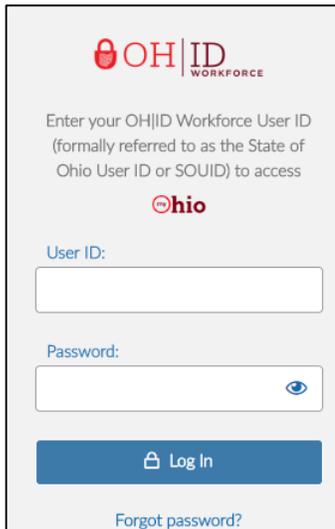


## Logging into MyOhio

1. Go to <http://dx.myohio.gov> to sign into the My Ohio portal.



**OH|ID**  
WORKFORCE

Enter your OH|ID Workforce User ID  
(formally referred to as the State of  
Ohio User ID or SOUID) to access

**Ohio**

User ID:

Password:

**Log In**

[Forgot password?](#)

2. Enter your OH|ID Workforce **User ID** (formally referred to as the State of Ohio User ID).
3. Enter your OH|ID Workforce **Password**.
4. Click the **Log In** button.

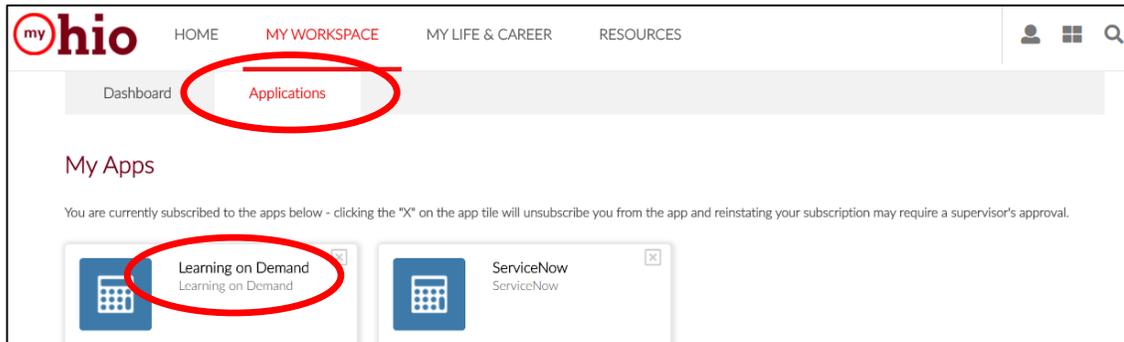
**Note:** For login issues, contact the Customer Service Center (CSC) at 1-614-644-6625.

## Navigating to Learning On Demand

5. From the home page select **MY WORKSPACE**.



- From the **MY WORKSPACE** page select **Applications** and then click **Learning On Demand**.



## Logging into Learning On Demand

- Go to <https://learningondemand.skillport.com> to sign into the Learning On Demand.

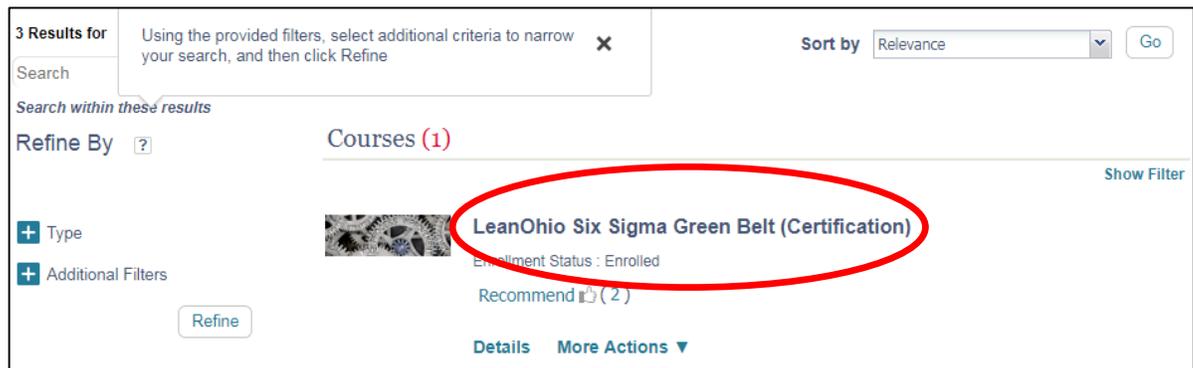
**Note:** State of Ohio exempt employees with agencies participating in the Employee Development Fund (EDF), as well as all Information Technology (IT) professionals can access LOD.

