



VOCATIONAL REHABILITATION PORTAL FOR OHIOANS



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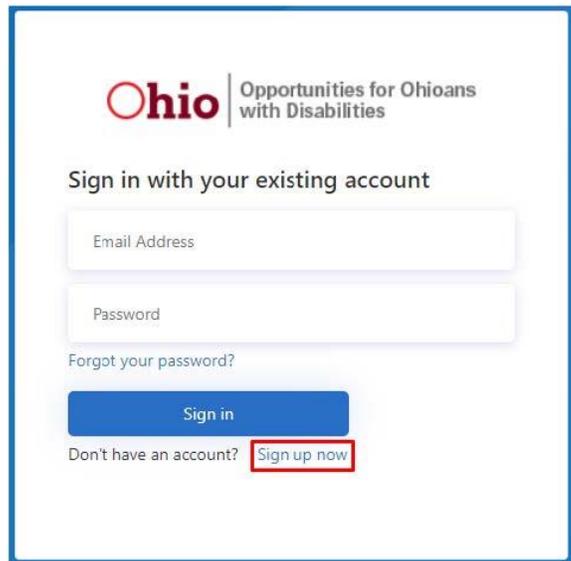
Applying for VR services

Sign up for an account

Follow the steps below to sign up for an account. It's a quick process that will give you access to a short application for services.

1. Click the **Sign up now** link on the bottom of the Sign in screen.

(A new screen will appear telling you that verification is necessary.)



Ohio | Opportunities for Ohioans with Disabilities

Sign in with your existing account

Email Address

Password

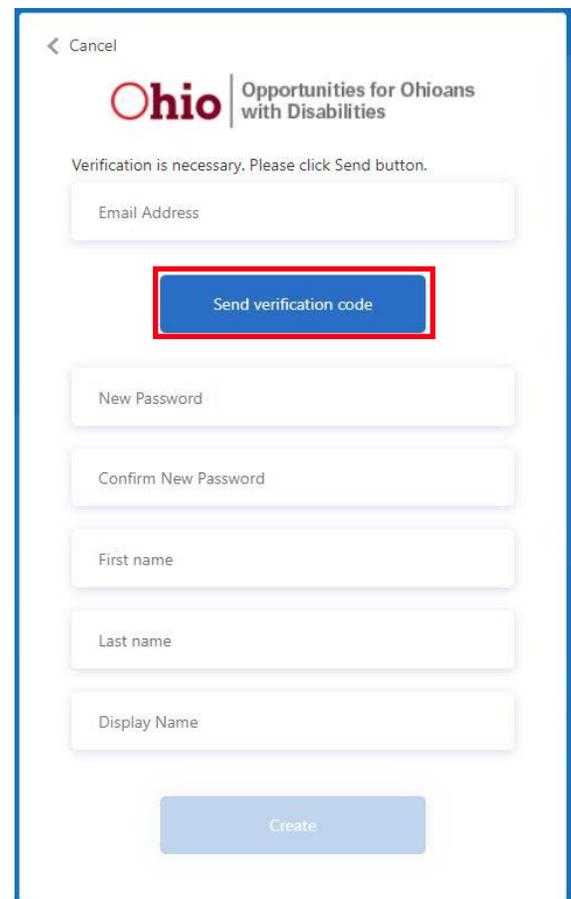
Forgot your password?

Sign in

Don't have an account? **Sign up now**

2. Type your **Email Address** in the field provided and click **Send verification code**.

(You will receive an email with a verification code.)



< Cancel

Ohio | Opportunities for Ohioans with Disabilities

Verification is necessary. Please click Send button.

