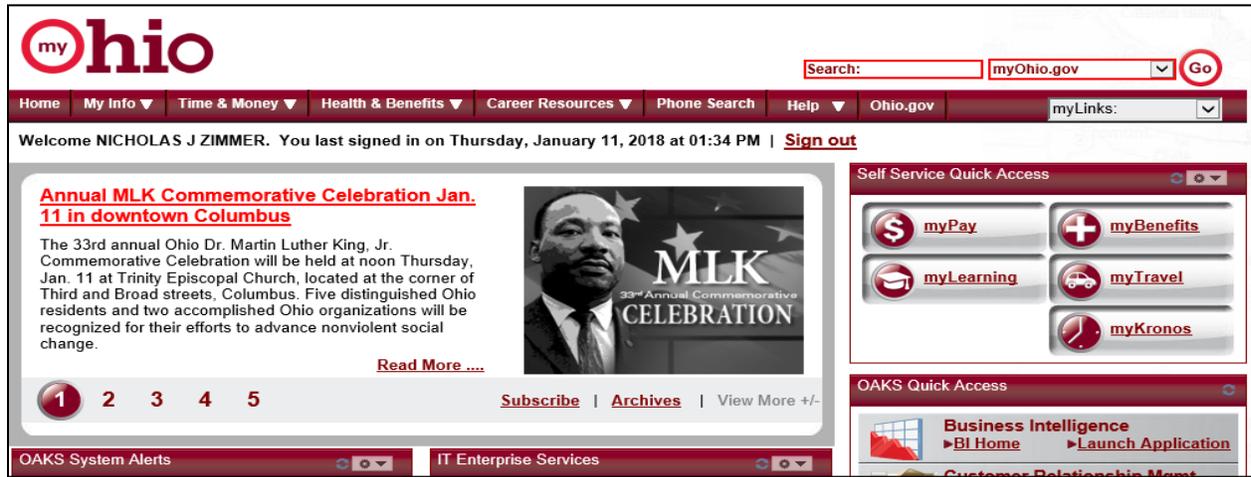
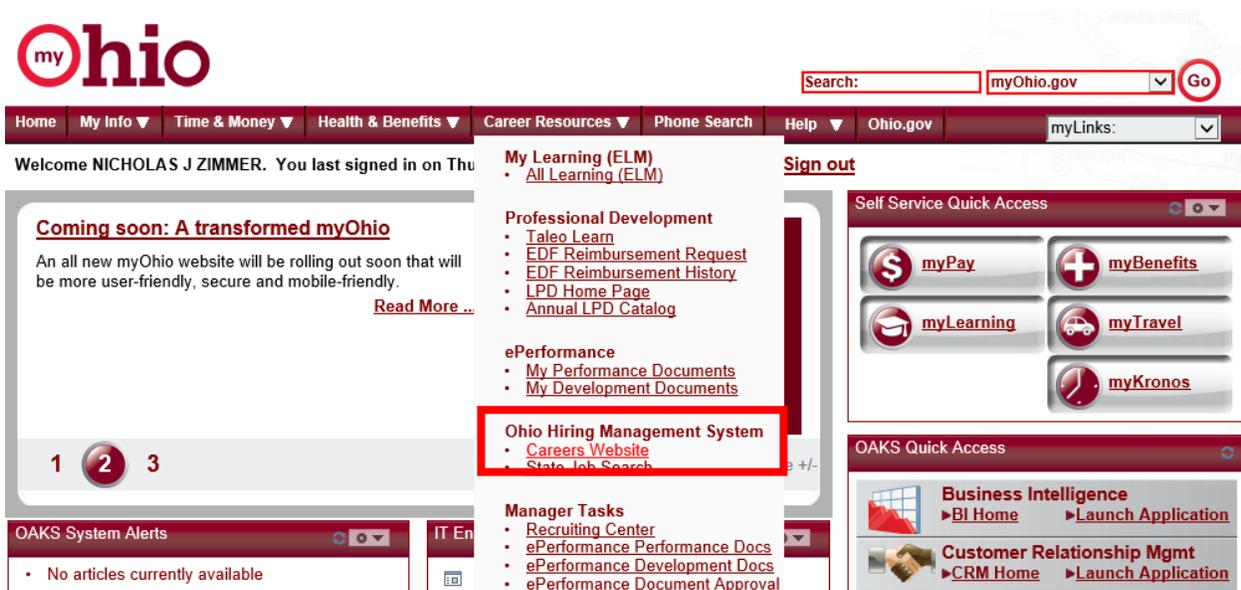


