

SEMS User Guide – Provider Registration

To register for a DODD Portal systems account, the potential provider should go to the DODD Portal homepage and select “Providers”. The “Certification” link will be located under the “Providers” drop-down.

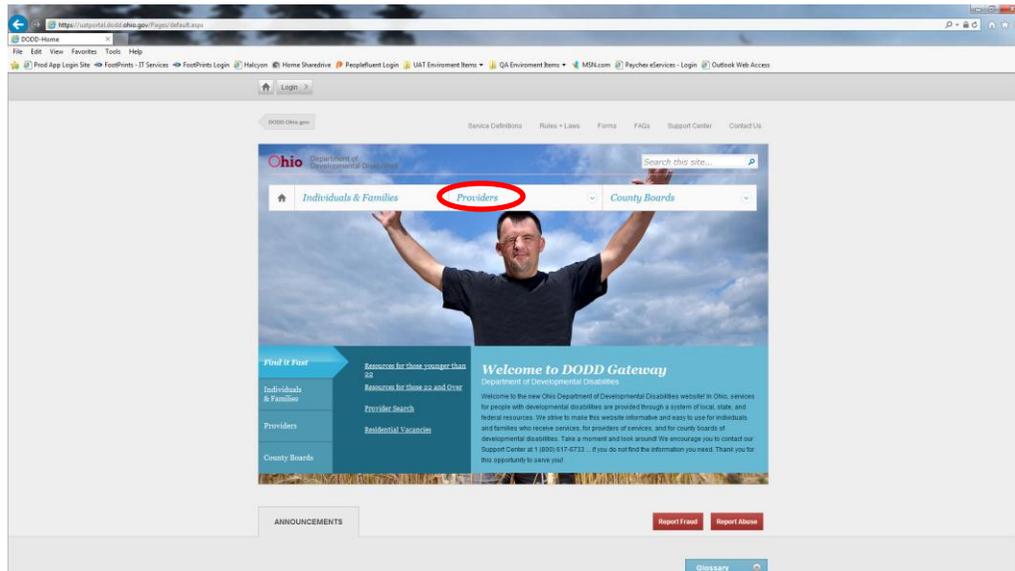


Figure 1 – DODD Portal Homepage

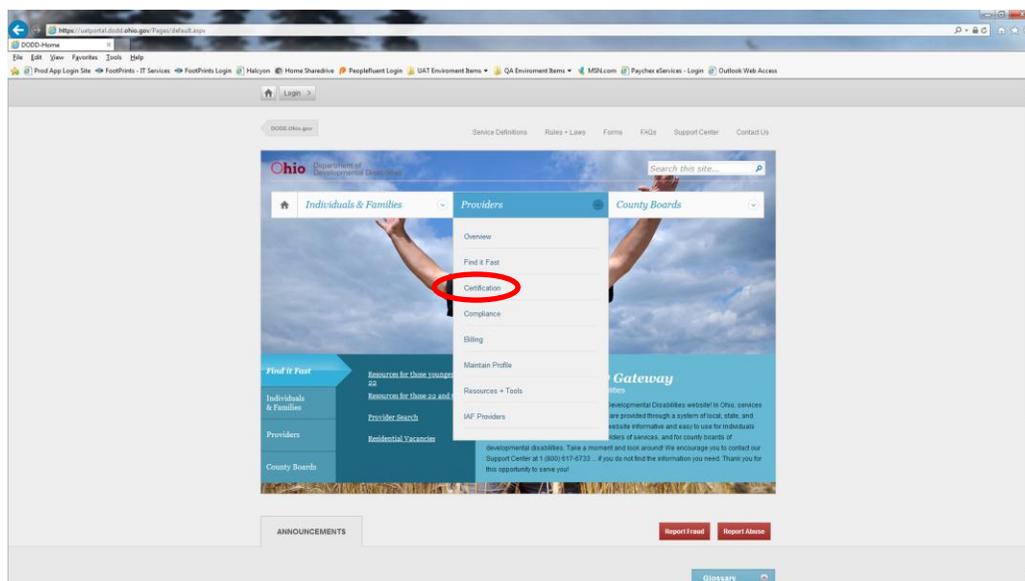


Figure 2 – Provider Certification

Once the new provider clicks the “Certification” link, they will be directed to the Provider Certification Resource page. On the Provider Certification Resource page the potential provider will click the ‘Create Provider User Account.’

