

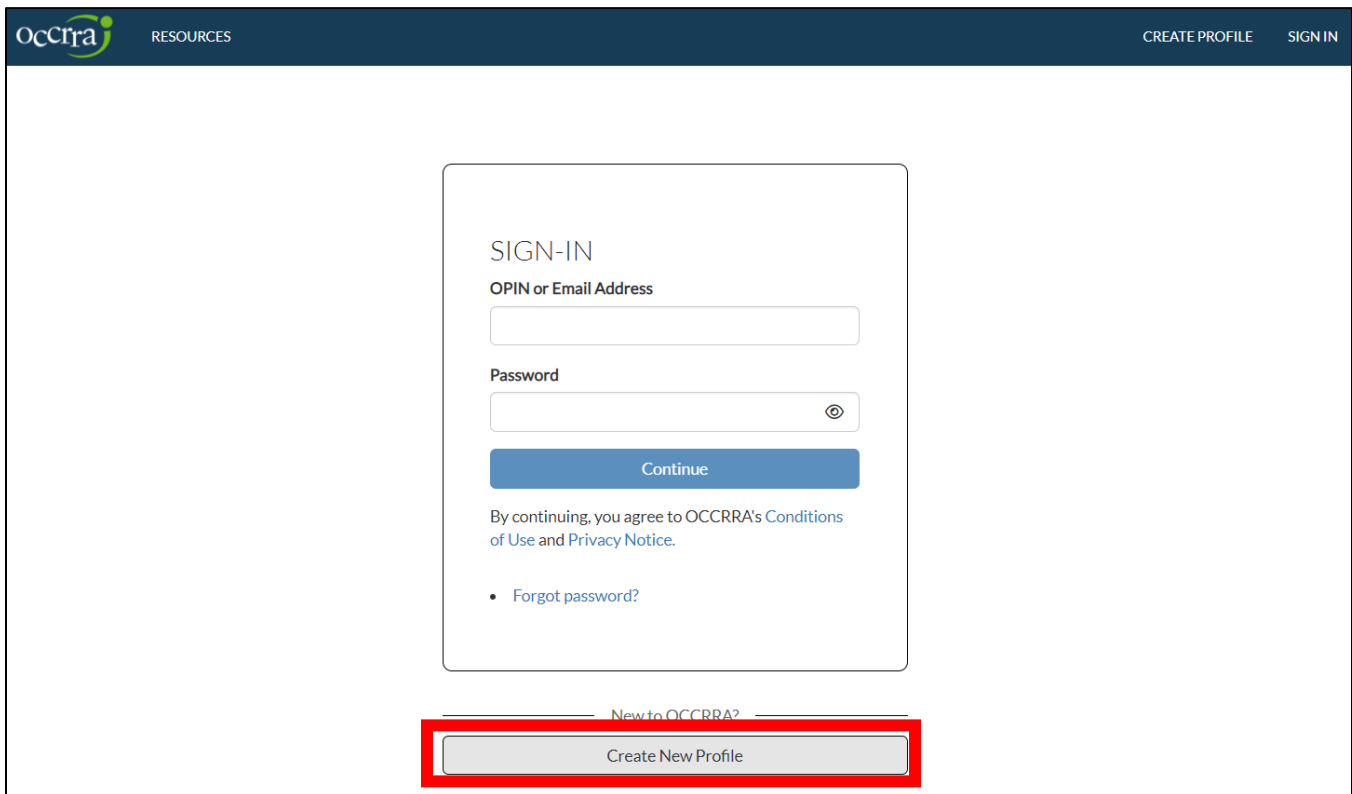
Create OPR Profile User Guide

To use the Ohio Professional Registry (OPR) you must create a profile. Please only create one profile. If you have a profile and need assistance signing in, contact OCCRRA at 1-877-547-6978.