HOW TO ACCESS EMPLOYEE JOB PORTAL

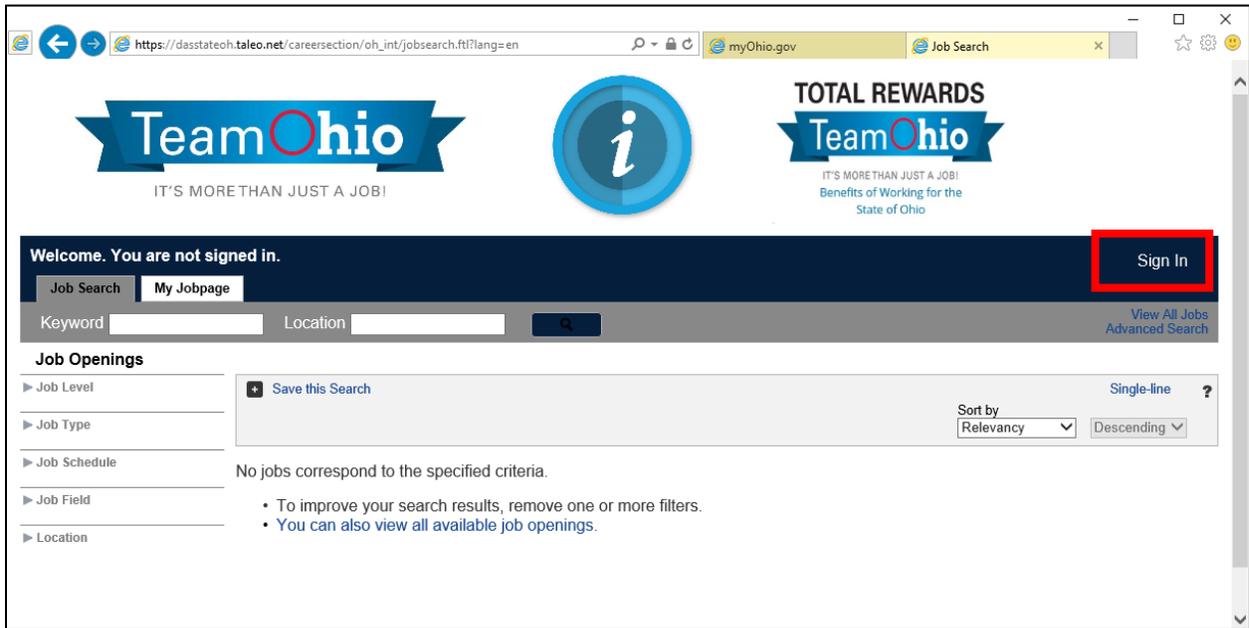
1.) Navigate to myohio.gov and sign in using your State of Ohio User ID



