validation (A unique email is required)

Valid Personal Email *

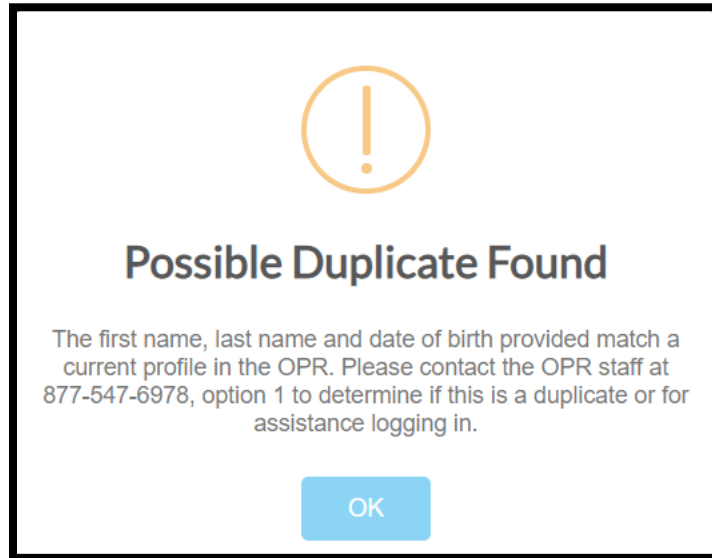
Re-enter Email
Name Validation (Full Legal Name Required and special characters are not accepted)

First Name *	Middle Name(s)
<input type="text"/>	<input type="text"/>
Last Name / Surname *	Suffix
<input type="text"/>	<input type="text" value="-"/>

Date of Birth *

Check Name ↗

- a. If you entered a combination of first name, last name and birthdate that already appears in an OPR profile, you will receive the following error message and you must contact the OPR for profile account assistance. Otherwise, you can reset your password and access your already created profile that way.





- b. If the first name, last name, and birthdate combination in the OPR, you will be prompted to continue creating your profile by entering your personal information, address, demographics, and sign in credentials. Complete all fields and hit the green “Create Profile” button to continue.

Personal Information (Full Legal Name Required)

Former Name Home Phone * Cell Phone *

Address

Address *

Address 2

City * State * Zip * County *

Demographics

Gender Race Ethnicity Not Hispanic or Latino

Primary Language

Sign In Credentials

Username Password * Re-Enter Password *

Password must be at least 6 characters.

7. The following confirmation message will appear. You must access the email account you included in the profile. If you do not receive the email, please check your spam/junk folder. If you do not receive the email, contact OCCRRA at 1-877-547-6978 option 1 for profile verification.

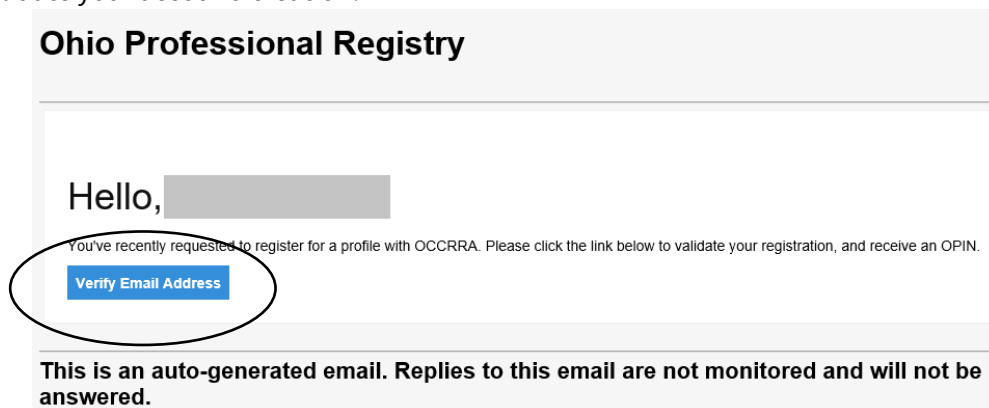


You're almost finished!

Please **check your email** for a message from OCCRRA. Verify your e-mail address by clicking on the link in the message. Verifying your e-mail address will assign your unique Ohio Professional Identification Number, known as your OPIN and give you access to sign in.

Once you have confirmed your e-mail address and signed in, you can begin using the powerful features of our website and begin to build your professional registry profile.

