

Account Center User Documentation

User Guide

Revised: 03/02/2007



Ohio Department of Public Safety

Information Technology Office

1970 W. Broad Street

PO Box 182081

Columbus, OH 43218-2081

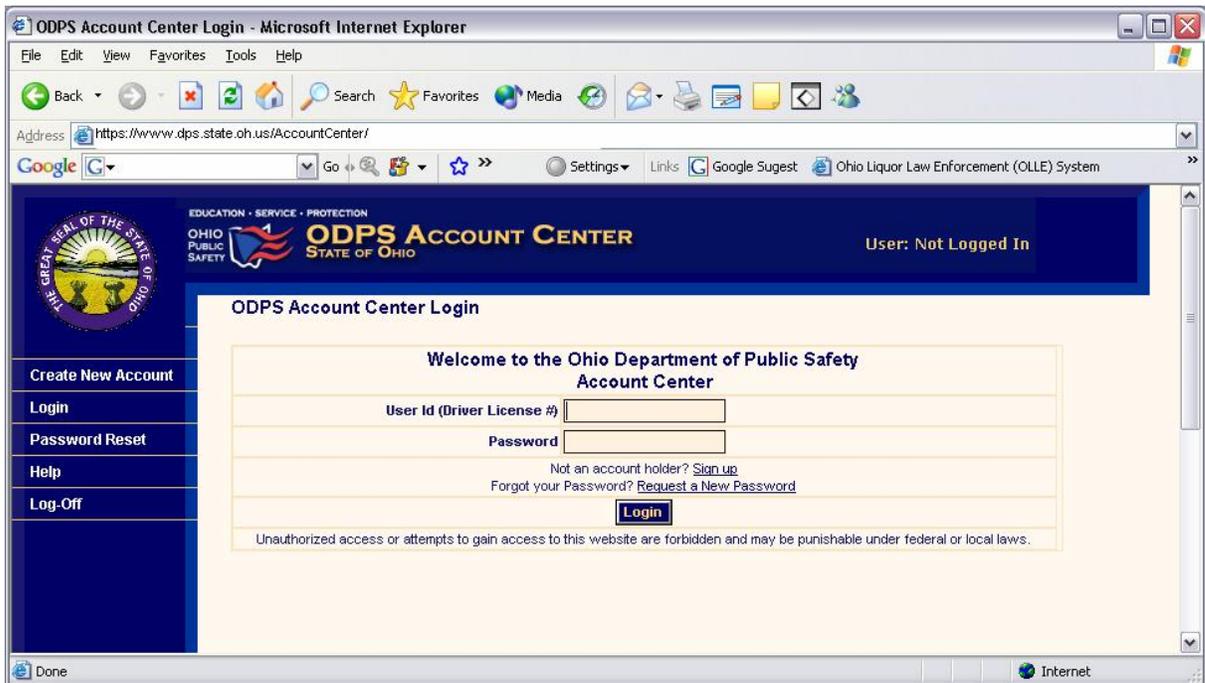
www.publicsafety.ohio.gov

Table of Contents

