



College Credit Plus Funding Application

JANUARY 2020

Contents

Before You Begin 3

Creating an OH|ID Account 3

Logging into the OH|ID Account 10

Gaining Access to the College Credit Plus Portal 14

Creating the College Credit Plus Application 24

FAQ..... 46

FAQ: After Funding is Awarded 47

Before You Begin

- You will need an OH|ID account to create a College Credit Plus Funding Application.
- To create the [OH|ID](#) account, you will need identification.
 - Note: if you already have an OH|ID account, you will use that account. There is no need to create a new account.
- The application must be created under the **parent or guardian's** OH|ID account.
- You will need a college acceptance letter or letter of good standing (for returning CCP students) to upload into the application. The application cannot be submitted until proper documentation has been uploaded.
- Homeschool parents: If your student is a returning College Credit Plus student, you must submit documentation that verifies your student's eligibility in the program. A copy of the student's grades or college transcript(s) must be uploaded before submitting the application. (Unofficial transcripts will be sufficient.)
- You must click SUBMIT at the end of the application to receive funding. The system can only award funding to an application that is in the SUBMITTED status.

IMPORTANT:

The following instructions provide the steps that you must complete to request funding for your student to participate in College Credit Plus. Screenshots are used to show what you will see on the screen through each step. Helpful red circles and arrows point out areas that you should click or notice.

Please avoid waiting until the last day to begin the application. Although this electronic funding application is intended to be user-friendly, it is possible that you will experience technical difficulties or unexpected delays. Please begin and then submit the application as soon as possible, preferably within a few days before the deadline.

Creating an OH|ID Account

Users can access the College Credit Plus Funding Application through the Ohio Department of Education's Web-secure portal known as OH|ID (formerly SAFE).

You can access the OH|ID Login link which is located at the top of the Ohio Department of Education home page, www.education.ohio.gov or you can click on this direct link: <https://OH|ID.ode.state.oh.us/portal> which will take you to Figure 2 on the next page).

Step 1:

- Click on "Login" at the top of the <http://www.education.ohio.gov> screen in Figure 1.

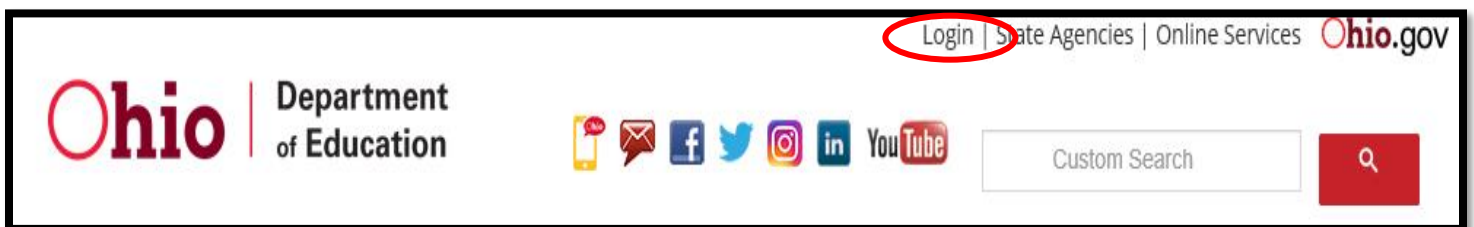


Figure 1

As shown in Figure 2, this screen will help you access the OH|ID PORTAL.

Note: You can follow the directions on these next few pages to create an OH|ID account or you can click on this link for a [Step-by-Step](#) guide.

Step 2:

- Click on the “OH|ID PORTAL” button, as shown in Figure 2, to either create an account or log in (for existing users).

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

MYOHIO PLATFORM

Figure 2

If you already have an OH|ID account, continue to Step #10, page 10.

If you do not have an OH|ID account, complete Step 3.

Step 3:

- Click on the “Create New Account” link, as shown in Figure 3:

OH|ID

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?](#)

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Figure 3

Step 4:

- Complete the information on the “Profile Information” page, as shown in Figure 4.
*Note: The OH|ID account must be for the **PARENT, NOT THE STUDENT!***

Step 5:

- After completing the “Profile Information,” click on the blue “Next” button at the bottom of the screen.

OH|ID
BUSINESS

User Account Management

Account Creation

Profile Information Security Setup Confirmation

Profile Information

Enter your profile information

First Name * Middle Initial Last Name * Suffix

Email * Email Confirmation *

Work Phone Number * Mobile Number

Date of Birth * Last 4 of SSN *

Verification Question ⓘ *

What is the 2nd color in the list pink, house and purple?

Terms and Conditions

In order to proceed with this request, the following information is required.

You understand that by clicking on the I AGREE button immediately following this notice, you are providing 'written instructions' to the State of Ohio under the Fair Credit Reporting Act authorizing the State of Ohio to obtain information from your personal credit profile or other information from Experian. You authorize the State of Ohio to obtain such information solely to confirm your identity to avoid fraudulent transactions in your name prior to granting you online access to and use of the State of Ohio web site.

☐ I Agree

Cancel Reset Next

Figure 4

The “Security Setup” page will allow you to create your OH|ID “Username” and “Password” following the Password Guidelines on the screen, shown in Figure 5.

Step 6:

- Create a “Username.”
- Create a “Password” using the Password Guidelines.
- Re-type you’re your password in the “Confirm New Password” field.

OH|ID BUSINESS

User Account Management

Create Your Account

Profile Information Security Setup Confirmation

Security Setup

Provide username and password information to complete your profile

Username

Password

Confirm New Password

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@~^&*~+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your Username or Name
- Should not repeat a similar sequence from user name

Figure 5

Next, select your “preferred password recovery method.” The options are:

- A temporary PIN that is sent to your email address
- A temporary PIN that is sent via text message, or
- Answering pre-selected security questions.

Step 7:

- Click on the corresponding “tile” under the Security Options header to choose your preferred option. (Note: A “tile” is a box with an image and description.)


Important Note: Multiple options can be selected.


Step 8:


- Once you have clicked on the correct tiles and entered all the required information, click the blue “Create Account” button at the bottom of the screen to continue.

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

**Email**
You will receive a temporary PIN on your email address to reset the forgotten password.

**Mobile Number**
You will receive a temporary PIN on your mobile number to reset the forgotten password.

**Security Questions**
Security Questions can be used to reset the forgotten password.

Email
phil.filer@das.ohio.gov

Security Question #1
Please Select Question #1 Enter security answer

Security Question #2
Please Select Question #2 Enter security answer

Security Question #3
Please Select Question #3 Enter security answer

Security Question #4
Please Select Question #4 Enter security answer

Cancel Back **Create Account**

Figure 6

On the “Create Your Account” screen, as shown in Figure 7, you will receive a confirmation that your account has been created.

Step 9:

- Click the blue “Go to Login” button the navigate to the OH|ID login page.

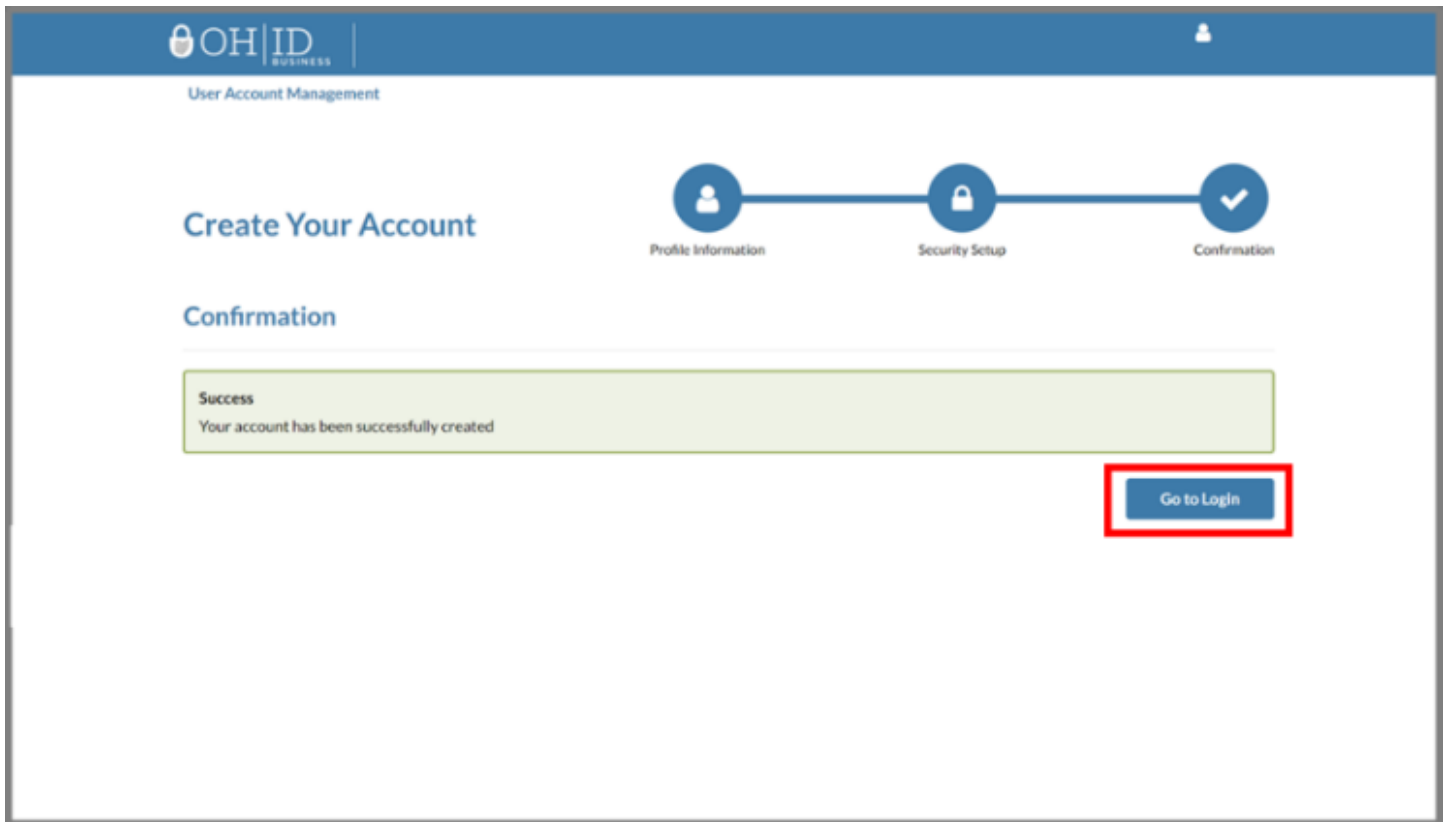


Figure 7

Step 10:

- On the “Login” screen (Figure 8), enter your OH|ID “Username” and “Password.”
- Click on the blue “Log In” button.

