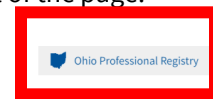


Create OPR Profile User Guide

To use the Ohio Professional Registry (OPR) you must create a profile. Please only create one profile. If you have a profile and need assistance signing in, contact OCCRRA at 1-877-547-6978.

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



2. Click “Create New Profile”.

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRRA's Conditions of Use and Privacy Notice.

- [Forgot password?](#)

New to OCCRRA?

Create New Profile

3. Enter your email address in both fields and click Request CODE. A code will be sent to this email address. You must be able to sign-in the email account to access the code the OPR emails to you. An email address can only be used in one profile in the OPR.

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

Email

Re-Enter Email

Request CODE

4. If you enter an email address used in a current OPR profile, you will see an error message. Please check to see if the email address you typed is correct. If the email address is correct, the next step is to click the Forgot Password button. This will help you to sign-in to your current profile. The Try Again button allows you to re-enter another email address.

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

Email

Request CODE



Email in use

The entered email address is already being used in an OPR profile. Do not create a new profile. Click on **Forgot Password** to reset your existing profile password. If you entered the email address in error, click on **Try Again** to re-enter your email address.

Forgot Password

Try Again

5. If the email address is not already being used in the OPR, an email will be sent to that email address with a CODE. At this point you need to go to your email account, open the email containing the CODE, and then enter the CODE in the Enter Your CODE field. The CODE is only valid for one hour.

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

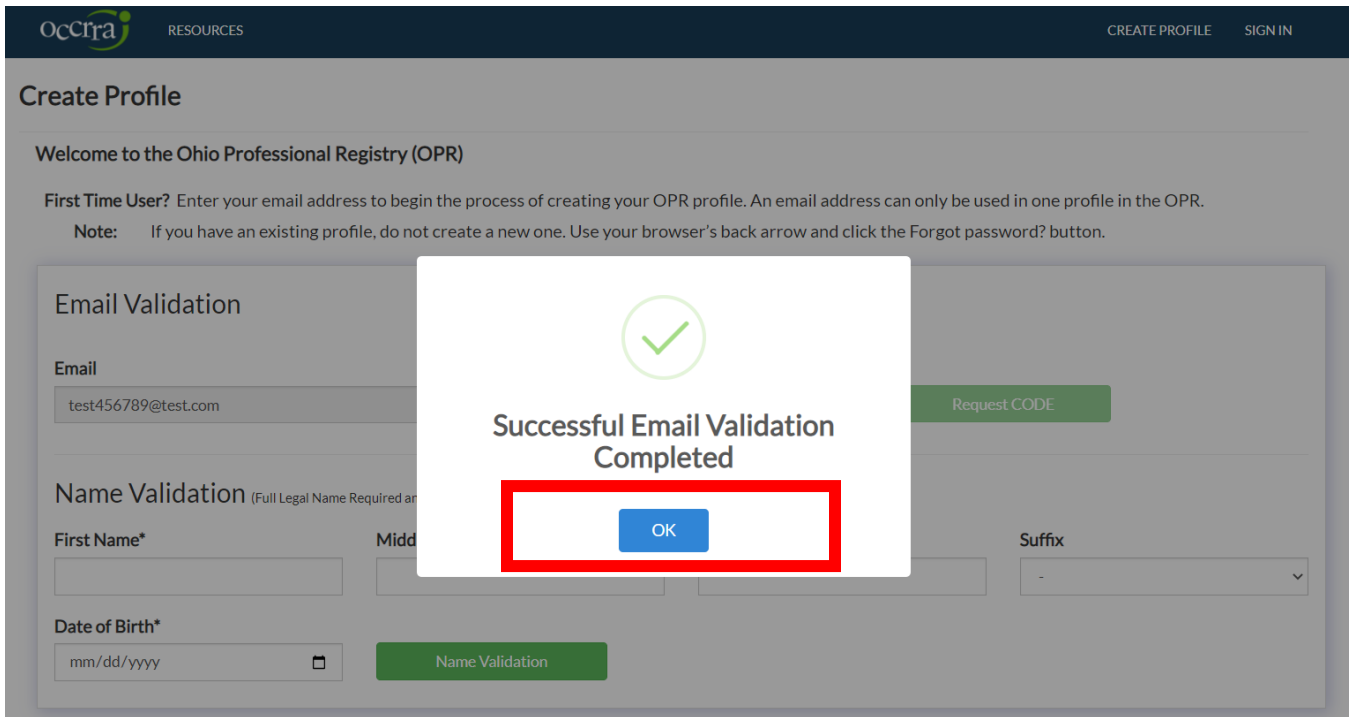
Email

Re-Enter Email

CODE sent to test456789@test.com.