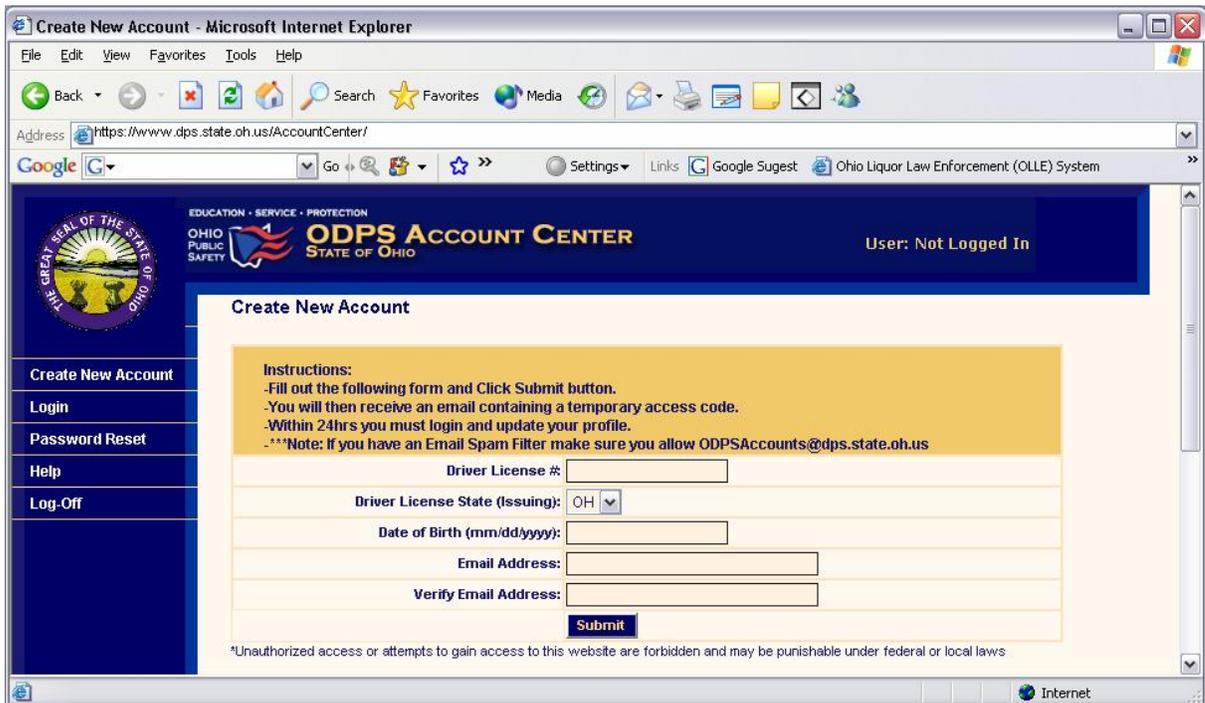
Establishing Your Account	3
Requesting Access to Applications	6

Establishing Your Account

1. Open Internet Explorer.
2. In the Address window, type the following: <https://ext.dps.state.oh.us/AccountCenter/> and hit Enter or the Go button. 

