Accessing DODD MyLearning For Online Training

For Initial Certification – Independent Provider OR Agency D.O.O.

1. **Navigate to http://mylearning.dodd.ohio.gov and click on Log In (next to where it says you are currently using guest access)**

2. **Log-in using your DODD account name and password**

3. **Once logged in, you will come to the home page. Find the course you need and click on it.**
   - Independent Providers Applicants- Click on “Independent Provider – Initial”

   - Agency Provider DOO Applicants- Scroll down to find the course “Director of Operations Orientation Training for Initial Certification”

4. **On the next course page that loads click on 'Enroll me in this course'**
   - Independent Provider Applicants

   - Agency D.O.O. Initial Applicants

5. **Course information and modules will load. Course is complete once all modules have been done.**
   - Independent Provider initial training is approximately 4.25 hours
   - Agency Initial D.O.O training is approximately 4 hours long

   You DO NOT have to complete the entire course in one sitting, you can revisit the course as many times as you need BUT you must complete each separate module once you have started it

6. **Once you have completed the course, the Certificate of Completion link becomes live, and you can also view and print your transcript.**
   - A copy of your certificate OR transcript is what you will submit with your application for certification.

To access your transcript-

1. **From your DODD MyLearning Home Page, click "Transcripts and Completions" in menu bar at the top of the page**

2. **Your transcript will load it it's entirety. If you have taken multiple courses, you can filter your transcript to only display certain course types.**

3. **For ease of uploading, you can scroll to the bottom of the page and click on "Save as PDF".**

   - Ensure you remember where you save the transcript on your computer / device

Retain a copy of your transcript (either on your device or print a hard copy) to keep as part of your training records.