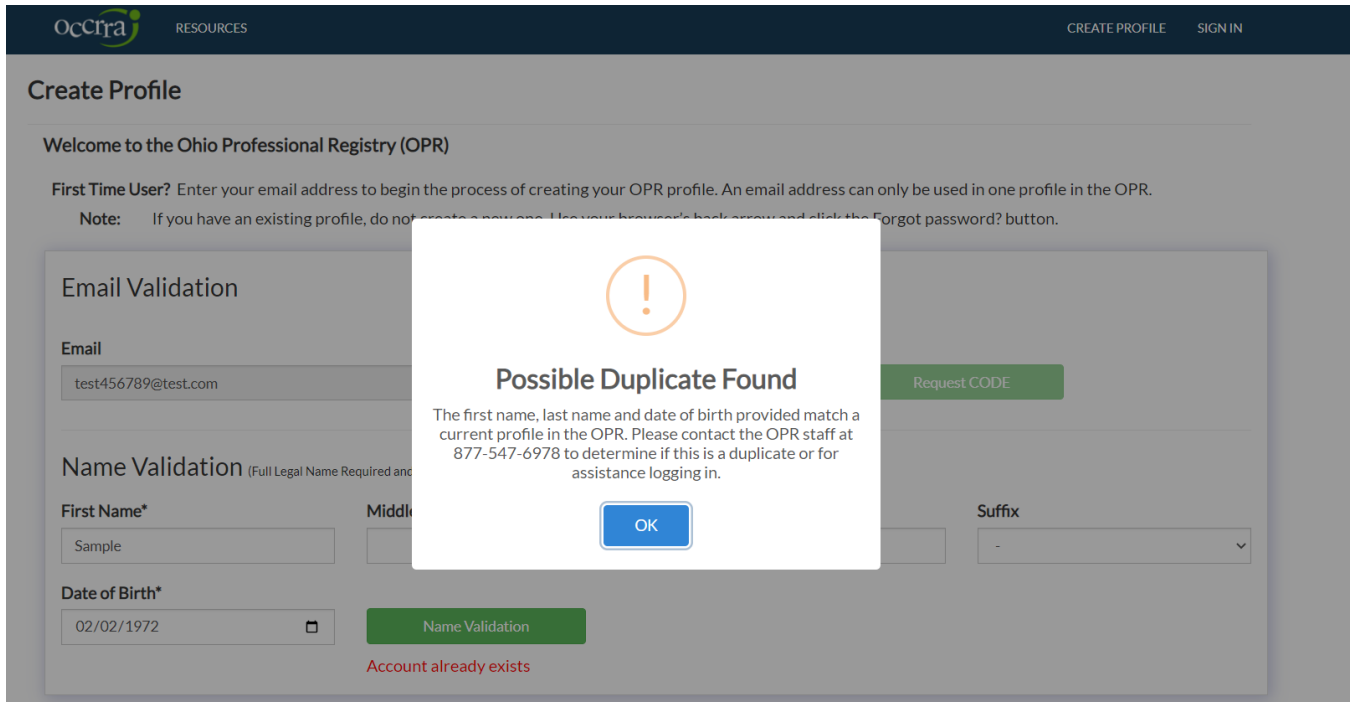
Enter Your CODE

6. Enter the CODE and click Confirm CODE. You will then see this success message. Click OK.



The screenshot shows the OCCrra 'Create Profile' page. At the top, there is a navigation bar with the OCCrra logo, 'RESOURCES', 'CREATE PROFILE', and 'SIGN IN'. The main heading is 'Create Profile'. Below this, a welcome message reads: 'Welcome to the Ohio Professional Registry (OPR)'. A section for 'First Time User?' provides instructions on how to create a profile. A 'Note' states: 'If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.' The page is divided into 'Email Validation' and 'Name Validation' sections. The 'Email Validation' section has an input field for 'Email' containing 'test456789@test.com' and a green 'Request CODE' button. The 'Name Validation' section has input fields for 'First Name*', 'Middle', and 'Date of Birth*', and a dropdown for 'Suffix'. A green 'Name Validation' button is at the bottom. A white modal dialog box is centered on the screen, featuring a green checkmark icon, the text 'Successful Email Validation Completed', and a blue 'OK' button which is highlighted with a red rectangular border.

7. Enter your First Name, Last Name/Surname, and Date of Birth and click Name Validation. The system will check to see if you have an existing OPR profile.
 - a. If you entered a combination of first name, last name/surname, and birthdate that already appears in an OPR profile, you will receive the following error message and you must contact the OPR for profile assistance.



