Rapback Expansion Manual
for Drivers and Non-licensed Staff

Preliminary Steps

April 2024

Ohio State Board of Education

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Introduction

The State Board of Education monitors the Rapback enrollment of all licensed educators. Beginning in July 2024, the State Board will monitor school bus and van drivers and other individuals working in schools in positions that do not require an education credential. More information will be available on how to enroll these individuals. However, prior to those details being released, drivers and non-licensed individuals can get a jump-start on the process by obtaining an Educator State ID. Please follow the steps below.

Create an OHID Account

Access to the Connected Ohio Records for Educators (CORE) system is available through the OHID portal. The OHID portal is an identity solution from the InnovateOhio Platform. The goal of OHID is to create one simple and secure location for all Ohio citizens to access information and conduct business with the State of Ohio. Through OHID, school district personnel and applicants can access all statewide applications in a more secure, streamlined way.

New users must create an OHID account and a user profile to access the CORE system and request an Educator State ID. Begin by navigating to https://ohid.ohio.gov/. Please review information on the Help Logging In webpage if you need assistance with setting up your OHID account.

Step 1. Click Create OHID Account
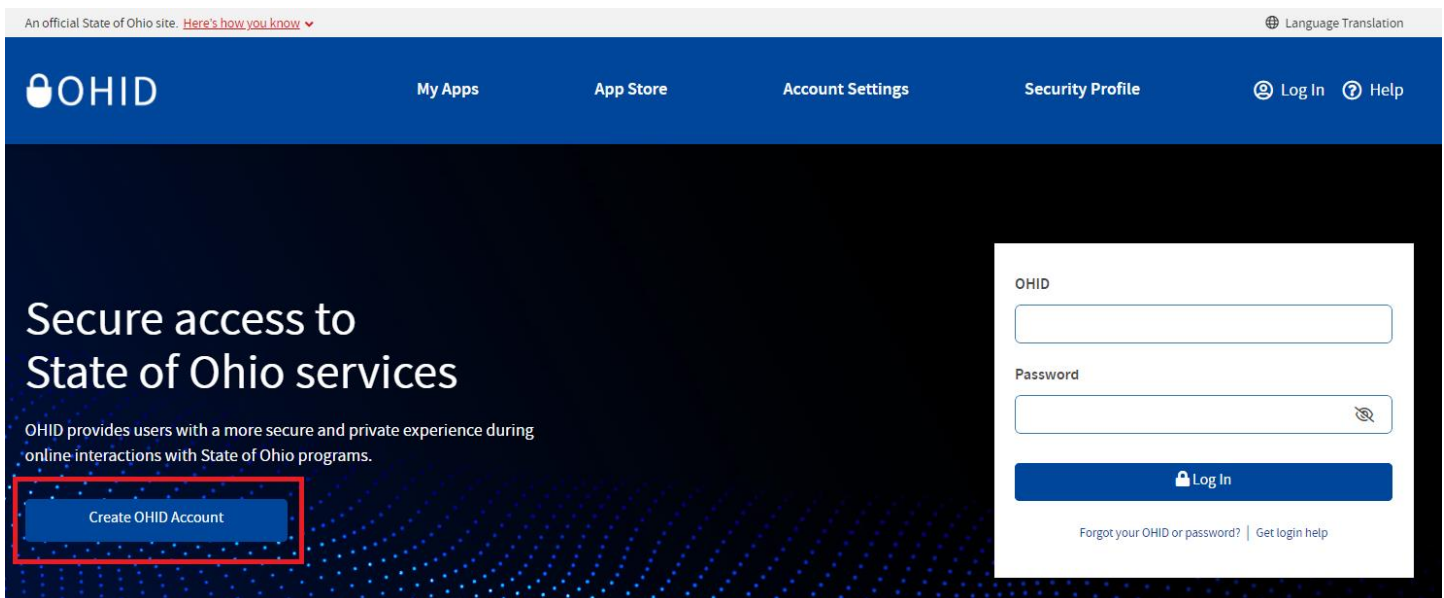
(**Figure 1** OHID Login Page)

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Step 2. Enter your email address and click Send PIN to have a one-time only PIN sent to the email you provided for verification.