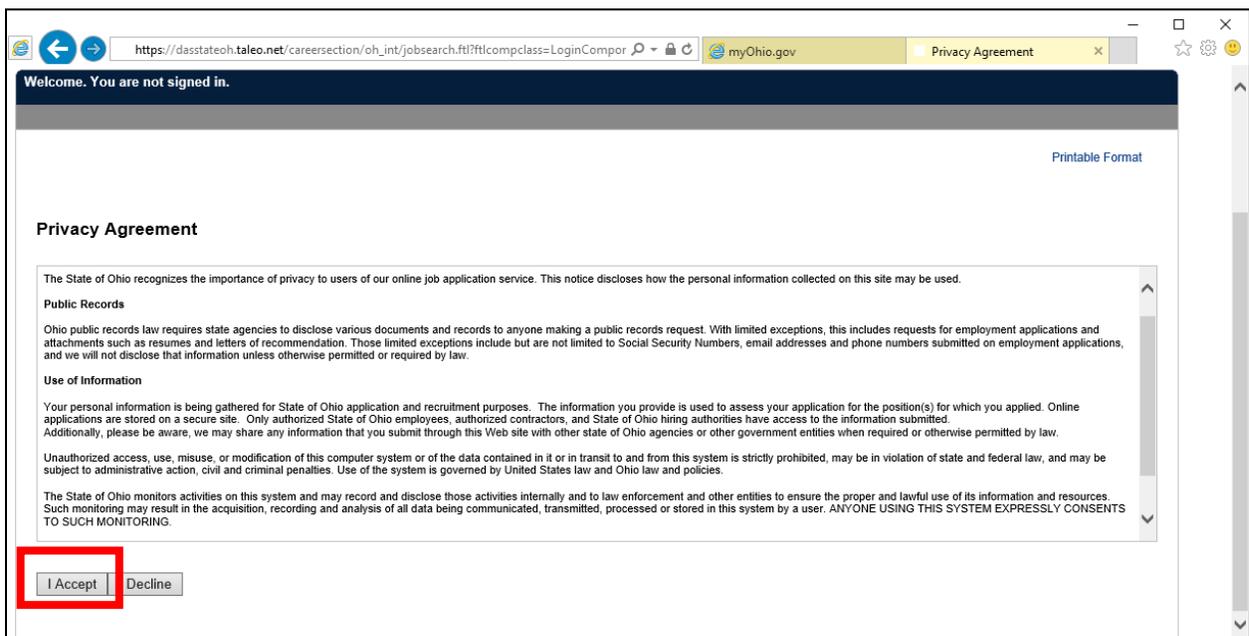
2) Hover over the Career Resources dropdown. Navigate to the Ohio Hiring Management System category and select **Careers Website**. It is outlined in red below.



- 3) The internal employee career portal will open on a new browser tab. To view, access your account details, or apply for a job, click **Sign In** in the top right corner of the menu bar. It is outlined in red below.

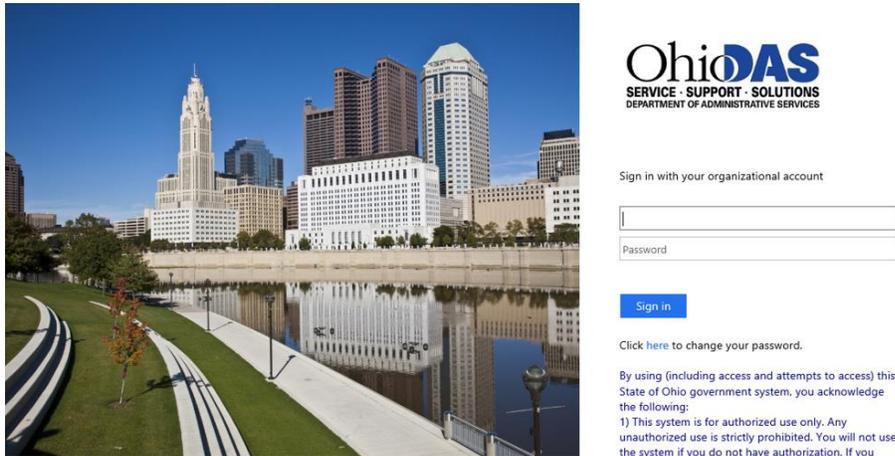


- 4) You will be redirected to a Privacy Agreement statement. Click **I Accept** to continue with sign on. It is outlined in red below.



- 5) You may be redirected to a login page prompting you to sign in with your organizational account. In the first line, enter your State of Ohio User ID followed by @id.ohio.gov (e.g., 10XXXXXX@id.ohio.gov). Then, enter your corresponding password below and click **Sign In**.

IMPORTANT NOTE: If you have already completed the steps above, your browser cookies may recognize you are still logged in. In this case, you will advance to the screen in the next step automatically.



- 6) You will be redirected back to the internal employee career portal. To ensure you successfully logged in, confirm your name appears in the welcome message with the statement, “You are signed in.”

