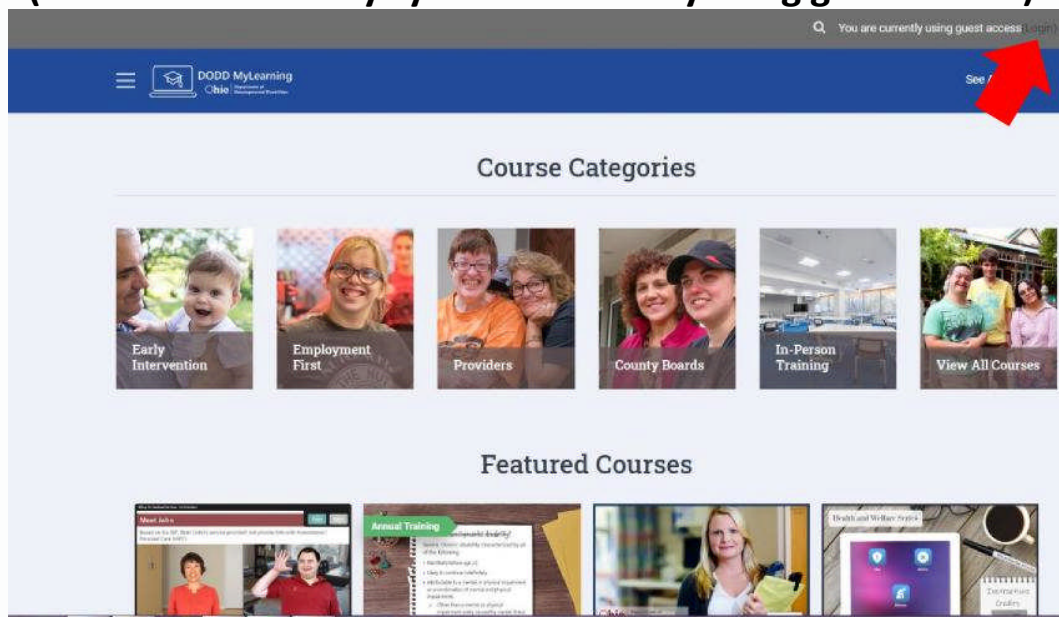


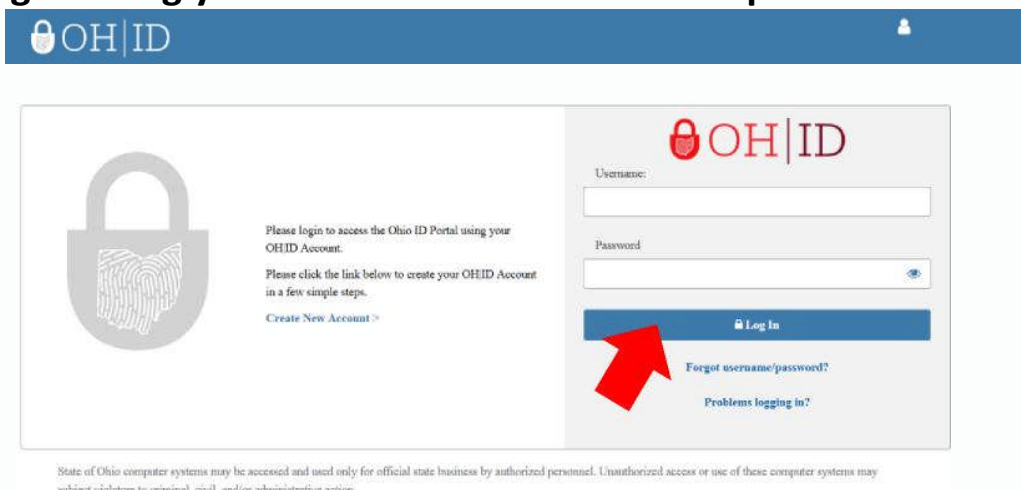
Accessing DODD MyLearning For Online Training

Including Orientation and Eight Hour Training

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



Please login to access the Ohio ID Portal using your OH|ID Account.

Please click the link below to create your OH|ID Account in a few simple steps.