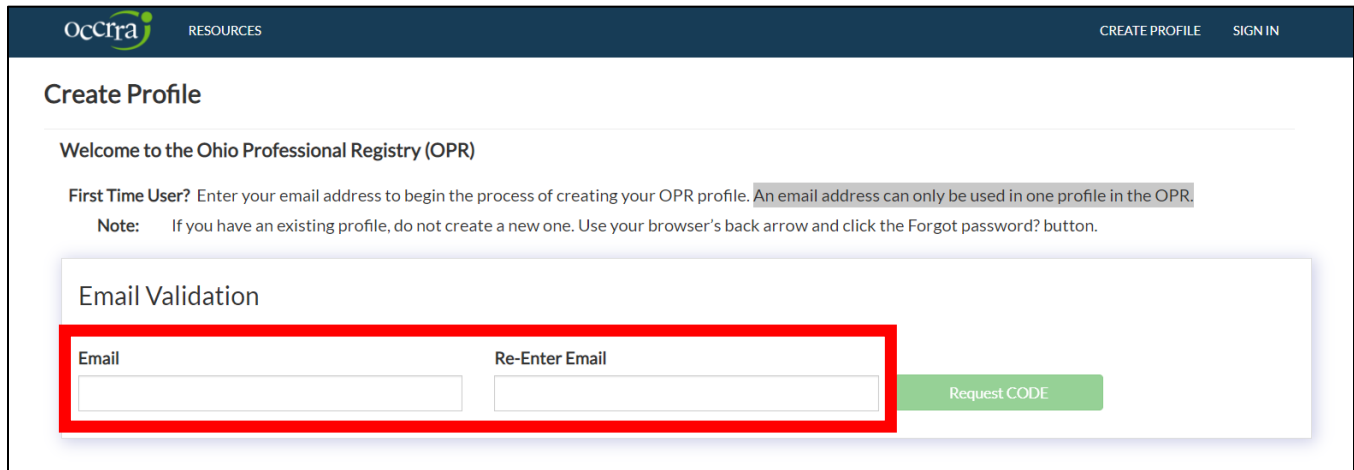
1. Go to www.occrra.org and click “Ohio Professional Registry” on the top right of the page.



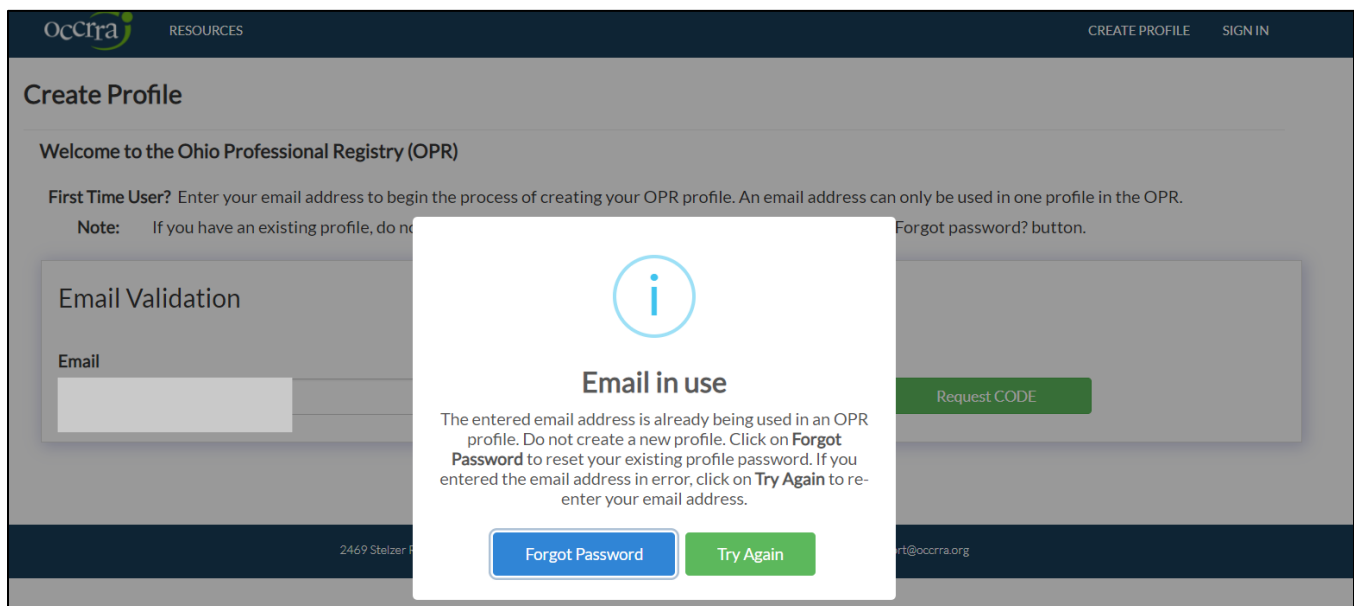
2. Click “Create New Profile”.



