

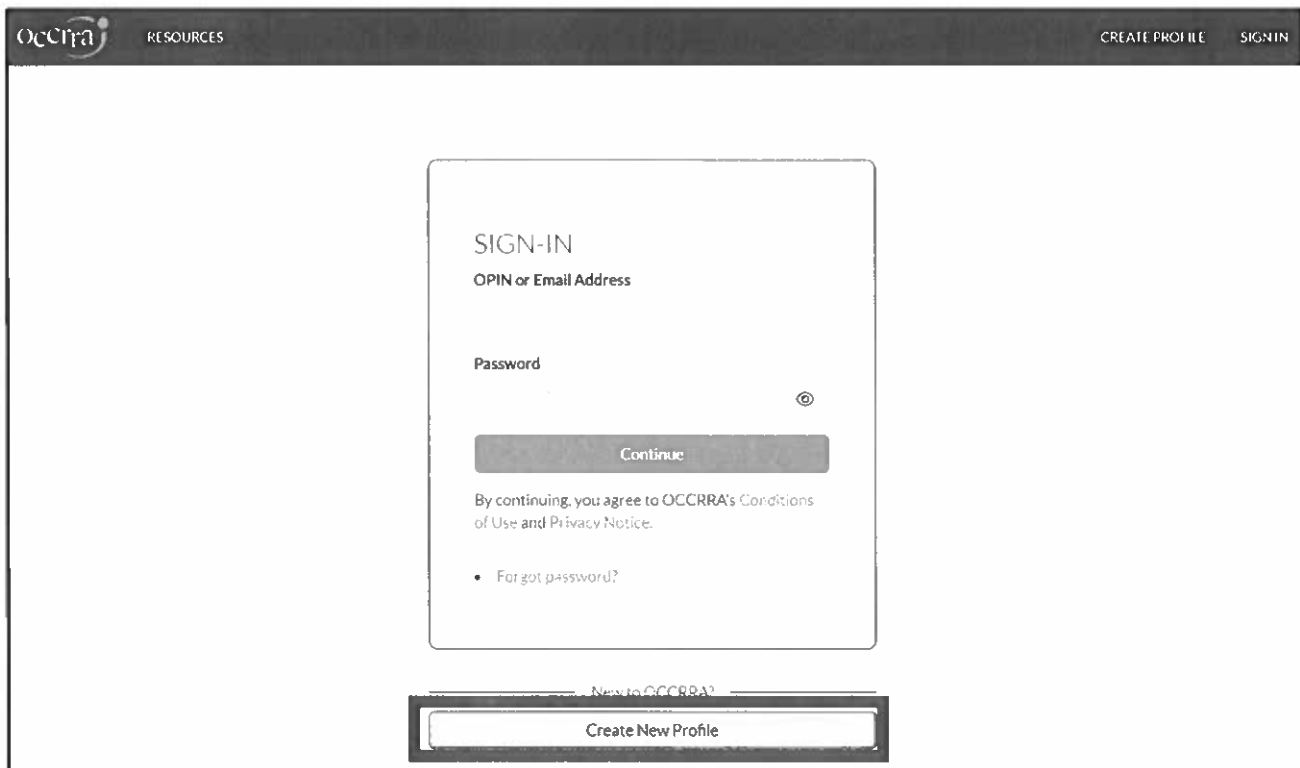
Create OPR Profile User Guide

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 www.occrra.org and click "Ohio Professional Registry" on the top right of the page.



2. Click "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.

The screenshot shows the 'Create Profile' page on the Ohio Professional Registry (OPR) website. The page has a dark header with the 'ocetra' logo and 'RESOURCES' on the left, and 'CREATE PROFILE' and 'SIGN IN' on the right. The main content area is white and titled 'Create Profile'. Below the title is a welcome message: 'Welcome to the Ohio Professional Registry (OPR)'. A section for 'First Time User?' provides instructions: 'Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.' A note follows: 'Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.' The 'Email Validation' section contains two text input fields labeled 'Email' and 'Re-Enter Email', both of which are empty. To the right of these fields is a button labeled 'Request CODE'.

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.

The screenshot shows the 'Create Profile' page with an error message overlay. The background is dimmed, showing the same 'Email Validation' section as the previous screenshot. A white modal box is centered on the screen. At the top of the modal is an information icon (a lowercase 'i' inside a circle). Below the icon is the title 'Email in use'. The main text of the modal reads: 'The entered email address is already being used in an OPR profile. Do not create a new profile. Click on Forgot Password to reset your existing profile password. If you entered the email address in error, click on Try Again to re-enter your email address.' At the bottom of the modal are two buttons: 'Forgot Password' and 'Try Again'.

