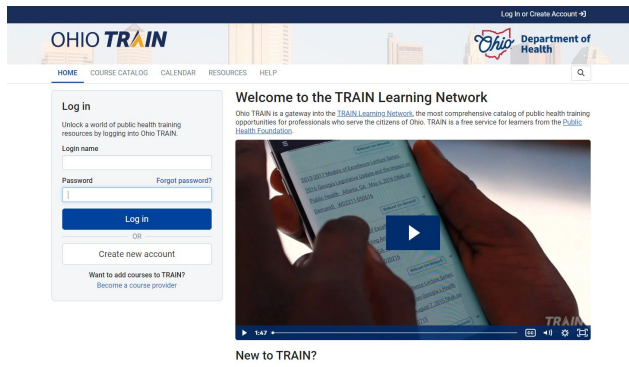
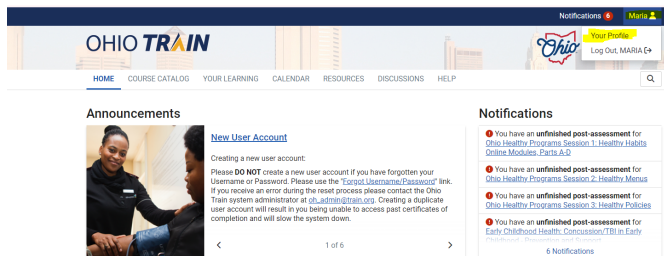


How to Add your OPIN to your OhioTRAIN Profile

1. Login to [OhioTRAIN](#) with your username and password:



2. Click on your name in the top right corner and then click on “Your Profile” on the dropdown menu.



3. Look at the left-hand options for Manage Groups and make sure your Profile has Ohio selected under **Join By Group Search** in the middle of the screen. If it does not, click on the blue line that says **+ Join Another Group** and select ”Location” to add Ohio.

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	
Address	
Organization	
Professional License Number	
Professional Role	
Work Settings	
Demographic Information	
CPE information	
FEMA Student ID Number	
Ohio Dept of Health	
Professional Organization ID Number	
Ohio User Attributes	

Manage Groups

Join By Group Search *

National/Ohio
↓ Ohio Department of Health

+ Join Another Group

Join By Group Code

Group Code Join

How to Add your OPIN to your OhioTRAIN Profile

4. On the left side of the screen, click the bottom label “Ohio User Attributes.” A box to insert your **Ohio Professional Identification Number (OPIN)** should come up. Copy your OPIN from your OPR on OCCRRA, remove the “-” and insert it here. If the OPIN is entered incorrectly, you will get a “Field Formatting is incorrect” error. Lastly, click the green save button at the top right of your screen.

Cancel

Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

CPE Information

FEMA Student ID Number

Ohio Dept of Health

Professional Organization ID Number

Ohio User Attributes

Ohio User Attributes

Ohio Professional Identification Number (OPIN)

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