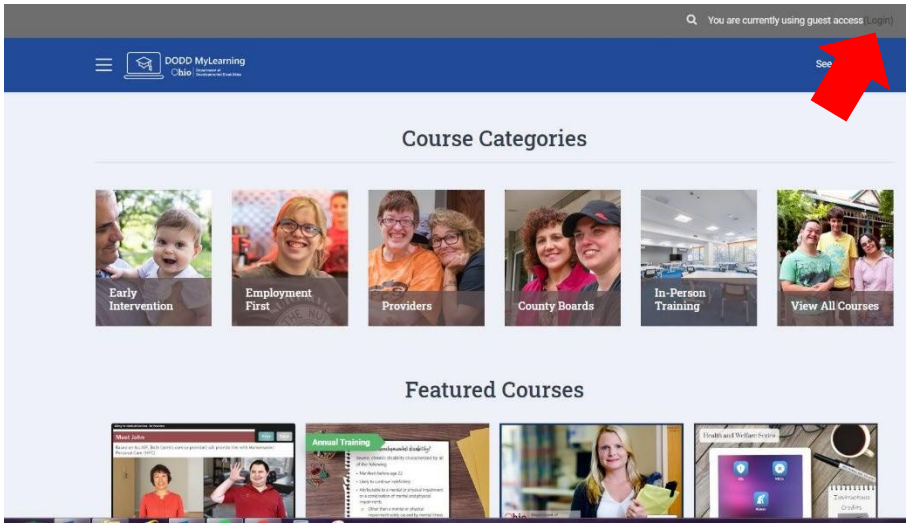
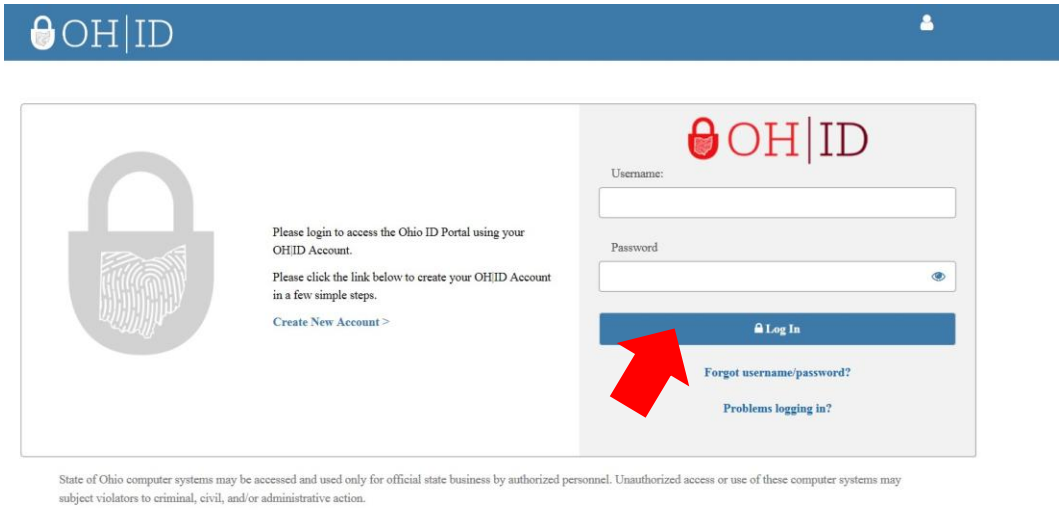
Accessing DODD MyLearning For Online Training

For Initial Certification – Independent Provider OR Agency D.O.O.