[Create New Account >](#)

Username:

Password:

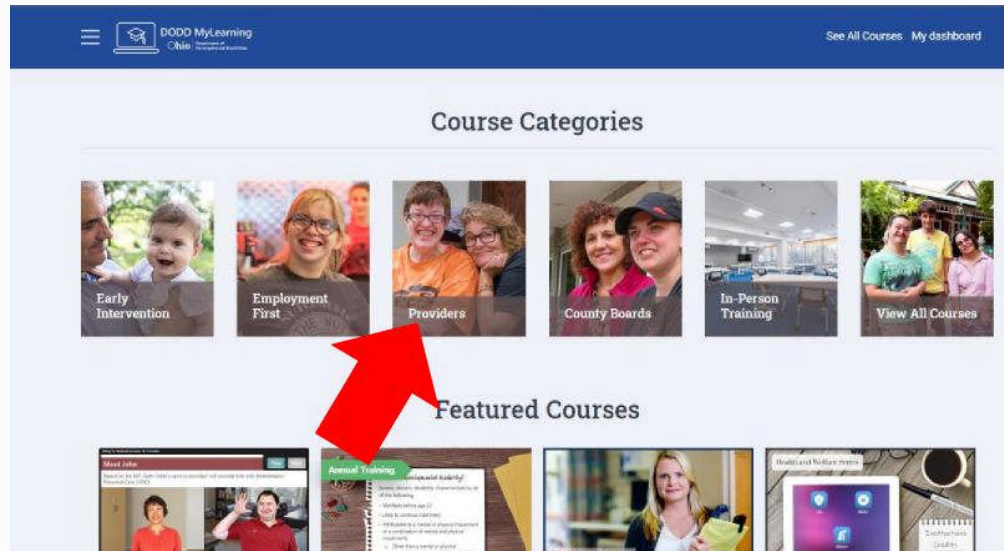
[Log In](#)

[Forgot username/password?](#)

[Problems logging in?](#)

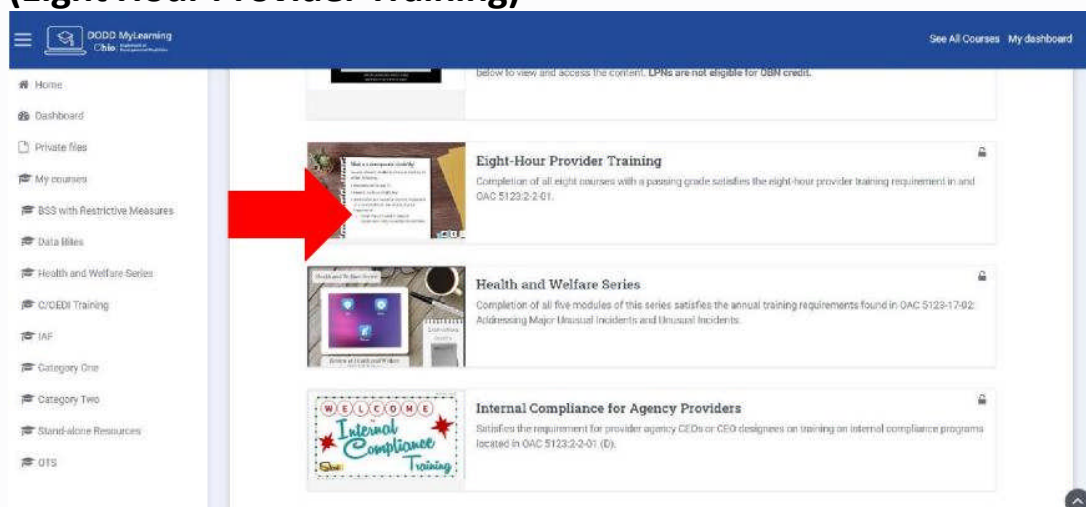
State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