OH|ID

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 >](#)

OH|ID

Username:

Password:

Log In

[Forgot username/password?](#)

[Problems logging in?](#)

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Figure 8

After you log into OH|ID, you will be directed to the “Home Page” as shown in Figure 9.

Step 11:

- Under “Available Apps,” click on the “Department of Education Profile Setup” button.

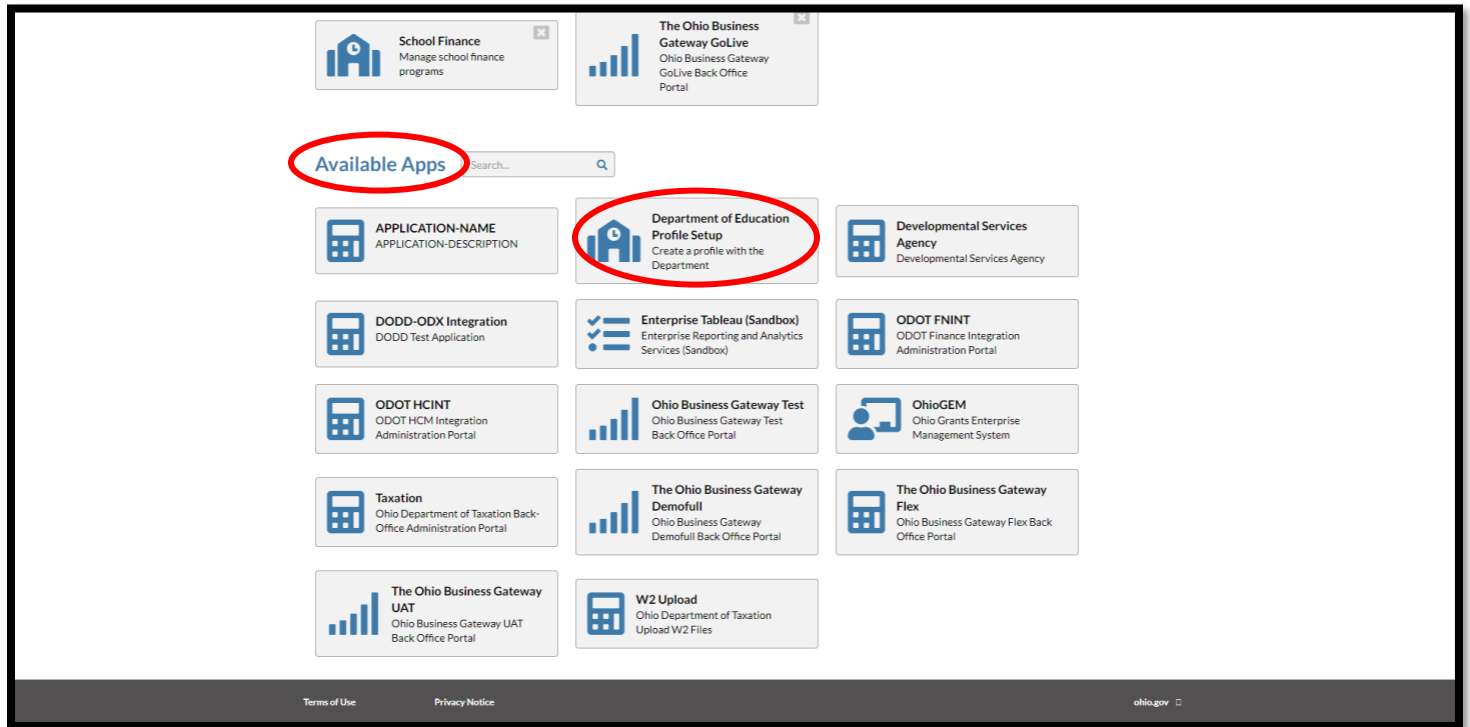


Figure 9

On the “Department of Education Profile Setup” page (Figure 10), you will need to accept the terms and conditions.

Step 12:

- After you have read and understand the information, click on the box next to “I Agree” to indicate that you will agree to these terms and conditions.
- Verify your Social Security Number by entering your last four digits in the box.
- Click on the blue “Request Access” box.

Department of Education Profile Setup

After creating an account in OH|ID, the next step to accessing the Department of Education's applications is to create a user profile with the Department of Education or link your new OH|ID account to an existing Department of Education profile. This application walks you through those steps, and only needs to be performed once.

In order to proceed with this request, you must provide the following approval.

This system contains government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by United States law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

The Ohio Department of Administrative Services reserves the right to take appropriate legal action in any state or federal court to address any instances of unauthorized use of this site, and you consent to exclusive jurisdiction and venue in such courts.

☒ I Agree

Verify the last four digits of your SSN:

If you do not have an SSN/ITIN, please enter 0000 to proceed.

Request Access

Figure 10

The screen, as shown in Figure 11, will confirm that your request to access the “Department of Education Profile Setup” has been submitted.

Step 13:

- Click on the blue “Return to Applications” button.

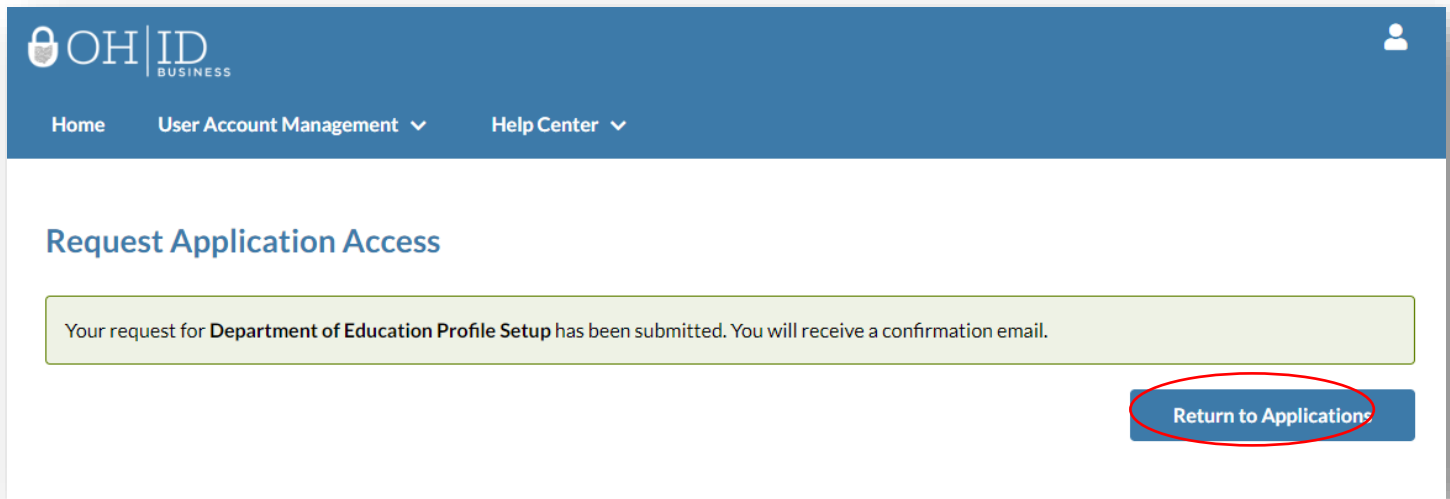


Figure 11

IMPORTANT!!

The confirmation you will receive is confirming the OH|ID account has been created, as shown in Figure 11.

This is NOT a confirmation that the funding application has been submitted.

Step 14:

- On the “My Apps” screen (shown in Figure 12), click on the “Department of Education Profile Setup” button **for a second time**.