Email Address

Send verification code

New Password

Confirm New Password

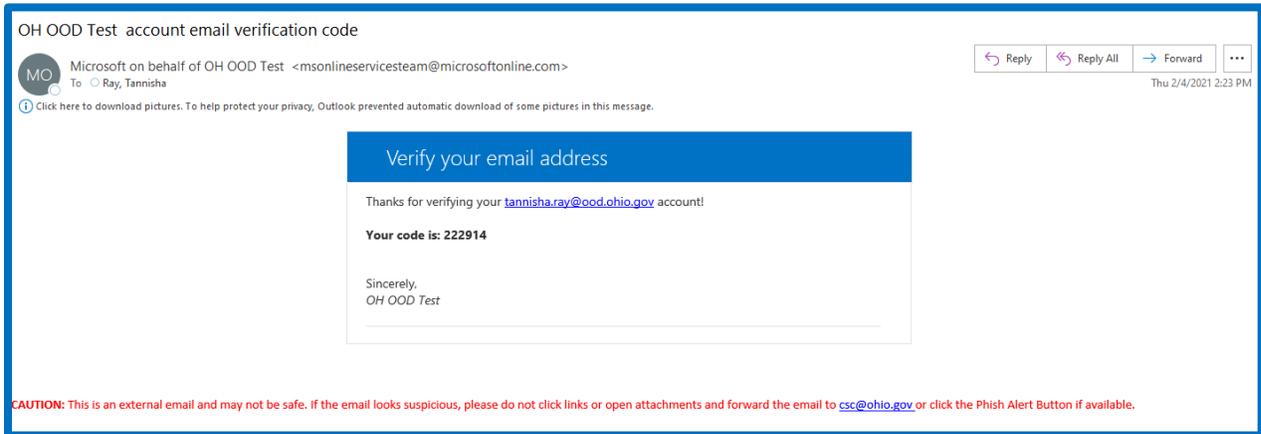
First name

Last name

Display Name

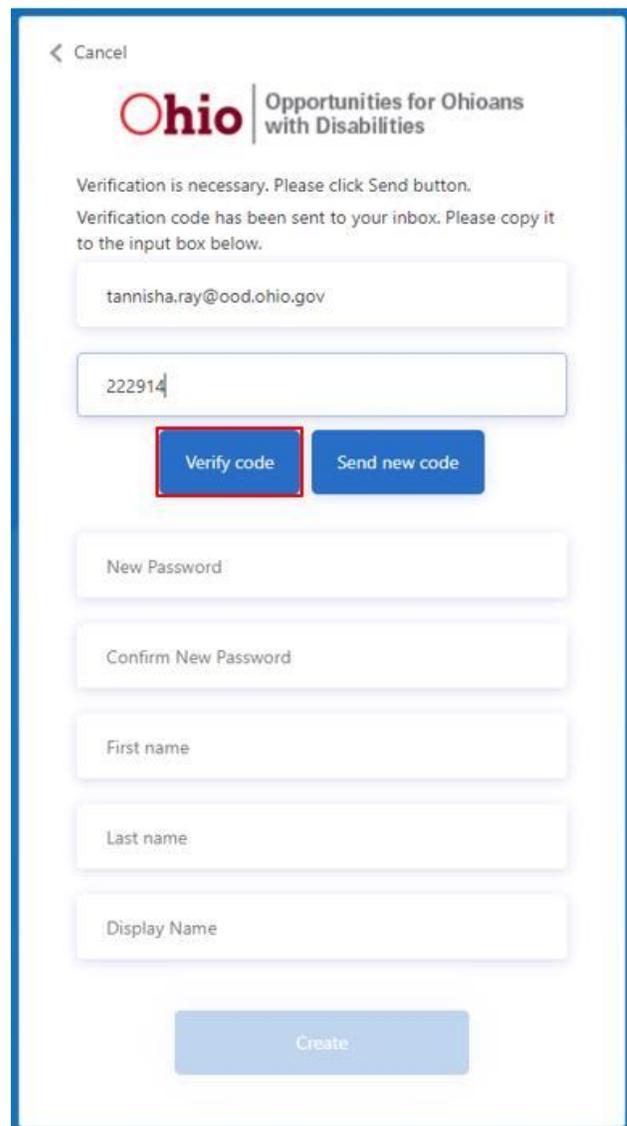
Create

- Find the [email verification code](#) in your inbox and copy the code.



- Paste or type the code in the field provided and click **Verify code**.

(If you misplace the code or can't find it in your email, or if you don't use the code before it expires, you may click **Send new code** to have a new email sent to your inbox with a fresh email verification code.)