3. Once logged in, you will come to the home page. Click on Providers

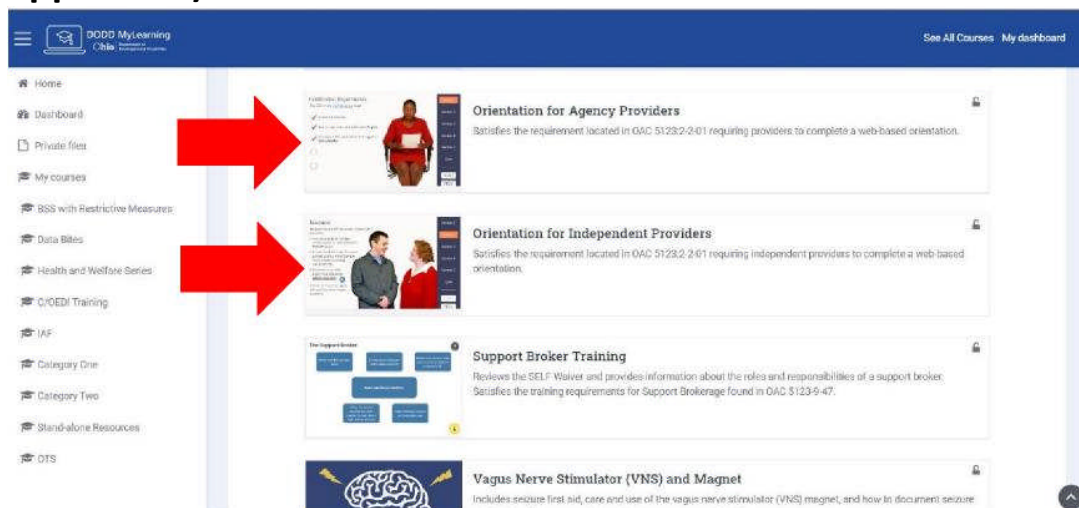


- 4. A list of courses will appear, select course you want to take.**
Orientation for Independent / Agency Providers must be taken online through DODD MyLearning.
The Eight Hour training can be done through MyLearning or another entity if you choose.

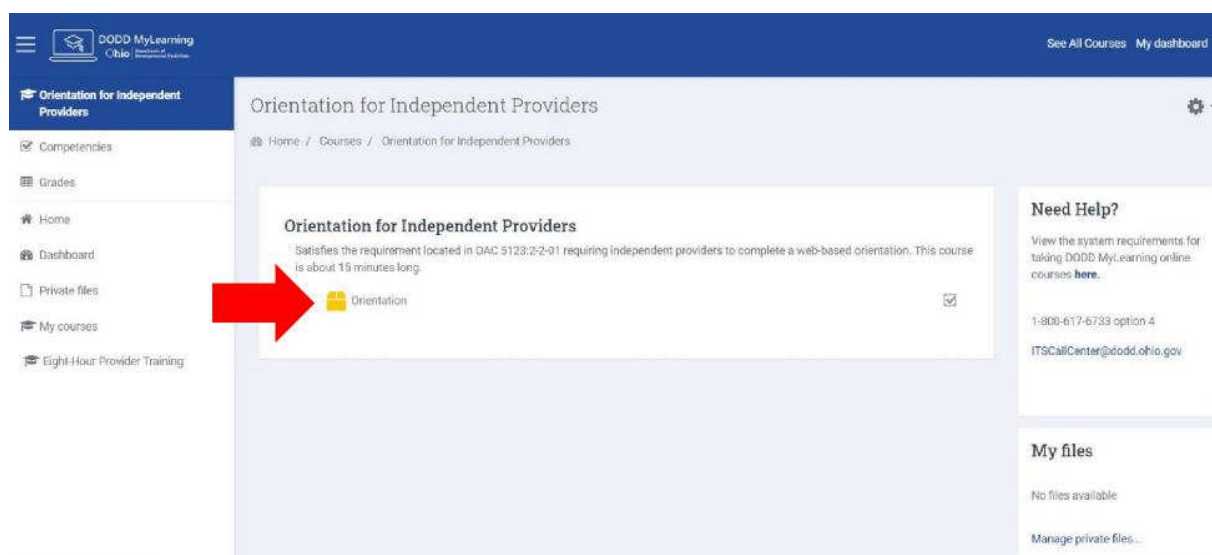
(Eight Hour Provider Training)