3. Enter your email address in both fields and click Request CODE. A code will be sent to this email address. You must be able to sign-in the email account to access the code the OPR emails to you. An email address can only be used in one profile in the OPR.



4. If you enter an email address used in a current OPR profile, you will see an error message. Please check to see if the email address you typed is correct. If the email address is correct, the next step is to click the Forgot Password button. This will help you to sign-in to your current profile. The Try Again button allows you to re-enter another email address.



- If the email address is not already being used in the OPR, an email will be sent to that email address with a CODE. At this point you need to go to your email account, open the email containing the CODE, and then enter the CODE in the Enter Your CODE field. The CODE is only valid for one hour.

OCCrra RESOURCES CREATE PROFILE SIGN IN

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

Email: test456789@test.com Re-Enter Email: test456789@test.com Request CODE

CODE sent to test456789@test.com.

Enter Your CODE Confirm CODE

- Enter the CODE and click Confirm CODE. You will then see this success message. Click OK.

OCCrra RESOURCES CREATE PROFILE SIGN IN

Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

Email: test456789@test.com Request CODE

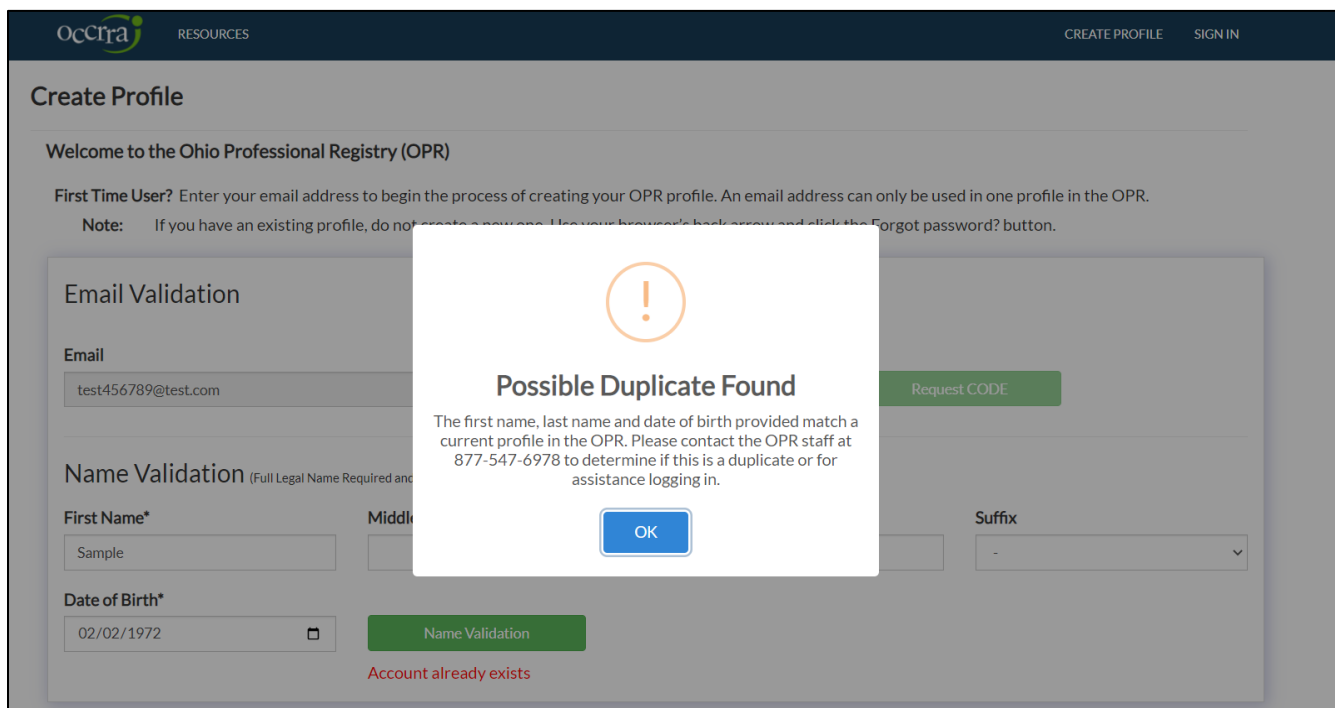
Name Validation (Full Legal Name Required at Birth)