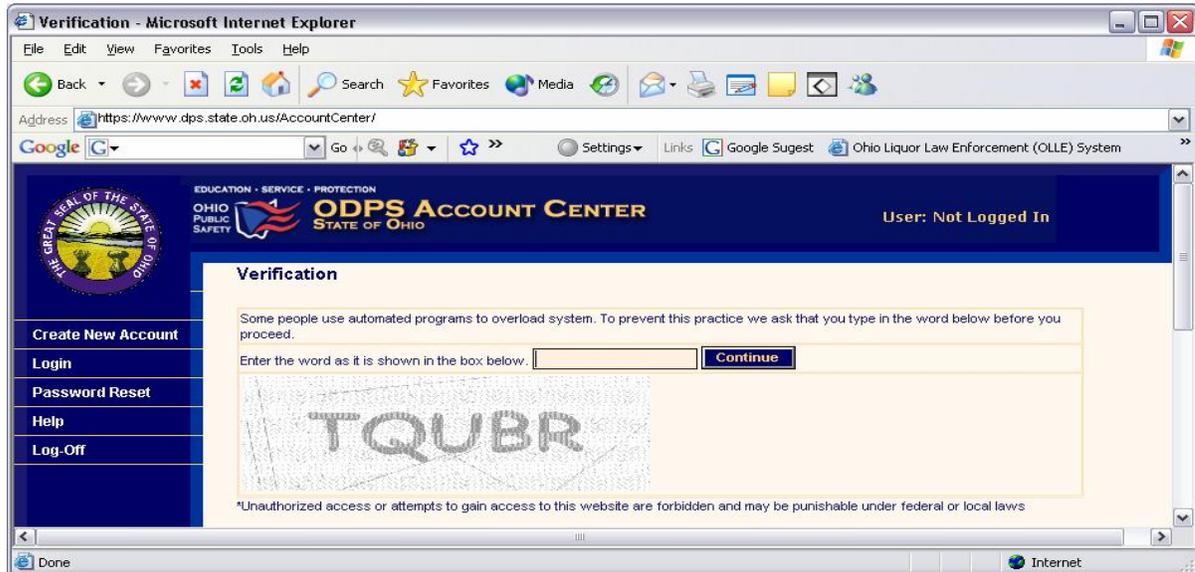


3. Click on Create New Account

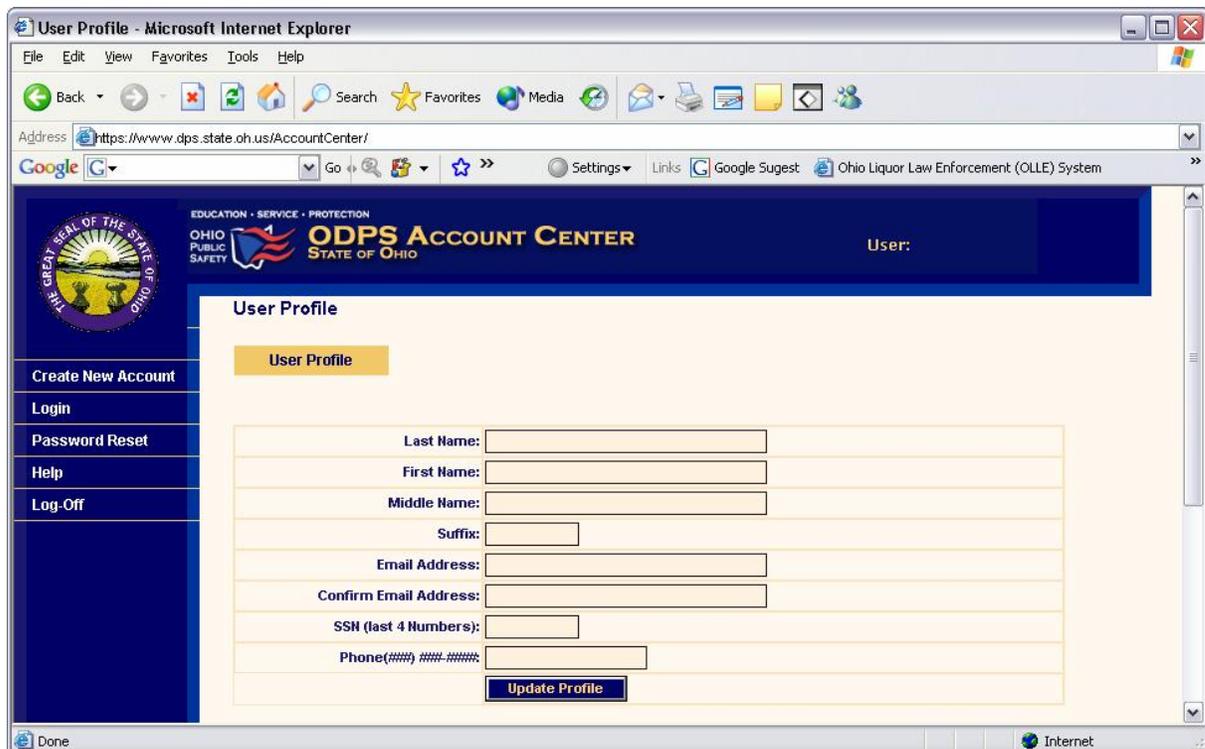


4. Fill in all fields and click Submit.

5. You will then be asked to type in a string of characters (**This is for Security Reasons**).



6. Once this is complete, your temporary account will be emailed to you. (**NOTE: If you do not receive an email within 1 hour you can create it again, and it will resend it to the email address you specify**)
7. Click Login when you receive the email and enter your temp account info.
8. You will then be asked to type in a string of characters again.
9. You will then enter your profile (**ALL DATA MUST MATCH YOUR DRIVER LICENSE**) and click Update Profile button.