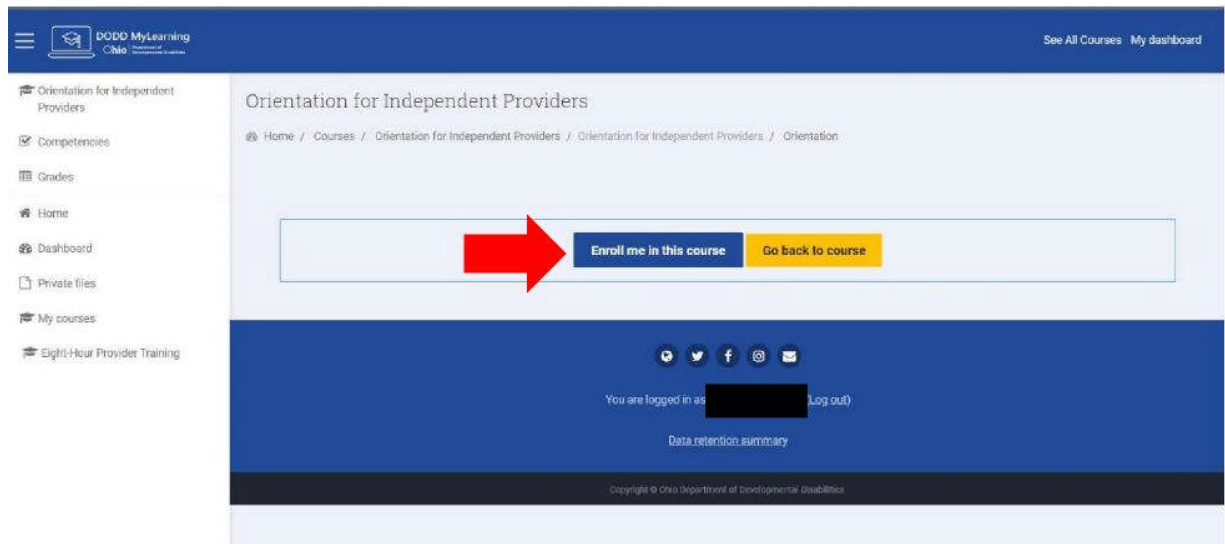
(Orientation for Independent or Agency Providers, whichever is applicable)



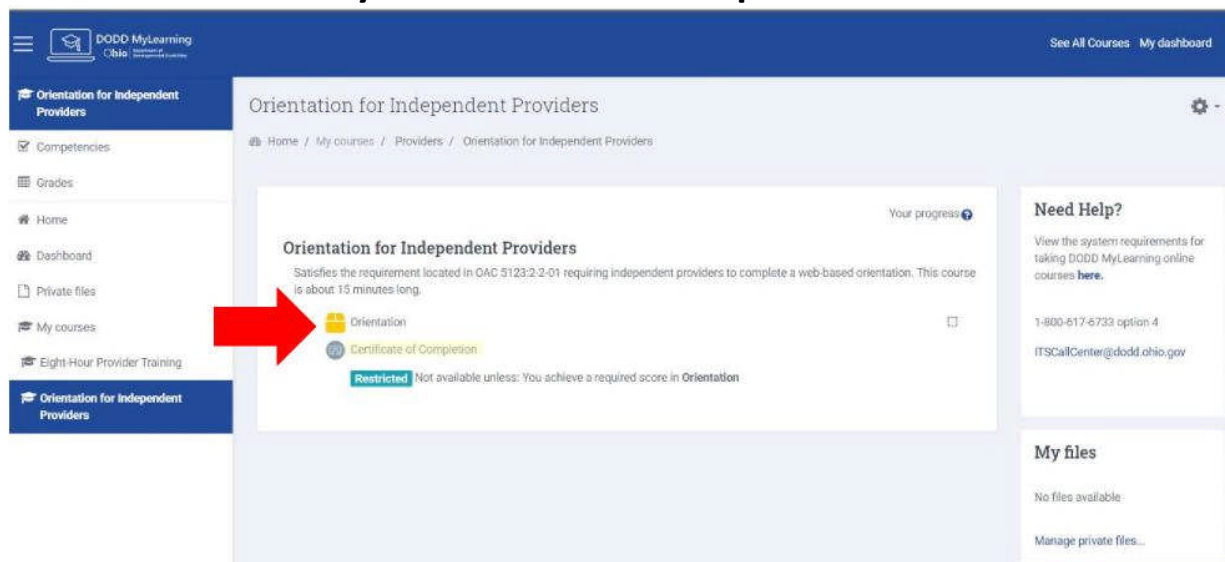
5. Once you have chosen the course you want to take (the screenshots are from the Orientation for Independent providers, the process is the same for any class), a page similar to below will open. Click on the name of class you are taking.