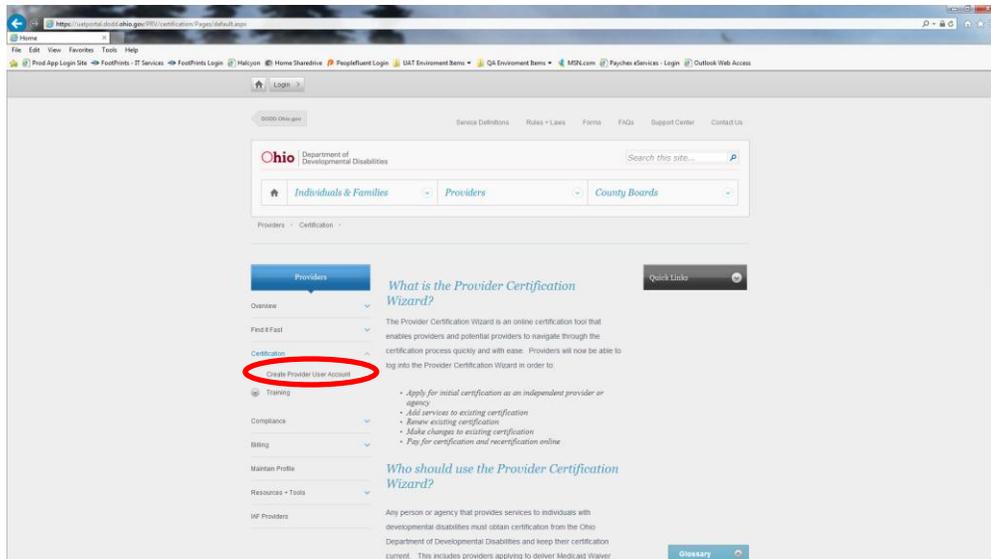


Figure 3 – Create Provider User Account

This then will open the 'New User Account Registration' page. They will need to enter their First Name and Last Name. The potential provider then must create a Temporary PIN which must consist of five numbers, and enter their contact number (phone number). From the dropdown for 'Affiliation' they will select 'Providers-DODD' and from the dropdown for 'Function' select the type of provider (Independent or Agency) that they are registering for. They then will enter the user email address (All following setup-related emails will go to this address).