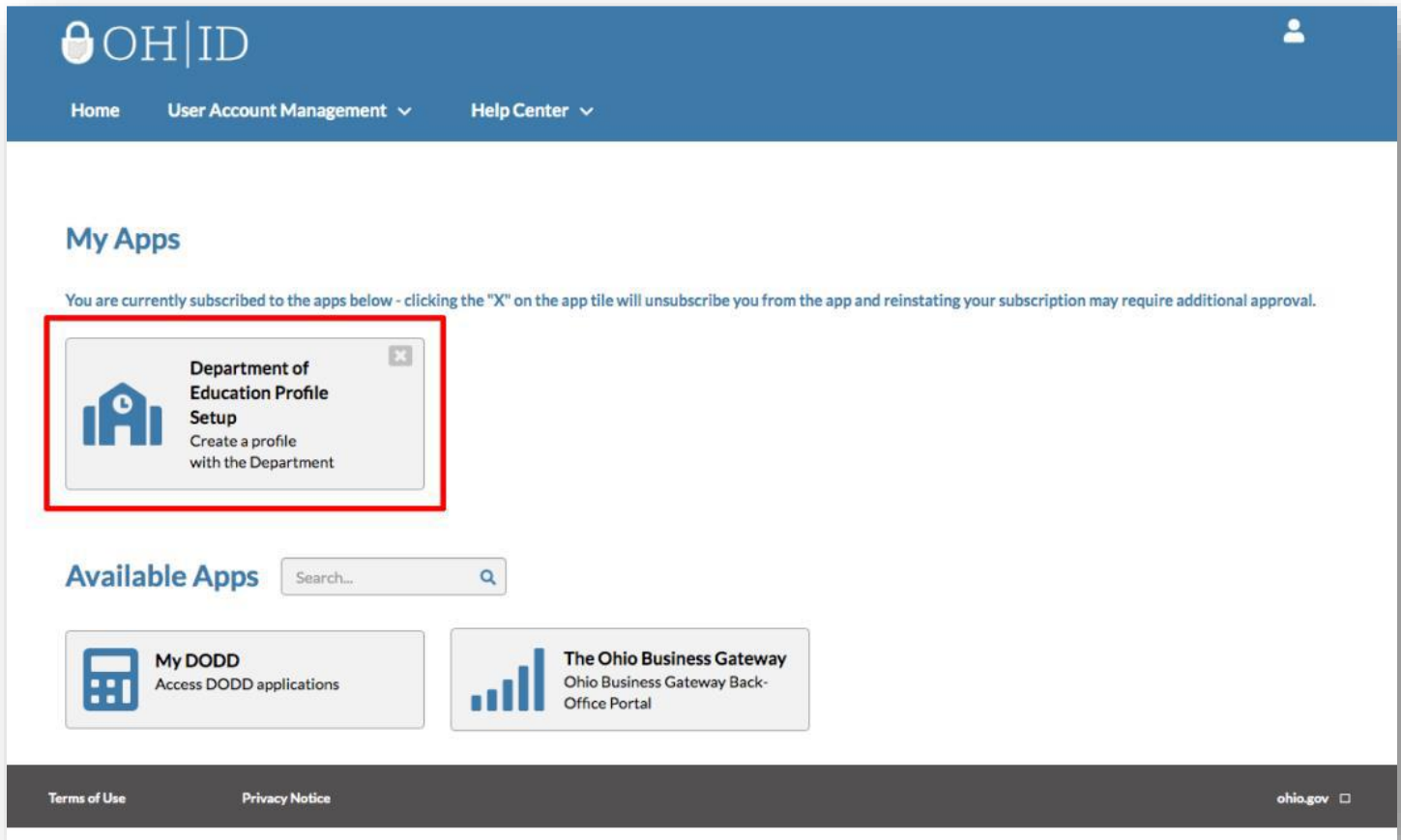


Figure 12

If a **“Department of Education Profile”** is found, you will see the “Profile” landing page, as show in Figure 13. *If you have a “Profile” landing page, that usually means that you have applied for funding in the past or you have an educator account or you work for another state agency.*

(See the next page, if you do not see the screen in Figure 13.)

Step 15:

- Click on “View Applications” to view your Department of Education applications.

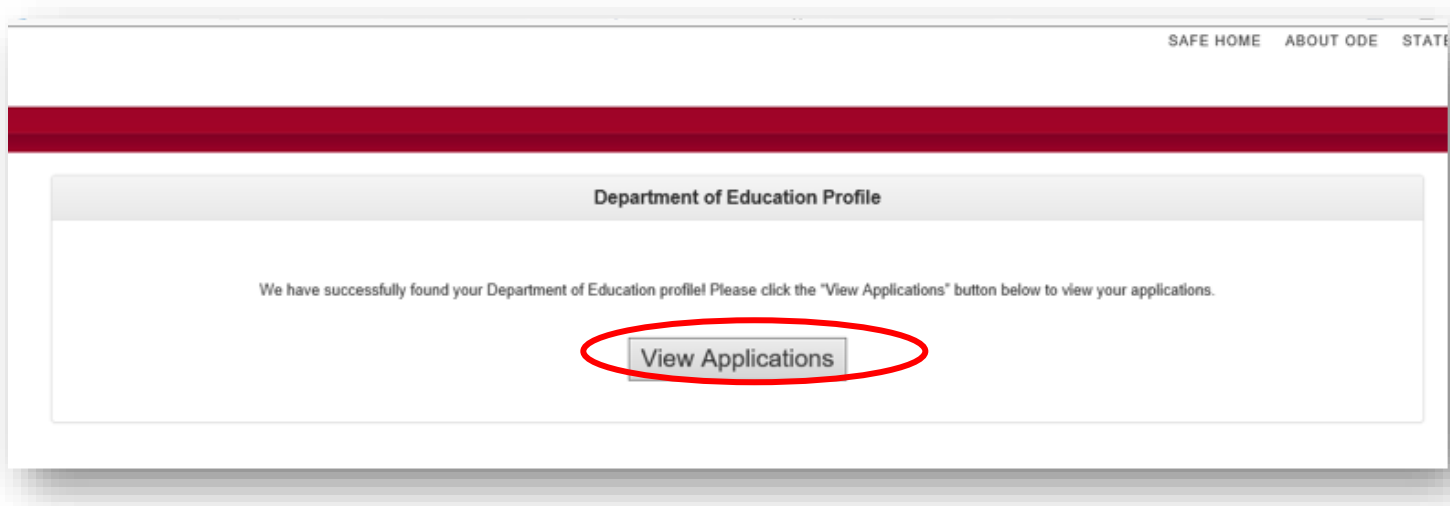
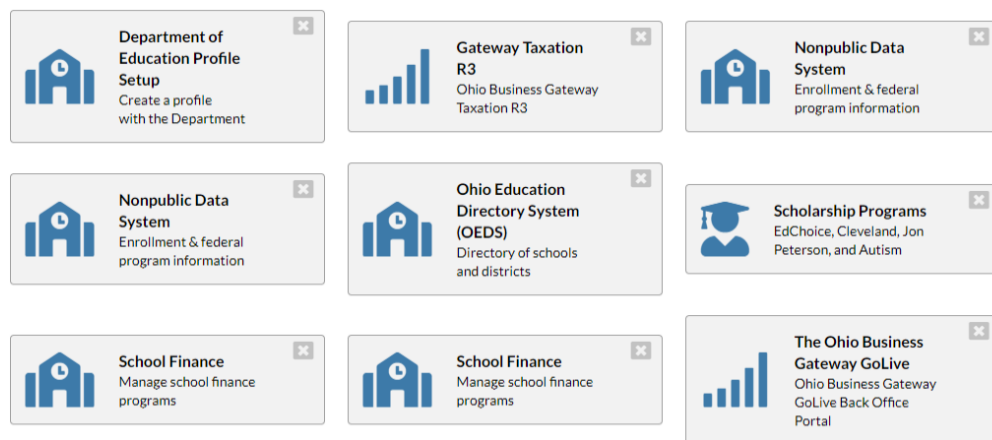


Figure 13

The Department of Education applications are ready to be accessed. Note: This example in Figure 22 has various applications examples. Yours will be unique to your account. You can proceed to page 20.

My Apps

You are currently subscribed to the apps below - clicking the “X” on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.



Available Apps

Search...

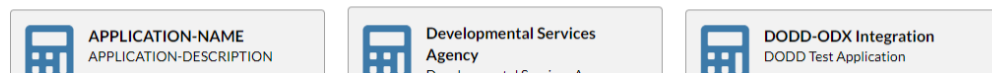


Figure 14

If a **“Department of Education Profile is not found,”** you will see this landing page, as shown in Figure 15.

Step 16:

- Click on “Create Profile” to create a Department of Education Profile.
- Continue to Step 17.

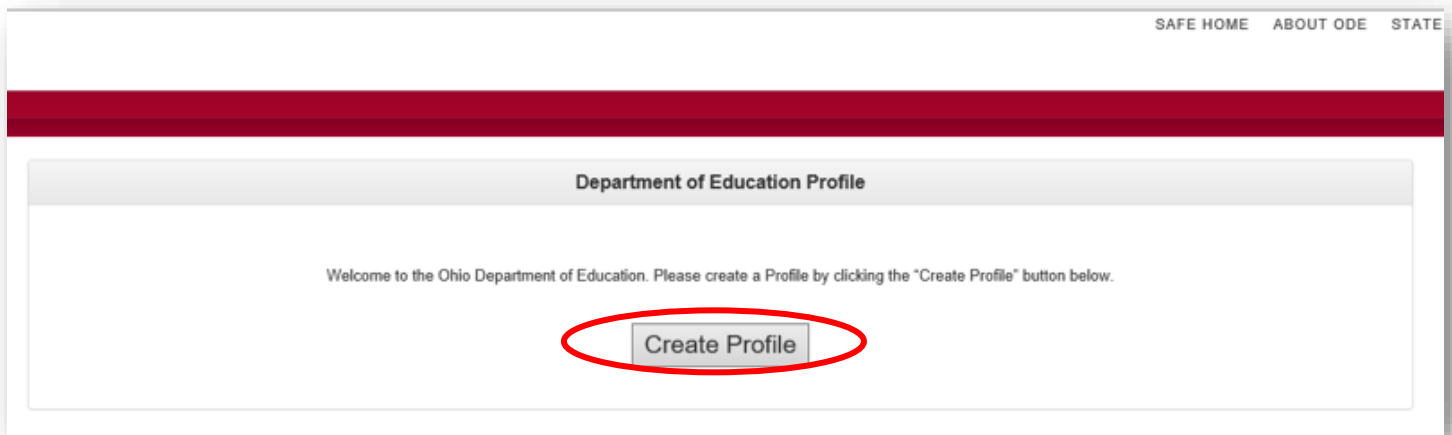


Figure 15

On the “Department of Education Profile Creation Page,” you will choose the best role for you, shown in Figure 16. NOTE: Depending on your prior access, there are steps you might skip. Follow the pages to find the screens that pop-up for you specifically.

Step 17:

- Check the box indicating you are “a parent signing up for the College Credit Plus program.”

Note: Remember, the OHID account must be in the parent’s name.

Steps 18 and 19:

- Complete the “Basic Information” fields as shown in Figure 16 (some fields might be automatically populated).
- Click on the blue “NEXT” button when all fields are completed.

DEPARTMENT OF EDUCATION PROFILE CREATION PAGE

Which role best applies to you?
(Multiple roles can be selected)

☐ I am applying/renewing a permit or license for a Coach/Licensed Educator/Teacher/School Administrator/Nurse/Substitute Teacher/Paraprofessional

☒ I am a parent, signing up for the College Credit Plus program

☐ I am an adult student applying for the Adult Diploma or Adult 22+ Programs

☐ I am a parent, signing up for Scholarship program

☒ Other reasons such as a Scholarship Provider

Basic Information

Please enter the following information exactly as it appears on your identity verification document. [Click here](#) for a list of acceptable verification documents.