The screenshot displays the 'Create Profile' page on the OCCrra website. A modal dialog box is centered on the screen, titled 'Possible Duplicate Found'. The message inside the dialog reads: 'The first name, last name and date of birth provided match a current profile in the OPR. Please contact the OPR staff at 877-547-6978 to determine if this is a duplicate or for assistance logging in.' Below the message is an 'OK' button. In the background, the 'Name Validation' form is visible, showing fields for 'First Name*' (containing 'Sample'), 'Middle', 'Suffix' (a dropdown menu with '-' selected), and 'Date of Birth*' (containing '02/02/1972'). A green 'Name Validation' button is at the bottom of the form. A red error message 'Account already exists' is visible below the form. The top of the page shows the OCCrra logo and navigation links for 'RESOURCES', 'CREATE PROFILE', and 'SIGN IN'.

- b. If the first name, last name/surname, and birthdate combination are not already in the OPR, you will be prompted to continue creating your profile by entering your Home or Cell Phone, Home Address, Demographics, and Password.

05/05/1995 Name Validation

Maiden Name / Aliases Used

Home or Cell Phone*

Home Address

Address* **Address**

City* **State*** **Zip*** **County***

Demographics

Gender* **Race*** **Ethnicity*** **Primary Language***

Password

New Password* **Re-Enter New Password***

- ✗ at least 8 characters
- ✗ at least 1 uppercase character
- ✗ at least 1 lowercase character
- ✗ at least 1 number
- ✗ at least 1 symbol

Once all required fields are entered, the Create Profile button will activate. Complete all fields and click the green “Create Profile” button.

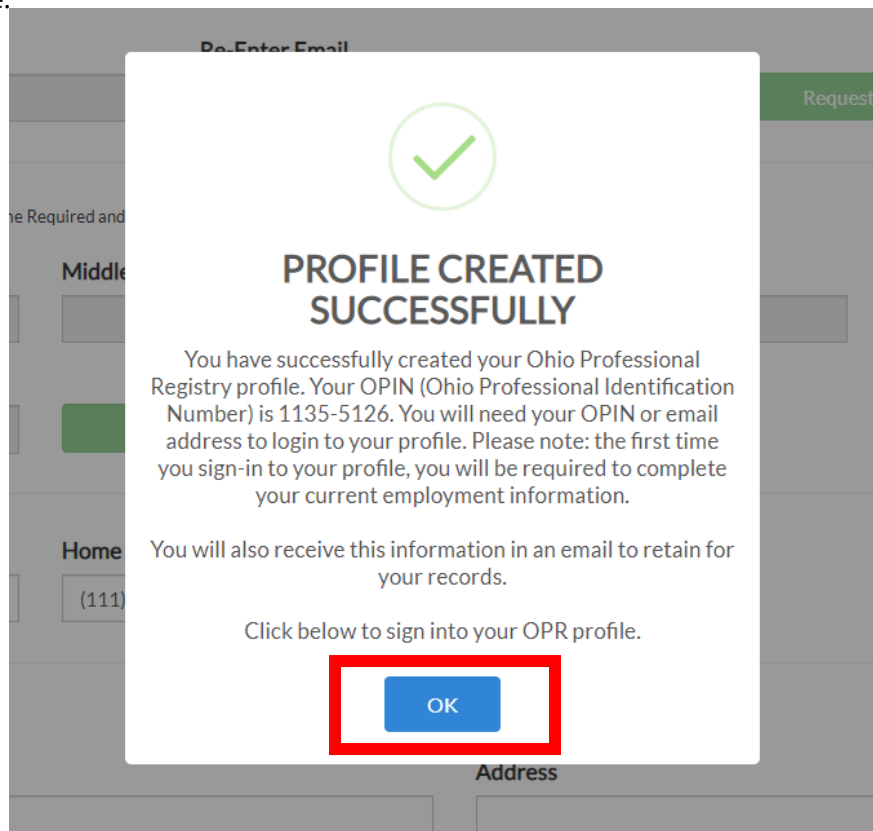
Password

New Password*

Re-Enter New Password*

- ✓ at least 8 characters
- ✓ at least 1 uppercase character
- ✓ at least 1 lowercase character
- ✓ at least 1 number
- ✓ at least 1 symbol

8. You have now successfully created an OPR profile! The following message will appear on your screen. Your OPIN (Ohio Professional Identification Number) is displayed in this message. Click OK to sign-in to your OPR profile.



Please note: You will be identified throughout site by your Ohio Professional Identification Number (OPIN). Your OPIN will be used to identify you and your activities throughout the site. Keep in mind, while others may be able to identify you based on your OPIN, you should not share your password with anyone.

9. After a profile is created, you can sign-in with your OPIN or Email Address, and Password and clicking Continue.

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRRA's [Conditions of Use and Privacy Notice](#).

- [Forgot password?](#)

————— New to OCCRRA? —————

Create New Profile

10. If you forget your password, you may click [Forgot password?](#) to start the password reset process.

SIGN-IN

OPIN or Email Address

Password

[Continue](#)

By continuing, you agree to OCCRRRA's [Conditions of Use and Privacy Notice](#).

- [Forgot password?](#)

New to OCCRRRA?

[Create New Profile](#)