

How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

To access the **16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn**, you will need an **OHID**. If you already have an **OHID**, begin at **step 11** of this guide (*on page 6*). If you ***do not*** have an OHID, begin at **step 1**.

1. To create your OHID Account, go to this website: <https://ohid.ohio.gov/create-account>
2. Enter your **email address**. Enter your email address again to confirm, and then select “**Send PIN**”. Choose an email address you’ll always be able to access.


Step 1 of 6

Email verification

Your OHID gives you a single, secure account to log into State of Ohio services and applications. We need to verify the email address you want to use for your OHID account. A one-time PIN will be sent to the email address you provide below.

Email address

Confirm email address

 You need an active email address to create an OHID account. Do you need to create one? [Google](#), [Microsoft](#), [AOL](#), and [Yahoo](#) all offer free email accounts.


How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

3. Check your email for a message from DONOTREPLY-Enterprisidentity@ohio.gov that contains a one-time PIN.
4. Enter the **one-time PIN** from your email on the OHID website and select “**Verify**”. Once confirmed, select “**Next**”.
5. Enter your personal information, including name and date of birth. Then select “**Submit**”.

Step 2 of 6

Personal information

Legal first name	Legal last name
<input type="text"/>	<input type="text"/>
<small>Error: First name is required</small>	
Date of birth	Last 4 digits of SSN (optional)
<input type="text"/>	<input type="text"/>

 Be sure to use your real date of birth, you may need it to reset your password later.

How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

6. Create your **OHID username**, then select “**Next**”.

Step 3 of 6

Pick a username

Username requirements

- ✓ Must be between 6-64 characters
- ✓ Cannot start or end in a special character
- ✓ Cannot contain only numbers; and
- ✓ Cannot contain special characters other than a period (.), dash (-), underscore (_), or at sign (@).

OHID username

Error: Username is required

Cancel Next

7. Create your **OHID password**, confirm your password, then select “**Next**”.

How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

8. Enter your **mobile phone number** to help you reset your password in the future. Then select “**Send PIN**”. **Check your mobile phone for a message with a PIN**. Enter the PIN into the OHID password recovery page, then select “**Verify**”. Once confirmed, select “**Next**”.


Step 5 of 6

Password recovery


Your email (chelseacorinnebaker@gmail.com) is the main way you'll reset your password. Providing your mobile number gives us another way to reach you if you lose access to your email.

Add your mobile number for password recovery

We will send you a PIN via text message. Message and data rates apply.

 If you choose not to provide your phone number at this time, you can [skip this step](#).

Mobile number



Error: Phone number is required

How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

9. Review the terms and conditions, check the “**I agree**” box. Select “**Create Account.**”

Step 6 of 6

Terms & conditions

To create your OHID account, please agree to the following terms and conditions.

By clicking "I Agree" and creating an OHID account, you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OHID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OHID account(s) or password(s). The Ohio Department of Administrative Services reserves the right, in the event of a violation of law or State of Ohio policy, or as a result of any suspicious activity occurring on your OHID account, to refuse service, terminate accounts, remove or edit content on Ohid.ohio.gov, or cancel transactions related to your OHID account.

Children under the age of 13 are not eligible to use services that require the submission of personal information and should not submit any personal information to us. This includes submitting personal information to the website as part of a user profile or profile personalization. If you are a child under the age of 13, you can use these services only if used together with your parents or guardians. Ask permission from your parents or guardians if you are under the age of 13.