FIRST NAME:
Jane

MIDDLE NAME:

CURRENT LAST NAME:
Moe

PREVIOUS LAST NAME:

SSN4: 3000 [Why does ODE ask for this?](#)
[What if I don't have a SSN?](#)

BIRTH DATE:
01/01/1990

NEXT

Figure 16

For the next “Creation Page,” complete the fields as shown in Figure 17.

Steps 20 through 24:

- Enter the information as identified for all of the fields.
- Enter the parent’s Ohio Driver’s License or State of Ohio ID number in the box OR
- Click on the “UPLOAD VERIFICATION DOCUMENT” if you do not have a license or state ID. You can also click on the “click here” list for the acceptable verification documents.
- Click on the box when you are ready to agree to ODE’s Terms of Service and Privacy Policy. (You can click on the “Terms of Service and Privacy Policy” to read the details.)
- Click on the blue “Next” button when all fields are completed.

The screenshot displays the "DEPARTMENT OF EDUCATION PROFILE CREATION PAGE" with three main sections: Contact Information, Identity Verification Information, and Account Information.

Contact Information

Home - Physical Address

ADDRESS LINE 1: 1 Main St

ADDRESS LINE 2:

CITY: Columbus

STATE: Ohio

ZIP: 43215

ZIP4:

PHONE NUMBER: 614-000-0000

Home - Mailing Address

☒ IS MAILING SAME AS PHYSICAL?

ADDRESS LINE 1: 1111 Gladstone Blvd

ADDRESS LINE 2:

CITY: Lewis center

STATE: Ohio

ZIP: 43035

ZIP4:

Identity Verification Information

OFFICE EMAIL ADDRESS: kakah@live.com

CONFIRM OFFICE EMAIL ADDRESS: kakah@live.com

HOME EMAIL ADDRESS: kakah@live.com

CONFIRM HOME EMAIL ADDRESS: kakah@live.com

OHIO DRIVER LICENSE OR STATE OF OHIO ID NUMBER: or

UPLOAD VERIFICATION DOCUMENT

[Click here for a list of acceptable verification documents.](#)

Account Information

☒ I agree to Ohio Department of Education [Terms of Service and Privacy Policy](#)

At the bottom right, there are two buttons: "NEXT" (circled in red) and "GO BACK".

Figure 17

Step 25:

- Check your email account (provided in a previous screen) to find a confirmation email. **There may be a slight delay in processing the account.**

Step 26:

- Click on the **link** in the email, which is similar to Figure 18, which will take you to the next screen within the OH|ID portal.

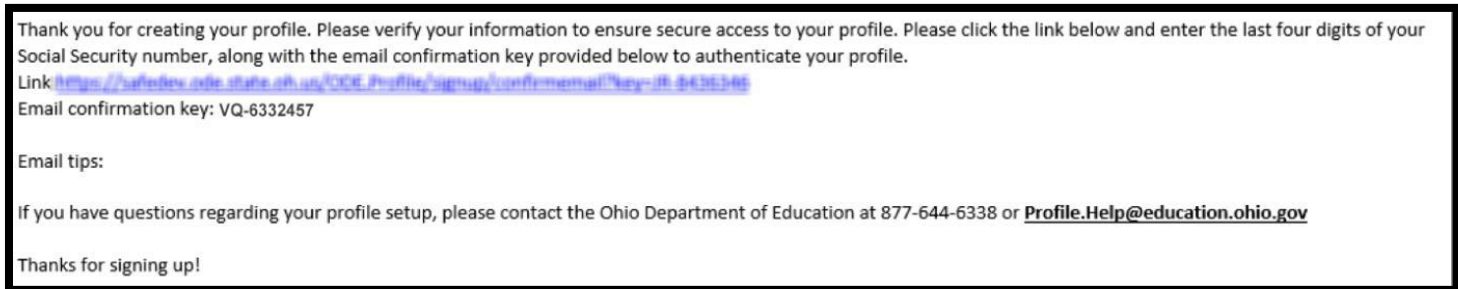


Figure 18

On the “Confirm Your Email” screen, as shown in Figure 19, you will provide the final information to create your account.

Steps 27 through 29:

- Enter the last four digits of your Social Security number in the “SSN4” field
- Enter the “confirmation key” that was in your confirmation email (similar to Figure 15)
- Click “Continue.”

ENTER FOLLOWING TO CONFIRM YOUR EMAIL

Email Confirmation

SSN4:

[Blurred SSN4 input field]

Last 4 digits of social security number

PLEASE ENTER THE KEY THAT WAS SENT IN YOUR CONFIRMATION EMAIL:

VQ-6332457

CONTINUE

Figure 19

Please remember the OH|ID confirmation email is not confirming submission of the funding application.

If all information has been entered correctly and verified, approval will be granted.

There may be a slight delay in processing the account.

You can click on “Login” to continue.

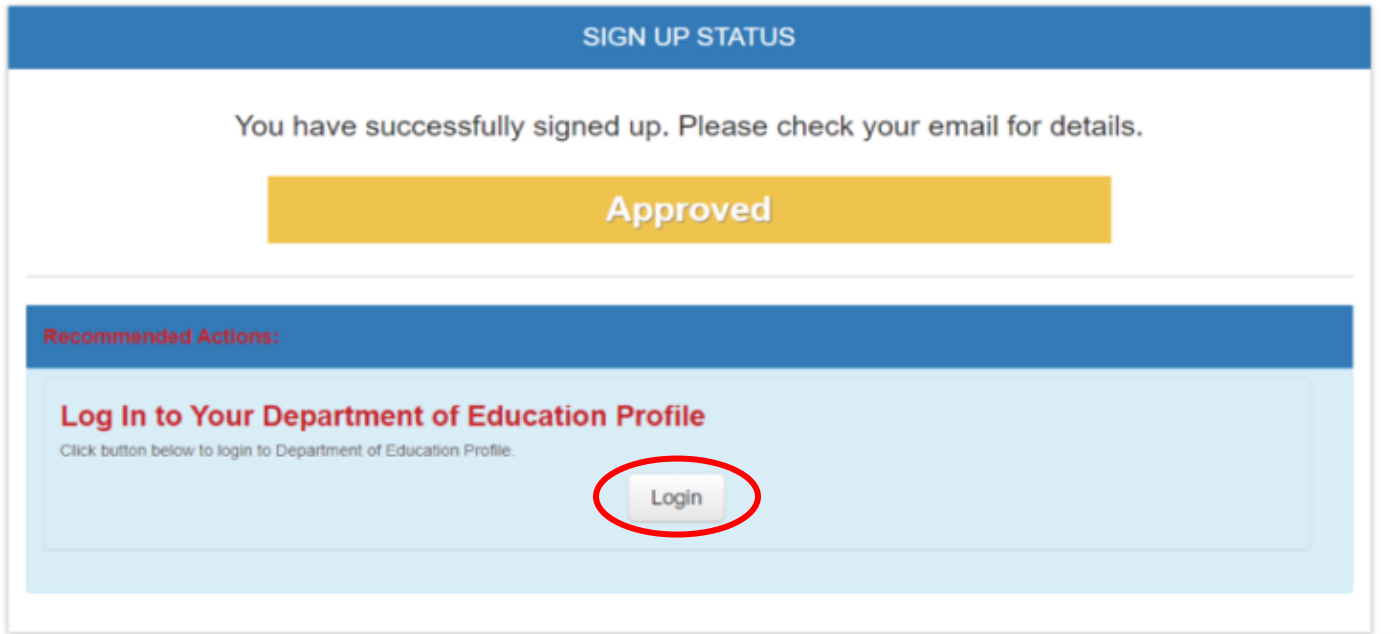


Figure 20

If information is entered incorrectly and/or cannot be verified, approval will not be granted, as shown in Figure 21. A member of the Department of Education Support Team will reach out if information needs verification.

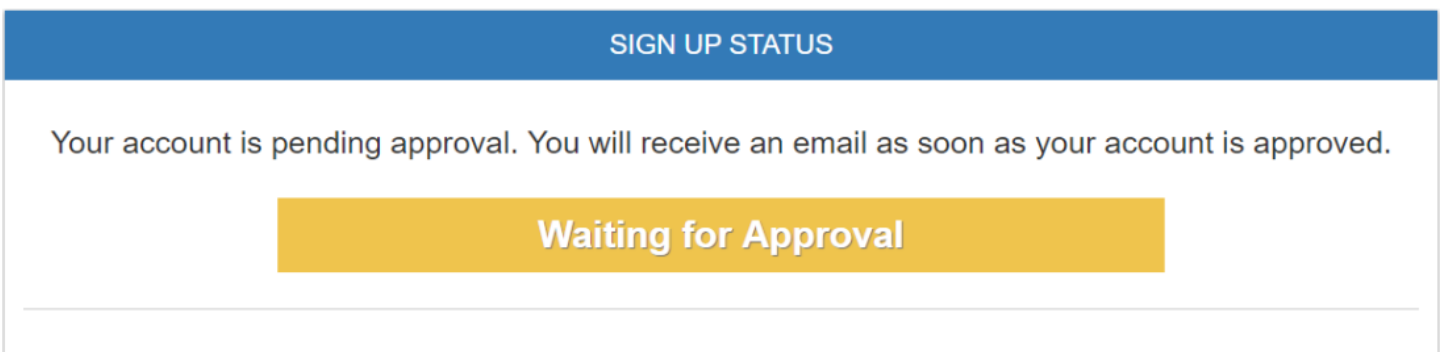


Figure 21

Once approved, you can begin the funding application.

As shown in Figure 22, you can log into the OH|ID portal.

Steps 30 through 32:

- Type in your Username in the field.
- Type in your Password.
- Click on the blue “Log In” box.