5. Create a password. Make up a password and type it in the [New password](#) field.
Then re-type your password in the [Confirm new password](#) field.

6. Type your [First name](#) and [Last name](#) in the fields provided.

(The [Display Name](#) will automatically fill in as you're typing.)

7. Click [Create](#).

(The OOD Self-Referral for Services screen will then appear.)

Now you're ready to apply!

< Cancel

Ohio | Opportunities for Ohioans with Disabilities

Verification is necessary. Please click Send button.
E-mail address verified. You can now continue.

tannisha.ray@ood.ohio.gov

Change e-mail

.....

.....

Tannisha

Ray

Tannisha Ray

Create

Create a self-referral for VR services

Use the following instructions to apply for vocational rehabilitation (VR) services from Opportunities for Ohioans with Disabilities (OOD). We call this creating a self-referral.

1. Fill out your [Personal Information](#) and [Contact Information](#). (See image on next page.)

The following fields are required:

- Social Security Number
- Birth date (mm/dd/yyyy)
- Describe how your disability impairs your ability to work
- Home Address (first line)
- City
- State
- County
- Zip
- Phone number

(All remaining fields are optional.)

Image 6.

OOD Self-Referral for Services

Please complete all fields below.

By completing this referral, I acknowledge that in applying for services, OOD may obtain or release confidential personal information about me as follows:

- to purchase services for me;
- in collaboration with OOD Contractors, Partners and Employers on my behalf;
- to report my progress to the agency who referred me to OOD;
- when required by law and to facilitate the administration of the Rehabilitation Act;
- verify my current and/or future educational status and/or credentials;
- to do research to improve the lives of people with disabilities;
- to Social Security Administration (SSA) and/or Division of Disability Determination (DDD) when I am applying for or am a recipient of SSDI or SSI benefits; and
- in cooperation with other state agencies (Ohio Department of Job and Family Services, Ohio Department of Education, Department of Education, Department of Developmental Disabilities), which may include information from Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) if applicable.
- Authorization to obtain or disclose SNAP/TANF data will expire five (5) years after the date your case with OOD is closed.
- Information disclosed pursuant to the above list potentially could be re-disclosed by the recipient. In such a situation, the information might no longer be considered protected by state or federal law.

Personal Information

Social Security Number _____ First name **Tannisha**

Middle Initial _____ Last name **Ray**

Birth date  mm/dd/yyyy _____ Gender _____

Ethnicity _____ Primary Language _____

Describe how your disability impairs your ability to work:

Contact Information

Home Address _____

Line 2 _____

Line 3 _____

City _____ State _____ County _____ Zip _____

Zip Extension _____ Email **tannisha.ray@ood.ohio.gov** Phone number _____

Type _____

General Information

United States Citizen _____ Veteran _____ Registered Voter _____

Currently Enrolled in High School _____ Highest Grade Completed _____ Work Status _____

Hours worked per week _____

Notes and Attachments

Please describe the services you are requesting

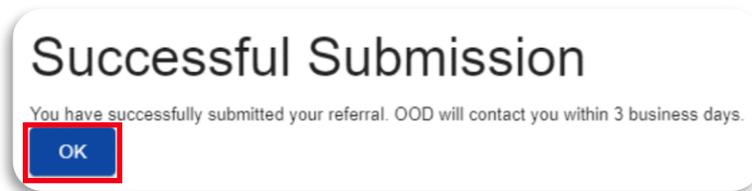
Attach supporting documents (Optional)

Drop files here to upload

Files cannot exceed the maximum size limit of 20MB

CREATE REFERRAL

2. Add a description of the service you're requesting in the box provided under [Notes and Attachments](#). (Optional)
3. Attach any supporting documents. (Optional – see instructions below, if needed.)
4. Click **Create Referral**.
5. Click **OK** on the [Successful Submission](#) pop-up screen letting you know that your self-referral has been submitted.



(You will then automatically be logged out and returned to the login screen.)