🌐 Language Translation

🔒 OHID

Create OH|ID Account

① **Email Verification**

② Personal Info

③ Pick a Username

④ Create Password

⑤ Account Recovery

⑥ Terms & Conditions

Email Verification

With one OH|ID account, you can sign in to multiple State of Ohio agency systems more securely.

You need an active email address to create an OH|ID account. Need to create one? Companies such as Google, Microsoft, AOL, and Yahoo offer free email accounts.

We need to verify the email address you want to use for your OH|ID account. A one-time PIN will be emailed to the email address you provide below.

Email Address

Confirm Email Address

Cancel   Send PIN

Keeping Your Information Safe

OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

(**Figure 2** Create OHID Account Email Verification)

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Step 3. Enter the PIN you received in the next window and click Verify. If you did not receive an email, check your junk and spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send me a new PIN to invalidate the previous PIN and send a new one to your email.

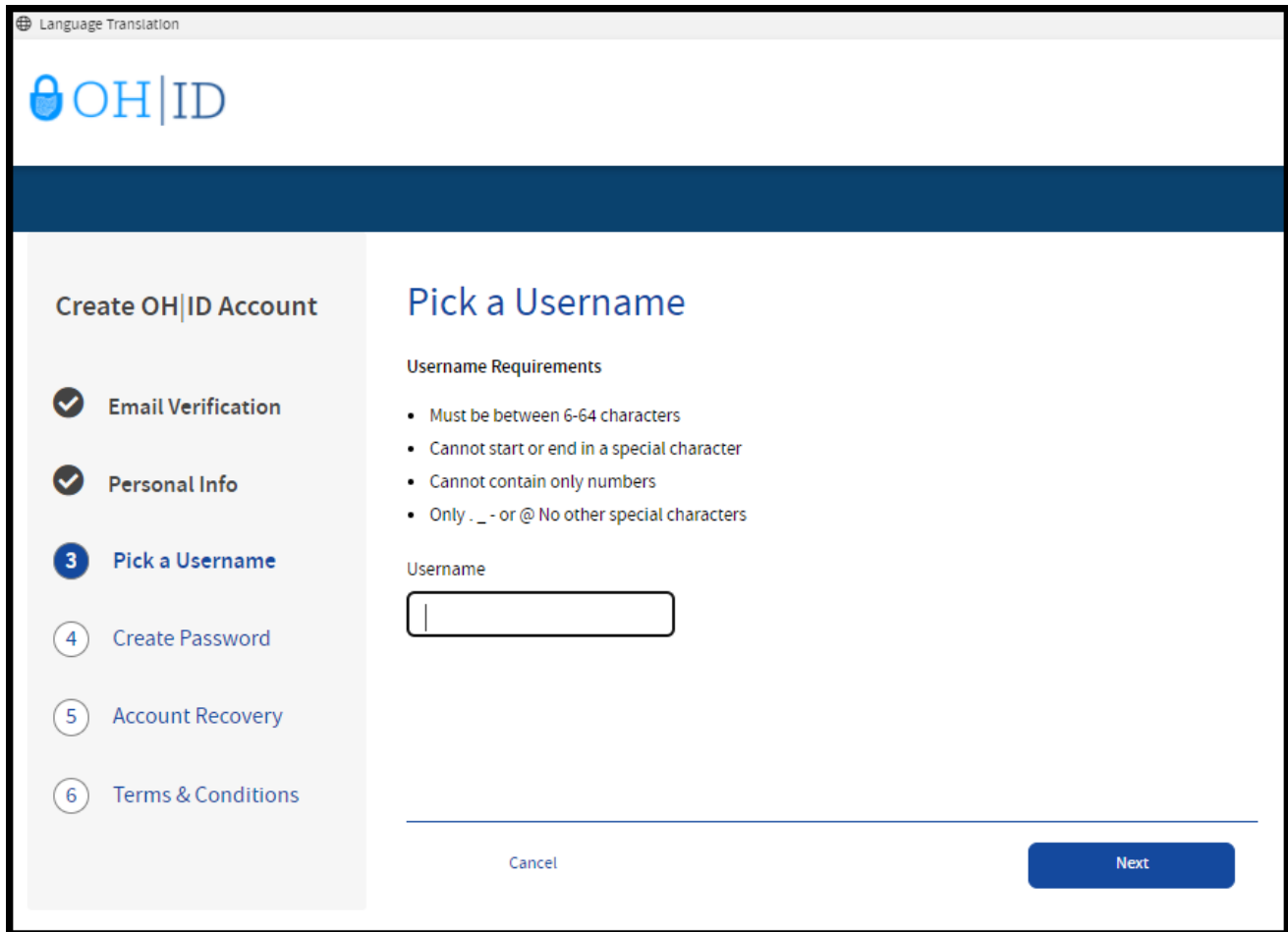Once your email is verified, click **Next**.
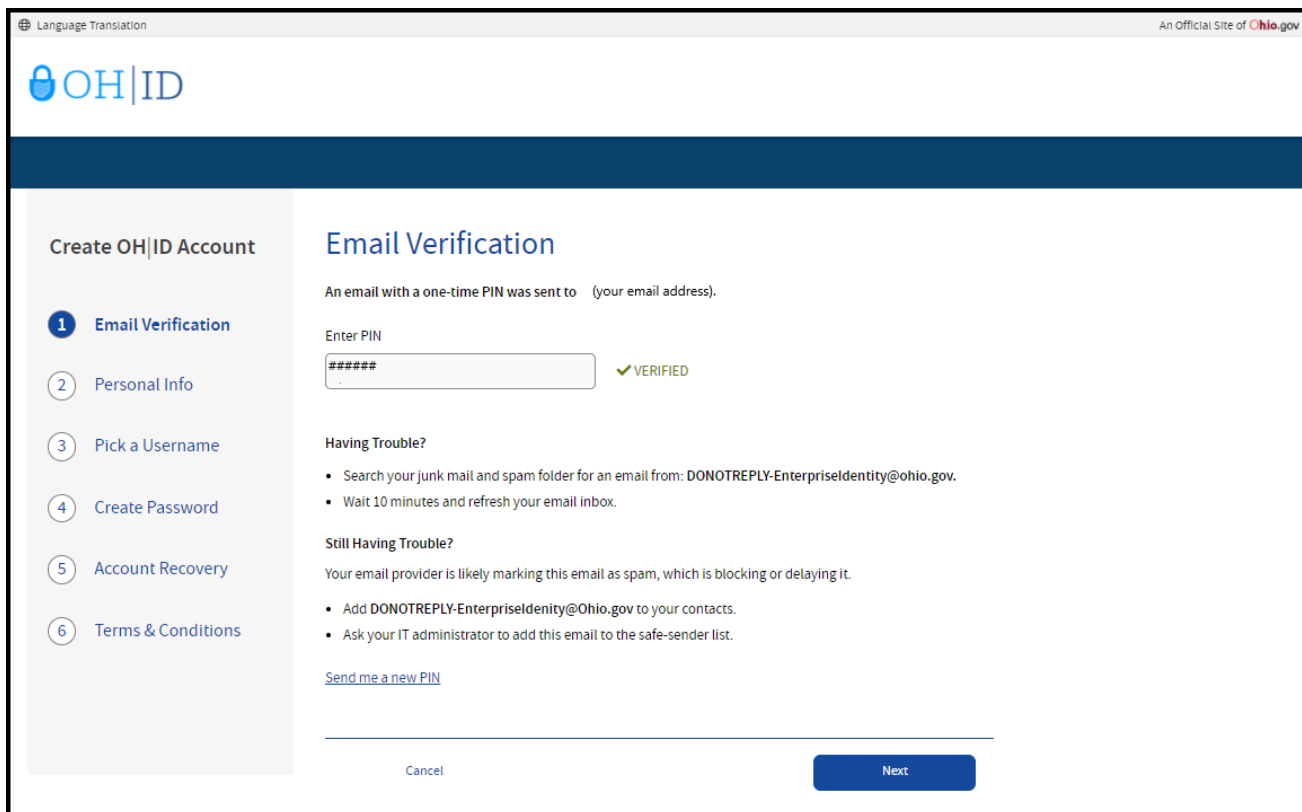
(**Figure 3** Create OHID Account Email Verification PIN)

Step 4. Enter your personal information and click Next.

(**Figure 4** Create OHID Account Personal Information)

Step 5. Create a username for your OHID account and click Next.

(**Figure 5** Create OHID Account Pick Username)

Step 6. Create a password for your OHID account and click Next.

(**Figure 6** Create OHID Account Password)

Step 7. Enter your mobile phone number to set up your mobile/text account recovery method for your OHID account and click Next.