OH|ID

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?](#)

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. The State of Ohio complies with state and federal law regarding legally protected confidential information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Figure 22

On the “My Apps” screen, shown in Figure 23, you will see the “applications” available in the OH|ID portal. This example in Figure 23 has various applications examples. Yours will be unique to your account.

To access the College Credit Plus funding application, click on the College Credit Plus tile.

My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional ap

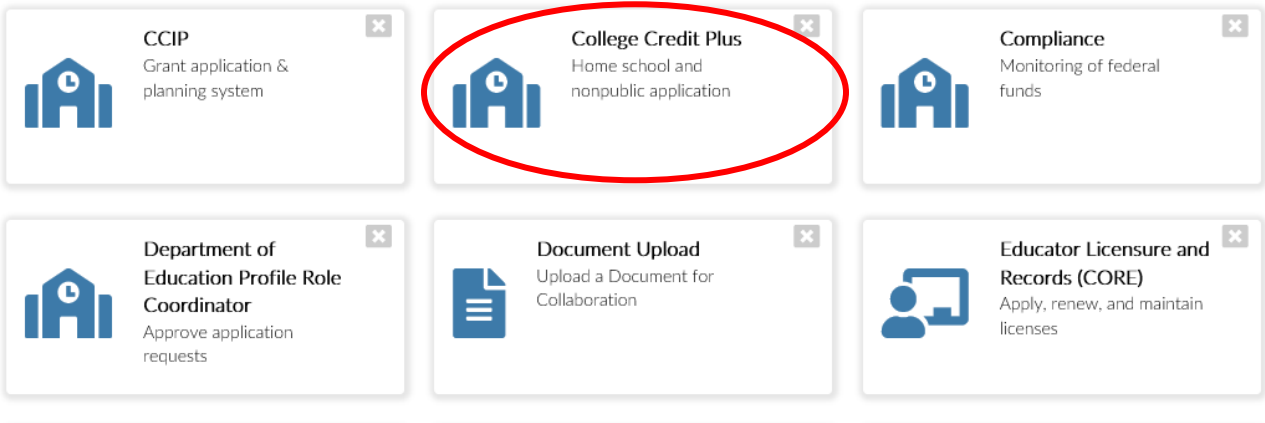


Figure 23

CREATING THE COLLEGE CREDIT PLUS APPLICATION

Once you have entered the College Credit Plus portal, there will be a “College Credit Plus Parent Dashboard” with a list of any student associated with your OH|ID account (as shown in Figure 24).

If there is any “Student Detail” for the associated student, you can review any prior activity for the student by clicking on the blue “VIEW” button as shown in Figure 24.

To create a new application, proceed with these steps.

Step 33:

- Click on the “Select Program” menu on the top left of the screen (as seen in Figure 24).

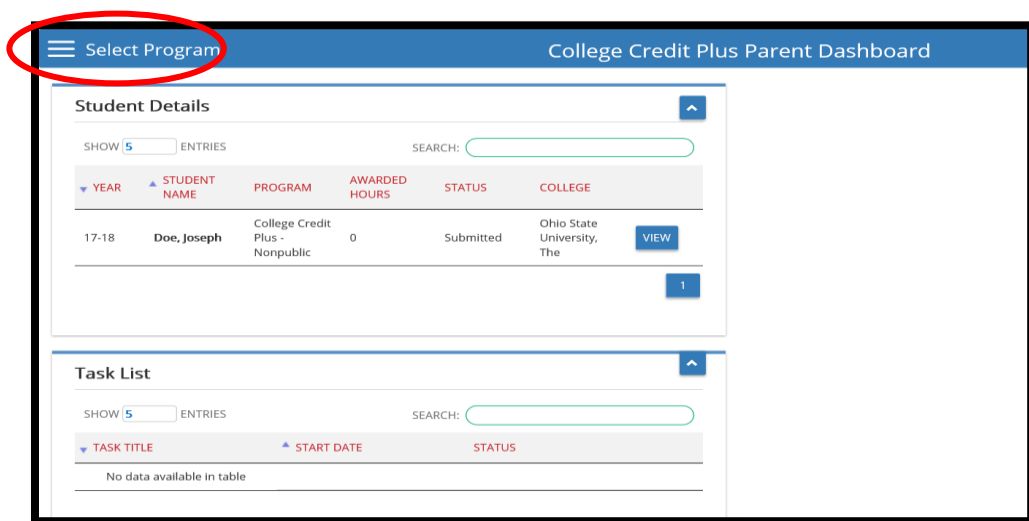


Figure 24

You will see choices for “Select Program” in a drop-down list (as shown in Figure 25).

Step 34:

- Click on “College Credit Plus - Home School” or “College Credit Plus – Nonpublic” as it pertains to your student.

Note: Non-chartered/non-tax supported schools (“08”) must choose “College Credit Plus – Nonpublic.”

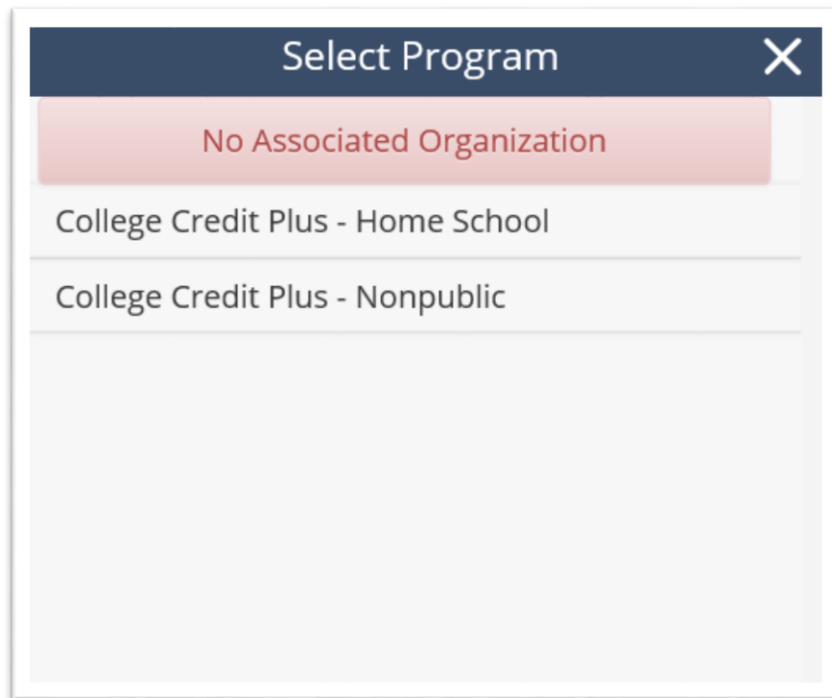


Figure 25

In the next screen, you will begin by searching for your student (Figure 26). This action is done in order to ensure that there are not duplicate student records.

On this screen, there are two primary steps to complete: SEARCH and CREATE.

Step 35:

- **SEARCH:** To search for your student, enter your student's first name in the "Student First Name" field and the student's last name in the "Student Last Name" field.
- Click the blue "Search" button.

Module: Student

Program Selected: College Credit Plus - Home School

Notification(s)
• Test123

Advanced Student Search

Search as a Parent

Application ID

Student ID

Student First Name
Jon

Student Last Name

Program Type
All

Fiscal Year
Home School 2019-2020 School Year

Parent First Name
ANITA

Parent Last Name
Adams

Please note: The Year will indicate "2020-2021 School Year" on your screen.

If you have not already created a College Credit Plus application for your student, please click here to [create new application](#).

Search Search Reset

Search Results

Your search parameters return ZERO results. Change parameters and try again.

Step 35
SEARCH

Step 36
CREATE

Figure 26

Note: If there are no duplicate records, then you will see the "Your search parameters return ZERO results. Change parameters and try again" as shown in Figure 25 near the bottom of the screen (green box area).

Step 36:

- **CREATE:** Click on "create new application" as shown in Figure 26 with a red circle and arrow.

Note: Any students associated with your OH|ID who has a current application in the system will be listed at the bottom of the page under "Search Results."

The next screen (Figure 27) will ask you to provide information about the student for whom you need to create a new application.

Steps 37 and 38:

- Type in the “Student Date of Birth,” “Student First Name,” and “Student Last Name” in the appropriate fields.
- Click on the blue “Search” button.

The system will search for a 2020-2021 application.