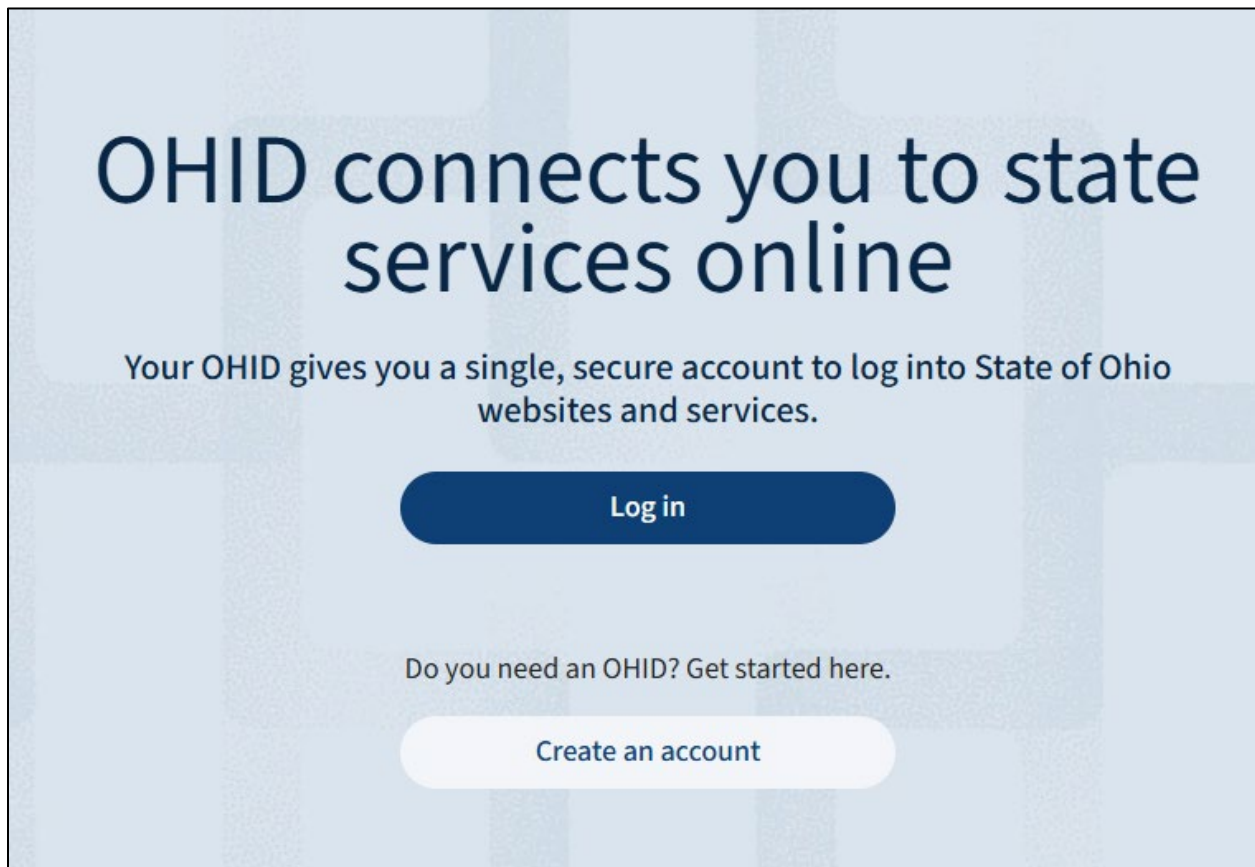
I agree

Cancel Create account

10. If you see a success message, check your email for a message from DONOTREPLY-Enterpriseldentity@ohio.gov to confirm that your account has been created.

How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

11. **Now it is time to begin the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn!** Navigate to this website <https://ohid.ohio.gov> and select the **Log in** button.



How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

12. Enter your **OHID username** and **Password** and select the **Log in** button.

OHID

Ohio's digital identity.
One state. One account.

Register once, use across many State of Ohio websites.