(**Figure 7** OHID Account Recovery)

You will receive a text message with a PIN. Enter the PIN in the next OHID Account Recovery screen and click Verify. Once it is verified, click Next.

Step 8. Agree to the terms and conditions of your OHID account and answer the prompt to confirm you are not a robot. Click Verify. Then click Create Account.

(**Figure 8** OHID Terms and Conditions)

After you click Create Account, you will see a prompt to check the email address you provided when setting up your OHID account. Click log in to OHID to access your OHID account login screen. The username and password you created should already be filled in for you. If not, enter the information and click Log in.

Your next step is to create a new user profile. Please proceed to the **New User Profile Setup** section of this manual for instructions.

New User Profile Setup

You will create your user profile after setting up your OHID account. Go to https://ohid.ohio.gov/ to log in to your OHID account. Then follow the directions below.

Step 1. Click **Visit the App Store**.
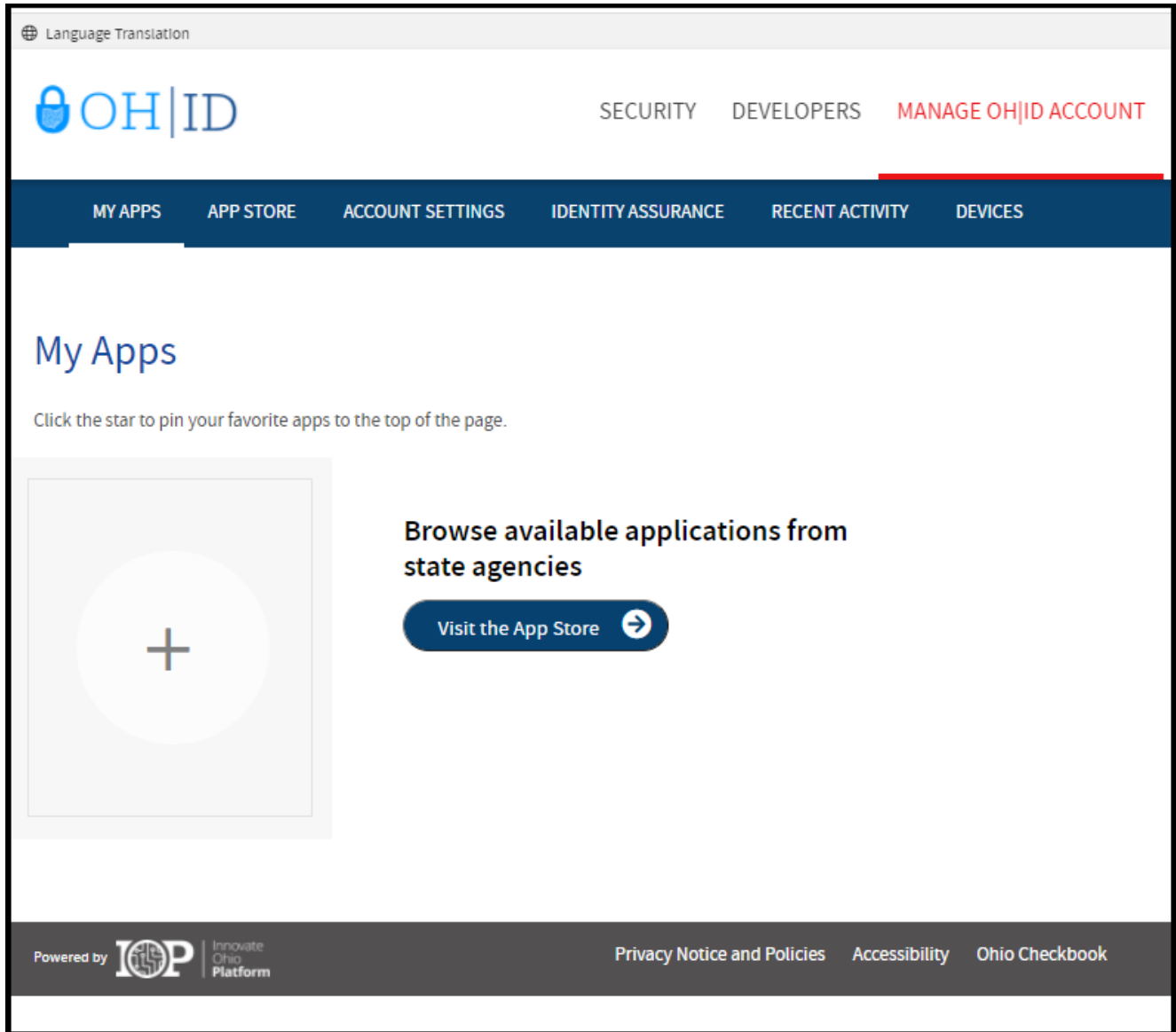
(**Figure 9** OHID My Apps)