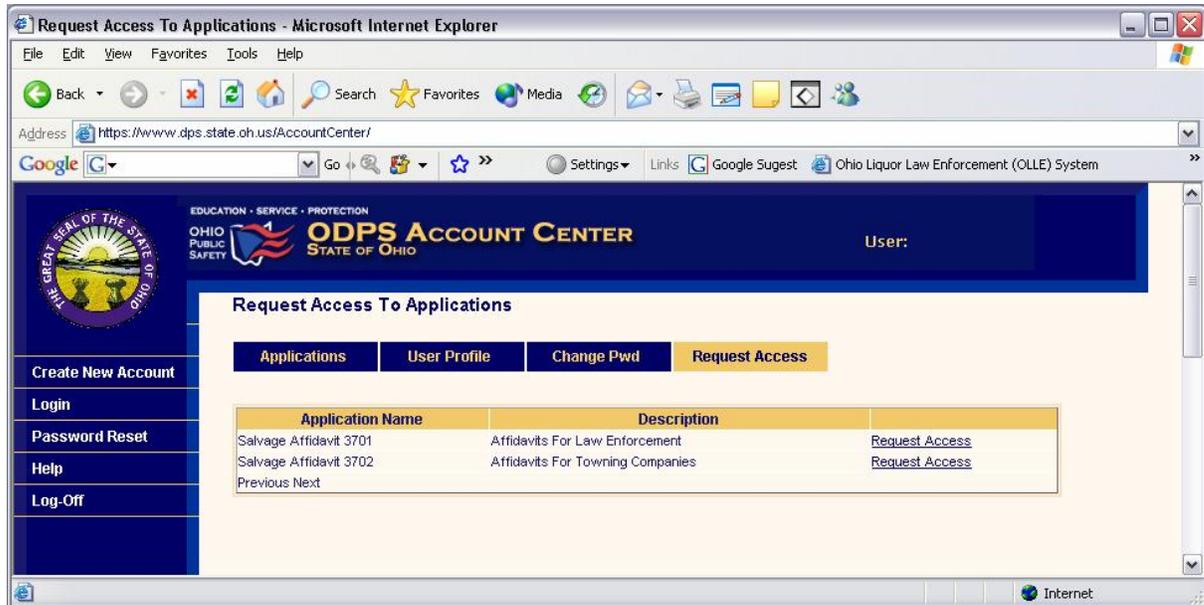


10. Once you have updated your profile, click the Change Password button to change your password to something you will remember. **NOTE: IF you are OUT OF STATE you will not be able to go any further until your account is approved and you are sent a notification that it has been approved.**

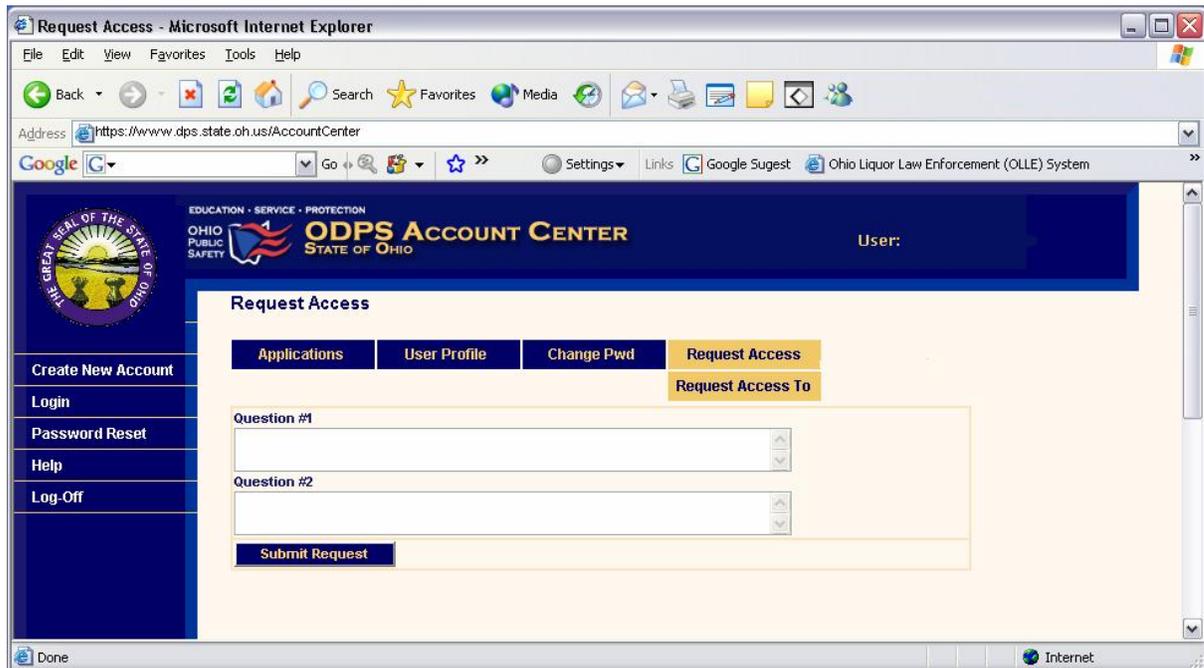


Requesting Access to Applications

11. After you change your password click the Request Access button.
12. You will see this screen that will show the applications you can request access to.



13. Click request access next to the application you would like access to.



14. Fill out your answer and click Submit Request.
15. Once it has been approved or denied, you will be notified via an email. If you are approved, the email will contain the URL of the application that you requested access to.