

## Creating a Profile

### Why create an EDF Application System profile?

Each EDF user is required to create a unique profile the first time they use the system. This will allow the user to establish their login credentials to begin utilizing the EDF program.

1. Go to the EDF Database homepage: <http://das.ohio.gov/EDFunds>
2. Click on **Create Account**.

The screenshot shows the EDF Employee Development Funds website. At the top left is the EDF logo. Below it, the text reads "Employee Development Funds". The main content area is divided into two columns. The left column is titled "Login" and contains two input fields: "Employee ID:" and "Password:". Below these fields are two buttons: "Login" and "Forgot Password?". The right column is titled "Your Account Profile" and contains a paragraph of text: "In order to access your account information and to apply online, you'll first need to register your account. You can simply login with your Employee ID and Password each time you visit EDF." Below this text is a section titled "First Time Visitors" with a paragraph: "If you are a first time visitor, you are required to complete an account profile, including a password and security information to register at EDF to create a secure personal account on this website. Click the link below to get started." At the bottom of this section is a button labeled "2 Create My Account Profile", where the number "2" is circled in red.

3. Enter your **Employee ID**.
4. Enter your **Last Name**.

NOTE: Employee and ID and last name need to match the payroll system information in order to create a profile.

5. Enter your **home Zip Code**.
6. Enter your **Primary Telephone number**.
7. Enter your **Email address**.
8. **Re-enter Email** to ensure accuracy.
9. **Create Password**

Note: Password must be (8-20) characters long and must contain at least one character from each of the following categories:

- English letter (Aa-Zz)
- Digits (0-9)
- Any special symbol: !@#\$%^&\*()\_+.

10. **Re-enter Password**.
11. Click the dropdown to **choose a security question**.



12. Type the **Answer to the security question** chosen in Step 10.

The screenshot shows the 'Create Account' form for the Employee Development Funds. It includes fields for Employee Id (10000012), Last Name (Pierce), Zip Code (43026), Primary Telephone (614-306-7453), Email (dawnielle.pierce@das.ohio.gov), and a security question 'Your favorite ice cream?' with the answer 'Chocolate'. Red circles and arrows highlight the following elements: 3 (Employee Id), 4 (Last Name), 5 (Zip Code), 6 (Primary Telephone), 7 (Email), 8 (Re-enter Email), 9 (Create Password), 10 (Re-enter Password), 11 (Security Question dropdown), and 12 (Answer field).

13. **Check the box** that states you agree to the EDF terms and conditions (listed above).

14. Click on the **Create** button.

This section shows the agreement text: 'I certify and agree that my participation in this program is to further my professional development as an employee of the State of Ohio, and courses taken will relate to any of the major job classifications currently used in the State of Ohio. By submitting this application indicates that the information contained in this application is correct, to the best of my knowledge, and I agree to the terms outlined in the EDF policies.' Below the text is a checked checkbox labeled 'I agree to the EDF Terms and Conditions' (callout 11) and a green 'Create' button (callout 12). A 'Back to Login' link is also present.

The profile has now been created.