OHID username

Password

Log in

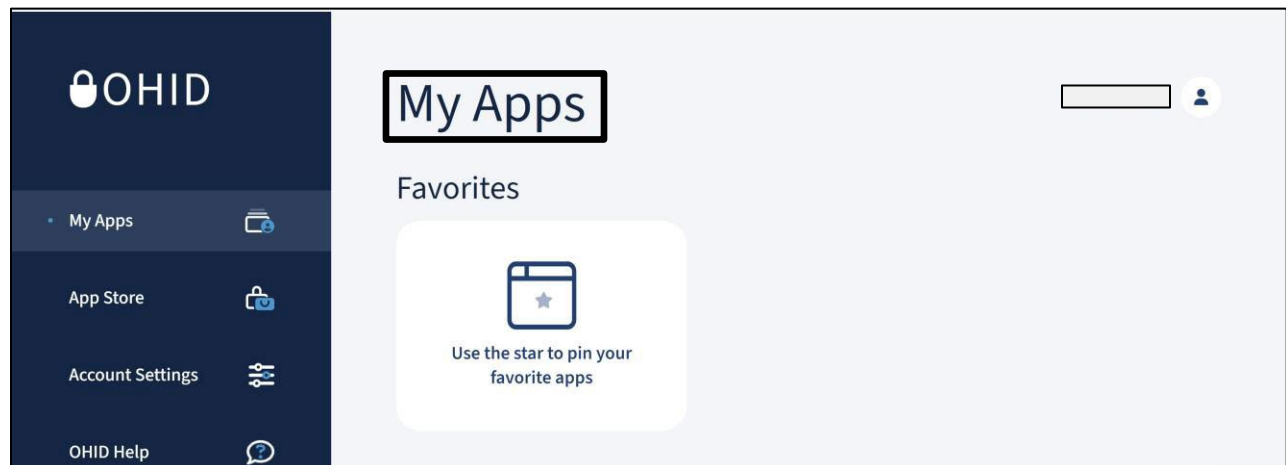
[Forgot your OHID username or password?](#)

[Can't get your PIN for 2-step verification?](#)

Do you need an OHID? Get started here.

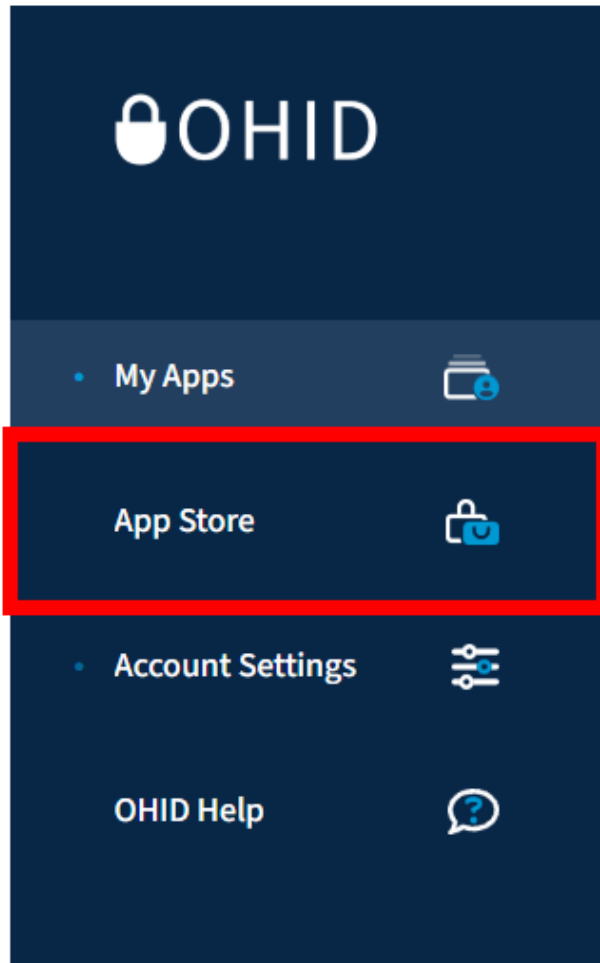
Create account

The first section of the OHID homepage is the **My Apps** section. This section displays tiles for applications that you have previously accessed. Note that dashboards may vary from screenshot shown.