Step 2. Search for the **Educator Licensure and Records (CORE)** app and click the **Open App** button to open the **User Profile** screen.
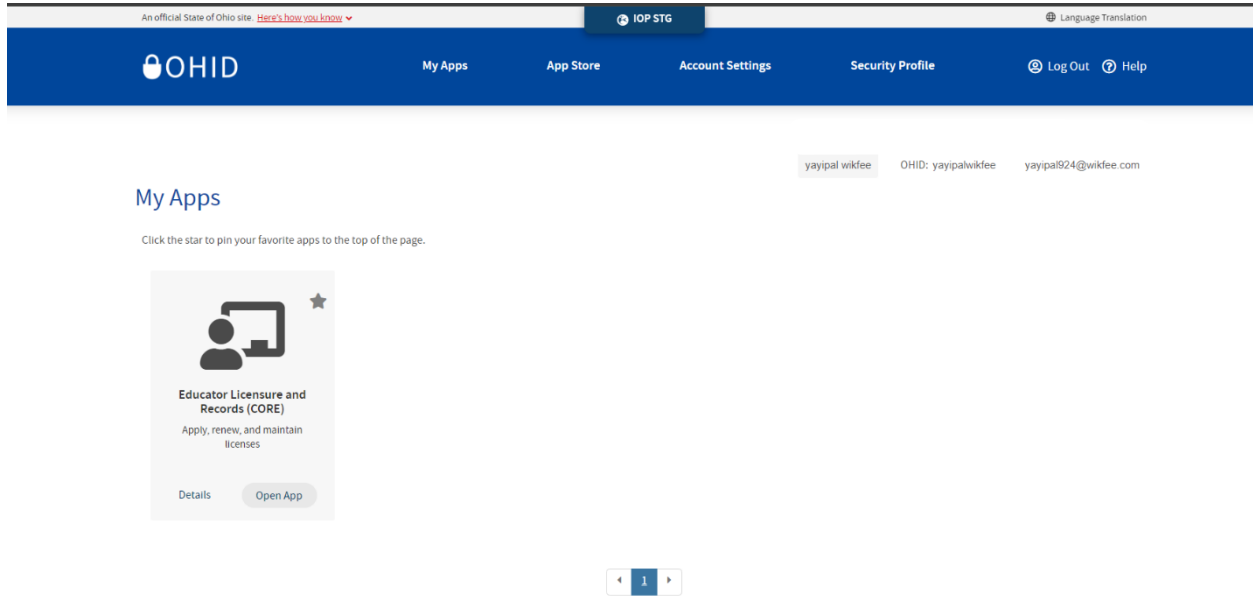
Step 3. Click the **Next** button.

Step 4. Enter your information on the Add Basic Information page and click Next.

Add Basic Information

First, we need some basic information about you. Fields marked with an asterisk are required. To help avoid creating a duplicate profile:

- Please enter your legal name where indicated, even if that is not what you normally use. For example, Robert instead of Bob or Elizabeth instead of Beth.
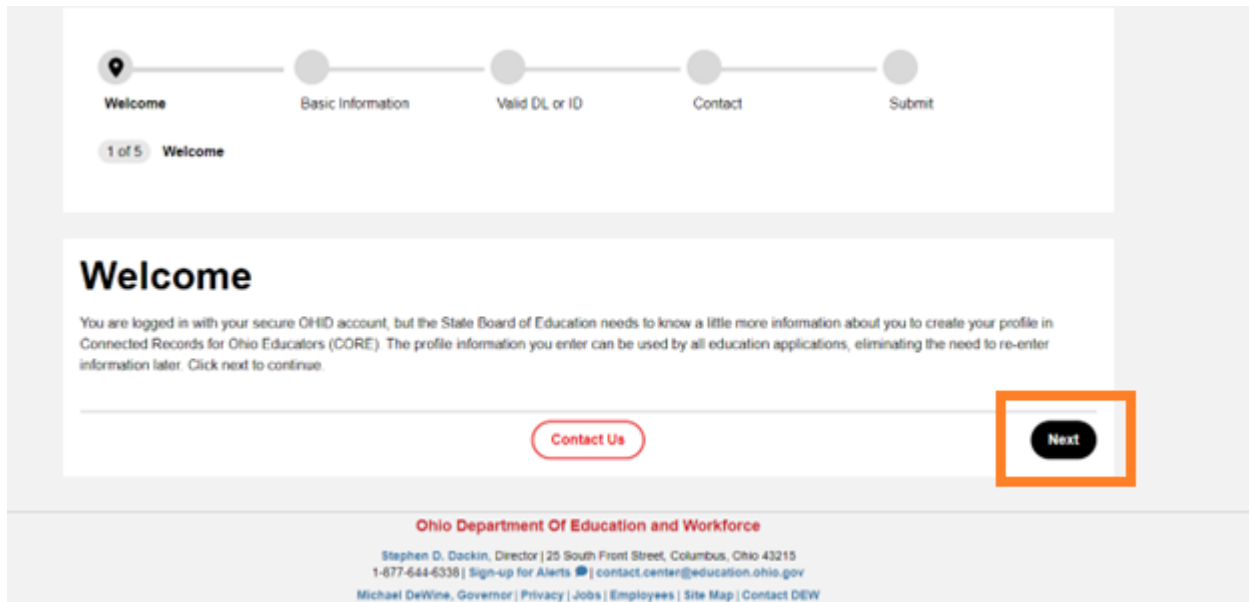
- Providing the last four digits of your social security number (SSN) or Individual Taxpayer Identification Number (ITIN) significantly decreases duplicate profiles. If you do not have one of these numbers, please check the "I do not have an SSN or ITIN" box.

*(Required)

*Legal First Name

Middle Name

*Current Legal Last Name

Previous Last Name

Suffix (e.g. Jr., I, II, III)

*Date of Birth
01 / 01 / 2000

*Last four digits of SSN or ITIN
XXX-XX-xxxx

☐ I do not have an SSN or ITIN

Back   Contact Us   Next

(**Figure 12** New User Profile Add Basic Information)

Step 5. Provide your Ohio driver's license information in the Identity Verification section and click **Verify**. If you do not have an Ohio driver's license, review other acceptable forms of identification on the Identity Verification webpage. Once the identification you provided has been verified, check the **I agree** checkbox and click **Next**.

Step 6. Provide your contact information in the next section and click **Next**.

Step 7. Review your information and click **Submit**.

Once your user profile is approved you may request an Educator State ID. Please proceed to the **Request an Educator State ID** section of this manual.
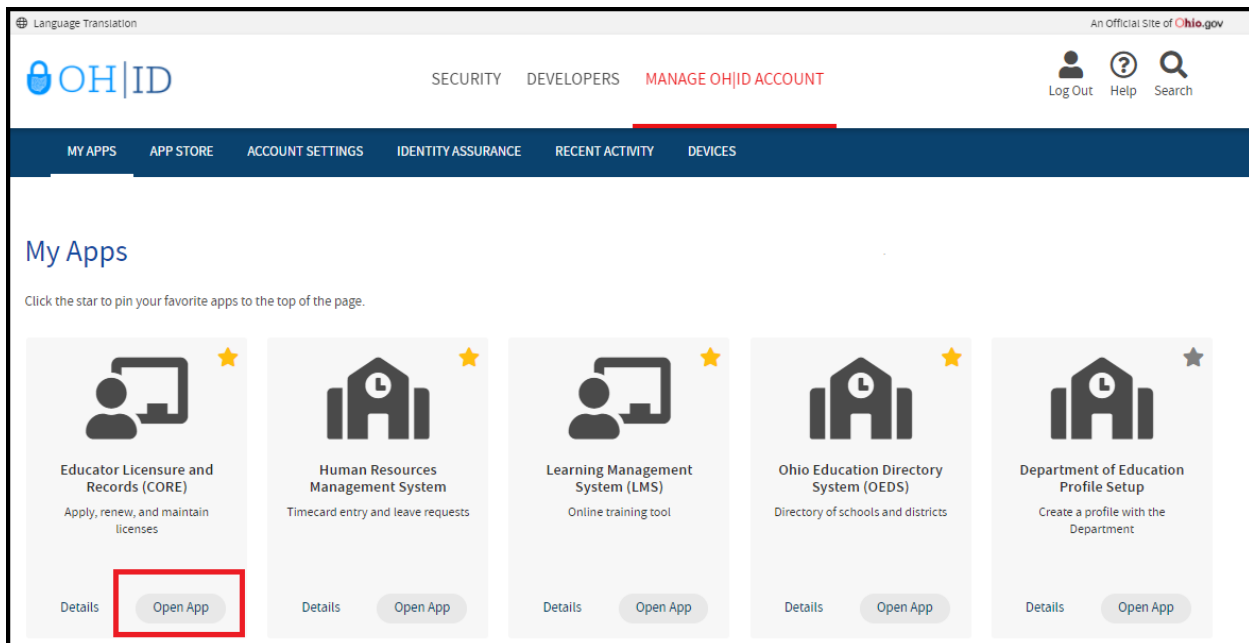
Request an Educator State ID