6. On the next course page that loads click on 'Enroll me in this course'



7. Once you enroll yourself in the course, the page will automatically redirect you to the course page. Click on the name of the course you enrolled in to complete the course.



Once you have completed the course, the Certificate of Completion link becomes live, and you can view and print your certificate.

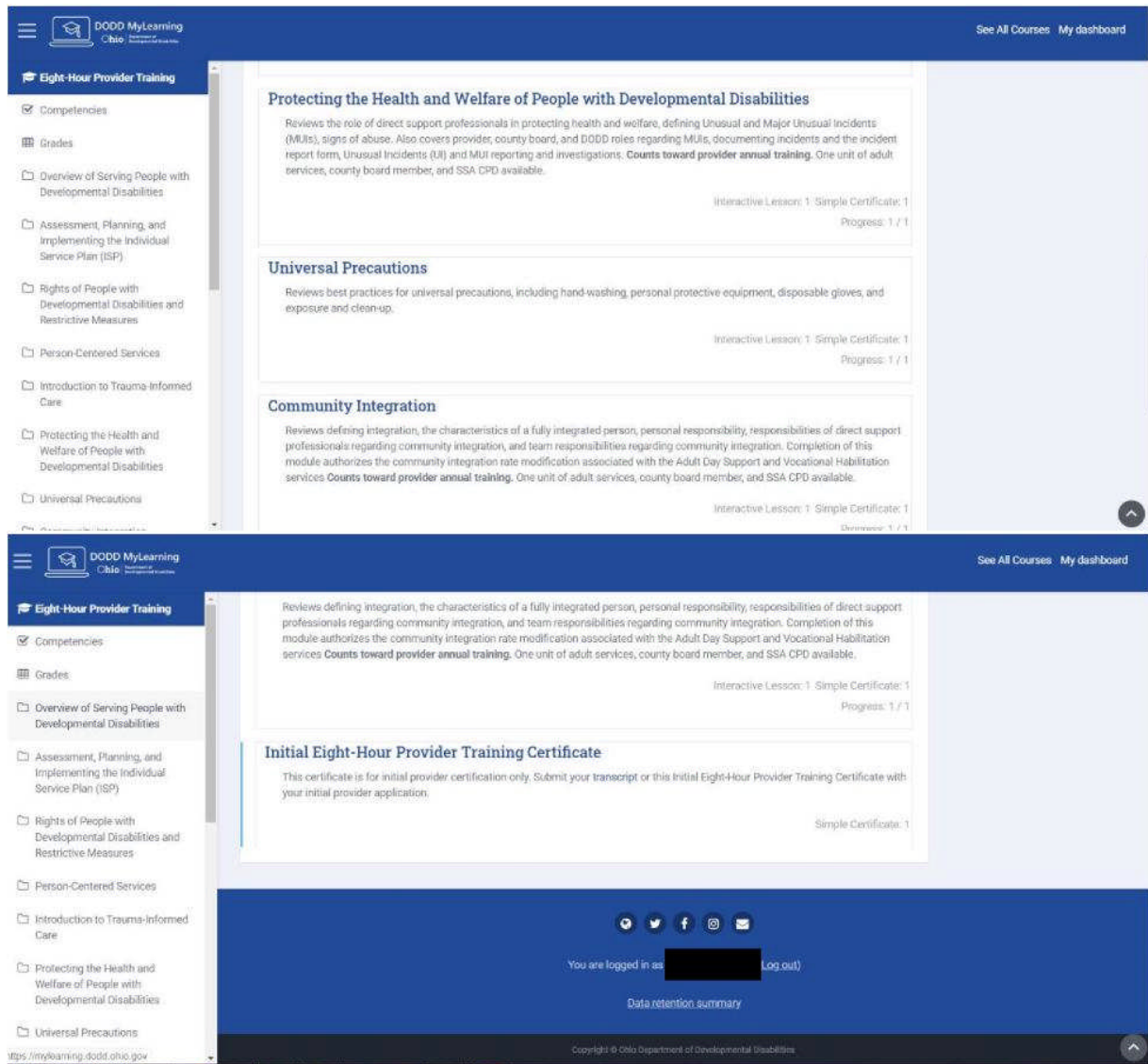
FOR EIGHT HOUR PROVIDER TRAINING

8. Choose the course you want to complete (Eight Hour Provider Training) and complete the same enrollment process as above. The Eight Hour training contains multiple modules as seen below.

They do not all have to be done at one time but you must complete a module once you have started it.

The screenshot displays the DODD MyLearning portal interface. On the left, a sidebar lists various training topics under the 'Eight-Hour Provider Training' heading, including Competencies, Grades, Overview of Serving People with Developmental Disabilities, Assessment, Planning, and Implementing the Individual Service Plan (ISP), Rights of People with Developmental Disabilities and Restrictive Measures, Person-Centered Services, Introduction to Trauma-Informed Care, Protecting