First Name* Middle* Suffix
Date of Birth* mm/dd/yyyy Name Validation

Successful Email Validation Completed

OK

7. Enter your First Name, Last Name/Surname, and Date of Birth and click Name Validation. The system will check to see if you have an existing OPR profile.
 - a. If you entered a combination of first name, last name/surname, and birthdate that already appears in an OPR profile, you will receive the following error message and you must contact the OPR for profile assistance.



- b. If the first name, last name/surname, and birthdate combination are not already in the OPR, you will be prompted to continue creating your profile by entering your Home or Cell Phone, Home Address, Demographics, and Password.

OCCrra RESOURCES CREATE PROFILE SIGN IN

05/05/1995 Name Validation

Maiden Name / Aliases Used **Home or Cell Phone***

Home Address

Address* **Address**

City* **State*** **Zip*** **County***

Demographics

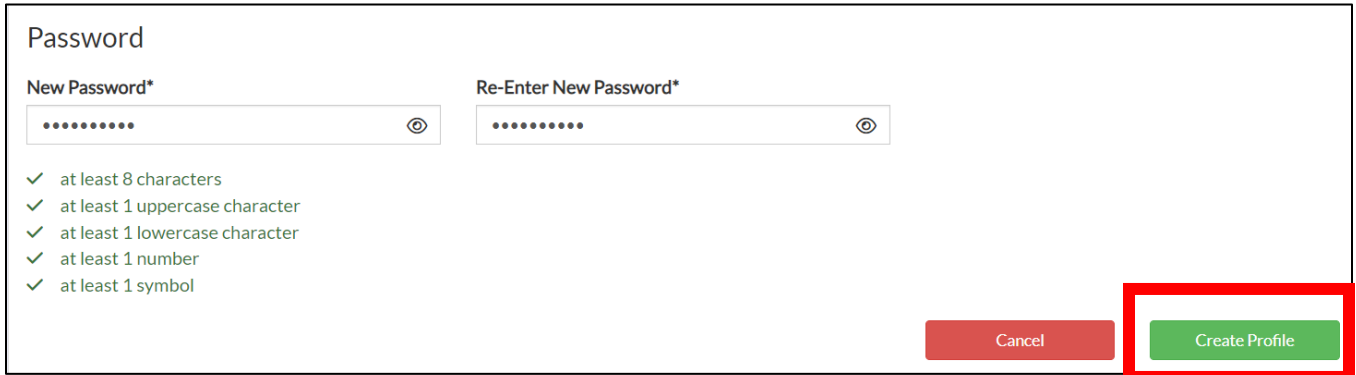
Gender* **Race*** **Ethnicity*** **Primary Language***