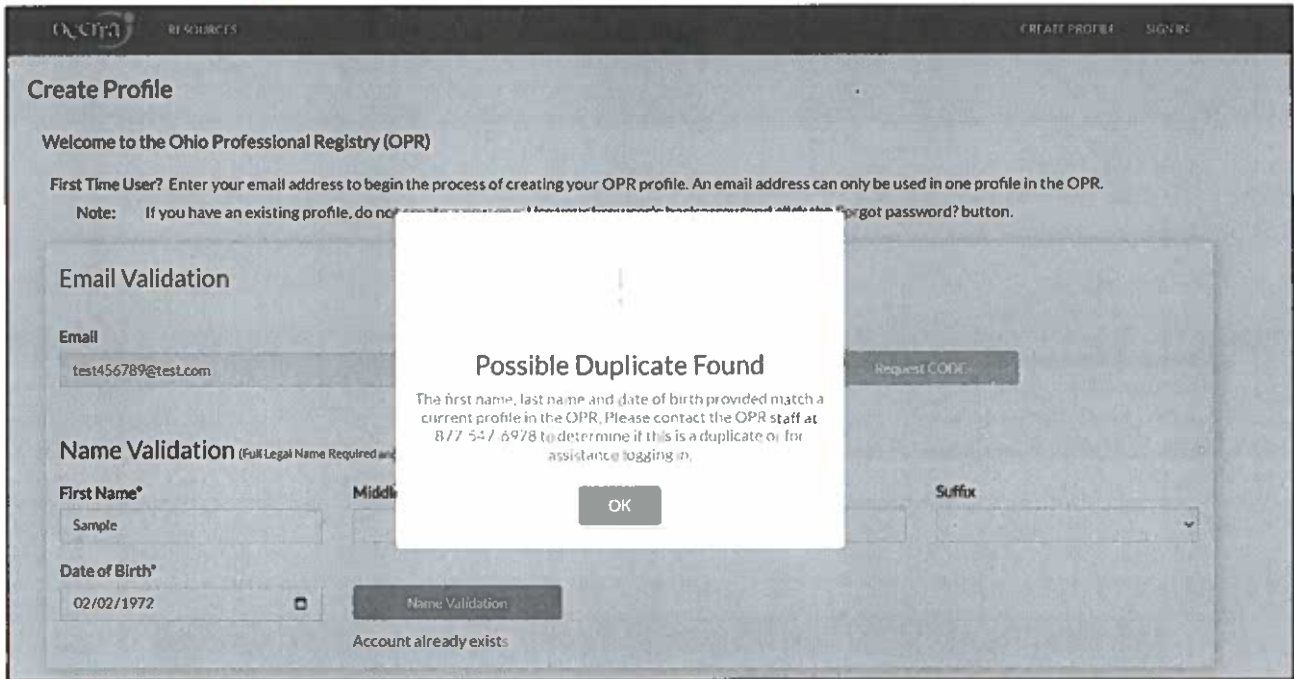
- If the email address is not already being used in the OPR, an email will be sent to that email address with a CODE. At this point you need to go to your email account, open the email containing the CODE, and then enter the CODE in the Enter Your CODE field. The CODE is only valid for one hour.

The screenshot shows the 'Create Profile' page on the Ohio Professional Registry (OPR) website. The page has a dark header with the OPR logo and 'RESOURCES' on the left, and 'CREATE PROFILE' and 'SIGN IN' on the right. The main content area is white and titled 'Create Profile'. Below the title, it says 'Welcome to the Ohio Professional Registry (OPR)'. There is a section for 'First Time User?' with instructions and a 'Note'. The 'Email Validation' section contains two input fields: 'Email' (with 'test456789@test.com') and 'Re-Enter Email' (with 'test456789@test.com'). A 'Request CODE' button is to the right. Below these fields, it says 'CODE sent to test456789@test.com.'. At the bottom, there is an 'Enter Your CODE' input field (highlighted with a red box) and a 'Confirm CODE' button.

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

The screenshot shows the 'Create Profile' page with a success message overlay. The message is a white box with a green checkmark and the text 'Successful Email Validation Completed'. Below the message is an 'OK' button (highlighted with a red box). The background shows the 'Email Validation' section with the 'Email' field containing 'test456789@test.com' and the 'Request CODE' button. Below that, the 'Name Validation' section is partially visible, showing 'First Name*', 'Middle', and 'Suffix' fields.