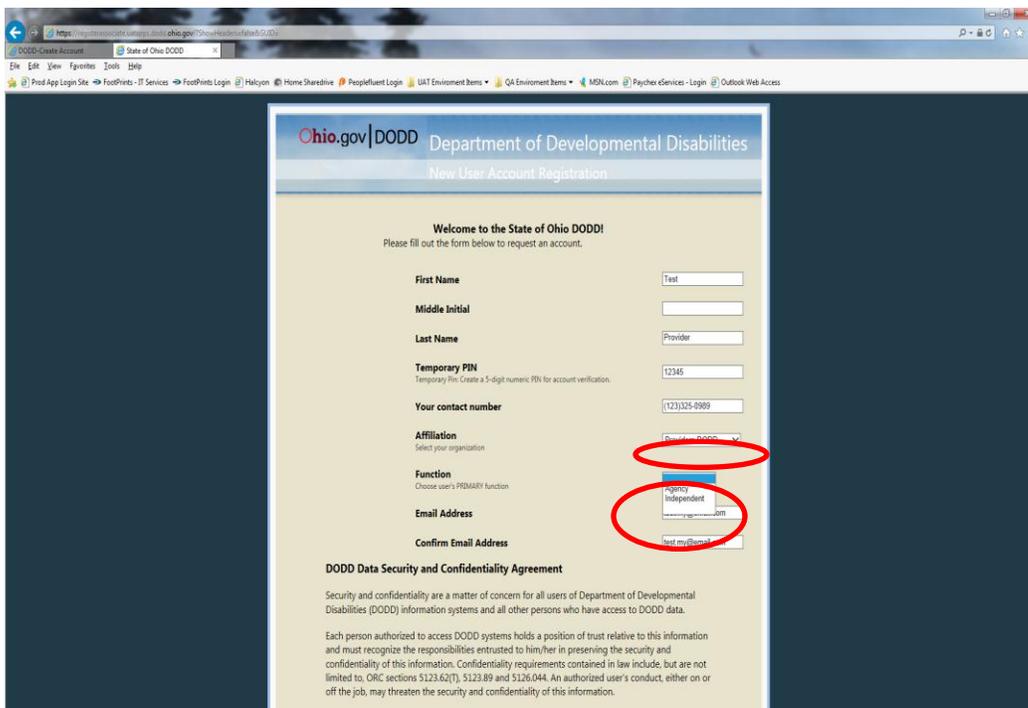


Figure 4 – New User Account Registration Page

Once the appropriate information has been entered, the potential provider must read the DODD Data Security and Confidentiality Agreement and select “I Agree” at the bottom of the page. Once the potential provider clicks “I Agree”, they will be asked to enter a security code. The potential provider must then select the “Submit Registration” button. They then will see a message confirming their registration for an account, and receive an email containing the temporary PIN and a link to continue the registration process.

Ohio.gov | DODD Ohio Department of Developmental Disabilities
New User Account Registration

Welcome to the State of Ohio DODD!
Please fill out the form below and to request an account. Before your account is active, you will be required to verify it.

First Name Tasia
Middle Initial L
Last Name Harris
One Time PIN Create your own PIN. Your PIN must be five numbers. Choose a PIN that you can remember easily, but that others can't guess. This code will be used for verifying your email address before activating your account. 21212
Email Address tasia.harris@mcgladrey.c
Confirm Email Address* tasia.harris@mcgladrey.c

Enter the above code here: 1234567890
Submit Registration

Figure 5 – Enter Security Code

Ohio.gov | DODD Ohio Department of Developmental Disabilities
New User Account Registration

Welcome to the State of Ohio DODD!
Your registration was submitted successfully. You will receive an email in a few moments that you must use to verify your registration before you can use your account.

Figure 6 – Confirmation Message

Soon after the new provider has received the confirmation message on their screen, they will receive an email which will continue their registration. The email will contain the Temporary PIN they selected during the registration process, and a link to verify their email address they entered on the user registration page (Make sure to check BOTH the email Inbox and Junk/spam folder for the email, since it is sometimes filtered out).

Welcome to the State of Ohio DODD!

Your Temporary PIN is: 21212.
Thank you for registering for an account.

To continue the registration process please click the following link:
<https://register.uatapps.dodd.ohio.gov/VerifyEmail.aspx?objID=b28e035b-0c8a-4e34-8b62-cf7467abfd99&validationCode=96676913>

If you have any questions regarding your request please contact our support center for assistance.

By email: security.support@list.dodd.ohio.gov

Phone: 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m

- Thank you

Figure 7 – Email to Provider

When the provider clicks the link noted in the email, they will be directed to a webpage to validate their email account. There they will input their Temporary PIN and click 'Submit.'