8. Review the e-mail sent from OCCRRA. You will need to click on the blue "Verify Email Address" button to validate your account creation.





9. Once you click on the “Verify Email Address” button, you will be taken to a screen that shows that you have verified your email address. Note: this screen will provide you with your unique OPIN (Ohio Professional Identification Number). Please document this number for future use. You will be able to use your OPIN to sign into your registry profile..

E-mail Address Verified

Success! You have successfully created your account. Your OPIN (Ohio Professional Identification Number) is: **1131-2336**. Save this number, your OPIN can be used in place of your username or e-mail when logging into your profile.

Welcome to OCCRRA, you may now use all of the powerful features of our registry. You can now keep track of your employment history, certifications and credentials, trainings, education, and more! Please note, the first time you sign in to your profile, you will be required to complete your current employment information.

Use the button below to sign in to your account for the first time and start building your profile today!

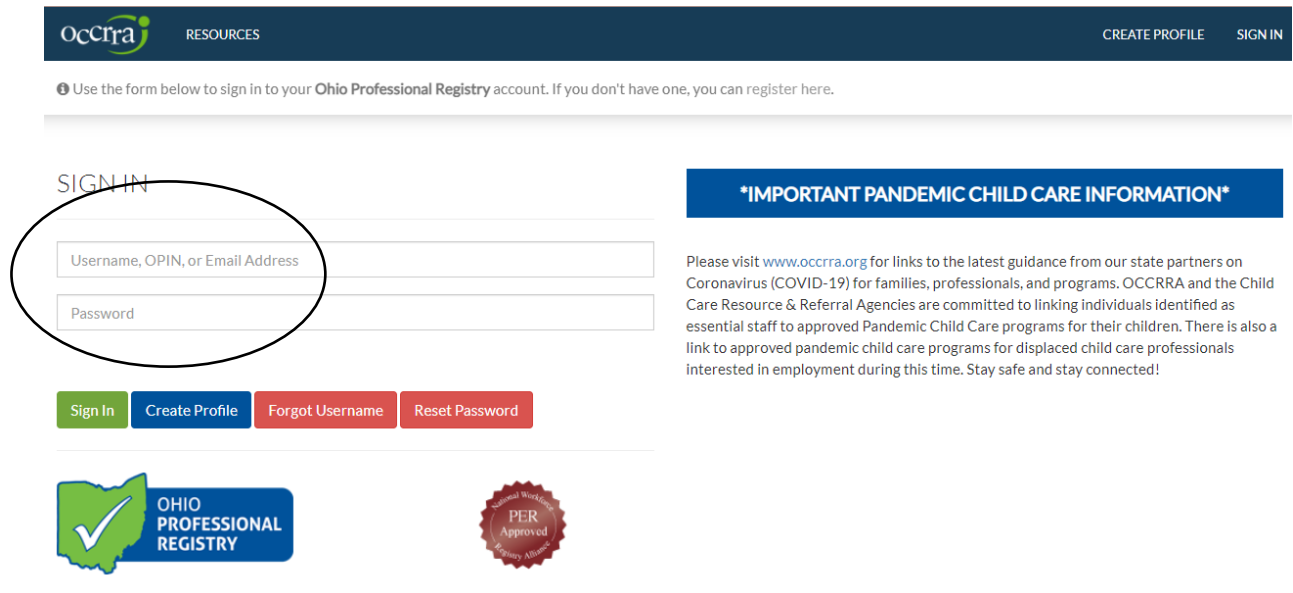
Sign In ➔

10. Keep your OPIN, OPR Username and OPR password in a safe place and DO NOT share it with anyone, including your program administrator.

11. Click the green “Sign in” button to continue signing into your profile.

12. To sign into your profile, you can use one of the following combinations:

- a. Username and password
- b. OPIN and password
- c. Email address and password



13. Click the green “Sign in” button

- a. If you forget your username, click “Forgot Username”. This will prompt you to enter either your email address or your OPIN. Once entered, click the red “Retrieve Username” button and you will receive an email with your profile username.
- b. If you forget your password, click “Reset Password”. This will prompt you to enter either your username, email or OPIN. Once entered, click the red “Reset Password” button and you will receive an email with a blue “Reset your password” button. Follow the prompts to reset your OPR profile password.

14. For directions on how to use and set up your OPR profile, please see the resource “Using your OPR Profile User Guide”.