the Health and Welfare of People with Developmental Disabilities, and Universal Precautions. The main content area shows the 'Eight-Hour Provider Training' course overview, which includes a brief description, a list of modules (Overview of Serving People with Developmental Disabilities, Assessment, Planning, and Implementing the Individual Service Plan (ISP)), and progress indicators for each module. The right sidebar contains 'Resources' (Eight-Hour Provider Training Topics) and 'My files' (Eight_Hour_Provider_Training_Certificate_12677.pdf).

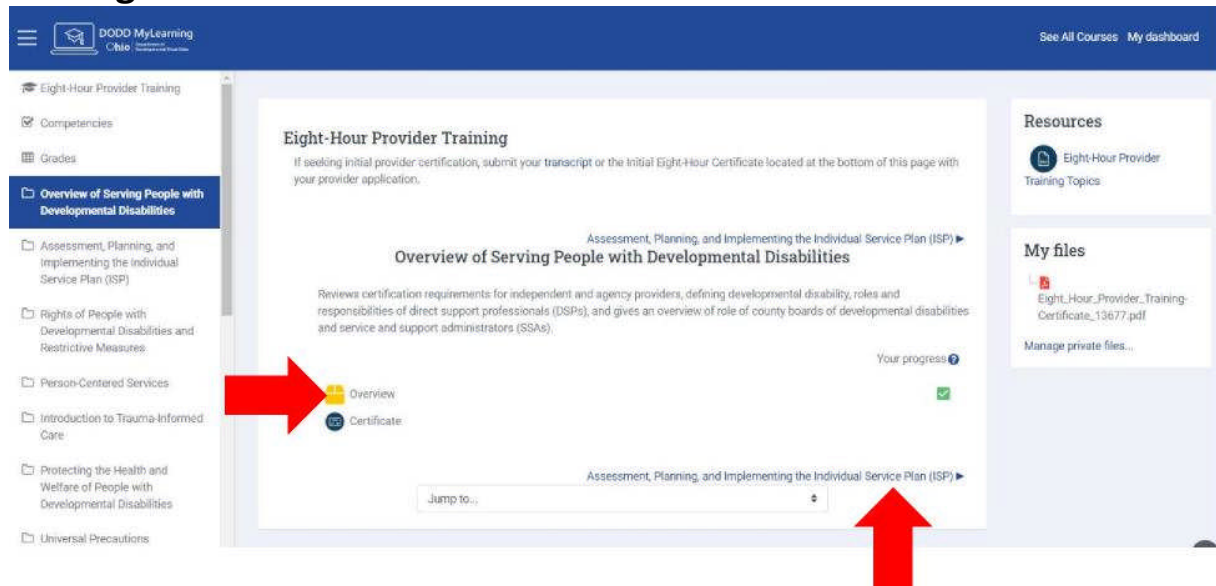
The screenshot displays the DODD MyLearning portal interface, showing a specific module within the Eight-Hour Provider Training course. The sidebar on the left lists the same training topics as the previous screenshot. The main content area shows the 'Rights of People with Developmental Disabilities and Restrictive Measures' module, which includes a brief description, a list of modules (Person-Centered Services, Introduction to Trauma-Informed Care), and progress indicators for each module. The right sidebar contains 'Resources' (Eight-Hour Provider Training Topics) and 'My files' (Eight_Hour_Provider_Training_Certificate_12677.pdf).