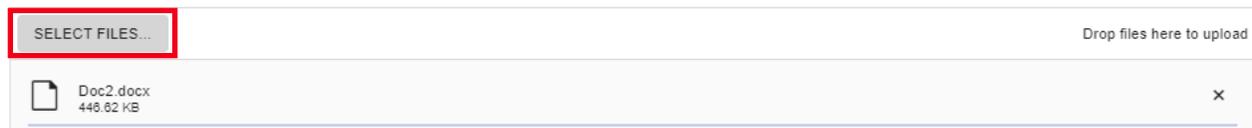
Attach supporting documents

Adding supporting documentation to your self-referral is optional, but it can be helpful to provide certain documents related to your case (e.g., resume, school transcript, medical records, employer documentation, guardianship papers, etc.).

If you do have supporting documentation you'd like to include, first save them to your computer and then use the following steps to attach them to your self-referral.

1. Click **Select Files** under [Attach supporting documents \(Optional\)](#).
2. Locate the files on your computer that you want to attach.
3. Double-click on the file names and click **Open**. (OR you can drag and drop the files on [Drop files here to upload](#) instead.)

Attach supporting documents (Optional)



4. Click **Create Referral**.
5. Click **OK** on the [Successful Submission](#) pop-up screen letting you know that your self-referral has been submitted.

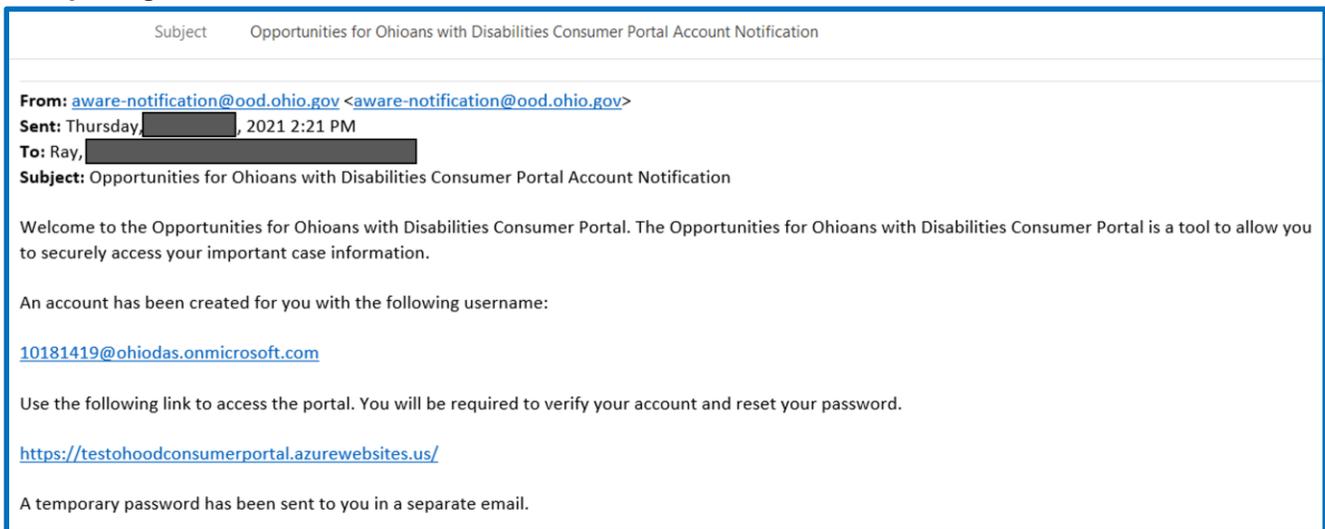
Accessing your participant information

Request portal access

If you would like participant access to your information in the VR portal, you will first need to **request access from your counselor**.

Then you will receive **two separate emails**, the first containing your **log-in information** and the second containing a **temporary password**.

Example: Log-in information email



Sign in to your account

Once you have this information, go to the VR portal (OODWorks.com) and follow these instructions to log in to the VR portal.

1. Type your **Email Address** in the field provided.
2. Type your temporary password in the **Password** field.
3. Click **Sign in**.