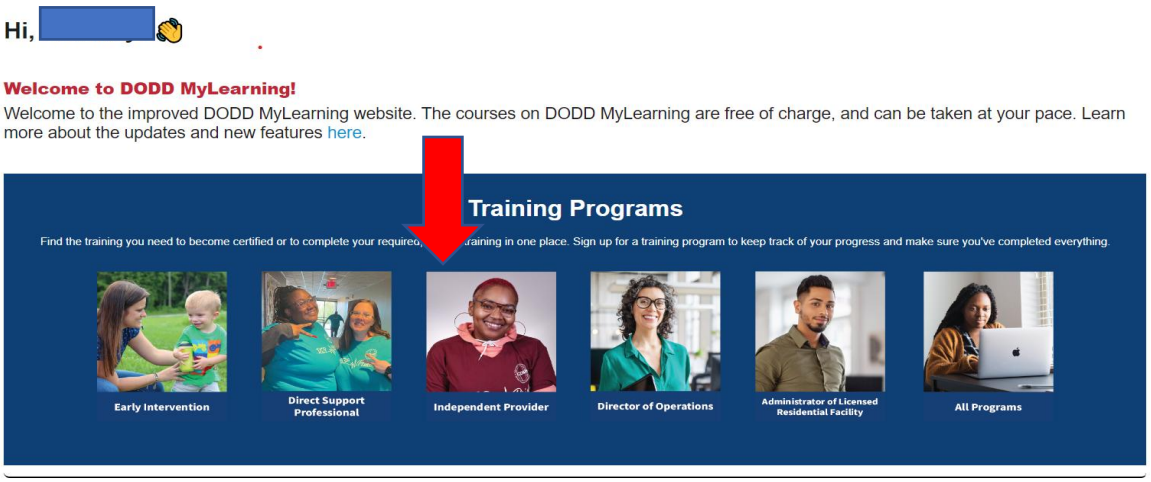
1. **Navigate to http://mylearning.dodd.ohio.gov and click on Log In (next to where it says you are currently using guest access)**



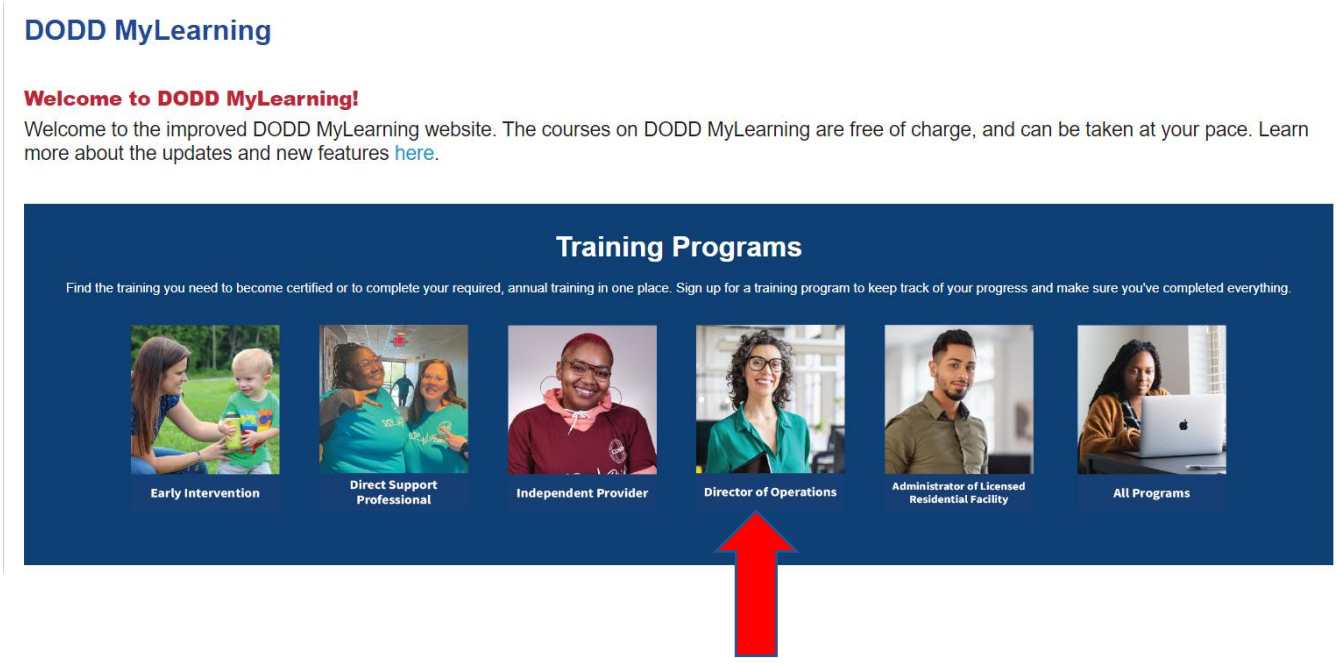
2. **Log-in using your OH|ID username and password**