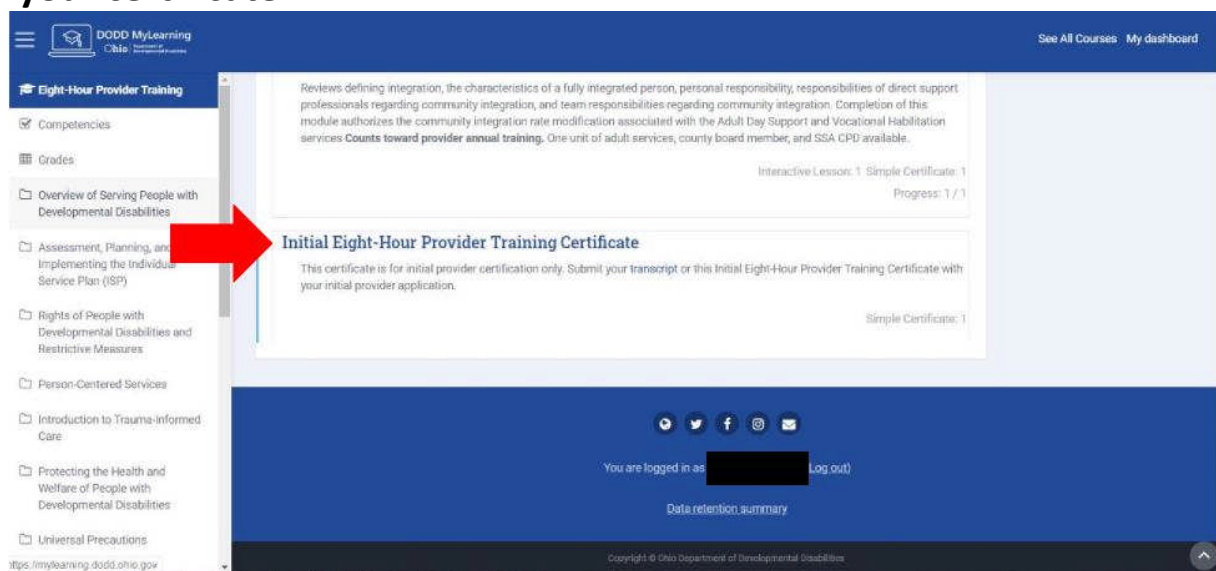
9. Once you click on a module, a page similar to below will open. Click on the name of the module you chose to complete the course.

The certificate link will become live for each module once it is completed. For initial certification, you do not need each individual certificate, only the final Eight Hour Certificate or a transcript.