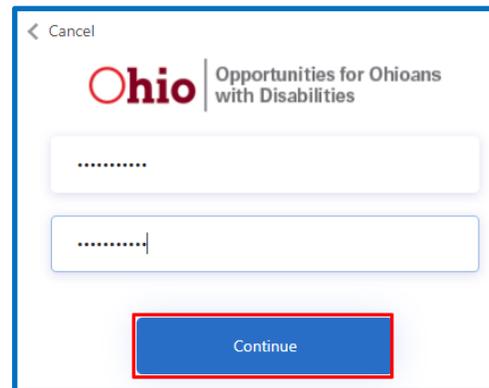
(You will be prompted to create a new password.)

The screenshot shows the sign-in page with the following elements:

- Logo:** Ohio Opportunities for Ohioans with Disabilities
- Text:** Sign in with your existing account
- Input Fields:** Two input fields, one for the email address (containing 10181419@OhioDAS.mail.onmicrosoft.com) and one for the password (masked with dots).
- Link:** [Forgot your password?](#)
- Button:** A blue button labeled **Sign in**.
- Text:** [Don't have an account? Sign up now](#)

4. Create your own password and type it in the **New Password** field.
5. Type the new password again in the **Confirm New Password** field.
6. Click **Continue**.

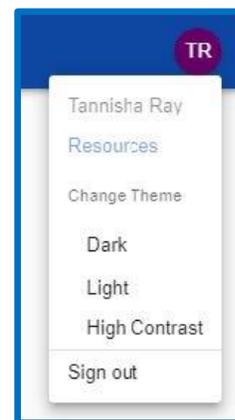
Your **Case Information** screen will appear where you can manage profile options, access resources, update personal information, start a conversation with a counselor, and get messages from your counselor.



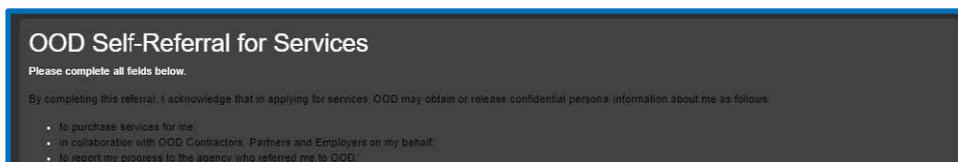
Manage user profile options and access resources

The user profile menu is where you can choose to view resources, adjust visual appearance of the portal screens, and sign out of the portal.

1. Click your **initials** at the top right corner of the screen to open the **user profile menu**.
2. Select **Resources** from the drop-down menu to access resources.
3. Select **Change Theme** from the drop-down menu and click the desired option if you would like to adjust the visual appearance of the screen to dark, light, or high contrast:



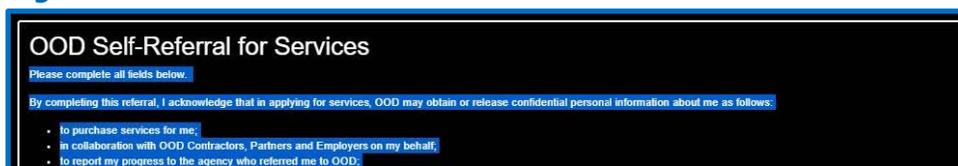
Dark



Light



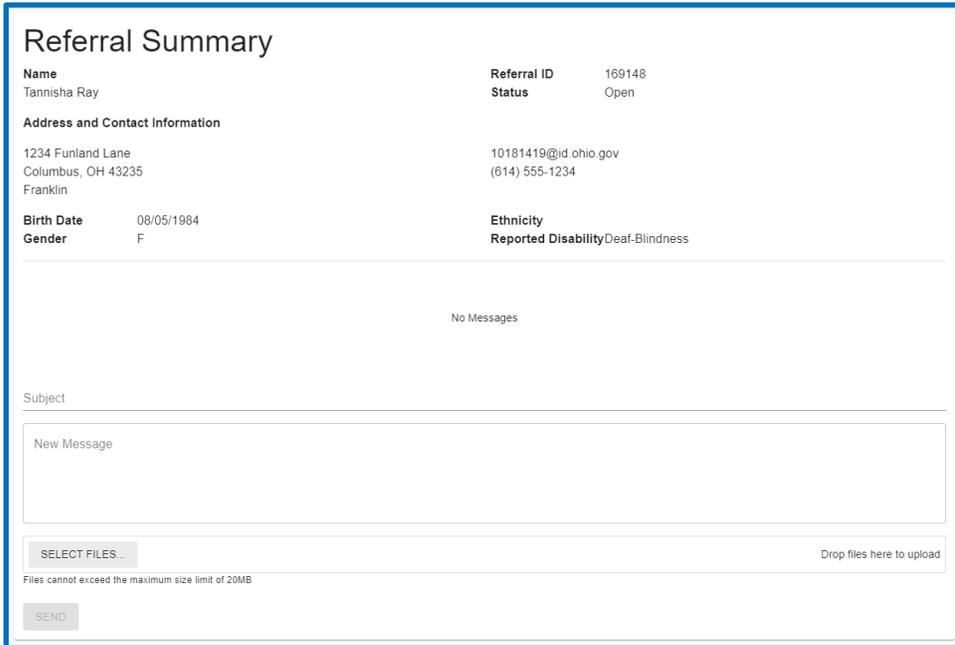
High Contrast



4. Click **Sign out** to logout of the VR portal.

Send a message to an OOD counselor

Once you log in to the VR portal, the [Referral Summary](#) or [Case Summary](#) screen will appear. Follow the instructions below to send a message to your OOD counselor through the portal.



Referral Summary

Name Tannisha Ray	Referral ID 169148
	Status Open

Address and Contact Information

1234 Funland Lane Columbus, OH 43235 Franklin	10181419@id.ohio.gov (614) 555-1234
---	--

Birth Date 08/05/1984	Ethnicity Deaf-Blindness
Gender F	Reported Disability Deaf-Blindness

No Messages

Subject

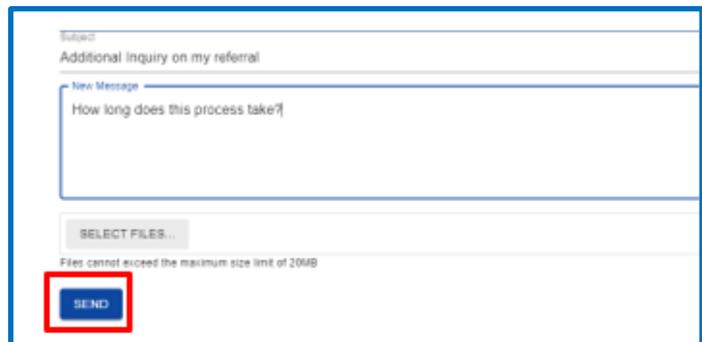
New Message

SELECT FILES... Drop files here to upload

Files cannot exceed the maximum size limit of 20MB

SEND

1. Type the subject of your message on the [Subject](#) line.
2. Type your message in the [New Message](#) box.
3. Click [Select Files](#) if you want to [Attach supporting documents](#).
4. Click [Send](#).



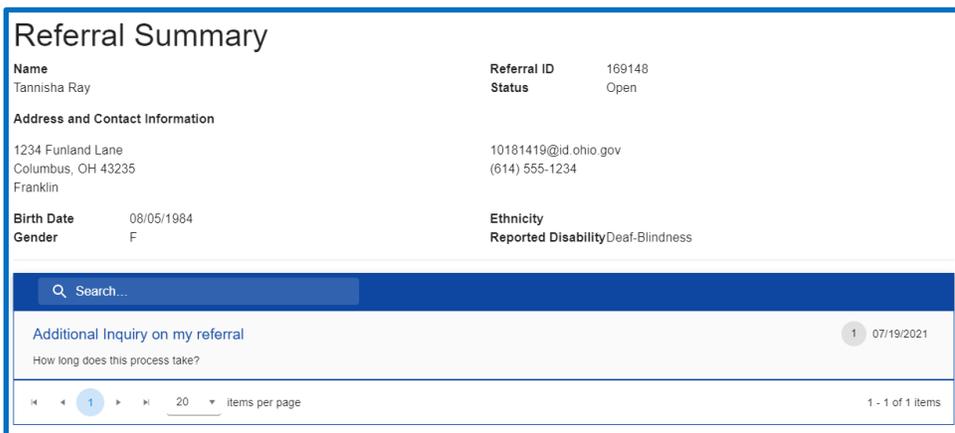
Subject
Additional inquiry on my referral

New Message
How long does this process take?