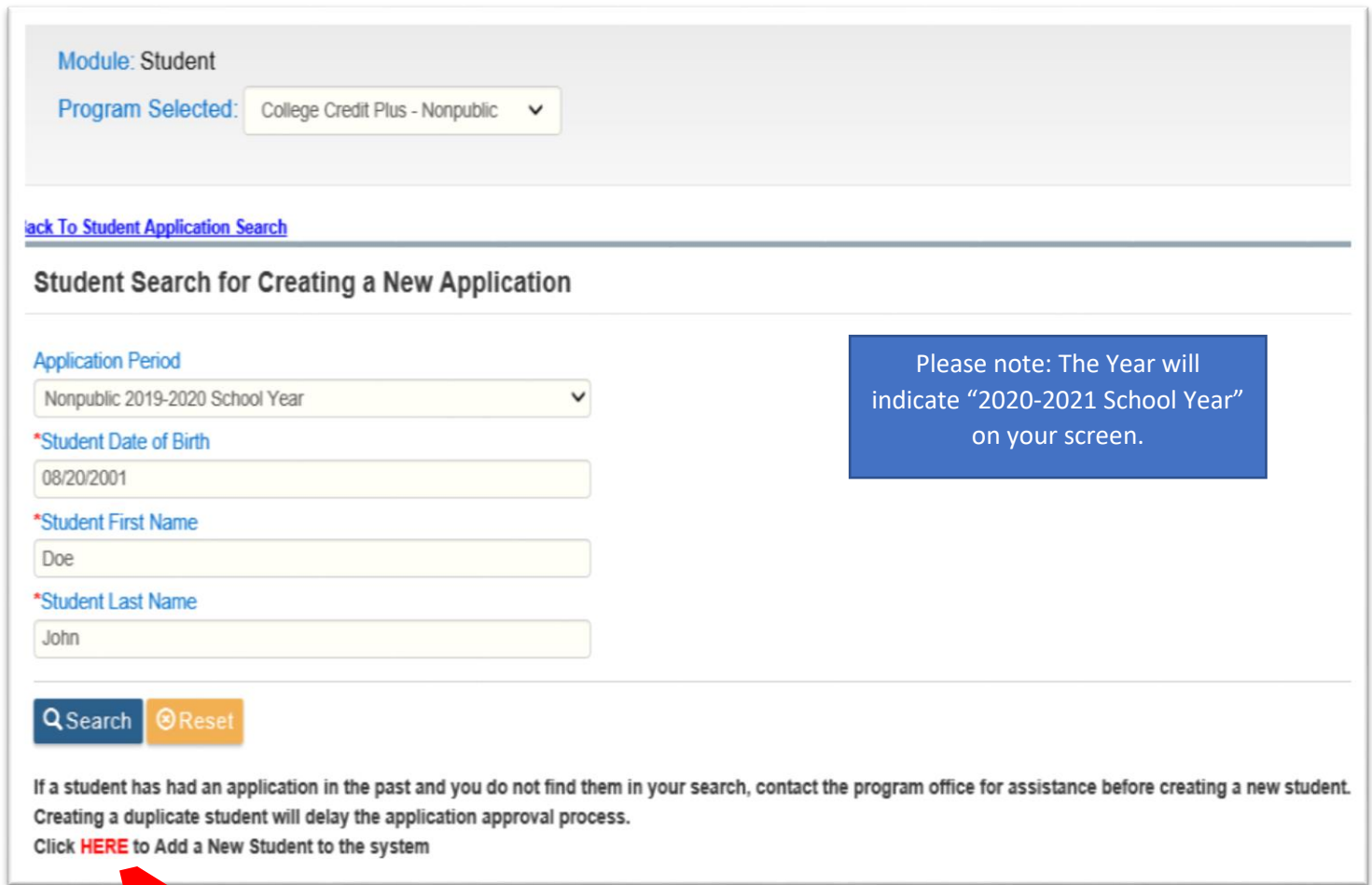
The screenshot shows a web form titled "Student Search for Creating a New Application". At the top, there is a header section with "Module: Student" and "Program Selected: College Credit Plus - Home School" with a dropdown arrow. Below this is a link "Back To Student Application Search". The main form area has a title "Student Search for Creating a New Application". Underneath, there is a section "Application Period" with a dropdown menu showing "Home School 2019-2020 School Year". To the right of this section is a blue callout box with the text: "Please note: The Year will indicate '2020-2021 School Year' on your screen." Below the application period, there are three required fields: "*Student Date of Birth" with a placeholder "MM/DD/YYYY", "*Student First Name", and "*Student Last Name". At the bottom of the form are two buttons: a blue "Search" button and an orange "Reset" button.

Figure 27

Please make sure there is not an application for the upcoming year already in the system for your student. Creating duplicate student records will delay the approval process. Following these steps to search will prevent creating duplicate student records.

Step 39:

- Click on the red **“HERE”** link to add the student in the system (as shown in Figure 28).



Module: Student

Program Selected: College Credit Plus - Nonpublic ▼

[Back To Student Application Search](#)

Student Search for Creating a New Application

Application Period
Nonpublic 2019-2020 School Year ▼

*Student Date of Birth
08/20/2001

*Student First Name
Doe

*Student Last Name
John

Search Reset

Please note: The Year will indicate “2020-2021 School Year” on your screen.

If a student has had an application in the past and you do not find them in your search, contact the program office for assistance before creating a new student. Creating a duplicate student will delay the application approval process.
Click **HERE** to Add a New Student to the system

Figure 28

You will then see the Student Information, Student Home Mailing Address, and Application Information (Figure 29). Some fields will be automatically populated.

Step 40:

- Type in or select any information that is currently blank. If there is a red * next to a field then the field is required.

Note: Non-chartered/non-tax supported schools ("08") must type in "136846" for the Nonpublic School IRN as shown in Figure 29. Do not search for a school name.

Create New Student Application

Student Information

*First Name

Doe

*Middle Name

Thomas

☐ Student has no middle name

*Last Name

John

*Date of Birth

08/20/2001

*Mother's Maiden Last Name

Noel

*Gender

Male

Suffix

--SELECT--

*Last 4 digit of SSN#

1234

☐ Never issued an SSN

*Phone Number

999-999-9999

Phone Type

Cell Phone Number

Student Home Mailing Address

*Address Line1

25 S Front St

Address Line2

*County

Franklin

*City

Columbus

*State

Ohio

*Zip

43215

Application Information

*Application Period

Nonpublic 2019-2020 School Year

*Nonpublic School

136846

(Enter IRN or Name)

*Initial College/University

063305

(Enter IRN or Name)

*2019-2020 School Year Grade Level

11th Grade

Figure 29

Scroll down the page until you see the “Intent to participate in the College Credit Plus (CCP) program” box (Figure 30).

Steps 41 and 42:

- Read the information and click on the box if you certify the information as stated in the box.
- Click on the green “CREATE NEW STUDENT APPLICATION” button.

The figure shows a web form titled "Intent to participate in the College Credit Plus (CCP) program". The form contains three paragraphs of text. The first paragraph states that signing the form does not require participation. The second paragraph states that submitting the Letter of Intent does not guarantee admission to a college or university and it is the user's responsibility to complete and electronically submit an online Application for College Credit Plus Funding. The third paragraph states that by checking the box, the user certifies that the Ohio Department of Education is not liable for a student's funding if the user does not complete and submit the CCP funding application through the SAFE account by the deadline. Below the third paragraph is a red asterisk followed by an empty checkbox. At the bottom of the form are two buttons: a red "Cancel" button and a green "CREATE NEW STUDENT APPLICATION" button.

Intent to participate in the College Credit Plus (CCP) program

I would like to declare my intent to participate in the College Credit Plus (CCP) program. I understand that signing this form does not require participation.

I also understand that submitting this Letter of Intent does not guarantee admission to a college or university and it is my responsibility to apply to a participating institution of higher education for admission under CCP. Upon admission to an institution of higher education, it is my responsibility to complete and electronically submit an online *Application for College Credit Plus Funding*.

By checking this box, I certify that the Ohio Department of Education is not liable for a student's funding if I do not complete and submit the CCP funding application through the SAFE account by the deadline.

* ☐

Cancel **CREATE NEW STUDENT APPLICATION**

Figure 30

New for the 2020-2021 school year— Parents must declare, on behalf of their student, the student's intent to participate. This is now only completed electronically within this funding application process; paper or emailed copies cannot be accepted.

Homeschool parents: If your student is a returning College Credit Plus student, you must submit documentation that verifies your student's eligibility in the program. Be prepared to submit a copy of the student's grades or college transcript(s) before submitting the application.

NOTE: You are entering your student's grade level for the upcoming **2020-2021** school year.

Students may participate in College Credit Plus only one year as a 12th grader. If your student has participated in the past as a 12th grader, he or she may not be eligible to participate again

Once the application is created, the student's College Credit Plus ID will be in the center above the tabs, and the status of the application will be in the opposite corner (shown in Figure 31).

Module: Student
Program Selected: College Credit Plus - Nonpublic

ID: CCP343054 Name: Owen Gene Thomas Period: 2019-2020 School Year Status: Submitted

Student Parent / Guardian Application Docs Status / Flags Comments / History

Student Information

First Name: Owen	Middle Name: Gene	Last Name: Thomas Suffix:
Date of Birth: 08/08/2001	Mother's Maiden Last Name: Stewart	Gender: Male
Phone Number: 614-728-5002	Phone Number Type: Cell Phone Number	Last 4 Digits of SSN#: 5522

Address

Student Home Mailing Address

Address Line1: 25 S. Front St
Address Line2:
City: Columbus
State: Ohio

Please note: The Year will indicate "2020-2021 School Year" on your screen.

Figure 31

Notice the six tabs below the ID, Name, and Period. These tabs: Student, Parent/Guardian, Application, Docs, Status/Flags and Comments/History have information for you to either complete or review.

The first screen or "tab" is showing you the information you just provided as "Student Information."

To continue working on the application, you will click on the tabs.

Step 43:

- Click on the "Parent/Guardian" tab.

The screen changes and shows the information recorded for the parent/guardian associated with this application (Figure 32).

Module: Student
Program Selected: College Credit Plus - Home School

Notification(s)
• Test123

< PREVIOUS ID: CCP271150 Name: Monica M Period: 2019-2020 School Year Status: Started

Viewing: 5 of 12

Student Parent / Guardian Application Credit Hours Docs Status / Flags Comments / History

Parent/Guardian List

NAME	STATUS	LAST UPDATED	VERIFIED
Adams, ANITA	Primary	3/21/2015	<input checked="" type="checkbox"/>

Add additional guardian

Please note: The Year will indicate "2020-2021"

Figure 32

Step 44:

- Type the information within the fields under the headings “Current Home Physical Address” and “Current Home Mailing Address” (Figure 33).

BE SURE TO COMPLETE THE PHYSICAL ADDRESS, even if it is the same as the student’s address. This will ensure the award letter is correctly created when the awarding occurs.

Primary Guardian

First Name: ANITA

Middle Name:

Last Name: Adams

Date of Birth: 9/2/1977

Last four digits of SSN# 7659

Suffix:

Relationship: Legal Guardian

Guardian Status: Primary

UUID: 006tSskRhgs4wGHsH68uwxO85tAtU1yqOy4t

Phone: 419-250-2980

Email: Refresh@Fakemail.com

Current Home Physical Address

Address Line1: 525 Carlton St

Address Line2:

City: Toledo

State: OH

Zip: 43609

Last Updated: 3/21/2015 10:38 AM

Current Home Mailing Address

Address Line1: 525 Carlton St

Address Line2:

City: Toledo

State: OH

Zip: 43609

Last Updated: 3/21/2015 10:38 AM

Figure 33

Step 45:

- Click on the “Application” tab


Review the “Application Information” as shown in Figure 34.