3. **Once logged in, you will come to the home page. Find the course you need and click on it.**
   - Independent Provider Applicants- Click on “Independent Provider – Initial”

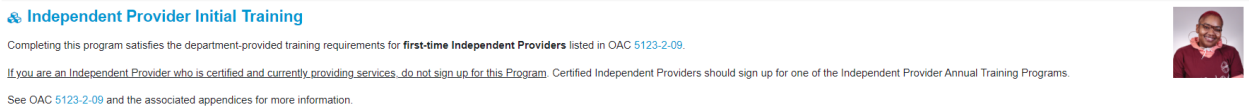


   - Agency Provider DOO Applicants- Scroll down to find the course “Director of Operations Orientation Training for Initial Certification”

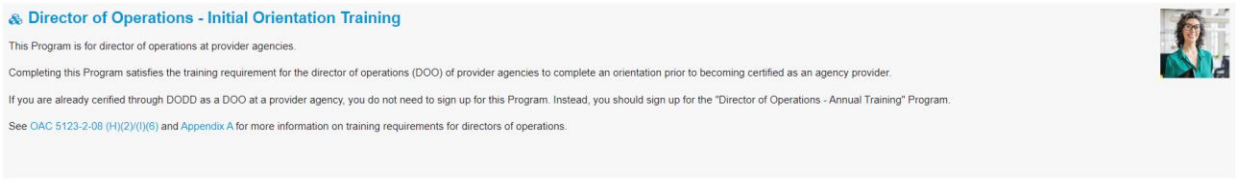


4. **On the next course page that loads click on either ‘Independent Provider Initial Training’ or ‘Director of Operations – Initial Orientation Training’**