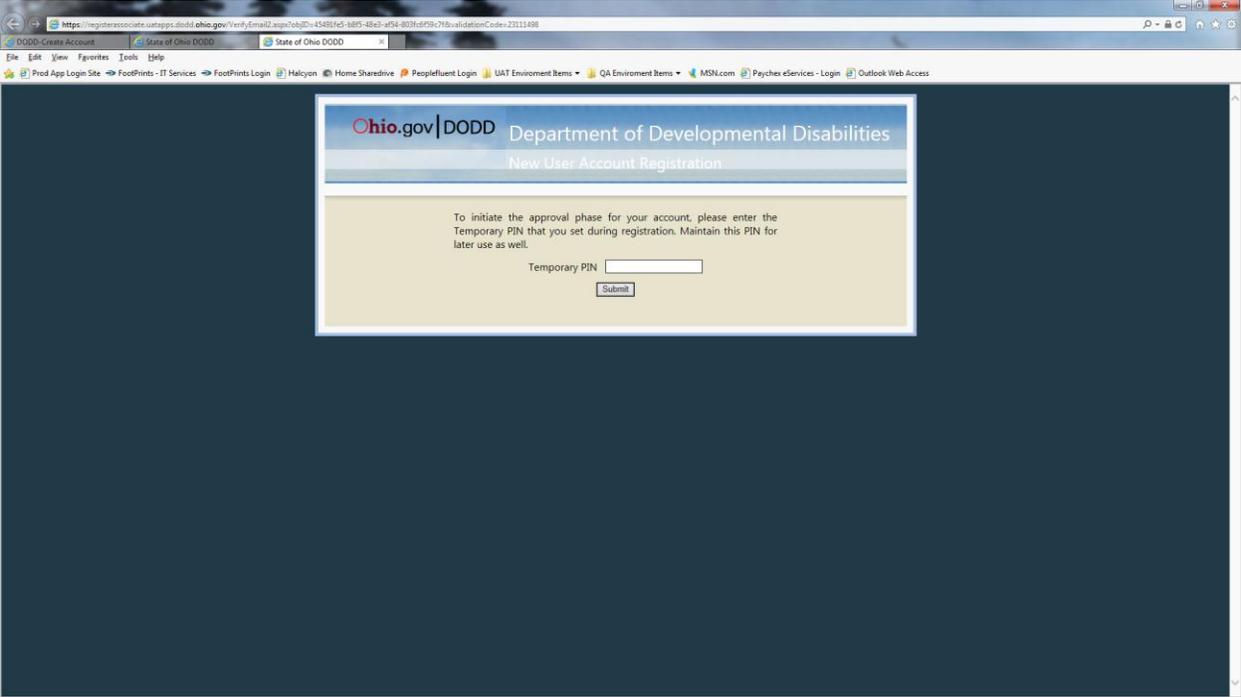


Figure 8 – Validation of Email Address

The new provider will then receive a second email with a link to set up their password. The provider will need to enter their Temporary PIN and create a password. The password must contain at least eight characters, including one uppercase letter, one lowercase letter and one special character. Acceptable special characters include ~, !, @, #, \$, %, ^, &, *, _ , - , + , = , ' , | , \ , (,) , { , } , ; , : , < > , . , ? , / .