Step 46:

- On the “Application” tab screen, click on the small blue square image next to the word “Information” as show in red circle in Figure 34.

< PREVIOUS ID: CCP227034 Name: Warren EARL Black III Period: 2018-2019 School Year Status: Started
Viewing: 2 of 2

Student Parent / Guardian Application Docs Status / Flags Comments / History


Application Information 

2018-2019 School Year Grade Level: 12th Grade
Total number of credit hours requested: 8
Student's previous/current fiscal year Scholarship program enrollment: N/A
Nonpublic School: 052852, Central Catholic

AWARD DETAIL

Requested Credit Hours: 8
Awarded Credit Hours: 0
Unused Credit Hours: 0

List of Colleges/Universities

NAME	DELETE
063099, University Of Toledo	

Add College/University

Please note: The Year will indicate “2020-2021 School Year” on your screen.

Figure 34

Within the “Edit Student Application” box, review the information (as shown in Figure 35).

Step 47:

- Type in the **total number** of credit hours requested for the entire 2020-2021 school year (summer, fall, and spring) (Figure 35).

The maximum number of hours that can be requested is 30; however, this is dependent on the number of high school courses the student is also taking. See the FAQ #5 on page 46.

Step 48:

- After you have added the total number of credit hours requested, click on the green “UPDATE STUDENT APPLICATION” button.

Edit Student Application [X]

* 2019-2020 School Year Grade Level
10th Grade ▼

*Nonpublic School
136846
(Enter IRN or Name)

*Total number of credit hours requested
3

Please note: The Year will indicate “2020-2021 School Year” on your screen.

*Required Fields

Cancel [X] UPDATE STUDENT APPLICATION [✓]

Figure 35

NOTE:

- Remember that this is a **requested** number of credit hours; there is no guarantee this amount will be awarded.
- This is the amount needed for the **ENTIRE** school year, not just a term. There is one round of funding per school year.
- You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester. Check with the college if you are not sure.

Anticipate the number of credit hours needed for the **ENTIRE** school year before entering a number. For instance, if a student is considering two courses per semester and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best guess possible. The maximum number of credit hours that can be requested is 30. See FAQ #5 on page 46.

There is no guarantee that a student will be awarded the requested number of hours. The process for determining the number of credit hours awarded is in Ohio Administrative Code 3333-1-65.8.

On the Application tab screen (Figure 36), you will add the college at which your student will enroll.

Step 49:

- Click on the green “Add College/University” if you need to add another college to the application.

The screenshot displays the 'Application' tab for a student named Warren EARL Black III, ID: CCP227034, for the 2018-2019 School Year. The status is 'Started'. The interface includes tabs for Student, Parent / Guardian, Application, Docs, Status / Flags, and Comments / History. The 'Application Information' section shows the 2018-2019 School Year Grade Level as 12th Grade, Total number of credit hours requested as 8, Student's previous/current fiscal year Scholarship program enrollment as N/A, and Nonpublic School as 052852, Central Catholic. The 'List of Colleges/Universities' section contains a table with one entry: 063099, University Of Toledo. A green 'Add College/University' button is circled in red at the bottom of this list. The 'AWARD DETAIL' section shows Requested Credit Hours: 8, Awarded Credit Hours: 0, and Unused Credit Hours: 0. A blue callout box on the right states: 'Please note: The Year will indicate “2020-2021 School Year” on your screen.'

NAME	DELETE
063099, University Of Toledo	

[Add College/University](#)

Figure 36

NOTE: University of Cincinnati Blue Ash does not have a different IRN than the University of Cincinnati main campus. Students attending Cincinnati Blue Ash should choose University of Cincinnati, IRN 062927, for the Blue Ash campus. **This is similar for all universities that have regional campuses.**

When you begin to type in the name of the institution, a drop-down list will appear.

Step 50:

- As you type the name, click on the name of the college from the list. The IRN will be added automatically to the field.

The school's Information Retrieval Number (IRN) and name will appear in the LIST OF COLLEGES AND UNIVERSITIES box.

If your student will attend more than one college or university, click the “Add College/University” button again and search for the additional institutions.

Step 51:

- When finished added colleges, click “ADD COLLEGE/UNIVERSITY.”

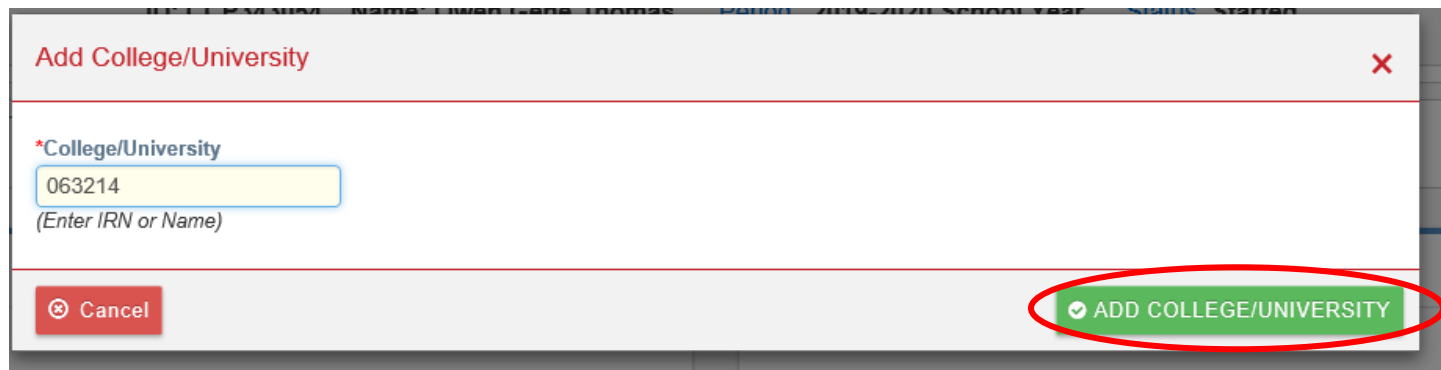


Figure 37

To continue completing the application, you will now upload required documents.

Step 52:

- Click on the “Docs” tab.

You will see the screen as shown in Figure 38.

Step 53:

- Click on the blue “Upload Document(s)” link in the “Documents On File” box to upload the college acceptance letter.

Note: If you do not have a final acceptance letter available, a conditional letter (i.e., one that states a student will be accepted if he or she meets certain criteria) will be acceptable temporarily. A final acceptance letter must be uploaded by May 30.

If the student is a returning College Credit Plus student, a letter of good standing or some other document from the college must be uploaded to show that the student is still enrolled and will continue to enroll in the 2020-2021 school year.

The screenshot shows the 'Docs' tab selected in the application portal. The top navigation bar includes a '< PREVIOUS' button, the student ID 'CCP227034', name 'Warren EARL Black III', period '2018-2019 School Year', and status 'Started'. Below the navigation bar, the 'Docs' tab is highlighted with a red circle. A blue callout box states: 'Please note: The Period will indicate "2020-2021 School Year" on your screen.' The 'Uploaded Document Type' section shows a red warning icon and text: '*Following required documents are not uploaded.' and 'College acceptance letter(s)'. The 'Documents On File' section has a red circle around the 'Upload Document(s)' button. Below this is a table with columns: NAME, TYPE, DATE UPLOADED, REVIEWED, HISTORY, and a checkbox for DELETE. The table currently shows 'No Documents on File.'.

Figure 38

ADDITIONAL STEPS FOR HOMESCHOOL STUDENTS

Additional Steps:

- Homeschool families will need to upload the letter from the superintendent of your school district excusing your student from compulsory attendance. Your family likely received this at the beginning of the current school year.
- Returning homeschooled CCP students are required to upload a copy of their grades or college transcript(s) to ensure with compliance with the underperforming student rule, [OAC 3333-1-65.13](#). Students must have a GPA of 2.0 or above and not withdraw from two or more courses in one term. (Unofficial college transcripts are acceptable. Ensure that this document includes a college logo or some other identifier.)

Figure 39 illustrates the “pop-up message” you will receive if you have not uploaded a required document. All students must provide the college acceptance letter (or a returning student provide a good academic standing document).

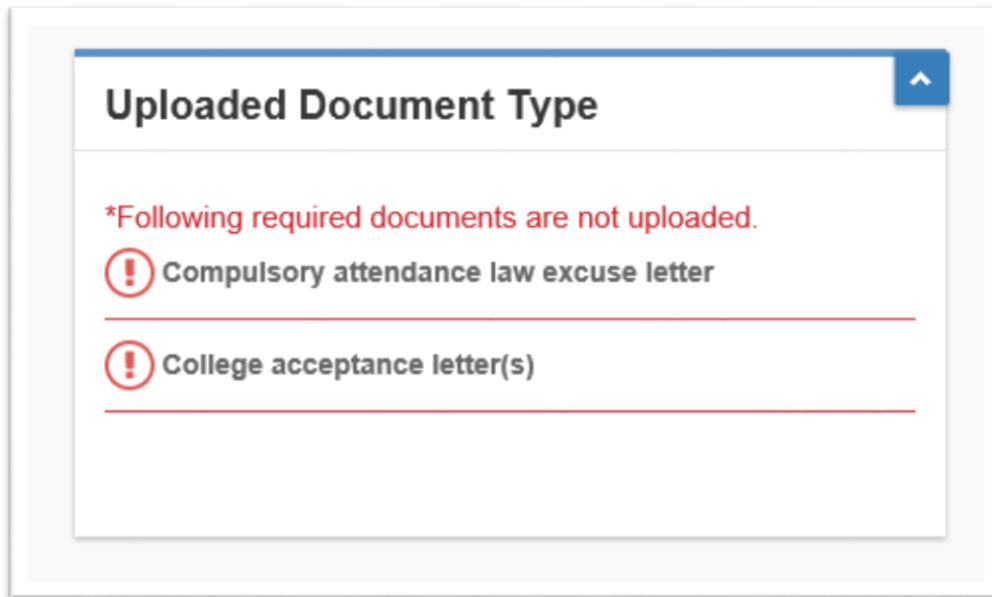


Figure 39

NOTE: If required documents are not uploaded, the system will not allow you to submit the application.

