



## 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 <u>www.occrra.org</u> and click "Ohio Professional Registry" on the top right of the page.



2. Click "Create New Profile".

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.		
	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.

Occira resources		CREATE PROFILE SIGN IN
reate Profile		
Welcome to the Ohio Profes	sional Registry (OPR)	
	nail address to begin the process of creating your OPR profile. An email addre isting profile, do not create a new one. Use your browser's back arrow and clic	
Email Validation		
Email	Re-Enter Email	

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.

Occeration		CREATE PROFILE SIGN IN			
Create Profile					
Welcome to the Ohio Professional Registry (	OPR)				
First Time User? Enter your email address to begi Note: If you have an existing profile, do no	n the process of creating your OPR profile. An email address ca	n only be used in one profile in the OPR. Forgot password? button.			
Email Validation	<b>Email in use</b> The entered email address is already being used in an OPR profile. Do not create a new profile. Click on <b>Forgot</b> <b>Password</b> to reset your existing profile password. If you entered the email address in error, click on <b>Try Again</b> to re- enter your email address.	Request CODE			
2469 Stelzer F	Forgot Password Try Again	rt@occrra.org			



5. 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.

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/elcome to the Ohio Professional R	egistry (OPR)			
	ess to begin the process of creating your OPR profile. An email a		the OPR.	
Note: If you have an existing pro	file, do not create a new one. Use your browser's back arrow ar	nd click the Forgot password? button.		
Email Validation				
	Re-Enter Email			
Email Validation	Re-Enter Email test456789@test.com	Request CODE		
Email Validation		Request CODE		
Email Validation Email test456789@test.com		Request CODE		
Email Validation Email test456789@test.com		Request CODE		
Email Validation Email test456789@test.com CODE sent to test456789@test.com.		Request CODE		

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

come to the Ohio Professional Regist	ry (OPR)	
-	begin the process of creating your OPR profile. An email address can	only be used in one profile in the OPP
	o not create a new one. Use your browser's back arrow and click the l	
mail Validation		
mail		
test456789@test.com		Request CODE
	Successful Email Validation Completed	
lame Validation (Full Legal Name Require		
rst Name" M	idd	Suffix



- 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.

Occrra resources		CREATE PROFILE SIGN IN
Create Profile		
Welcome to the Ohio Professional Registry (	OPR)	
	n the process of creating your OPR profile. An email address can	
Email Validation	(!)	
Email		
test456789@test.com	Possible Duplicate Found	Request CODE
Name Validation (Full Legal Name Required and	The first name, last name and date of birth provided match a current profile in the OPR. Please contact the OPR staff at 877-547-6978 to determine if this is a duplicate or for assistance logging in.	
First Name* Middl	ОК	Suffix
Sample		- •
Date of Birth*		
02/02/1972	Name Validation	
Ассон	nt already exists	



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.

OCCITA RESOURCES			CREATE PROFILE SIGN IN
05/05/1995 Na	me Validation		
Maiden Name / Aliases Used Home or C	Cell Phone*		
Home Address			
Address*		Address	
City*	State*	Zip*	County*
Demographics			
Gender*     Race*       Please Select     V	Ethnicity* Please Select	Primary Language <sup>★</sup> Please Select ✓	
Password			
New Password*	Re-Enter New Password		
۲		۲	
<ul> <li>x at least 8 characters</li> <li>x at least 1 uppercase character</li> <li>x at least 1 lowercase character</li> <li>x at least 1 number</li> <li>x at least 1 symbol</li> </ul>			



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

Password					
New Password*		Re-Enter New Password*			
	0	•••••	۲		
<ul> <li>at least 8 characters</li> <li>at least 1 uppercase character</li> <li>at least 1 lowercase character</li> <li>at least 1 number</li> <li>at least 1 symbol</li> </ul>					
• at least 1 symbol				Cancel	Create Profile

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.

	Po-Enter Empil	
ne Required and		Reques
Middle	PROFILE CREATED SUCCESSFULLY	
	You have successfully created your Ohio Professional Registry profile. Your OPIN (Ohio Professional Identification Number) is 1135-5126. You will need your OPIN or email address to login to your profile. Please note: the first time you sign-in to your profile, you will be required to complete your current employment information.	
Home (111)	You will also receive this information in an email to retain for your records. Click bel <del>aw to sign into your ODR</del> profile.	
	ок Address	

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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.

Occira 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		



10. I	f you forget your password	, you may click Forgot password?	to start the password reset process.
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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?		
		Create New Profile		