Figure 9 – Email to Set New Provider Password

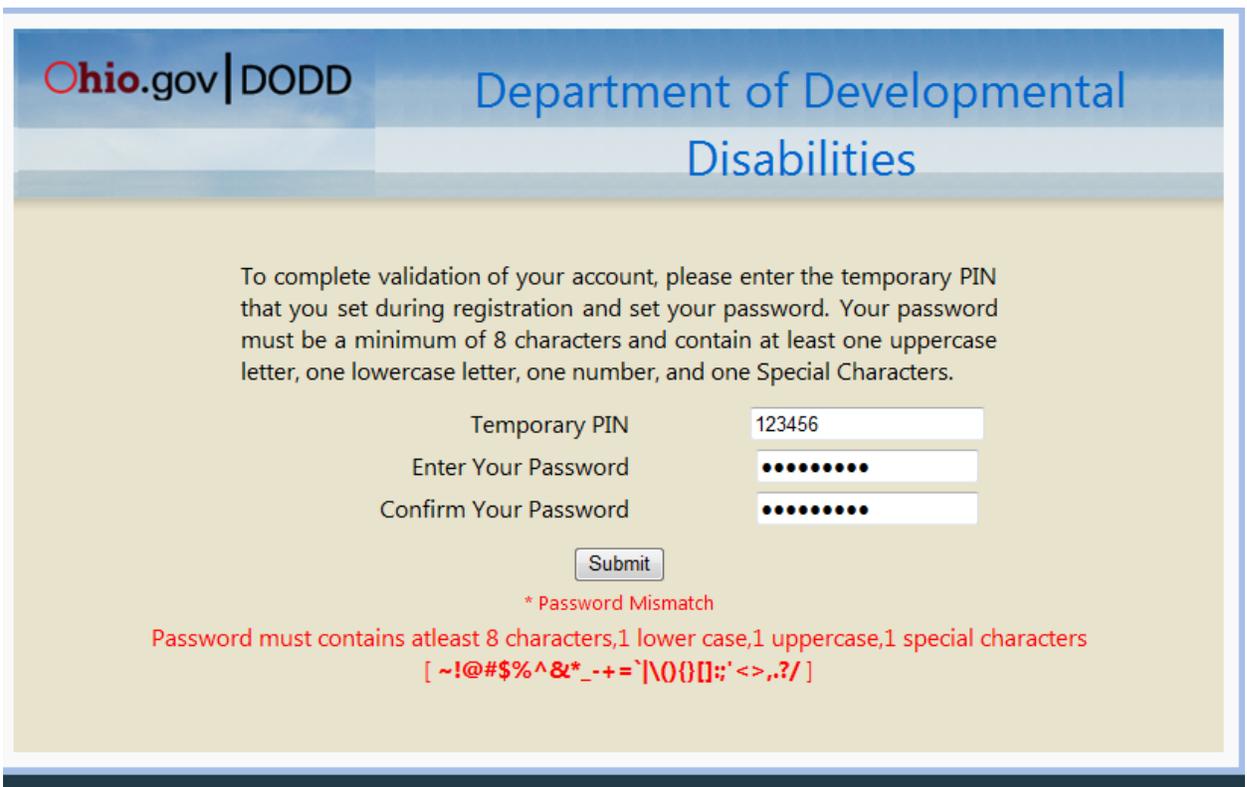


Figure 10 – Create Password

Upon clicking “Submit”, the provider will view a message confirming that the account has been registered and will receive an email containing their username and link to the DODD Portal. Note that the email containing the provider’s username and link to the DODD Portal will be sent 5-10 minutes after the provider creates a password.