On the “Document Upload” screen, Figure 40, you will select the type of document and the files to upload.

Steps 54 and 55:

- Click on the small “v” (down arrow) to select the “Document Type.”
- Click anywhere in the white box to browse for a file or drag and drop the file from your desktop. Once the file has been selected from your computer, upload or drag it into the white box.

Document Upload

Document Type

College acceptance letter(s) ▼

Drag and Drop ⓘ

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the document(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsb, .png.

Close

Figure 40

When the upload is complete, the screen will look like this (Figure 41):

The screenshot shows a web interface titled "Document Upload" with a red close button in the top right corner. Below the title bar, there is a "Document Type" section with a dropdown menu currently set to "College acceptance letter(s)". Underneath is a "Drag and Drop" area with a circular icon. A file upload preview is visible, showing a file named "College Acc..." with a size of "11.8 KB". At the bottom of the interface, there is a list of instructions and accepted file extensions: ".doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png". A red "Close" button is located in the bottom right corner.

Figure 41

When you have uploaded all of the required documents, to continue:

Step 56:

- Click the red "Close" button.

The uploaded documents letter will appear under the "Documents On File" section, as shown in Figure 42.

Note: Remember that homeschooled students must also upload the letter excusing the student from the compulsory education and returning CCP students must have a document showing student grades/transcripts.

A pop-up message will appear. This message is for you to confirm that you are complying with the laws and regulations regarding College Credit Plus in addition to understanding the financial responsibility, Figure 44.

Step 59:

- Click “Yes” if you agree to the terms.

Note: Clicking “no” will not allow you to submit the funding application.

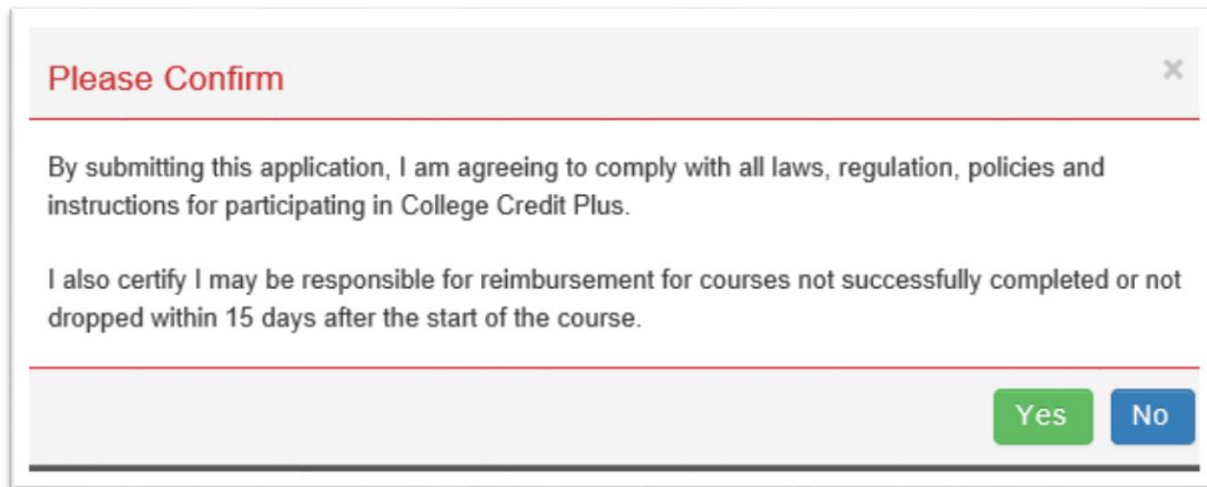


Figure 44

Reminder: The application MUST be in the Submitted status prior to the funding application deadline (April 1, 2020 at 5 p.m.) to be considered for funding.

After you have confirmed “yes” on the pop-up message, you will return to the application screen with the six tabs at the top. You will see that your “CURRENT APPLICATION STATUS” is now in the “Submitted” status.

This will be indicated in the “Status” box, as well as in the blue ribbon at the top of the page (see circled areas on Figure 45). An application MUST be in submitted status prior to the funding application deadline (April 1, 2020 at 5 p.m.) to be awarded funding.

Module: Student
 Program Selected: College Credit Plus - Nonpublic

ID: CCP343054 Name: Owen Gene Thomas Period: 2019-2020 School Year Status: Submitted NEXT >

Student Parent / Guardian Application Docs Status / Flags Comments / History

Applied Flags

Status
 CURRENT APPLICATION STATUS
 Submitted
 UPDATE APPLICATION STATUS TO:
 No Action Available

Figure 45

Please note: The Period will indicate "2020-2021 School Year" on your screen.

A history of the application will be available under the "Comments/History" tab.

Student Parent / Guardian Application Docs Status / Flags Comments / History

Comments Summary

+ Add New Subject

Last Updated	Subject	Last Updated By
Showing Page 0 of 0		

Comment

Note: Comments are for information only. Recipients are not notified when a comment is entered.

Subject:
 Message

Showing Page 0 of 0

Reply

Application History

Date	Created By	Status
1/31/2020 9:10:42 AM	ANITA Adams	Submitted
1/30/2020 12:14:20 PM	ANITA Adams	Started

Figure 46

Congratulations! If you have completed all the steps and have changed the status to “Submitted,” you have completed the application.

- You will receive an email confirmation in the email account that you provided. This email confirms that the application has been submitted.
- You will also receive notifications in that email address for a variety of other messages such reminders of the deadlines.

Note: The funding award will be posted within the OH|ID system by May 6, 2020. You will receive a notification email when it has been posted.



Application Submitted!

FAQs:

1. I already sent in a paper application. Why do I have to complete one online also?

The entire application process is electronic. Paper forms are neither available nor accepted.

2. We created an application last year. Do we need to do this again this year? If so, why?

New funding is available each school year, and funding does not carry over from school year to school year. An application lets the Department know your student is participating, as well as how many credit hours for courses he or she would like to have funded. If an application for the upcoming school year has not been submitted, the system cannot award new funding.

3. Can my student complete the application in his or her own OH|ID account?

No. The application must be created in the parent or guardian's OH|ID account.

4. What documents do I need?

You will need a digital copy of your student's college acceptance letter or a conditional acceptance letter to complete the application. Returning students will need to submit a letter or document showing academic good standing instead of the college acceptance letter.

Home school students will need their current 2019-2020 compulsory attendance excusal letters from their local districts. This is the letter every homeschool family should request from the district at the beginning of the school year. Returning home school students will also be required to upload a copy of the student's grades or college transcript(s) to comply with the provisions in the Ohio Administrative Code [3333-1-65.13](#) for underperforming students.

5. How many credit hours do we need to request?

You are requesting funding for college credits, not high school, so one or two credits will typically not cover a course. Most college courses are three or four credit hours per semester.

This is the amount needed for the ENTIRE school year, not just a term. There is one opportunity to request funding per school year.

Anticipate the number of credit hours needed for the ENTIRE school year before entering a number. For instance, if a student is considering two courses and each course is three credit hours per semester, request 12 credit hours for the school year. If you do not know the number of courses or the number of credit hours needed, make the best estimate possible. The maximum number of credit hours that can be requested is 30; however, if the student is taking high school courses only, in addition to College Credit Plus courses, you must calculate the maximum number with this formula:

$30 - (\text{High school courses only} \times 3) = \text{maximum number of credits}$. If the student is taking 3 high school courses, the calculation would look like this:

$$30 - (3 \times 3) = \text{maximum}$$

$$30 - 9 = 21 \text{ maximum credit hours to be requested}$$

Note that this is a request for funding for credit hours. There is no guarantee on the number of credit hours that will be funded for a student.

6. I am receiving a message that says I cannot create an application for my student. What should I do?

Because OH|ID is used for many programs, it is possible your student is linked to another scholarship program in the system, such as Jon Peterson or EdChoice. Contact ccp@education.ohio.gov with your student's name and any other programs that may be linked to him or her.

7. What is the absolute last day I can apply for funding?

The last day you can apply for funding for the 2020-2021 school year is **April 1, 2020, at 5 p.m.** At this point, the system closes, and we cannot accept further applications. The Department is unable to give extensions due to the number of applicants and the time it takes to complete the award process.

8. How soon can we expect to receive our award letter?

Per Ohio Administrative Code 3333-1-65.8, awards must be made available five weeks after the application deadline. Letters will be posted in the funding application in the Award Detail tab no later than **May 6, 2020.**

After Funding is Awarded FAQs

9. Why didn't my student receive all the requested funding?

The Ohio General Assembly provides a set amount of funds for homeschool and private school students. The amount that can be awarded is dependent upon the amount of funds provided and the number of applicants.

10. I've read that the credits are awarded in "units." Why is a unit worth four credit hours?

Higher education institutions have various numbers of credit hours assigned to different courses. Four credit hours will generally cover at least one course.

11. Can my student switch to private school from homeschool or home school to private school and have the funding go with him or her?

No. The monies for private school students and homeschool students are separate funding sources; therefore, a student will not be able to transfer his or her awarded funding if they transfer during the academic year.

In the case of a private school closing or a transfer from one private school to another, the student's funding still will be available.

12. Am I able to transfer my unused credits to another student?

The transfer of credits between students is not available. Once a student is awarded funding, those monies are his or hers to use during the entire school year. If a student is awarded funds but chooses to attend public school, the funds would still be available should there be a change of plans in the student's education choice later in the school year.

13. Can I transfer my student to public school after the funds have been awarded?

Yes, provided a letter of intent was submitted to the public school by April 1. If it was not, the principal will have to approve the student participating in the College Credit Plus program. This is a local decision that the Ohio Department of Education cannot influence. If a student transfers to a public school and is permitted to participate, the funding award for private or homeschooled students is forfeited for that school year.

If you have additional questions, please email ccp@education.ohio.gov. Please allow at least 48 hours for a response to due heavy volume of emails received.

**If you are having issues with your OH|ID account, please contact the OH|ID administrator at
877-644-6338.**