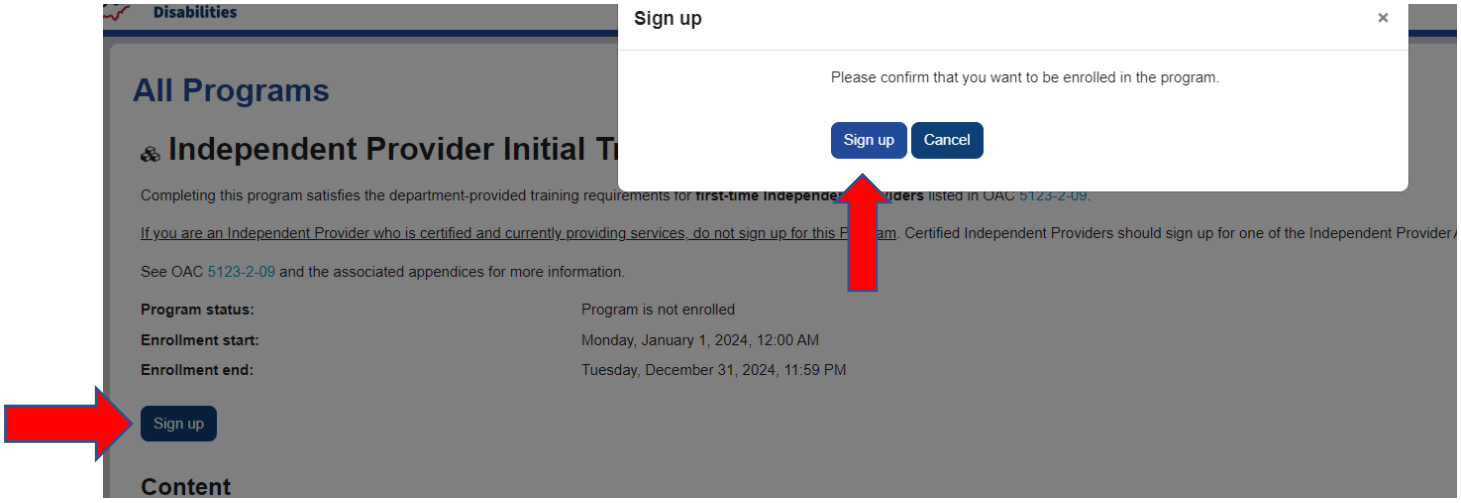
Independent Provider Applicants



Agency Initial D.O.O Applicants



5. **Course information will show up and you will need to click on ‘Sign up’ and then confirm you want to be enrolled in the program by clicking ‘Sign up’ again.**



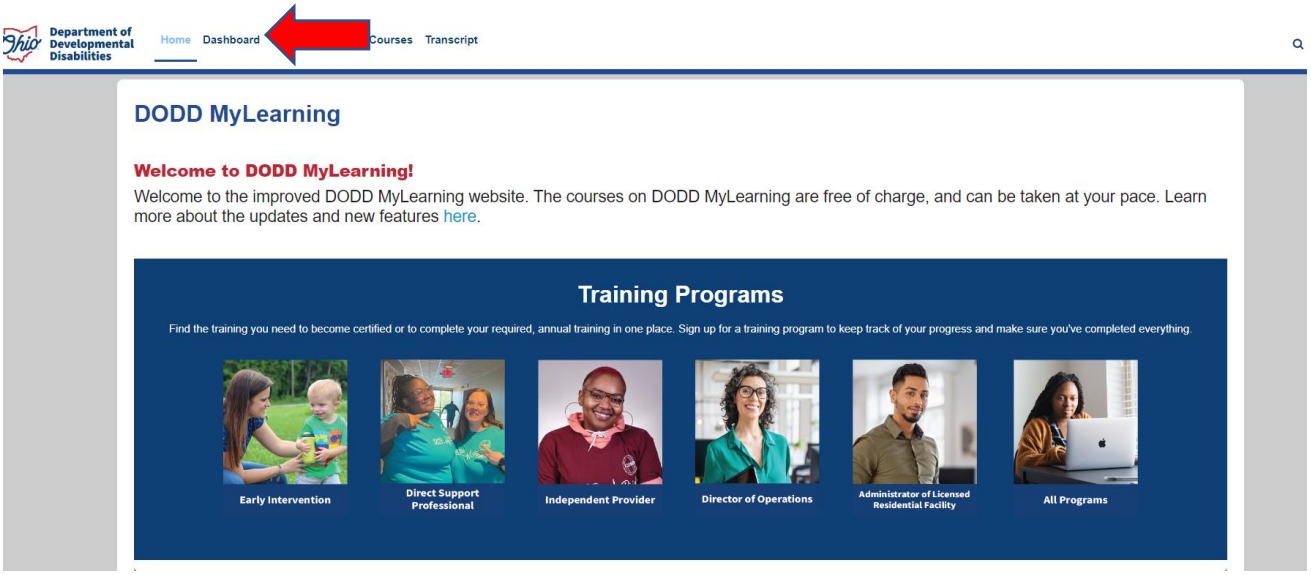
- Independent Provider initial training is approximately 4.25 hours
- Agency Initial D.O.O training is approximately 4 hours long

You DO NOT have to complete the entire course in one sitting, you can revisit the course as many times as you need BUT you must complete each separate module once you have started it