10. You can navigate to the next module (or previous) by clicking the name of the module



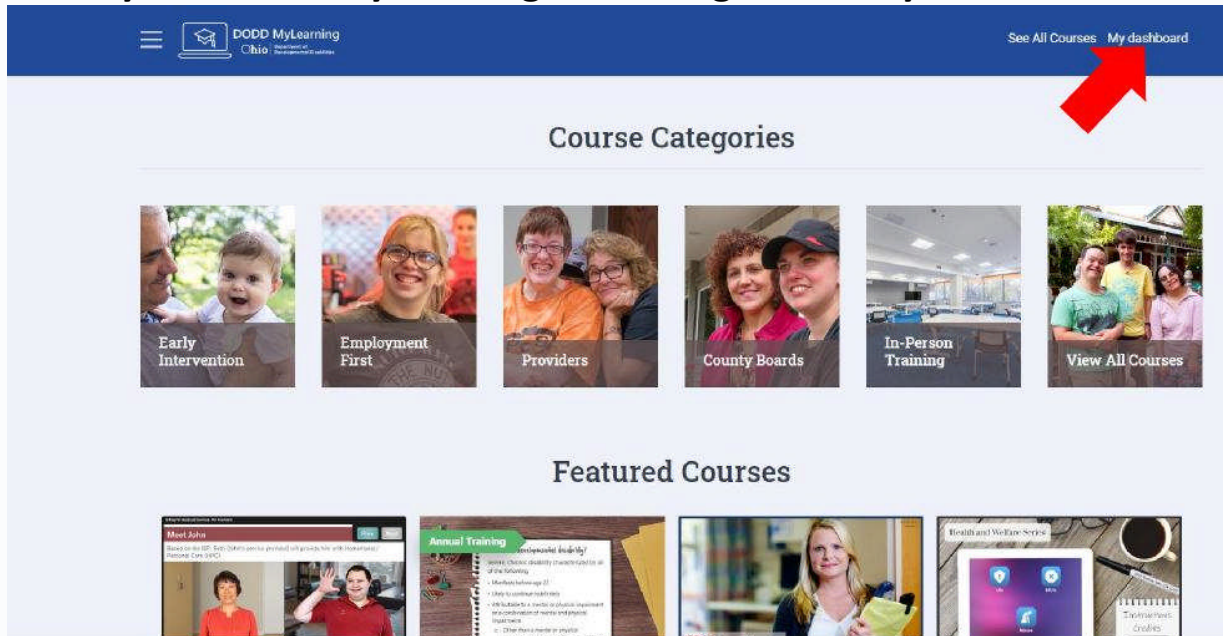
11. Once you have completed all of the modules, the Eight Hour Certificate link becomes live and you can view and print your certificate.



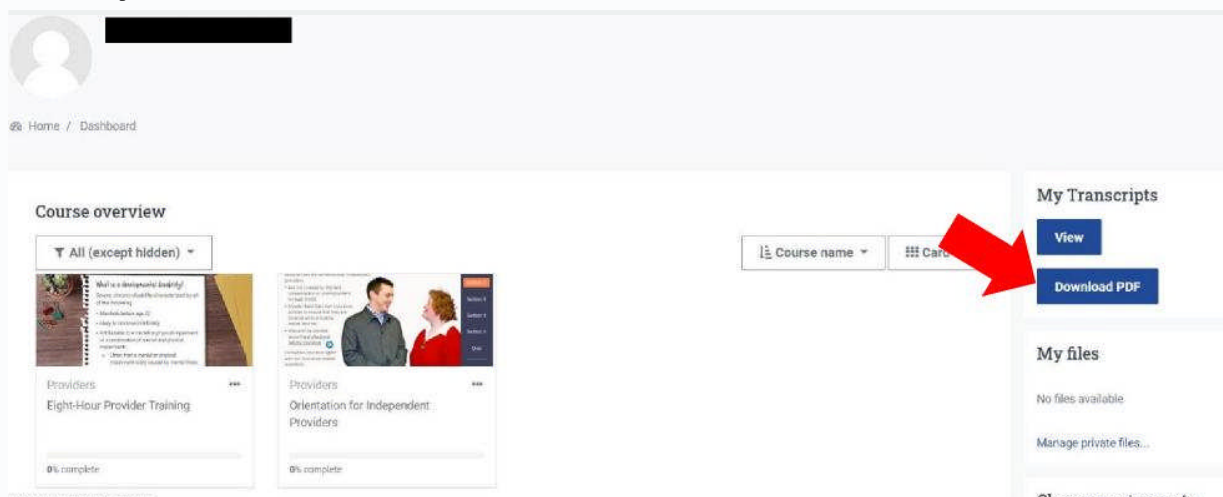
You can use the certificate OR a copy of your transcript to submit as verification of training completion.

To access your transcript-

1. From your DODD MyLearning Home Page, click My Dashboard



2. Once your Dashboard loads, click on Download PDF



3. Your transcript will open in a separate window. You can save or print it.