SELECT FILES... Files cannot exceed the maximum size limit of 20MB

SEND

Your sent message will then display on the [Referral Summary](#) or [Case Summary](#) screen.



Referral Summary

Name Tannisha Ray	Referral ID 169148
	Status Open

Address and Contact Information

1234 Funland Lane Columbus, OH 43235 Franklin	10181419@id.ohio.gov (614) 555-1234
---	--

Birth Date 08/05/1984	Ethnicity Deaf-Blindness
Gender F	Reported Disability Deaf-Blindness

Search...

Additional Inquiry on my referral 07/19/2021

How long does this process take?

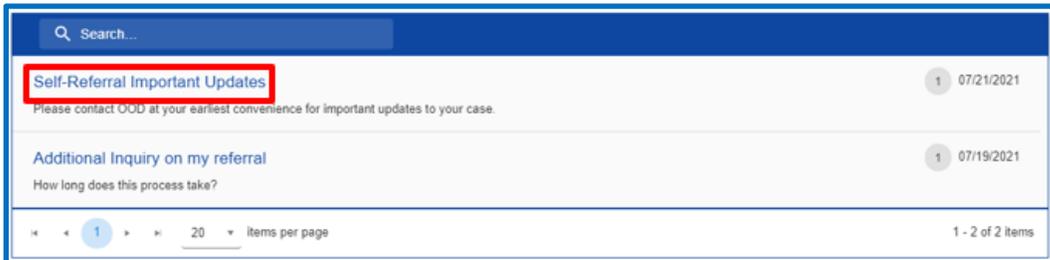
1 - 1 of 1 items

Read and reply to messages from an OOD counselor

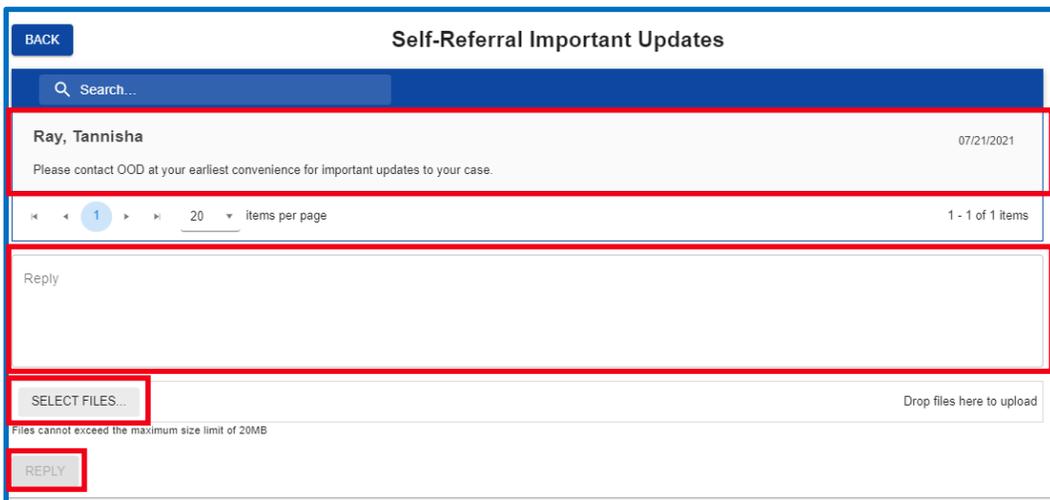
You can also receive messages from your OOD counselor through the VR portal.

Once you log in to the VR portal, the [Referral Summary](#) screen will appear. Follow the instructions below to read and reply to a message from your OOD counselor in the portal.

1. Click the [Subject](#) link to open the message.



2. Read the message from your counselor.
3. Type a message in the [Reply](#) box if you'd like to respond through the portal.
4. Click [Select Files](#) to [attach supporting documents](#), if needed.



5. Click [Reply](#) to send the message when you're finished.