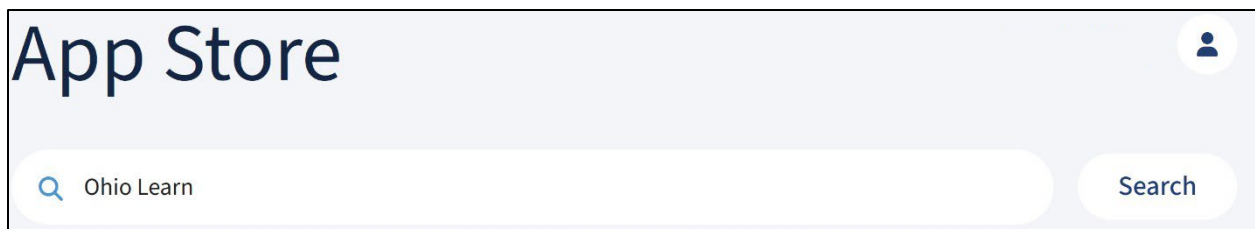


How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

13. On the main menu, on the left side of the screen, select **App Store**.

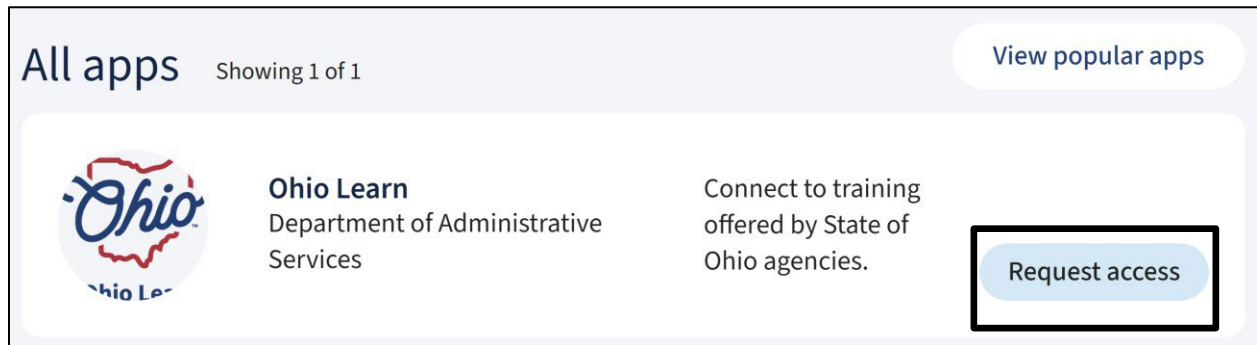


14. Type “**Ohio Learn**” into the Search Bar and then select **Search**.

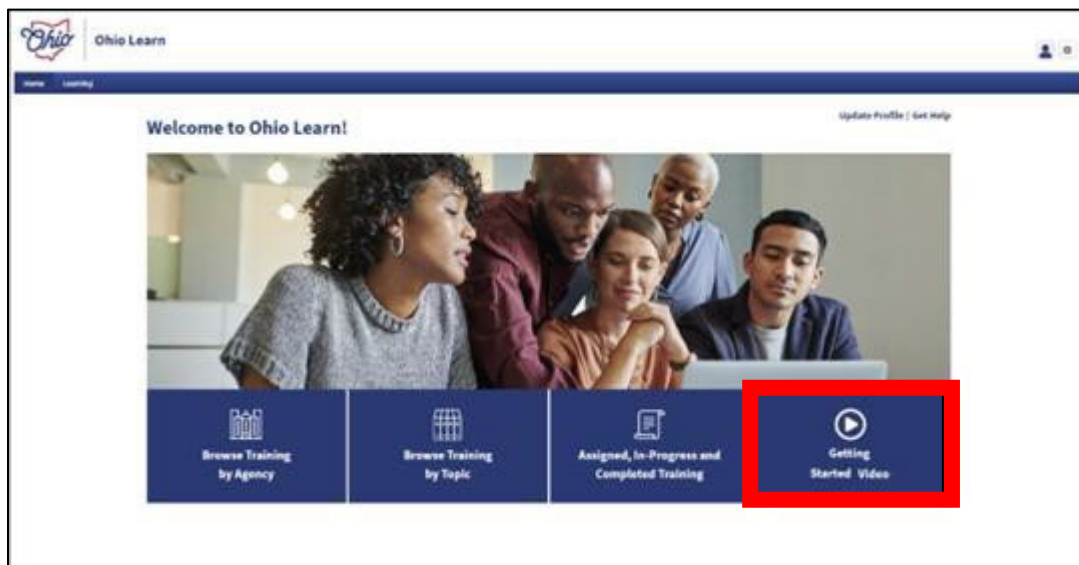


How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

15. The **Ohio Learn** tile will appear under **All apps**. Select the **Request access** button to add it to your apps.



16. After you've launched the Ohio Learn app, you will be taken to the **Ohio Learn Citizen Portal** site. To learn more about the site and accessing training, you may watch the **Getting Started Overview** video highlighted red below.

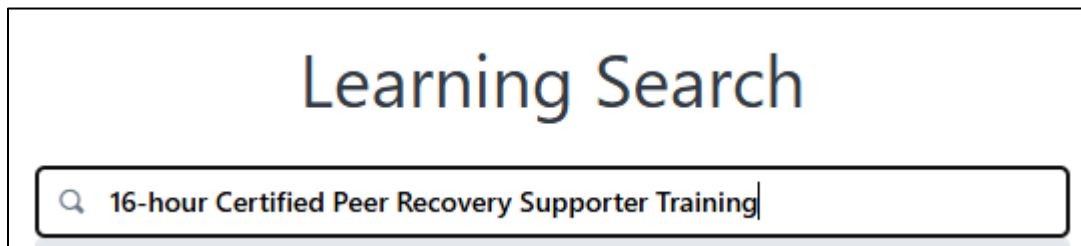


How to Complete the 16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn: Step-by-Step Guide

17. Now it's time to locate the **16-hour Certified Peer Recovery Supporter Training Curriculum in Ohio Learn**. Select, "**Browse Training by Topic.**"



18. In the "**Learning Search,**" box search for "**16-hour Certified Peer Recovery Supporter Training.**"

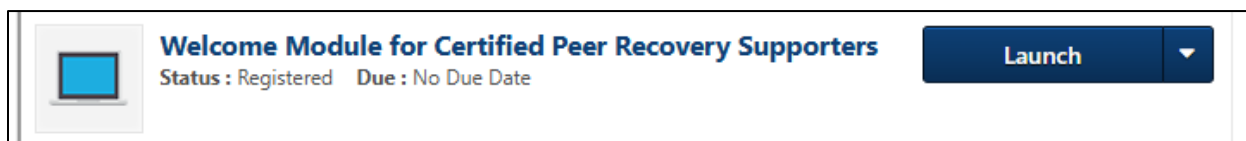


19. Select "**Request**" to add the curriculum to your Ohio Learn account.



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20. Complete each module of the curriculum in order by selecting “**Launch.**” Each module has an introduction video, which must also be completed.



21. **Save your certificate of completion.** The curriculum takes approximately 16-20 hours to complete. After you have completed all modules, save to your computer your certificate of completion for the **16-hour Certified Peer Recovery Supporter Training Curriculum.** **You will have one completion certificate for the full curriculum.** To access a copy of your completion certificate in Ohio Learn, select “**Learning,**” at the top of the portal, then from the drop-down menu, select “**View Transcript.**” Select “**View certificate,**” next to the curriculum. This will open a copy of your completion certificate that can be saved to your computer.

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Success! You have completed the **Ohio Learn 16-hour Certified Peer Recovery Supporter Training Curriculum.**

Contact Support:

If you are **unable to log in** or **forgot your username or password**, use the [OHID chatbot](#) to recover your username and reset your password. See more tips for [trouble signing in](#).

For technical issues with Ohio Learn:

614-338-4781 or 1-877-644-6771

OBM.ContactCenter@obm.ohio.gov