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. *877-547-6978 or support@occrpa.org*



- 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.

05/05/1995 Name Validation

Maiden Name / Aliases Used Home or Cell Phone*

Home Address

Address* Address

City* State* Zip* County*

Demographics

Gender* Race* Ethnicity* Primary Language*

Please Select Please Select Please Select Please Select

Password

New Password* Re-Enter New Password*

Ⓢ Ⓢ

X at least 8 characters
X at least 1 uppercase character
X at least 1 lowercase character
X at least 1 number
X at least 1 symbol

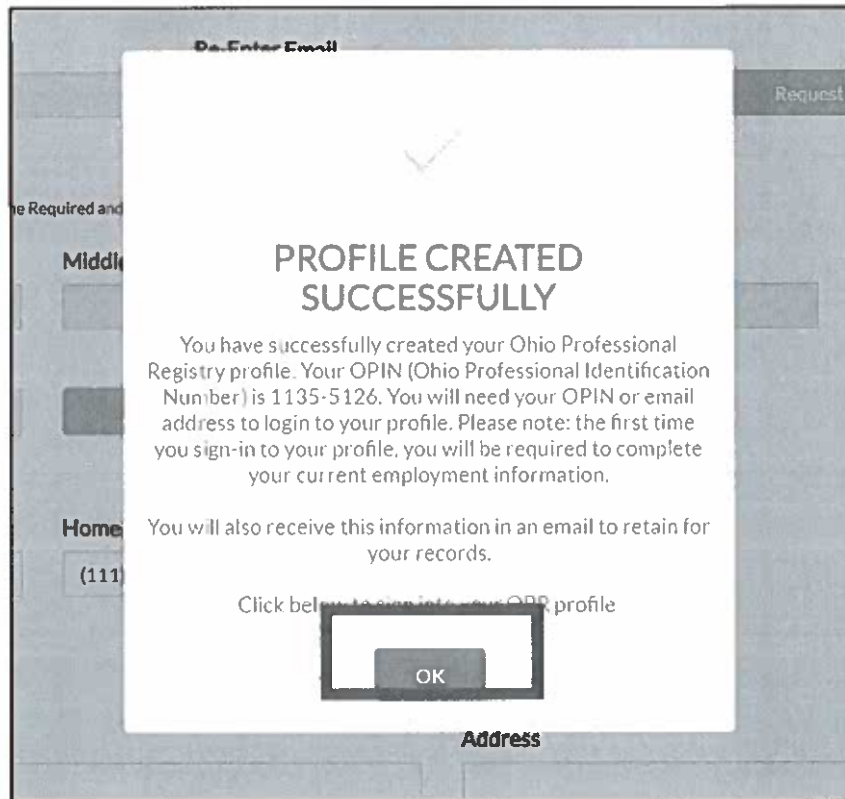
Once all required fields are entered, the Create Profile button will activate. Complete all fields and click the green "Create Profile" button.

The screenshot shows a form titled "Password" with two input fields: "New Password*" and "Re-Enter New Password*". Both fields contain masked characters (dots) and have eye icons to toggle visibility. Below the fields is a list of password requirements, all of which are checked with green checkmarks:

- ✓ at least 8 characters
- ✓ at least 1 uppercase character
- ✓ at least 1 lowercase character
- ✓ at least 1 number
- ✓ at least 1 symbol

At the bottom right of the form, there are two buttons: "Cancel" and "Create Profile". The "Create Profile" button is highlighted with a black rectangular box, indicating it is the active and intended button to click.

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.



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.

OCCRA RESOURCES CREATE PROFILE SIGN IN

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRA's Conditions of Use and Privacy Notice.

- [Forgot password?](#)

New to OCCRA?

Create New Profile

10. If you forget your password, you may click **Forgot password?** to start the password reset process.

The screenshot shows the OCCRRRA website's sign-in interface. At the top left is the OCCRRRA logo and the word "RESOURCES". At the top right are links for "CREATE PROFILE" and "SIGN IN". The main content area is a white box with a rounded border containing the following elements:

- SIGN-IN** header
- Input field for "OPIN or Email Address"
- Input field for "Password" with a visibility toggle icon
- "Continue" button
- Text: "By continuing, you agree to OCCRRRA's Conditions of Use and Privacy Notice."
- A red-bordered box highlighting the "Forgot password?" link.

Below the sign-in box, there is a link for "New to OCCRRRA?" and a "Create New Profile" button.