The next step is to request an Educator State ID number for use in the CORE system. The Educator State ID is necessary to complete Rapback enrollment and monitoring for drivers, non-licensed school personnel, and licensed educators. Educator State IDs also help State Board of Education staff identify and eliminate the occurrence of duplicate records in the database.

Please complete the following steps to request an Educator State ID:

Step 1. First, you must have an OHID account and create a user profile. If you have not completed these steps, please follow the instructions beginning in the **Create an OHID Account** section of this manual.

Step 2. After you have created an OHID account and user profile, navigate to https://ohid.ohio.gov/ and log in to your OHID account.

Step 3. Open the **Educator Licensure and Records (CORE)** app under **My Apps**.

(**Figure 13** OHID My Apps)

Step 4. Click My Profile in the red ribbon at the top of your CORE Dashboard.
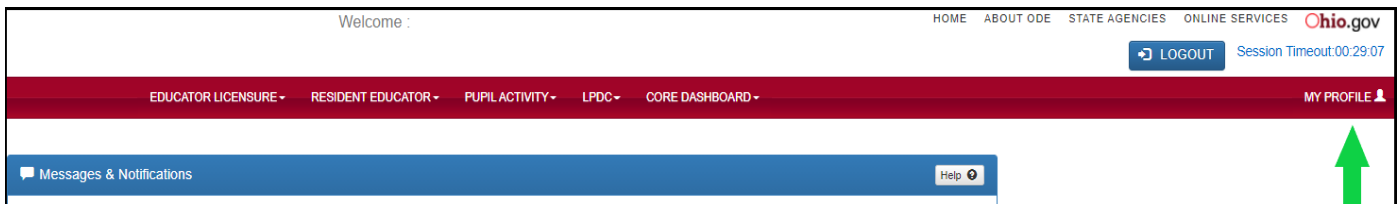
(**Figure 14** CORE Dashboard)

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Step 5. Click **Obtain Educator State ID** and answer the questions in the pop-up box. If you answer **Yes** to any of these questions, you already have an Educator State ID. You may be prompted to select an account that matches your demographic information. Once you have answered all the questions correctly, your Educator State ID will be assigned automatically and appear on your CORE Dashboard under **My Educator State ID**.

Please note: If you are a credentialed educator in the State of Ohio, you already have an Educator State ID. You will see it on your CORE Dashboard under **My Educator State ID** and in My Profile under **Educator State ID**. **IF** you are a credentialed educator in the State of Ohio **and** the **Obtain Educator State ID** button appears, you may have a duplicate record. This requires maintenance in the data system**. DO NOT click Obtain Educator State ID if you are a credentialed educator.** Please contact Educator Licensure Customer Support at Educator.Licensure@sboe.ohio.gov to correct the duplicate records.

Obtain State ID	✕
Please select Yes or No to the questions listed below:	
Have you ever requested educator licensure from the Ohio Department of Education?	Yes No
Do you have an Issued or Expired educator license, certificate, or permit in the State of Ohio?	Yes No
Are you currently an enrolled e-Signer for licensure requests in the CORE system?	Yes No
	Close ■

(**Figure 15** Obtain State ID Pop-Up Box)

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