A screenshot of the Learning on Demand login page. The page features the 'Learning on Demand' logo on the left, which includes a hand icon pointing to a screen. To the right of the logo, there is a heading 'A New Way to Advance...A Better Way to Learn' followed by a welcome message. Below this, there is a section titled 'Who can access LOD?' with a paragraph of text. At the bottom of the page, there is a 'Log In' section with a checkbox for 'Enable Web Accessibility' and a question mark icon. Below the checkbox, there are two input fields: 'State of Ohio User ID' and 'Password'. Below the 'State of Ohio User ID' field is a link that says 'Forgot your user ID?'. Below the 'Password' field is a link that says 'Forgot your password?'. To the right of the 'Password' field is a button labeled 'Login to SkillPort'.

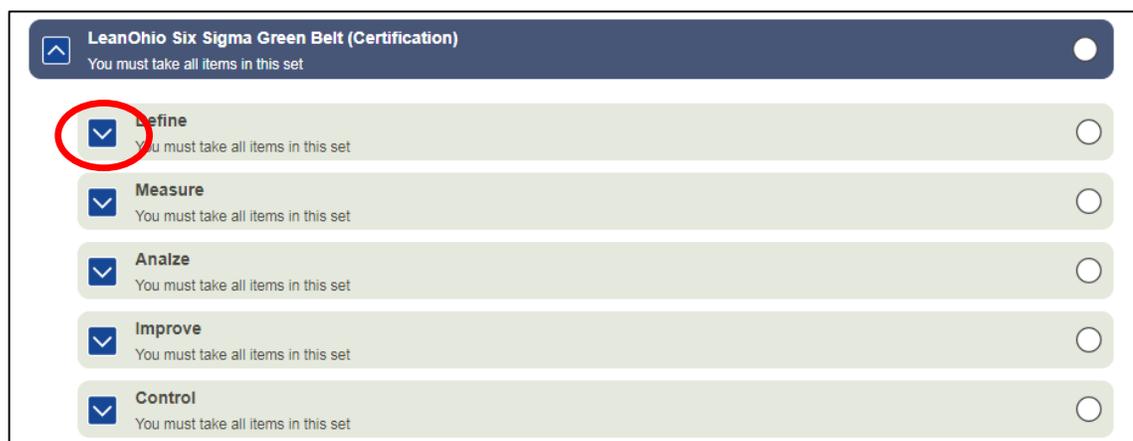
8. In the search field, enter the Course Title of the course that you would like to search for. **LeanOhio Green Belt**



9. Click the search button. 
10. Select **LeanOhio Six Sigma Green Belt Certification**



11. LeanOhio Six Sigma Green Belt (Certification) follows the DMAIC (Define, Measure, Analyze, Improve and Control) methodology. To begin the training click **Expand** arrow next to **Define**.



12. Select the **Launch** button to begin the training.

The screenshot displays a learning management system interface. At the top, there is a dark blue header bar with the text "LeanOhio Six Sigma Green Belt (Certification)" and a sub-header "You must take all items in this set". Below this is a light green bar with the text "Define" and "You must take all items in this set". The main content area features a course card for "Organizational Goals and Six Sigma" with a target icon. The course is by Ron Crabtree and has a duration of 1 hour and 41 minutes. It includes a "Status" section with a radio button and a "Recommend" button with a thumbs-up icon and "(0)". At the bottom of the course card, there are three buttons: "Details", "Launch", and "More Actions" with a dropdown arrow. The "Launch" button is circled in red.

## Questions

If you need assistance with Learning On Demand, please contact the Learning On Demand Program Manager, Mary Cornwell.

- Email: [mary.cornwell@das.ohio.gov](mailto:mary.cornwell@das.ohio.gov)
- Phone: 1 (614) 995-0154