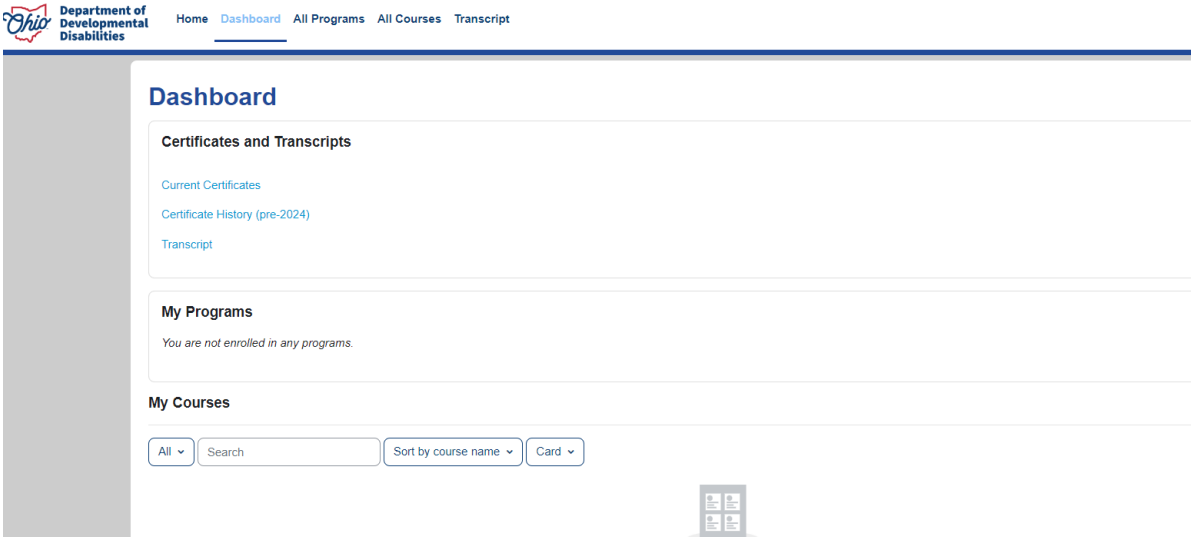
6. **Once you have completed the course, the Certificate of Completion link becomes live, and you can also view and print your transcript.**
   - A copy of your certificate OR transcript is what you will submit with your application for certification.

To access your transcript-

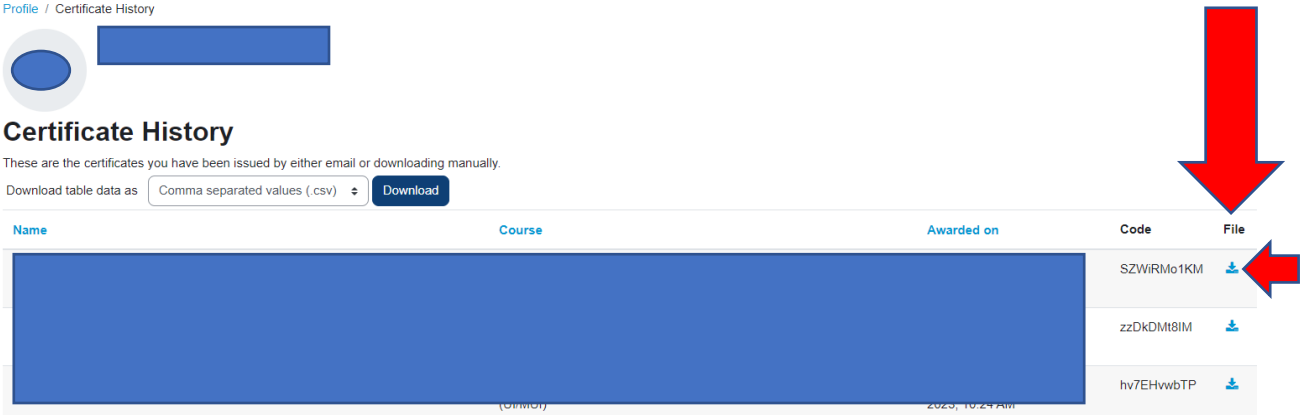
1. **From your DODD MyLearning Home Page, you can click on 'Dashboard'**



2. **Your will need to click on the certificate link (Current or history) and it will show all the trainings you have taken.**



3. **A list will show up of all the trainings that you completed – find the training you need the certificate. Find the word 'file' and click on the arrow pointing down- this will download your certificate.**



- Ensure you remember where you save the transcript on your computer / device – as this will be used to upload into the application.

Retain a copy of your transcript (either on your device or print a hard copy) to keep as part of your training records.