Password

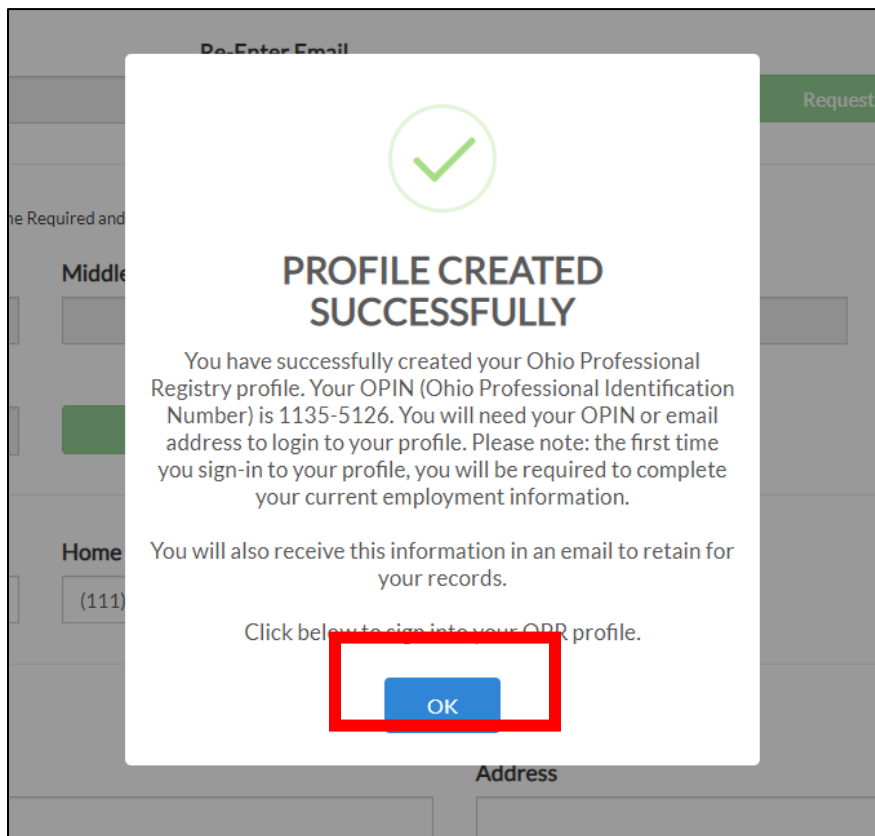
New Password* **Re-Enter New Password***

- ✗ at least 8 characters
- ✗ at least 1 uppercase character
- ✗ at least 1 lowercase character
- ✗ at least 1 number
- ✗ at least 1 symbol

Once all required fields are entered, the Create Profile button will activate. Complete all fields and click the green “Create Profile” button.



8. You have now successfully created an OPR profile! The following message will appear on your screen. Your OPIN (Ohio Professional Identification Number) is displayed in this message. Click OK to sign-in to your OPR profile.



Please note: You will be identified throughout site by your Ohio Professional Identification Number (OPIN). Your OPIN will be used to identify you and your activities throughout the site. Keep in mind, while others may be able to identify you based on your OPIN, you should not share your password with anyone.

9. After a profile is created, you can sign-in with your OPIN or Email Address, and Password and clicking Continue.

OCCRA RESOURCES CREATE PROFILE SIGN IN

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRA's Conditions of Use and Privacy Notice.

- [Forgot password?](#)

New to OCCRA?

Create New Profile

10. If you forget your password, you may click [Forgot password?](#) to start the password reset process.

Forgot password?'. At the bottom of the page, there is a grey button labeled 'Create New Profile' with the text 'New to OCCRRA?' above it."/>

OCCrra RESOURCES CREATE PROFILE SIGN IN

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRRA's [Conditions of Use and Privacy Notice](#).

- [Forgot password?](#)

New to OCCRRA?

Create New Profile