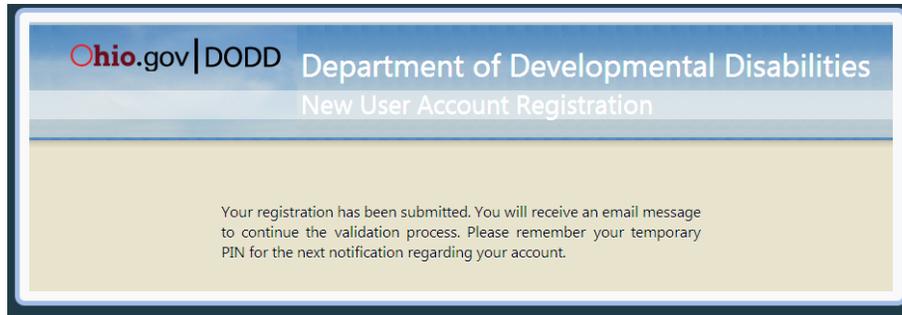


Figure 11 – Confirmation Message

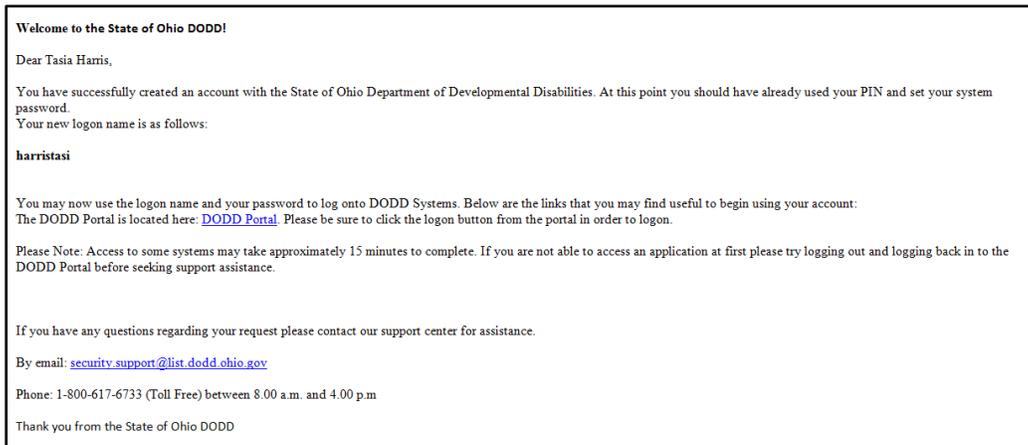


Figure 12 – Email to Provider

Once the provider receives the email containing their username and link to the DODD Portal, they will click the link and be redirected to the DODD Portal homepage. The provider will select “Login” in the top of the homepage and enter their login credentials into the fields of the sign in page.

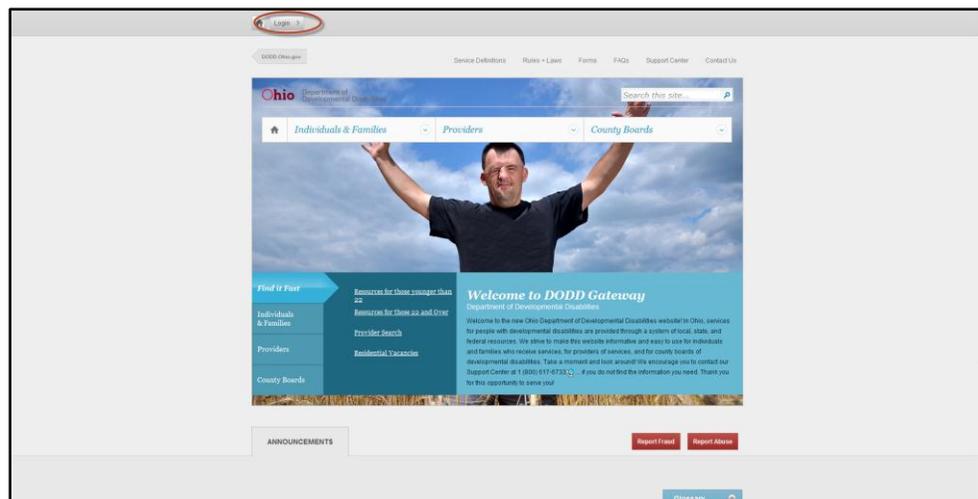


Figure 10 – DODD Portal Homepage

The screenshot shows the login interface for the Ohio Department of Developmental Disabilities. At the top left is the logo with the text "Ohio Department of Developmental Disabilities". Below the logo is the heading "Login for County Boards, Providers, and DODD Central Office". A red warning message states: "Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite." Below this is the instruction "Type your user name and password." followed by two input fields: "User name:" and "Password:". A "Sign In" button is positioned to the right of the password field. At the bottom left is a blue link "Back to Portal" and at the bottom right is a purple link "Forgot Password".

Figure 11 – Sign in page

This concludes the guidance for the Provider Registration process.